SELF STUDY REPORT
FOR
INSTITUTIONAL ACCREDITATION

Submitted to:

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
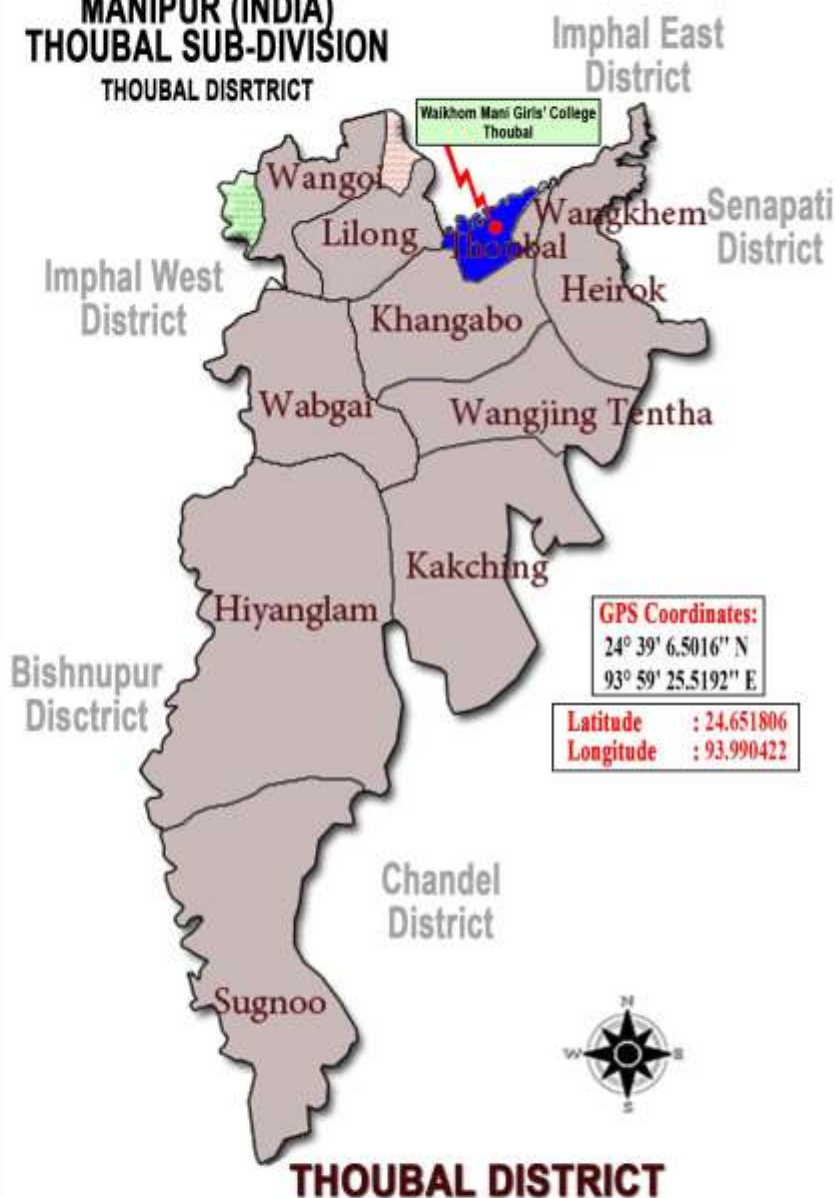## BANGALORE

WAIKHOM MANI GIRLS' COLLEGE
THOUBAL OKRAM, MANIPUR

LOCATION OF WAIKHOM MANI GIRLS' COLLEGE THOUBAL

INDIA

Manipur

MANIPUR

Thoubal

Waikhom Mani Girls' College Thoubal

THOUBAL DISTRICT MANIPUR

MANIPUR (INDIA)
THOUBAL SUB-DIVISION
THOUBAL DISRTRICT

Imphal East District

Waikhom Mani Girls' College Thoubal

Wangol

Lilong

Thoubal

Wangkhem

Senapati District

Imphal West District

Heirok

Khangabo

Wabgai

Wangjing Tentha

Kakching

Hiyanglam

GPS Coordinates:
24° 39' 6.5016'' N
93° 59' 25.5192'' E

| Latitude | : 24.651806 |
| Longitude | : 93.990422 |

Bishnupur Disctrict

Chandel District

Sugnoo

THOUBAL DISTRICT

THOUBAL MAIN PORTION
Waikhom Mani Girls' College Thoubal

WAIKHOM MANI GIRLS' COLLEGE, THOUBAL

FORWARD

I have immense pleasure in bringing out the Self Study Report (SSR) of Waikhom Mani Girls' College, Thoubal Okram, Manipur for submission to the National Assessment and Accreditation Council (NAAC) for assessment and accreditation of the college.

Since its establishment, this is the first time that the college has attempted to undertake an opportunity to measure in terms of the effectiveness of its strength, weakness and challenges for favourable accreditation. The self study report was prepared along the guidelines as suggested by the NAAC through a Steering Committee comprising of experienced faculty members. It is highly gratifying to note that by the help of their painstaking efforts and sense of commitment this report of vital importance had been brought out. I feel indebted to them for this valuable work.

I hope that this preliminary and indispensable treatise will inevitably expedite the process of assessment and accreditation of this college by NAAC.

(Dr. O. Ibeton Devi)
Principal
Waikhom Mani Girls' College
Thoubal Okram, Manipur

Principal
Waikhom Mani Girls College
Thoubal Okram, Manipur

ACKNOWLEDGEMENT

This Self Study Report (SSR) has taken over three months tenacious efforts to prepare, compile and editing. It continues to be a true labour towards the quality enhancement for all of us. I am deeply indebted the following for their contributions without which this report could never have been created.

I am thankful to Dr. O. Ibeton Devi, Principal, Waikhom Mani Girls' College for entrusting me the task of Co-ordinator, NAAC Steering Committee, Waikhom Mani Girls' College and also for extending her fullest co-operation at all stages and being the pillar of support and constant guidance. Her support and enthusiasm have enabled us to complete this task.

I am indebted to the members of the NAAC Steering Committee and staffs of the administrative office for their co-operation, resourcefulness and hard work while compiling and editing it, typing the report and giving it the present shape.

My special gratitude to all the Heads of Departments, all the faculty members, all the administrative staffs for their timely help and support.

I am truly grateful for the hands that made this report possible.

(S. Shyamkiran Singh)
Coordinator
NAAC Steering Committee
Waikhom Mani Girls' College
Thoubal Okram, Manipur.

Preface

We are extremely happy to submit the Self Study Report (SSR)of our college for assessment and Accreditation by National Assessment and Accreditation Council, Bangalore.

All the information provided in this report are correct and true to the best of our knowledge and believe and is based on a detailed and systematic study on the growth and development of the college in the last 35 years, since its inception in 1980.

The 35 years old Waikhom Mani Girls' College placed under the purview of the UGC with the official recognition of since April 1998. Although the college is only girls degree college in the District is facing insufficient infrastructure together with the acute financial constraints of the state. Recently in 20th November 2011, the state Government approved 11 Teachers including principal & 6 non-teaching staffs. Even though the products of the college are serving in every corners of the state. This report is the result of concerted effort from both members of the teaching & non-teaching staffs.

It truly reflects the running of this institute in all its aspects based on a systematic management of all the available facilities through healthy co-ordination & co-operation for achieving performance optimization of the constituents.

In summation of all said and shown, the Management of the College has the pleasure to place this SSR to NAAC for assessment and also taken the liberty to anticipate favorable accreditation thereon in appreciation of its humble but sincere efforts towards the ascendancy of higher education in the National spectrum.

We warmly extend an invitation to the members of the peer team to visit our esteemed institution.

(*S. Shyamkiran Singh*)
Coordinator
NAAC Steering Committee
Waikhom Mani Girls' College
Thoubal Okram, Manipur.

(*Dr. O. Ibeton Devi*)
Principal
Waikhom Mani Girls' College
Thoubal Okram, Manipur
Principal
Waikhom Mani Girls College
Thoubal Okram, Manipur

DECLARATION

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Signature of Head of the
Institution
with Seal

Principal
Waikhom Mani Girls College
Thoubal Okram, Manipur

Place : Thoubal

Date : 14th February, 2015

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that The Waikhom Mani Girls' College fulfills all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 14ᵗʰ February, 2015   (**Dr. O. Ibeton Devi**)

Place: Thoubal   Principal
                    Waikhom Mani Girls' College

Principal
Waikhom Mani Girls College
Thoubal Okram, Manipur

EXECUTIVE SUMMARY ANDSWOC ANALYSIS OF THE INSTITUTION

The Waikhom Mani Girls' College was established for imparting value based quality education with the principles to develop, empower and train young women of backward areas for the benefit of the society and the country. The students of our college belongs to mainly OBC Meiteis and Minority Muslims. Every year a good number of students from rural, Semi-urban and urban areas were admitted to our college.

The college has 15 Class rooms, 18 Laboratories, Basket Ball court, Indoor Hall, Multipurpose Hall, 80 bedded Girls' Hostel, Library, 2 Vocational Training Workshop and Water Harvesting Pond. It has a well equipped computer centre with internet facility. The college has a language lab with all latest equipment and facility.

BRIDGE TO NAAC

The college submitted Letter of Intent (LOI) to NAAC on 26th August, 2014, and later, the college can earned IEQA status on 17th September, 2014. From this day began the journey to NAAC for accreditation in right earnest. The IQAC of the college began working from the month of April, 2013 and the Annual Quality Assurance Report for the year 2013-14 was submitted to UGC and relevant Government authorities on 16th May, 2014.

The college committed to undergo the SSR for the following reasons:

- ❖ To upgrade the college
- ❖ To upgrade the teachers' quality
- ❖ To upgrade the students quality
- ❖ To upgrade the Non-Teaching staff
- ❖ To upgrade the college administration and management
- ❖ To examine Principal's Vision and Mission
- ❖ To examine Teachers' mindset and
- ❖ To examine students' mindset

A Steering Committee for the NAAC Assessment and Accreditation was formed by the Principal in consultation with the Governing Body of the college. The Steering Committee for NAAC

Assessment and Accreditation has the following members:

Dr. O. Ibeton Devi, Principal	**Chairman**
S. Shyamkiran Singh, Asst. Professor	**Coordinator, Steering Committee**
Dr. B. Devdutta Sharma(Asst. Prof & HOD)	**Member**
S. Khomei Singh (Asst. Prof. & HOD)	**Member**
Kh. Subol Singh (Asst. Prof. & HOD)	**Member**
Ksh. Rajendro Singh (Asst. Prof.& HOD)	**Member**
K. Sadananda Singh (Asst. Prof. & HOD)	**Member**

The Steering Committee convene its monthly meetings regularly after earning IQAC status on 17th September, 2014 till December, 2014.

The criterion wise sub committees deliberated on various terms used in the manual and the interpretation of each question under each criterion.

The Steering Committee members prepared the SSR after incorporating the suggestions prepared from these deliberations.

A number of Steering Committee meeting were held to check and finalize the above mentioned inputs.

CRITERION WISE INPUTS

Criterion – I : Curricular Aspects

The institution's vision and mission is to impart value – based education and develop individual students for promotion and sustenance initiatives so as to make them better citizens of tomorrow. The college is an aided institution affiliated to the Manipur University. As an affiliated college it has limited academic flexibility. It conducts 18 conventional Undergraduate Degree programmes in the disciplines of Arts and Science with General and Honours Courses and 9 Add on Courses. The college follows Semester System of Examination and also offers number of elect options. Being an affiliated college , it follows University Curriculum. Compulsory courses are introduced in Environmental Studies and Computer Skills. Seminars/Workshop/Conferences are organized from time to time. ICT is used in pedagogy. Some faculty members are in Board of Studies in the University. The college recently

established Community College under the assistance of University Grants Commission from the academic session 2014-15 to impart Vocational Subjects. The infrastructure and facilities available in the college for each courses are inspected by the University at the time of introduction of new programmes. The Governing Body in consultation with respective faculty members made provision to frame Teaching plans and Schedules for different programmes after careful study. Suggestion from Parents, Alumni Association are taken regularly to improve the curriculum which is again informed to the University for curriculum changes. Employability is the major consideration for selecting courses.

Criterion – II: Teaching, Learning and Evaluation

The college has positively adapted to the changing scenario in the area of Higher Education in the country. Today the college has made a great progress in Teaching, Learning and Evaluation. The college follows University guidelines for admission and reservation policy is according to Government rules. Admission process is transparent and strictly based on merit. Admission notifications are made publicly through print and electronic medias. The college renders free education to meritorious as well as sports students to encourage their talent and competitive works.

Since most of the students are from rural areas, they could not afford for coaching classes to back up their weak subjects. In view of this, the college renders special remedial coaching programmes and tutorials for weak and needy students every year. The college also conducts special classes for slow learners. ICT is used in pedagogy. Freeships and Scholarships are availed to the needy and deserving students. The college is one of the premier institutions, which facilitates a number of economically and socially weaker students to get Government Private Scholarships. The college Governing Body also provides fee concession to a good number of economically weaker/ poor students during their course. Facilities for differently abled students are availed in the college campus. Since the college is only for the women, an active Women Cell has been opened recently.

As an affiliated college, it follows University Academic calendar. The college has good academic planning and organization. Medium of instruction is in English, and Manipuri. Lecture methods are predominantly used while teaching. ICT facilities are also used in teaching and learning processes, Computer assisted teaching and learning resources are available in the Library and Departments.

Majority of teaching faculties are M.Phil and some are Ph.D. and most of the faculties are undergoing Research. Faculties are involved in Research and Publications. Good number of teachers attended Seminars/ Workshops/ Conferences/ Refresher Courses/ Orientation Courses/ Short Term Courses. Recruitment of Teaching faculties are done as per Government, University and UGC norms.

Evaluation of students progress is done as per University norms and also conducted regular assessment of students. Moreover, college monitored progress of the students through Semester Examinations, Class tests and Terminal Examinations. Grievances regarding evaluation of students progress is redressed by a mechanism adopted by the Students Grievance Redressal Cell. The examination results are indicative of how students are benefitted from college education despite most of them are from rural and weaker sections of the society. They have withstood the academic challenges and many of them have secured University ranks. Students have great aptitude for cultural activities and won many award and prizes in extra and co-curricular activities in the college and Inter-college festivals.

Criterion – III: Research, Consultancy and Extension

The college boasts of having 10 faculty members having Ph.D. degree and 15 Faculty members having M.Phil. Degrees. The faculty members are encouraged to do further research and publish research articles and books. About 6 teachers are pursuing Ph. D. programme . Apart from this many faculties have authored articles in various academic journals, magazines and books which are very useful to the student community. Annual College Magazines are published regularly. The college constituted a Research Committee which monitors the research activities of the faculties. Faculties get research funding from the University Grants Commission. International and National research publications are available in the library. E-Library facility and internet facilities are also available in the library as well as Departmental Libraries. The college constituted Library Committee to monitor and look after all the activities of the library.

Ph.D. Degree holders publicized their expertise to promote consultancy services to local farmers, agricultural scientists etc. Industry-Institute relationship has been established for vocationalisation and skill development. The college has excellent record of performing community and social service. N.S.S., N.C.C. and Junior Red Cross Society provide big opportunities to the students to serve the society. Good number of awareness and sensitization programmes are organized in social issues by N.S.S. Unit I & II

as main outreach programmes. In the last five years, the N.S.S. adopted the Okram Village, Thoubal District and did social work in collaboration with the local club. It is an annual feature of the college to organize Mega Blood Donation Camps by involving N.S.S. Unit I & II, N.C.C. and Junior Red Cross. It is worth mentioning here that many of the cadets have participated in the prestigious Republic Day Parade held in Delhi and Imphal. They have won a number of awards in inter college competitions.

The students of the college have been taking part in Inter-College, Inter-University, National and International competitions. There are sports facilities available in the college and students are encouraged to make use of the sports facilities provided. Sports students are assisted to continue their education by giving fee concession and relaxing percentage of attendance.

Criterion – IV: Infrastructure and Learning Resources

The college has 18 acre campus with fairly good infrastructure. It situated at National Highway No.102 and Trans Asian Highway No.1.It is well connected to all parts of Manipur by National Highway and State High ways. The college has adequate space and class rooms. It has outer and Indoor sports facilities. Gymnasium and canteen available in the campus. 80 bedded Girls' Hostel constructed under the UGC sponsored schemes. College campus is Eco- friendly and healthy environment. College campus is well maintained and maintenance budget is available. Recreational Facilities, Vehicle Parks, Drinking Water Facilities, Solid waste management facilities are also available in the campus.

The college has a Library with about 13,000 books, 14 Journals and 10 periodicals. Moreover, E-Library facilities are available in the library. Library Automation is initiated the process is expected to be completed soon. Free internet facility is providing in the library. Library Advisory Committee has been constituted to look after and monitor library activities.

The college has a computer centre with well configured computers . In addition to this Library, Department of Chemistry, Botany, Zoology, Anthropology, Physics have their own computer systems with internet Wi-Fi facilities. Computer literacy programmes are organized regularly for Non-Teaching Staffs and students.

Criterion – V: Students Support and Progression

The college has students mentoring system. It follows SC/ST/OBC reservation policy. There is a Career and Counseling Cell to guide students before and after admission in Under Graduate courses. Remedial Classes are conducted for weak students. The college has a long history of distinguished Alumni Association. Updated College prospectus is published regularly.

The Examination results are encouraging and pass percentage is fairly good. Students drop out rate is fairly less and there is a mechanism to monitor student progression to higher education and employment. Progression from Under Graduate to Post Graduate and placement is satisfactory. A good number of students participated in sports at Inter- College Tournament and Youth Festivals annually. Moreover, cultural activities are organized and promoted through participation in the collegiate and youth festivals. Stdents are actively involved in community works.

Criterion – VI : Governance, Leadership and Management

The college has its own policies and strategies in the area of management to promote efficiency and effectiveness in all academic activities. The syllabi are taught in time. Tests and examinations are conducted according to the academic calendar. The college Governing Body and the office provide necessary support in all respects. Principal and Academic officers are key functionaries in institutional governance. The college prepared a perspective master plan and various internal committees are formed for good governance. The college has decentralized and collaborative structures in decision making. Principal acts as nodal person for strategy development, interacting with management, staff and stakeholders.

Faculty members of the college submit annual self-assessment report to the principal. The college encourages active participation of faculty members in administrative work and encouraged for professional development. Formal grievance redressal mechanism for faculty and staffs constituted.

College accounts are properly maintained and audited regularly. Main financial resources of the college are from fees collected from students and funds allocated by the State Government and UGC, Donors and others. The college is targeting to open self-finance courses. The teachers can avail of loans from the Teachers' Provident Fund. They can also avail of festival Bonus and advances from the College fund.

The Governing Body appoints faculty members as per State Government/ UGC norms to fill the gap to ensure a better teacher-student ratio. The college constituted Internal Quality Assurance Cell (IQAC). It lays down academic time table and schedules to be followed. IQAC monitors teaching and learning.

Criterion – VII : Innovation and Best Practices

Tremendous changes was evidentin the college by introducingvarious schemes. Several progressive methods have been adopted to promote creativity and innovations.In addition to regular conventional academic courses, several job oriented and vocational in nature are introduced with the changing time and scenario. Every year college conducted tree plantation drive in connection with Ban mohon shop observance. It maintained botanical garden and water harvesting system. The college has taken special concerned for disadvantaged groups, rural, tribal and poor students. It has a plan to set up water purification plant in the campus. Admission process and library works are fully computerized.

Students pursue in different extension activities. The college monitors students activities through teachers – in-for different activities. Environmental Clubs, Quiz Clubs etc. are established in the college. Health awareness programmes are also organized by the students through N.S.S. and N.C.C. The career and Counseling Cell offers personal counseling and even help them to join the right concerns. All the activities in the college help students to develop their wholesome personalities in a balanced way.

SWOC ANALYSIS OF THE COLLEGE

STRENGTH:

- ❖ Well qualified teachers in good number
- ❖ Well designed Job Oriented Courses
- ❖ Active Placement Cell
- ❖ Good Coordination among all stakeholders
- ❖ Adequate land for future expansion
- ❖ Good Teacher-Student ratio
- ❖ Adequate space and infrastructure facility
- ❖ The increase in the students strength in the last five years goes to prove the popularity of the college
- ❖ Only girls' college in Minority Concentrated District (Thoubal)

WEAKNESS:

- ❖ Unsatisfactory ICT infrastructure in Teaching-learning
- ❖ Poor research culture
- ❖ Conventional teaching methods
- ❖ High student number means a diverse student body with diverse socio economic backgrounds.
- ❖ Lack of proficiency in English Language often does not motivate students from excelling in academics

OPPORTUNITY :

- ❖ Widening extension activities
- ❖ Establishing linkages and collaboration with reputed institutions in the neighborhood
- ❖ Scope for starting PG in Home Science and more Job-Oriented courses
- ❖ Scope for attaining Autonomous status
- ❖ Scope for introduction of COC and self financing courses for enhancing global competencies
- ❖ Good co-ordination among all stakeholders
- ❖ Strengthening conventional courses
- ❖ Extracurricular activities bring out the hidden talents of the students

CHALLENGES:

- ❖ To introduce more courses and value added services
- ❖ To mobilize more resources
- ❖ To encourage more research and publication by faculty
- ❖ To acquire regional and national visibility
- ❖ To enhance students progression to PG and employment
- ❖ Improving teacher quality
- ❖ Preparation of a perspective plan for future growth and development
- ❖ Motivating the teaching faculties for upgrading skills, including application of modern technology
- ❖ Empowering students to increase their employability.
- ❖ To develop communication skills, enrich personality and successful career plans of the students.

SECTION B: PREPARATION OF SELF-STUDY REPORT

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	WAIKHOM MANI GIRLS' COLLEGE	
Address :	Thoubal Okram, P.O. Thoubal	
City : Imphal	Pin :795138	State :Manipur
Website :	www.wmgcollege.org	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. O. Ibeton Devi	O:03848-222579 R:	9856241136		wmg.123@rediffmail.com
Vice Principal	O.Irabot Singh	O: R:			
Steering Committee Coordinator	S. Shyamkiran Singh	O: R:	9862900362		sorokhaibams @gmail.com

3. Status of the Institution:

Affiliated College   √
Constituent College
Any other (specify)

4. Type of Institution:
   a. By Gender
      i. For Men
      ii. For Women   √
      iii. Co-education
   b. By Shift
  i.   Regular
  ii.   Day   √
  iii.   Evening

5.It is a recognized minority institution?

Yes   √

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:
    Government
    Grant-in-aid
    Self-financing
    Any other

√
UGC, DBT

7. a. Date of establishment of the college: …**20/11/1980**… (dd/mm/yyyy)

    b. University to which the college is affiliated /or which governs the college

    (If it is a constituent college)   **Manipur University**

    c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	April, 1998	
ii. 12 (B)	April, 1998	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

   d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)---NIL

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	N.A.	N.A.		
ii.				
iii.				
iv.				

   (Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as   recognized by the UGC), on its affiliated colleges?

   Yes ☐   No √

   If yes, has the College applied for availing the autonomous status?

   Yes ☐   No ☐

9. Is the college recognized

    a. by UGC as a College with Potential for Excellence (CPE)?

Yes [   ]   No [√]

If yes, date of recognition: …………………… (dd/mm/yyyy)

    b. for its performance by any other governmental agency?

Yes [   ]   No [√]

If yes, Name of the agency …………………… and

Date of recognition: …………………… (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	76890.587
Built up area in sq. mts.	5210

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities
- Sports facilities
  * play ground√
  * swimming pool
  * gymnasium√

- Hostel

  * Boys' hostel

    i. Number of hostels

    ii. Number of inmates

    iii. Facilities (mention available facilities)

    * Girls' hostel √

    i. Number of hostels - 1

    ii. Number of inmates - 80

    ii. Facilities (mention available facilities)- Toilet, Reading room, dining hall, kitchen, recreation room, purified drinking water

      * Working women's hostel -- No

      i. Number of inmates

      iii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) – 2 Chowkidar Quarters

- Cafeteria — One

- Health Centre – Nil

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance…. No

Health centre staff – Nil

Qualified doctor   Full time [ ] Part-time   [ ]

Qualified Nurse   Full time [ ] Part-time   [ ]

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal --- Yes
- Generator or other facility for management/regulation of electricity and voltage — Available

- Solid waste management facility—Available
- Waste water management — Not available
- Water harvesting — Available

12.   Details of programmes offered by the college (Give data for current academic year 2014-15)

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
1	Under-Graduate	B.A.	3 years	Hr./Sr. Sec.	English & Manipuri	600	442
		B.Sc.	3 years	Hr./Sr. Sec.	English & Manipuri	900	1051
	Post-Graduate						
	Integrated Programmes PG						
	Ph.D.						
	M.Phil.						
	Ph.D						
	Certificate courses						
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13.   Does the college offer self-financed Programmes?

Yes ☐   No ☑

If yes, how many?   ☐

14.   New programmes introduced in the college during the last five years if any?

Yes	√	No		Number	3

15.   List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History)	UG	PG	Research
Science	Physics, Chemistry, Botany, Zoology, Mathematics, Geology, Statistics, Anthropology, Geography, Home Science	B.Sc.		
Arts	English, Manipuri, History, Political Sc., Education, Mathematics, Economics, Philosophy, Sociology, Anthropology, Geography, Statistics, Home Sc.	B.A.		
Commerce				
Any Other (Specify)				

16.   Number of Programmes offered under (Programme means a degree course like   BA, BSc, MA, M.Com…)

   a.   annual system   ☐

   b. semester system   √

      B.A/B.Sc.

   c. trimester system   ☐

17.   Number of Programmes with

   a. Choice Based Credit System   ☐

   b. Inter/Multidisciplinary Approach   √

   c. Any other (specify and provide details)   ☐

18.   Does the college offer UG and/or PG programmes in Teacher Education?

      Yes ☐   No √

   If yes,

   a. Year of Introduction of the programme(s)………………… (dd/mm/yyyy)

      and number of batches that completed the programme   ☐

   b. NCTE recognition details (if applicable)

      Notification No.: ……………………………………

      Date: ………………………… (dd/mm/yyyy)

      Validity:………………………

c   Is the institution opting for assessment and accreditation of Teacher   Education Programme separately?

Yes ☐   No ☑

19.   Does the college offer UG or PG programme in Physical Education?

Yes ☐   No ☑

If yes,

a. Year of Introduction of the programme(s)………………. (dd/mm/yyyy)

and number of batches that completed the programme ☐

b.   NCTE recognition details (if applicable)

Notification No.: …………………………

Date: …………………… (dd/mm/yyyy)

Validity:……………………

c.   Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐   No ☑

20.   Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*										
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*				40	52	15	9	9	11	
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.					5	4	9
M.Phil.					7	14	21
PG					21	21	42
Temporary teachers							
Ph.D.					1	6	7
M.Phil.					1	1	2
PG					5	6	11
Part-time teachers							
Ph.D.							
M.Phil.							
PG							
Total					40	52	92

22. Number of Visiting Faculty /Guest Faculty engaged with the College. 4

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011-12		Year 2 2012-13		Year 3 2013-14		Year 4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC								4
ST			1		1			4
OBC		403		560		802		1152
General								330
Others				1-PWD		1-PWD		3-PWD

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1493				1493
Students from other states of					
NRI students					
Foreign students					
Total	1493				1493

25. Dropout rate in UG and PG (average of the last two batches)

UG 2012-13--3.92, 2013-14 --4% PG [   ]

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component   **Rs.7008.97**

(b) excluding the salary component   **Rs.727.66**

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes [   ]   No [√]

If yes,

 a) is it a registered centre for offering distance education programmes of another University

Yes [   ]   No [√]

a) Name of the University which has granted such registration.

[   ]

b) Number of programmes offered [N.A.]

c) Programmes carry the recognition of the Distance Education Council.

Yes [   ]   No [√]

28. Provide Teacher-student ratio for each of the programme/course offered

B.A   =   1 : 11.33
B.Sc =   1 : 19.83

29.Is the college applying for

Accreditation :Cycle 1 [√] Cycle 2 [   ] Cycle 3 [   ] Cycle 4 [   ]

Re-Assessment: [   ]

(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: …… (dd/mm/yyyy) Accreditation Outcome/Result……..

Cycle2: ……(dd/mm/yyyy)   Accreditation Outcome/Result……....

Cycle3: …… (dd/mm/yyyy)   Accreditation Outcome/Result……....

*** Kindly enclose copy of accreditation certifcate(s) and peer team report(s) as an annexure.***

31.   Number of working days during the last academic year. | 282 |

32.   Number of teaching days during the last academic year | 199 |
(Teaching days means days on which lectures were engaged excluding the examination days)

33.   Date of establishment of Internal Quality Assurance Cell   (IQAC) IQAC

……11/04/2013 (dd/mm/yyyy)

34.   Details regarding submission of Annual Quality Assurance Reports   (AQAR) to NAAC.

AQAR (i) …………………. . (dd/mm/yyyy)

AQAR(ii) …………………… (dd/mm/yyyy)

AQAR(iii)…………………… (dd/mm/yyyy)

AQAR(iv) ……………………(dd/mm/yyyy)

35.   Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information) – **N.A.**

2. Criteria — wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

- **Vision :-** To provide quality and affordable education to students through promotion and sustenance initiatives.
- **Mission & Objectives :-**
  i. To inculcate the minds of the students the moral attitude and turn them into good citizens.
  ii. To undertake research and development programme by disseminating scientific knowledge.
  iii. To collaborate with other stakeholders of higher and technical education for quality education.
  iv. To built up a cognitive environment among the students and teachers for establishing a brighter institute.

The college has clear vision and mission and all the programmes are well planned to achieve it. The vision, mission and objectives of the college are communicated to the stakeholders through hoardings put up at all prominent places like Office rooms, College Campus and auditorium etc.. It is also mentioned in the college calendar and in the college Megazines for the students to understand.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The college make a committee consisting of principal, all the heads of departments and two student guardians to frame an academic action plan in above the academic calendar provided by the Manipur University for an effective implementation of the curriculum. An academic calendar is prepared which contain a detailed account of the academic activities proposed to be carried out trough the academic year. The academic calendar of the college is a sort of action plan for effective implementation of the curriculum.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The college authority deputed teaching staffs for participating different refresher courses, short term courses, orientation courses and trainings conducted by Academic staff college of different universities and institutions.

1.1.4 **Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.**

Being an affiliated college, our college follows the syllabus of the University. A good number of our teachers serve as members in the academic bodies of the University. Being a member in the academic bodies of different disciplines, they actively involved in designing and reviewing the curriculum.

1.1.5 **How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

For effective operationalization of the curriculum, the college always keeping in touch with the University, industries, research institutes and relevant departments of the university. Field visits, surveys, interaction with the researchers and scientists, conducting assignments and projects are method of effective operationalization of the curriculum.

1.1.6 **What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

The staff members are usually nominated to the curricula and syllabi monitoring and review committees formed by the university from time to time. Most our teachers are taking part in the evaluation of University Examination papers. The suggestions provided by the teachers and students in their feed backs are forwarded to the university for its consideration. The college had organized workshop on "Curricula reforms and its impacts on the current academic trends in Manipur" recently and recommendation of the workshop are also submitted to the Manipur University.

1.1.7 **Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

As the college is affiliated to the Manipur University it follows the syllabi prescribed by the University but has the freedom to choose from the list of alternative subjects offered.

1.1.8   How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The systematic method of tests and practicals ensure that the syllabi are fully covered. At the end of every semester ascertain the impact of the subjects on the students. This is monitored by the Heads of the Departments and Principal through feedbacks from students as well as teachers. This makes fulfillment of the objectives of the curriculum.

1.2 Academic Flexibility

1.2.1   Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The gold and objectives of the college are to produce well qualified, disciplined graduates and empowering them to be a responsible citizen in building a perfect nation.
I addition to the general Science and Arts Courses, the college offered following certificate / Diploma/Skill development courses under the career oriented programme.

Type of Course	Name of the course
Certificate/ Diploma/ Advance Diploma	i.Computer Application
	ii.Spoken English
	iii.Floriculture & Land escaping
	iv.AIDS & Family Counseling
	v.Industrial Fish & Fishery
	vi.Food Science and Quality Control
	vii.Selp-Help group management
	viii.Watershed Management
	ix.Mushroom Cultivation
	x.Human Rights and Duty Education

1.2.2   Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.
No at the moment, but would like to offer in future.

1.2.3   Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

Being an affiliated college, it has limited academic flexibility. The college offers undergraduate courses in B.A. and B.Sc. to keep the students abreast of this fast changing technological world. Keeping in mind the regional demand and to cater the younger generation with all possible facilities, the college provides computer application in addition to traditional B.A./B.Sc. courses. Add on courses are also available in addition to the B.A./B.Sc. courses.

All these courses definitely develop employable skills among the students that in turn helps them progress in higher studies and their potential for getting employment is surely enhanced with these skills development courses offered by the college.

Range of Core /Elective options offered by the University and those opted by the college
The college provides instructions for B.A./ B.Sc. at Under Graduate level. The Manipur University does not give academic flexibility to the affiliated institutions. However, institution offers the following compulsory and optional subjects in Undergraduate Graduate Level.

S.No.	Class	Subjects
1	BA	Manipuri/ English (Elective) History ,Economics, Political Science,Mathematics, Geography, Philosophy,Sociology, Education,
2	B.Sc.	Physics, Chemistry, Maths, Zoology, Botany, Geography, Geology, Home Science, Anthropology and Statistics

Choice Based Credit System and range of subject options

All the courses follow the Manipur University System.

Courses offered in modular form
Courses are provided unit wise and are arranged in the modular form at department level by academic committees comprising of HOD's, staff and Principal. The modules so arranged are also used for testing the students in the exams, (1st Terminal, 2nd Terminal and Mid term tests).
Credit transfer and accumulation facility
At present no credit transfer and accumulative facility is permitted by the University.
Lateral and vertical mobility within and across programmes and courses
This facility is not permitted by the University.
Enrichment courses
Diploma in Computer Application
Spoken English

1.2.4 **Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

There is no such programmes at present.

1.2.5 **Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

Yes,

Type of Course	Name of the course	beneficiary
Certificate/ Diploma/ Advance Diploma	i.Computer Application	30
	ii.Spoken English	30
	iii.Floriculture & Land escaping	30
	iv.AIDS & Family Counseling	30
	v.Industrial Fish & Fishery	30
	vi.Food Science and Quality Control	30
	vii.Selp-Help group management	30
	viii.Watershed Management	30
	ix.Mushroom Cultivation	30
	x.Human Rights and Duty Education	30
Certificate/ Diploma	i. Fashion Design	30
	ii. Embroidery	30

1.2.6 **Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?**

Not at present.

1.3   Curriculum Enrichment

1.3.1   Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college being an affiliated college to the Manipur University does not have the right for designing its own curriculum. Still the courses run at UG level have their relevance to the Institution's goal and objectives. The college aims to impart such knowledge as may be necessary for the all round development of the character of students their by making them capable of being better employable. To reach out to the goal an objectives, the college has evolved additional inputs in the syllabi to face the current trends in competitive areas. To make up any deficiencies, the college supplement the University's curriculum. By imparting special courses like personality development, extra coaching classes etc.

1.3.2   What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The college strictly adheres to the syllabus designed by Manipur University, but while delivering this syllabus contain to the student's, our faculty enrich it with their own expertise and experience so that the student also gain employable qualities that enable them getting job in this highly competitive market. Seminars and Special lectures by experts from renown research institutes and industries are organized to enable the students to understand the changes in the employment market.

The career guidance and the counseling cell of the college regularly interact with the students and collect information's which in turn formulates a new model and the methodology of teaching which are then conducted to make up the deficiencies in the student's to make them employable.

To develop required skills, the college has designed tools in the areas of spoken English, use of Computers and providing in-depth knowledge in the respective subjects.

1.3.3   Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The college, at its own level and with the assistance from UGC and other bodies like Ministry of Environment and Forest, Government of India organize seminar/workshop and conference at national and state level where in the experts from above mention fields are invited to share and deliver their experience and knowledge. The college Governing Body has also supported women education

thereby offering freeship and fee concession to the students of the same families. The college offers Human Rights and Duty Education and Computer Applications as add-on courses to enabling students to learn rights and duties as a social animal and latest technologies which can help them for making a brighter future.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

§ **Moral and ethical values:** The college regularly conducts seminars/workshops/trainings by inviting experts from India and abroad to upgrade moral and ethical values of the students. The NSS cell of the college engages the students in community development and activities which motivate the students to take up the causes of social service. The students are also motivated by way of special lectures so as to instill moral and ethical values in them. Department of political science conducted classes on Human Rights and Duty Education as add-on course above the normal classes to insist the moral and ethical values of the students.

§ **Employable and life skills:** The college understand that the need of communication skill and up -gradation of inborn skills for the students for better career options. So, the college open various career oriented courses like Spoken English, Industrial Fish and Fishery, Floriculture, Mushroom Cultivation, Food Science and Quality Control etc. Moreover, the college recently implemented Community College with the trades Fashion Design and Embroidery to train and upgrade students skills to enable them a better employable. It is a regular practice to invite expert resource persons to conduct seminar/workshops on the development of communication competence among the students.

§ **Better Career Options:**
The Career Counseling Cell of the college offers bright career options for the students.

§ **Community Orientation:**
The college NSS and NCC sensitize the students towards community activity and enable the students to have an understanding of the society. Some of the noteworthy activities are Blood Donation Camps, Tree Plantation, AIDS Awareness programmes etc.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The college has adopted a mechanism to take feedbacks from the stake holders. The college consider both oral and written responses on curriculum from students. Special format are used for alumni and parent to register their views during the meetings and also from written statement. The college academic development committee analyses feedback and prepares responses for future use. The Principal Office will then process and submit the analysis report to the college Governing Body. The College Governing Body reviews the analysis reports and initiated

interventions. The teachers collect the exit level feedback from the graduates regarding learning processes after the end of academic session every year. Inputs obtain from the stakeholders are used to improve the overall competency of the students for better employability.

1.3.6 **How does the institution monitor and evaluate the quality of its enrichment programmes?**

The IQAC along with staffs of various departments evaluates quality of the enrichment programmes through end-semester examinations. The College makes sure that the curriculum bears a thrust on National Development, Fostering Global Competencies among students, inculcating a value system among students, promoting the use of technologies. The college uses education as the tools for empowering women and through the transaction of curriculum it has adopted, its seeks to adhere the all-round development of the students enrolled in the various academic programs it offers.

1.4 Feedback System

1.4.1 **What are the contributions of the institution in the design and development of the curriculum prepared by the University?**
Some faculty members of the college are member in the University Curriculum Design committee. The suggestions made by teachers and students are forwarded to the University for appropriate action.

1.4.2 **Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**
Yes, There is a method to collect feed backs from students, parents and Alumni. College authority take decisions about the effective development of the curriculum and necessary changes depending on the   information gathered from students feedback . College authority make the necessary representations on behalf of the students to the University.

1.4.3 **How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?**)

During the last four years the college had introduced one programme i.e. B.Sc. Geology. The rationale for introducing the Geology course is high demand of the students and need of acquiring fundamental knowledge of Earth Science with the changing global situation.

Any other relevant information regarding curricular aspects which the college would like to include.

We intend to become an autonomous College as it will give us more freedom with regard to curriculum designing and implementation.

CRITERION II: TEACHING —LEARNING AND EVALUATION

2.1   Student Enrollment and Profile

2.1.1   How does the college ensure publicity and transparency in the admission process?

The college published advertisement regarding the admission and detailed courses offered by the college in local daily news papers, T.V. Channels, radio and college website. College also displayed all information regarding the admission on the college notice board.

College admission committee is constituted in accordance with Government guidelines nominating the principal as chairman, three senior teachers as members and Coordinator IQAC as convener. Eligible list of candidates are displayed in the college notice board for filling up the number of seats for each subject combinations.

2.1.2   Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other to various programmes of the Institution.

The criterion of admission process includes the combination of merit and interview.

2.1.3   Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The minimum cut off mark for admission at entry level is decided by the Admission Committee for various courses based on the number of applications received for each course. Since our college is situated in a minority concentrated District and a private Government aided institution fifty percent of the seats in each course are reserved for Minority Muslims and OBCs. The remaining fifty percent will be based on the Government reservation policy, provided the applicants fulfill the eligibility conditions of the Manipur University. Limited seats are reserved for meritorious and sports talented students. Over the years, the demand for the seats has increased indicating the popularity of the college in the District.

2.1.4 **Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Yes, there is a mechanism for reviewing the admission process. The review is done after the admission process is completed. The admission Committee analyses circumstances created during and after the admission process.

The main contribution of the admission mechanism is to turn out more number of students for admissions to the entry level of the college.

2.1.5 **Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

∗ **SC/ST**

∗ **OBC**

∗ **Women**

∗ **Differently abled**

∗ **Economically weaker sections**

∗ **Minority community**

∗ **Any other**

The college strictly follows the national reservation policy for SC/ST/OBC/ Differently abled/ Minority Community in the process of admission. 5% of seats are reserved for differently abled candidates. The college has adopted to enroll the economically sections of the society and the college Governing Body grants free waivers and scholarships. The college being situated in the minority concentrated District of Manipur 50% of seats are reserved for minority and OBCs. The students from other religion and communities are also given their due recognition in the admission process.

2.1.6 **Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

Programmes	Number of applications	Number of students admitted	Demand Ratio	Number of applications	Number of students admitted	Demand Ratio	Number of applications	Number of students admitted	Demand Ratio	Number of applications	Number of students admitted	Demand Ratio
UG	2011 - 2012	2011 - 2012		2012 - 2013	2012- 2013		2013 - 2014	2013 - 2014		2014 - 2015	2014- 2015	
B.A.	125	100	1:1.25	150	134	1:1.2	321	283	1:1.13	510	442	1:1.15
B.Sc.	555	462	1:2	722	670	1:1.1	1033	923	1:1.12	1210	1051	1:1.15
PG 1 2 3												
M. Phil.												
Ph.D.												
Integrated PG Ph.D.												
Value added 1 2 3												
Certificate 1 2 3												
Diploma 1 2												
PG Diploma 1 2 3												

2.2   Catering to Student Diversity

2.2.1   How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

5% of seats are reserved for them and infrastructure is well equipped to facilitate easy movement for differently – abled by providing ramps and wheel chairs.

2.2.2   Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

During the admission process the admission committee assesses the need and requirements of the students and in terms of knowledge and skills of the students to be admitted and they are given counseling.

2.2.3   What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Remedial Coaching Classes are conducted for students who are academically weak to bridge the knowledge gap with the courses of their choice.
Enrichment courses are conducted in Computer Science and Spoken English utilizing the funds granted by UGC.

2.2.4   How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The College Head organize programs relating with gender issues, inclusion and the environmental issues to sensitize students about issues confronting them.

2.2.5   How does the institution identify and respond to special educational/learning needs of advanced learners?

From the feedback of the students, the college can identify the needs of the advance learners. To fulfill the needs of the advance learners the college provides internet facilities, e-journals and e-books under INFLIBNET etc.

2.2.6   How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The college collect the date of students drop-out from
i.   Students attendance register and
ii.   Examination form fill-up.

The causes of the students drop-out is analyzed by intimating parents for face to face in a teachers-guardian association meeting. Attempts are made to further minimize the drop out rate.

2.3   Teaching-Learning Process

2.3.1   How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)
Academic calendar of the institution is planned well in advance and after carefull consideration it is mprinted and distributed to all students and staff..

The college also prepared its own teaching plan including Group discussion, Guest lectures, Seminar, term tests and model Exams to impart maximum inputs .Evaluation and planning are properly taken up by the Internal Quality Assurance Cell.

2.3.2   How does IQAC contribute to improve the teaching –learning process?

IQAC provides the development and application of quality parameters for various academic and administrative activities of the institution. It imparts knowledge through team work at relentless efforts. It promotes the research and consultancy and develops infrastructure. It also ensures timely efficient and progressive performance of academic, administrative and financial tasks.

The cell monitors promotions, implementation and continuous improvement of curriculum, co-curricular and extra-curricular activities of the college. The IQAC works towards the enhancement of the learning knowledge, capacity and personality.

2.3.3   How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

To enhance the academic performance, all the departments have an academic association by which they supplement the classroom lectures through special and guest lectures. These academic associations learning both interactive and collaborating for students and teachers. Developing the academic interests and exposure to knowledge stimulates the students to greater independent thinking.

2.3.4   How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The constant supervision by the staff members and the Heads of Departments, the students are nurtured to think critically and other modes of testing made them as creative as possible. Giving them exercises and laboratory works make them life-long learners and scientific innovators. college organize regular science seminar and exhibitions at the college campus annually to encourage the creative and innovative thinking's of the students.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The college faculty avails the facilities of virtual laboratory, e-learning resources from INFLIBNET, smart board, computers, maps, charts etc. to strengthen their classroom teachings.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The students and staff are encouraged to participate in state, national and international conferences and seminars to enhance their knowledge. Special lectures by experts from industries and academic bodies enable both students and teachers to get exposed to advanced level of knowledge and skills in their respective subjects.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

Academic counselor of the counseling cell organize different counseling programs on admission, job oriented, skills development etc. from time to time in collaboration with different institutes, persons like district employment officer, army officers, industries, scientists etc.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The college encourages the teachers to keep themselves abreast of the latest developments in their respective fields. They are encouraged to use computers, Internet and library resources to enrich their teaching. The college faculty is also provided training for use of computers, latest software so that they can themselves create modern teaching aids to be used in their classrooms.

From time to time the college faculty adopts approaches/methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in National/International level seminars. They are provided financial assistance for this purpose. The faculty members who attend such seminars/ conferences share their experience with students and faculty with latest information and talent developments.

2.3.9 How are library resources used to augment the teaching- learning process?

Along with class room teaching, students are encouraged to use the library resources. The college Library avails latest journals, magazines, books, reference books, e-library facility etc. to the teaching faculties and students to augment effective teaching learning process in the college.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, the challenges are always there. There are frequent general strikes and blockades imposed by different organizations which interfere the academic calendar of the college. To overcome these challenges the college engaged its teaching faculties for overtime work and extra classes.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The Heads of Departments and the IQAC in its meetings analyses the teaching learning process. The Governing Body also talks to various Departments and the teaching learning process is further strengthened.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management(recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D.					5	4	9
M.Phil					7	14	21
PG					21	21	42
Temporary teachers							
Ph.D.					1	6	7
M.Phil					1	1	2
PG					5	6	11
Total					40	52	92

oes the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Retirement of senior experienced teachers caused a void in academic atmosphere. But with the other existing qualified teachers (who have come to acquire new knowledge through career advancement programmes) and through fresh recruitment the college is able to capture the challenges of teaching in new, modern and emerging areas.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a)   **Nomination to staff development programmes**
2011-12

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	7
HRD programmes	-
Orientation programmes	7
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / winter schools, workshops, etc.	-

2012-13

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	15
HRD programmes	-
Orientation programmes	10
Staff training conducted by the university	2
Staff training conducted by other institutions	-
Summer / winter schools, workshops, etc.	-

2013-14

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	-
Orientation programmes	10
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / winter schools, workshops, etc.	-

2014-15

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	15
HRD programmes	-
Orientation programmes	10
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / winter schools, workshops, etc.	2

b)   Faculty Training programmes organized by the institution to empower and enable the   use of   various tools and technology for improved teaching-learning

Teaching learning methods/approaches: The college organizes programs to motivate faculty members to prepare computer added teaching/learning materials, mostly using software and other electronics tools. The college also supports these endeavors by providing infrastructural support. Teachers engages multimedia classes for teaching concepts that involve complex visualization and seminar presentation by using computer and the Smart board/LCD projector. The teachers are also encouraged the use of internet to empower and improve their teaching methods.

Handling new curriculum: The college has a lot of experienced and qualified staffs to handle the new curriculum. They play an active role in designing the new curriculum. Whenever there is a change in the syllabus initiated by Manipur University, the same is conveyed to the HODs by the principal by timely. The HODs then called meeting their faculties and explain the new syllabus and devices strategies to empower the faculties to handle the new syllabus effectively.

Content/knowledge management: In the area of context/knowledge management system, our faculty members are capturing value, knowledge and understanding of corporate information, using IT system, in order to maintain re-used and re-deploy that knowledge.

Selection, development and use of enrichment materials: For the well develop academic atmosphere and enrichment program, the college select the experienced faculty to impart and develop the enrichment courses in the college to reduce the gap among the students.

Assessment: The self assessment report is one of the important practice used for the promotion of the faculty. It also gives a picture of the needs of the faculty in term of their research and other activities. Suggestions to improve the academic systems, provided by the faculty through the self assessment report are also taken into account by the college. the principal maintains the ACR of the faculties which records the annual performance of the faculties.

\#   **Cross cutting issues:** The cross cutting issues like gender, climate change, environment education, human rights, ICT etc,. find an ample space when it comes to applying them positively to the curriculum.

The college, at its own level and with the assistance from UGC and other bodies like Ministry of Environment and Forest, Government of India organized seminar/workshop and conference at national and state level where in the experts from above mention fields are invited to share and deliver their experience and knowledge. The college Governing Body too has supported women education thereby offering concession and freeship to the students of the same families. The college Human Rights and Duty Education and Computer Applications as add-on courses to enabling students to learn rights and duties as a social animal and latest technologies which can help them for making a brighter future.

\#   **Audio Visual Aids/multimedia:** Most of the lecturer are using audio visual aids such as smart board and projector in classrooms. We have latest computer aid packages, as per our requirement. It includes projector, smart boards, computers, sound system etc. faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials.

\#   **OER's:** College provides the facility of open educational resources which includes full courses, course materials, text books, tests, software, modules and any other tools, materials or techniques used to support assess to knowledge for faculty members. Teachers are advised to develop and share their notes and teaching materials with other teachers through soft and hard copies.

\#   **Teaching learning material development, selection and use:** The faculty member of our college are provided free access to internet and library. This helps them to collect learning materials from internet, text books and reference books etc. the college has a well developed library which have thousands of books of various subjects. Besides this the college organizes seminar and conferences which help as a learning source for the faculty.

c)   Percentage of faculty

\#   Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies

5%

\#   participated in external Workshops / Seminars / Conferences recognized by national/ internationalprofessional bodies

2%

\#   presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

5%

2.4.4 **What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

Faculty members of the college attended refresher and orientation courses organized by Academic Staff Colleges of various Universities. Faculties of the college also attended various Seminars/ Workshops/Conferences and presented papers.

2.4.5 **Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

None of the staffs received such awards during the last four years.

2.4.6 **Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**
Yes, the students evaluate teachers and these are enabled by the IQAC and the Departments.The evaluation is then discussed and intimated to the staff, therby bringing about quality in the teaching learning process.

2.5 **Evaluation Process and Reforms**

2.5.1 **How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

The IQAC along with the Departments conduct the Feedback in an open and transparent manner that does not affect any stakeholder. The college may ensure only when the students and faculty are strictly following the evaluation pattern.

2.5.2 **What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

The major evaluation reforms of the University is conversion/change of annual examination system to semester examination system. In addition to the University reforms, continuous Internal Assessment is done to assess the students' academic performance.

2.5.3 **How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

When the stakeholders specially students and faculty members follows the evaluation techniques adopted by the University and College the college may ensure effective implementation of the evaluation reform.

2.5.4 **Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

There is no such evaluation approach.

2.5.5 **Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

With the significant technological progress available in the teaching methodology, relative improvement has been made in the students' assessment which has reflected in their results. Special coaching classes have been arranged to finetune their communication skills and independent thinking which is evident from the member of students selected in different white colour jobs.

2.5.6 **What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?**

A student as per the University Norms has to earn degree in his course. Attainment of graduation by the students is determine only after the declaration of examination result (B.A./B.Sc. 6th Semester Exam) by the Manipur University. The college by its effective planning and execution is able to ensure that the students complete their course and earn their degree.

2.5.7 **What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

There is an effective Grievances Redressal Cell which takes into account all the problems and solve in quick time for the benefit of the students.

2.6.   Student performance and Learning Outcomes

2.6.1   Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, learning outcomes are communicated to important stakeholders (such as Students, Teachers, Staffs and others) in all the important meetings of the Principal and Heads of Departments. When necessary the concerned departments and students are informed of the learning outcomes and are motivated further to improve them.

2.6.2   Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?   Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The college has been monitoring the progress and performance of the students by recording the students attendance, terms examination reports, unit tests reports, extra-curricular activities (like science seminar, quiz contests, debating competitions and any other inter college and inter university activities etc.) and overall performance/result in the examinations conducted by the University. Suggestions for proper performance were given to the students on the basis of their performance in these tests. Also, various seminars, workshops and guest lectures were arranged in the departments so as to sustain the interest of the students. All these were consolidated and then communicated to the Principal in detail.

Students progress and achievements during the last four years :

Activity	2011-2012	2012-2013	2013-2014	2014-2015
B.A. (Gen.) Exam.	100%	94.44%	100%	NIL
B.A. (Hon.) Exam.	100%	100%	100%	96.87%
B.Sc. (Gen.) Exam.	100%	98.33%	100%	100%
B.Sc.(Hon) Exam.	82%	88.23%	99%	97.8%

2.6.3 **How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The goal of the institution is to make the youth specially girls and women succeed in life and for this learning and assessment strategies just do not stop with class room teaching. Their regular courses are integrated with enrichment skills. Through assessment intended learning outcomes are brought out.

2.6.4 **What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

The college offer variety of job-oriented courses other than the usual Arts and Science courses, which are very useful for getting into public and private sector undertakings. The academic courses are structured in such a manner that they incorporate the social and economic relevance to the society in all different aspects.The college offer them value education and personality enrichment courses so that they become more employable.

2.6.5 **How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

The IQAC and the academic development committee use the learning outcomes at the end of each semester after the results are declared. The results are analysed by the Departments and intimated to the IQAC and the academic development committee for effective improvement in future. The principal evolve effective strategies to overcome the shortcomings.

2.6.6 **How does the institution monitor and ensure the achievement of learning outcomes?**

The departments conduct the various courses and ensure that the entire course curriculum is completed well on time. Continuous assessment is done and practicals in labs completed. Students then take up their University Examinations. After the results are published, they are thoroughly analyzed. The meritorious students whose performances have been monitored by the department are further encouraged by giving awards and recognition. They are further motivated to pursue their higher studies.

2.6.7 **Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Yes. The IQAC use the assessment / evaluation as an indicator for evaluating student performance, achievement of learning, objectives and planning by analyzing the various objectives and these are intimated to teachers and then to students for effective improvements in future.

Example: Department of Chemistry

Month / Activity/ Evaluation	July	August	September	October	November	December
Session Start	√					
1st Unit Test	Last week					
2nd Unit Test		Second week				
1st Term Test		Last week				
3rd Unit Test			Last week			
4th Unit Test				Last week		
2nd Term Test					First week	
University Exam						First week

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 **Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

Yes. The college has one institutional Biotech Hub under the department of Biotechnology. Government of India.

3.1.2 **Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Yes, our college has a research committee to monitor and cater to the needs of research scholars at the earliest. The research committee is composed of 7 members with Chairman, Secretary and other members. The committee examined the research projects and submitted to the principal for onward transmission to the sanctioning authority.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

§ **Autonomy to the principal investigator:**

§ **Timely availability or release of resources:**

§ **Adequate infrastructure and human resources:**

§ **Time-off, reduced teaching load, special leave etc. to teachers:**

§ **Support in terms of technology and information needs:**

§ **Facilitate timely auditing and submission of utilization certificate to the funding authorities:**

§ **Any other:**
The college has taken up following measures to facilitate smooth progress and implementation of research schemes:

  i.   Acquiring Instruments and glass wares.
  ii.   Acquiring Chemicals and raw materials.
  iii. Un-interrupted power supply.
  iv.   Appointed one principal investigator and one junior research fellow.
  v.   Adequate infrastructure with well ventilated laboratory.
  vi.   Avail up-to-date journals and 24x7 internet facility.
  vii. Timely audited and submitted to the sanctioning authority in time.

The college has planned and taken the initiative for release of grants and sanction of special leave for smooth progress and implementation of research, project works and seminars etc.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?
The college constantly stress importance of the research programmes to the students after the successful completion of the post graduation. The importance of the research programmes are instilled in the minds of the students right from their final year of UG programmes and inculcation of this urges the students to pursue research. The college organizes regular visit programmes of students at different research institutions including Institutional Biotech Hubs for developing scientific and research aptitude among students. The interest shown by the students is incredible.

3.1.5 **Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

Faculties of various departments are engaged with major and minor research projects.

Detailed research data of the college are given below –

Nature of the Project	Title of the project	Name of the funding agency	Sanctioned
Minor projects			
1.N.Bino Devi	Study on the self concept…..	UGC	1,10,000
2.Rk.Ranjita Devi	Studies of microfossil….	UGC	1,25,000
3.Dr.L.Sunil Singh	Inventory and resource….	UGC	1,20,000
4.Dr.B.Devdutta Sharma	Socio cultural life…..	UGC	1,05,000
5.Dr.O.Bino Devi	Studies on composit….	UGC	50,000
6.L.Bimol Singh	Effect of socio cultural….	UGC	1,55,000
7.O.Mema Devi	Occupational structure in….	UGC	1,25,000
8.Dr.K.Renu Devi	Demographic profile of Ithing…	UGC	1,85,000
9.L.Rutanbala Devi	Performance evaluative of …	UGC	1,50,000
10.Kh.Ibeyaima Devi	Texonomical …	UGC	85,000
11.Dr.N.Dhirendra Singh	Studies on intra ….	UGC	1,60,000
12.Salam Chanu Sarjulata	Child health and nutrition..	UGC	1,50,000
13.H.Jinibala Devi	Study on food habit of.	UGC	1,60,000
14.H.Ranakumari Devi	Progress and Problems ..	UGC	80,000
15.S.Khomei Singh	Study on India China ..	UGC	1,05,000
16.Dr. B. Devdutta Sharma	Male homosexual….	UGC	1,40,000
17.L.Sanatombi Devi	Assessment of the water ..	UGC	1,05,000
18.L.Sonia Devi	Lime stone ..	UGC	2,00,000
19.L.Indira Devi	A study on the availability …	UGC	50,000
20.K.Sadananda Singh	Demographic profile ..	UGC	1,50,000
21.O. Ibohalbi Sing	Availability, uses,..	UGC	1,35,000
22.S.Shyamkiran Singh	Extraction Isolation …	UGC	1,90,000
23.Dr.T.Chand Singh	Investigation on …	UGC	1,25,000
24.Kh.Babinaj Devi	Effect of Water …	UGC	1,40,000
25.I.Ghanashyam Singh	A socio economic study……	UGC	1,50,000
26.Amrabati Thokchom	Soil CO_2… Manipur	UGC	4,00,000
27.Dr.O.Ibeton Devi	Ecological study…	UGC	35,000
28.Dr.O.Ibeton Devi	Ecological investigation…	UGC	75,000

Major projects			
Dr. O.Ibeton Devi	Ecological Investigation…	UGC	3,12,000
Any other(specify)	Investigation on Distribution..	DBT	35,79,000

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Various departments of the college organized programmes such as National seminar/workshops and special talks which are research-based in nature. Faculties of different Departments and students participate in these programmes and tone up themselves with the changing paradigms in research.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Name	Qualification	Designation	Specialization
Dr. O. Ibeton Devi	M.Sc. Ph.D.	Principal	Ecology
Dr. O. Bino Devi	M.Sc., Ph.D.	Asst. Prof.	
Dr. B. Devdutta Sharma	M.A., Ph. D.	Asst. Prof.	
Dr. L. Sunil Singh	M.A.,M.Phil., Ph. D.	Asst. Prof.	Agricultural Development, Regional Development.
Dr. Premeshwori Devi	M.A., Ph. D.	Asst. Prof.	Rural Development
Dr. N. Dhirendra Singh	M.Sc., Ph. D.	Asst. Prof.	
Dr. T. Chand Singh	M.Sc., Ph. D.	Asst. Prof.	
Dr. Amrabati Thokchom	M.Sc., Ph. D.	Asst. Prof.	
Dr. H. Ranakumari Devi	M.A., Ph. D.	Asst. Prof.	
Dr. Th. Manao Singh	M.A., Ph. D.	Asst. Prof.	
S. Shyamkiran Singh	M.Sc., Undergoing Research.	Asst. Prof.	Medicinal Plants
Dr. K. Renu Devi	M.A., Ph. D.	Asst. Prof.	

3.1.8   **Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

The College had organized interaction programmes with eminent scientists in different field to impart the research concepts, achievement, utilities of the research findings for human kind etc. As an example:

1. Dr. H. Birkumar Singh Principal scientist/scientist-in-charge, CSIR-NEIST-Lamphelpat visited college on 8th October 2011 and discussed on the topic wet land plants as medicine and food by the ethnic people of Manipur: assessment of phenolic contents and free radical scavenging activities.

2. Dr. M. Patairiya, Director, NCSTC, DST, New Delhi Visited the college on 1-2 May 2010 and conducted interaction/discussion program on research techniques, findings, methodologies etc.

3.1.9   **What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

There is no leave application for research activities. However, if the staff approach for leave for research activities the college will consider without delay.

3.1.10   **Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

Not so far.

3.2   **Resource Mobilization for Research**

3.2.1   **What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

So far it has not been done. Research works are carry on under the financial assistance from UGC and DBT.

3.2.2   **Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

So far it has not been done but will do so in future.

3.2.3   **What are the financial provisions made available to support student research projects by students?**

So far it has not been done but will do so in future.

3.2.4   **How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

So far there is no inter-disciplinary research programs.

3.2.5   **How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

There is no hard and fast rule for using various equipment's and chemicals available by the staff and students. As and when required, they can use these facilities.

3.2.6   **Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

Yes. The college received grants from DBT for developing research facilities and undergoing research works.

3.2.7   **Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects						
1.N.Bino Devi	1/4/2009 to 30/9/2010	Study on the self concept…..	UGC	1,10,000	1,10,000	1,10,000
2.Rk.Ranjita Devi	1/4/2009 to 30/9/2010	Studies of microfossil….	UGC	1,25,000	1,25,000	1,25,000
3.Dr.L.Sunil Singh	1/4/2009 to 30/9/2010	Inventory and resource….	UGC	1,20,000	1,20,000	1,20,000

4.Dr.B.Devdutta Sharma	1/4/2009 to 30/9/2010	Socio cultural life…..	UGC	1,05,000	1,05,000	1,05,000
5.Dr.O.Bino Devi	1/4/2009 to 30/9/2010	Studies on composi t….	UGC	50,000	50,000	50,000
6.L.Bimol Singh	2/1/2010 To 30/6/2012	Effect of socio cultural ….	UGC	1,55,000	1,55,000	1,55,000
7.O.Mema Devi	2/1/2010 To 30/6/2011	Occupat ional structur e in….	UGC	1,25,000	1,25,000	1,25,000
8.Dr.K.Renu Devi	2/1/2010 To 30/6/2011	Demogr aphic profile of Ithing…	UGC	1,85,000	1,85,000	1,85,000
9.L.Rutanbala Devi	1/4/2011 to 30/9/2012	Perform ance evaluati ve of …	UGC	1,50,000	1,50,000	1,50,000
10.Kh.Ibeyaima Devi	2/4/2011 To 30/9/2012	Texono mical …	UGC	85,000	85,000	85,000
11.Dr.N.Dhirendra Singh	2/4/2011 To 30/9/2012	Studies on intra ….	UGC	1,60,000	1,60,000	1,60,000
12.Salam Chanu Sarjulata	2/4/2011 To 30/9/2012	Child health and nutrition ..	UGC	1,50,000	1,50,000	1,50,000
13.H.Jinibala Devi	2/4/2011 To 30/9/2012	Study on food habit of.	UGC	1,60,000	1,60,000	1,60,000
14.H.Ranakumari Devi	01.4.2012 to 30.9.2013	Progress and Problem s ..	UGC	80,000	70,000	70,000
15.S.Khomei Singh	23-4-2012 To 24-9-2013	Study on India China ..	UGC	1,05,000	67,000	67,000
16.Dr. B. Devdutta Sharma	2/4/2012 to 30/9/2013	Male homose xual….	UGC	1,40,000	1,40,000	1,40,000

17.L.Sanatombi Devi	6-4-2012 To 5-9-2013	Assessment of the water ..	UGC	1,05,000	57,000	57,000
18.L.Sonia Devi	2/4/2012 to 30/9/2013	Lime stone ..	UGC	2,00,000	1,25,000	1,25,000
19.L.Indira Devi	22/3/2012 TO 30/9/2012	A study on the availability …	UGC	50,000		
20.K.Sadananda Singh	3-4-2012 To 30-9-2013	Demographic profile ..	UGC	1,50,000	1,15,000	1,15,000
21.O. Ibohalbi Sing	10-4-2012 To 11-9-2013	Availability, uses,..	UGC	1,35,000	97,000	97,000
22.S.Shyamkiran Singh	1-4-2012 To 30-9-2013	Extraction Isolation …	UGC	1,90,000	1,30,000	1,30,000
23.Dr.T.Chand Singh	02.6.2013 To Till date	Investigation on …	UGC	1,25,000	87,000	87,000
24.Kh.Babinaj Devi	02.6.2013 To till date	Effect of Water …	UGC	1,40,000	97,000	97,000
25.I.Ghanashyam Singh	2/4/2014 to	A socio economi	UGC	1,50,000	1,15,000	1,15,000
26.Amrabati Thokchom	2.4.2014 to	Soil CO_2...	UGC	4,00,000	2,60,000	2,60,000
27.Dr.O.Ibeton Devi	1/12/1998 To 30/12/2000	Ecological study…	UGC	35,000	35,000	35,000
28.Dr.O.Ibeton Devi	2/11/2004 to 1.11/2006	Ecological investigation…	UGC	75,000	75,000	75,000
Major projects						
Dr. O.Ibeton Devi	1/1/2010 to 1/1/2013	Ecological Investigation…	UGC	3,36,000	3,12,000	3,12,000
Interdisciplinary projects						

Students' research projects						
Any other (specify)	30/11/201 1 to 30/11/201 4	Investig ation on Distribu tion..	DBT	35,79,000	35,79,000	35,79,000

3.3 Research Facilities

3.3.1   What are the research facilities available to the students and research scholars within the campus?

Library and Computer facilities**, w**ell equipped laboratories, advanced instrument, glassware and chemical are availed to the staff and students for research purposes.

3.3.2   What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Keeping the latest trends in mind, the college acquired glassware, instruments and modern laboratories to fulfill the requirements of the emerging areas of research.

3.3.3   Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.
Yes, the UGC has given grants for getting books for UG and to develop the infrastructure to take up research oriented programmes.

2010-11	Nil
2011-12	PCR laminar air flow, Debro inverted PC based microscope, Tissue culture rack, spectrophotometer etc.
2012-13	Nil
2013-14	5KV Silent generator, solar panels etc.

3.3.4   What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?
As of now no research tie ups are there outside the campus and in other laboratories.

3.3.5   **Provide details on the library/ information resource center or any other facilities available specifically for the researchers?**

All the research books Reference books science journals, research journals, e-journals, internet facilities are available in the library itself and researchers can use these facilities.

3.3.6   **What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**
No collaborative research facilities developed till date.

3.4   **Research Publications and Awards**

3.4.1   **Highlight the major research achievements of the staff and students in terms of**

∗   **Patents obtained and filed (process and product)--** Not yet.

∗   **Original research contributing to product improvement-- None**

∗   **Research studies or surveys benefiting the community or improving the services**
Mr. S. Shyamkiran Singh, Assistant Proferssor, Department of Chemistry has completed his Minor Research work on the topic "Extraction, Isolation and Characterization of organic components from Acorus calamus and piper longum linn". As per the recommendation of his research work, medicinal plants are used as life saving substance since time in memorial. The bio active compounds presence in these medicinal plants have high medicinal value and producing less side effect. Exploration of the full potential activities of these plants provides a big benefit to the common people as well as traditional health practitioners.

∗   **Research inputs contributing to new initiatives and social development**
Mr. O. Ibohalbi Singh, Assistant Professor, Department of Economics has done the research work on "Availability, Uses, Production and Marketing of Bamboo Shoots in Manipur". According to the recommendation of his research work, Bamboo Shoots holds the prospect of value added economic activities at industrial and society levels through cultivation, processing, packaging and commercialization. Bamboo shoot researches have a thriving economy to the nation.

3.4.2   **Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

Not at the moment

3.4.3   **Give details of publications by the faculty and students:**

∗   **Publication per faculty**

∗   **Number of papers published by faculty and students in peer reviewed journals (national / international)**

∗   **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

∗   **Monographs**

∗   **Chapter in Books**

∗   **Books Edited**

∗   **Books with ISBN/ISSN numbers with details of publishers**

∗   **Citation Index**

∗   **SNIP**

∗   **SJR**

∗   **Impact factor**

∗   **h-index**

Name	Dept.	Papers in Journal	Chapter in Books	Books with ISBN
Dr. L. Sunil Singh	Geography	5	--	--
Dr. T. Chand Singh	Botany	4	--	--
Dr. N. Dhirendra Singh	Botany	1	--	--
Dr. Amrabati Thokchom	Botany	3	1	--
Dr. O. Ibeton Devi	Botany	6	--	--
A.Rameshwor Singh	Chemistry	1	--	--
S. Shyamkiran Singh	Chemistry	2	--	--

3.4.4   **Provide details (if any) of**

∗   **research awards received by the faculty**

∗   **recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

∗   **incentives given to faculty for receiving state, national and international recognitions for research contributions**.

None of the faculties received any awards so far.

3.5   **Consultancy**

3.5.1   **Give details of the systems and strategies for establishing institute-industry interface?**

We do not have an institute – industry interface at present.

3.5.2   **What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The institute does not have a policy with regard to consultancy at present..

3.5.3   **How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The institution does not have a policy at present.

3.5.4   **List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

Not Applicable

3.5.5   **What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Not Applicable

3.6   **Extension Activities and Institutional Social Responsibility (ISR)**

3.6.1   **How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The college N.S.S., N.C.C. and Junior IRC volunteers provide service to the local people, spreading awareness about various civic activities.

3.6.2   **What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The college has N.S.S., N.C.C. and Junior IRC and it is mandatory that the students join any of these clubs and offer their services to the society at large. The principal appoints programme officers for these clubs. The staff members enroll students for the clubs. The members provide necessary assistance to the community and engage themselves in various activities to spread awareness and civic senses.

3.6.3 **How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The institution solicits stakeholder perception on the overall performance and quality through feedbacks. The feedbacks are processed and analysed.

3.6.4 **How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The college has regular planning for organizing at-least 3-4 outreach programs per year. The college with the help of many voluntary organizations and NGOs organizes the outreach programs. The N.S.S. Units has conducted several blood donation camps, tree plantation social service camps. The expenditure of the same are generally born by the college. During the last four years the following extension and outreach programs have been conducted by the college.

Year	Blood Donation	NSS	Awareness Program	Rally	Tree Plantation
2010-11	At college on 5/9/2010; At District Hospital, Thoubal on 2/12/2010	Special Camp at college on 3-4/4/2010; NSS camp at Okram on 12/10/2010	Environment awareness program at college on 5/6/2010	Rally against Global worming on 27/1/2011	Tree plantation adjoining villages from7-8/7/2010
2011-12	At Khongjom on 24/4/2011 Oberserved National Blood donors Day on 1/10/2011	NSS day observation on 24/9/2011 at MU State level quiz competition on 11/9/2011	Motivation prog. On blood donation and HV/AIDS on 10/9/2011	--	Organized tree plantation prog. In collaboration with Lions club, leo club, lioness club Thoubal

2012-13	Blood donation camp in collaboration with RIMS at college on 13/8/2012	NSS day observation on 24/9/2011 at college hall; Special Camp at college on 18/10/2012	Observed world AIDS day on 1/12/2012; Observed International Human Rights Day on 10/12/2012	--	Tree plantation at Thoubal Khunou from 13-15/7/2012
2013-14	At Khongjom on 23/4/2013, college hall on 8/7/2013, JNIMS on25/9/2013, DMC Imphal on 1/10/2013	Special camping at college on 11-17/5/2013, NSS camp at Manipur University on 30/5/2013	Blood donation awareness prog. At College on 8/7/2013	Mass rally on stop violence against women and child on 5th August 2013	At college campus from 15-16 June,2013

3.6.5   **How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

The college undertakes wide spread cross-curricular enrichment activities through N.C.C., N.S.S. and other forms of community development activities. During admission and orientation, the representatives of these units apprise students on the benefits and scope of the extension activities. The details of the program is displayed on the notice board and an interaction of students is organize with N.S.S. officers and N.C.C. officers of the college.

3.6.6   **Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**
The college has not undertaken any social surveys at present.

3.6.7   **Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

Extension activities conducted by the college always imbibe academic learning experience, values and skills not only in students but faculty too. These activities refresh the environment of the college as well. The major objective of the college is its ability to ensure holistic development of students to make then enlightened citizen. The college is an equal opportunity institution established to provide knowledge and quality education to all sections of society. To provide knowledge and quality based education to the students by inculcating moral values scientific temper and employing state of the art technologies.

The result of the participation in the various socially relevant activities have resulted in inculcating the feeling of being socially awakened citizens in the students. The students who have been a part of this process have been spreading awareness in the college and motivation other students as well to stand all for the cause of social upliftment.

3.6.8 **How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The college has tied-up with communities to actively participated in all extension activities. These has contribute to both community-college networking and development of the college. The N.S.S. organizes special camps every yearin a rural setting and they take up adoption of villages, literacy awarenss programmes, tree plantation, health camps and blood donation camps.

- Extensive local participants are witness during tree plantation, blood donation camps etc. Alumni association is also participated in all extension activities.
- The college has taken up initiative to make aware people about HIV/AIDS, Environment, Global Warming, Health, Corruption, Consumer protection etc.

3.6.9 **Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

The N.S.S. special camp is an important outreach programme so far.

3.6.10 **Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

For the last four years, our college received that certificate of appreciation for blood donation from Govt. Hospital and MACS, Imphal.
Our college received best Manipur University N.S.S. award in the year 2014 and Best N.S.S. officer award in the year 2014.

3.7 **Collaboration**

3.7.1 **How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**
We do not have any collaboration at present.

3.7.2 **Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

There is no MoUs /collaborative arrangements with other Institutes/Universities/Industries/Corporate etc. at present.

3.7.3 **Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

There is no such interactions that have benefited to the college.

3.7.4 **Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

Dr. H. Birkumar Singh, Scientist-B, NEIST-Lamphelpat, Imphal deliver lecture on uses and importance of medicinal plants in national seminar on AYUSH – an alternative treatment.

Kh. Samungou Singh, Retd. Reader, D.M. College of Science Deleverd lecture o Wetland Birds of Manipur in National Seminar on Conservation Strategies of Wild Life in Manipur.

Prof. Kakati, Nagaland University presented lecture on Utilization and conservation strategies of wild silkmoth species in North Eastern India in National Seminar on Conservation Strategies of Wild Life in Manipur.

3.7.5 **How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

a) **Curriculum development/enrichment**

b) **Internship/ On-the-job training**

c) **Summer placement**

d) **Faculty exchange and professional development**

e) **Research**

f) **Consultancy**

g) **Extension**

h) **Publication**

i) **Student Placement**

j) **Twinning programmes**

k) **Introduction of new courses**

l) **Student exchange**

m) **Any other**

Not Arise

3.7.6 **Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

The college is contemplating to establish new initiatives in the future.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

To facilitate effective teaching and learning the following policies has been developed:
  i. Establishment of ICT equipment/ tools in each and every classroom.
  ii. Beautification of college campus to be a eco-friendly campus.
  iii. Modification of classroom and laboratories.
  iv. To avail hygienic drinking water and toilets.
  v. To increase library facility to the readers

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

Classroom	--	11
Technology enable learning Space	--	4
Seminar Hall	--	1
Tutorial Space	--	1
Laboratories	--	9
Botanical garden	--	Under Develop
Animal house	--	No

Specialize facilities: i. Internet access computer Centre
ii. Well equipped research room
iii. ICT facilitated rooms

b) Extra – curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The sport facilities available in the college campus are:
  i. Multipurpose hall having a stage, a Badminton court, Table Tennis and a Gym.
  ii. College Basket Ball and Playground.N.S.S. Unit I and II. The college extends facility for enrollment of students under N.S.S. Unit I and II. N.S.S. camping, participation in blood donation, interaction with the local people, national level camps and national integration camp are some of the facilities available under N.S.S.

iii.   N.C.C. students who have enroll themselves under N.C.C. have the chances for attending republic day celebration, camps, civic action programs, national integration camp etc.

iv.   Cultural activities: The college has arranged/organized different cultural exchange programs among the students. The students also participated in inter college and inter university cultural programs.

v.   Public speaking and communication skill: The college had introduce spoken English class for students under the scheme of carrier oriented courses sponsored by UGC.

vi.   Health and Hygiene:

4.1.3   **How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The Waikhom Mani Girls' College has been keeping progress with the changing needs and requirements to meet its academic growth. To keep progress with the needs and requirements, additional infrastructure is being added from time to time. During the last four years, many buildings have been constructed and renovated. The details of facilities which have been added are as under:

Sl. No.	Infrastructure	Amount	Remark
	Session 2010-11		
1	Women Hostel	28000	
2	Class Room	962400	
	Session 2011-12		
1	Indoor Stadium	2257250	
2	Women Hostel	1919500	
3	Class Room	150000	
	Session 2012-13		
1	Chemistry Laboratory	1971000	
2	Indoor Stadium	1997500	
3	Women Hostel	1249000	
4	Class Room	45500	
	Session 2013-14		
1	Home Science Laboratory	1770500	
2	Chemistry Laboratory	547000	

3	Indoor Stadium	871050	
4	Tank	150000	
5	Women Hostel	350000	
6	Class Room	1086700	
7	Basket Ball Court	397700	

4.1.4 **How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The college campus is disable friendly. Toilets, wash rooms and corridors are made disable friendly for convenient uses by the physical disabled students.

4.1.5 **Give details on the residential facility and various provisions available within them:**

- **Hostel Facility – Accommodation available**
  Yes accommodation available.

- **Recreational facilities, gymnasium, yoga center, etc.**
  Gymnasium, TV, Audio and Video available in the college.

- **Computer facility including access to internet in hostel**
  Internet accessed computer facility is available in Hostel.

- **Facilities for medical emergencies**
  First aid facility is available in the college campus.

- **Library facility in the hostels**
  There is no library facility in the hostel at present however college is preparing to assess library facility in the hostel in near future.

- **Internet and Wi-Fi facility**
  Internet and Wi-Fi facility available in the college campus.

- **Recreational facility-common room with audio-visual equipments**
  Common room with audio and visual equipment.

- **Available residential facility for the staff and occupancy Constant supply of safe drinking water**
  There is no residential facility for the staff. The college installed two safe drinking water facility.

- **Security**
  Private security is arranged in the college campus.

4.1.6 **What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

The college provides first aid facility to the students and staffs in the college campus. Health check up programmes are held in the college campus every three months.

4.1.7 **Give details of the Common Facilities available on the campus–spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

The following common facilities are available in the college campus:
  i.   IQAC
  ii.   Career guidance and counseling cell
  iii. Canteen
  iv.   Recreational spaces for staff and students with audio-video aids.
  v.   Safe drinking Water facility with filters and coolers.
  vi.   Auditorium
  vii. Indoor stadium

4.2   Library as a Learning Resource

4.2.1 **Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

Yes. The college library have an advisory committee consisting of 5 senior lecturers, Librarian and Principal. Principal act as a Chairman, Librarian as convener and 5 senior lecturers as members of the committee.
The committee regularly review the progress and problems of the library. The committee intervene the functions of the library staffs for rendering maximum services and fulfillment of the requirements, updation of latest books, journals to impart maximum benefit to students.

4.2.2 **Provide details of the following:**

∗ **Total area of the library (in Sq. Mts.)**
161 sq. m.

∗ **Total seating capacity**
Student - 50, staff - 5

∗ **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
  • Working Days: 6 Hrs in Summer (10.00 AM to 5.00 PM)
                       5 Hrs in Winter   (10.00 AM to 4.00 PM)
  • Holidays: Closed
  • Before Examination Days: 9.00   AM to 5.00 PM
  • During Examination Days: 9.00   AM to 5.00 PM
  • During Vacation Days: 10.00 AM to 1.00 PM

∗   **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

Layout of the Library: Plan Attached

4.2.3   How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Library display the newly purchased books, journals, current titles, monthly magazines and e-journal to the Library display board and college notice board from time-to-time.

Library holdings	2011-12		2012-13		2013-14		2014-15	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	215	100470	306	161209	155	129125	243	114426
Reference Books	32	8500	48	44150	12	428	118	44298
Journals/ Periodicals	5	1000	7	1800	14	2800	33	29495
e-resources								
Any other (specify)								

4.2.4   Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

∗   **OPAC**

Yes, OPAC facility is provided in the Library.

∗   **Electronic Resource Management package for e-journals**

Not available

∗   **Federated searching tools to search articles in multiple databases**

Not available

∗   **Library Website**

Not available

∗   **In-house/remote access to e-publications**

Not available

* **Library automation**

   Library automation initiated.   SOUL (ver. 2.0) software is used for automation.

* **Total number of computers for public access**

   5 Numbers.

* **Total numbers of printers for public access**

   Nill

* **Internet band width/ speed 2mbps   10 mbps☐   1gb(GB)☐   ☐**

* **Institutional Repository**

   Nill

* **Content management system for e-learning**

   No Facility Available.

* **Participation in Resource sharing networks/consortia (like Inflibnet)**

   Yes, in process

4.2.5   **Provide details on the following items:**

* **Average number of walk-ins**

   40 per day (students 30, faculty 10)

* **Average number of books issued/returned**

   20 per day

* **Ratio of library books to students enrolled**

   1:9

* **Average number of books added during last three years**

   283

* **Average number of login to opac (OPAC)**

   10

* **Average number of login to e-resources**

   Not available

* **Average number of e-resources downloaded/printed**

   Not available

* **Number of information literacy trainings organized**

   Yet to be introduced

* **Details of "weeding out" of books and other materials**

   5 per years

4.2.6   **Give details of the specialized services provided by the library**

* **Manuscripts**

   Not available

* **Reference**

   Not available

* **Reprography**

  Yes, one Xerox machine is provided

* **ILL (Inter Library Loan Service)**

  Not available

* **Information deployment and notification (Information Deployment and Notification)**

  Yes, Library displayed information and notifications, latest topics etc. at the Library notice board.

* **Download**

  Yes, reference books, journals and other reading material are downloaded.

* **Printing**

  Library has printing facilities for printing downloaded materials, Reference books, journals etc.

* **Reading list/ Bibliography compilation**

  Yes. The library makes list of books, journals and bibliography of the different authors to enable easy access to students and faculties members.

* **In-house/remote access to e-resources**

  Yes

* **User Orientation and awareness**

  Yes, once in a year

* **Assistance in searching Databases**

  Not available

* **INFLIBNET/IUC facilities**

  Yes, in process

4.2.7 **Enumerate on the support provided by the Library staff to the students and teachers of the college.**

The following are the support provided by the library staffs to the students and teachers:

   i.   Strictly keeping the working schedule of library
   ii.   Displaying newly procured books, journals, magazine, news-paper to the display board of library in time.
   iii. Working even in vacation time.
   iv.   Consultation services with students and teachers while accessing internet.
   v.   Issue and collection of books and journals to the borrowers.
   vi.   Assisting while searching of books, journals and magazine etc.

4.2.8 **What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

Helping the students in getting their books and explain the concepts in book with help of student volunteers.

4.2.9 **Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

Yes, the IQAC issues feedback forms from time to time from the students and it is analysed by taking into account all aspects. The students feedback through.

4.3 **IT Infrastructure**

4.3.1. **Give details on the computing facility available (hardware and software) at the institution.**

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**

List attached as Annexure -

- **Computer-student ratio**

1:24

- **Stand alone facility**

10 pcs (computer lab/center)

- **LAN facility**

Yes.

- **Wifi facility**

Yes

- **Licensed software**
  1. Microsoft windows professional 2010
  2. Windows 7 Ultimate
  3. Pagemaker 7
  4. Corel Draw x5
  5. Photoshop CC
  6. Turbo C, C++
  7. ESET Smart Security 6

- **Number of nodes/ computers with Internet facility**

30

- **Any other**

No

4.3.2 **Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

All faculties can access internet facilities. The U.G. students are allowed to access the internet facilities with permission.

4.3.3 **What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The college targets optimum infrastructural upgradation in the near future. The college intends to upgrade the PCs with latest configuration available. The college also intends to replace the non functional parts with new parts.

4.3.4 **Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

2011-12	2012-13	2013-14	2014-15
26300.00	4840.00	34040.00	300480.00

4.3.5 **How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

Computers are available for use in some departments. Teachers uses ICT resources to enrich their curriculum with the help of internet. The college has adequate computer facility for its faculty. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials in their respective department. The college also has seminar hall equipped with projector and is available as and when requested by particular teacher.

4.3.6 **Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The college has always been placing the students at the center of the teaching learning process. Keeping the students learning at the center of everything, the college understands that the teachers have to be re-oriented from time-to-time. As a time have change, the way of imparting knowledge has also been change. Use of technology has been very vital in imparting quality based education. The college encourages the faculty to undergo training on computer-aided teaching and learning. The computer centre of the college also organize training sessions on the use of internet for learning resources. The computer facility is always available for any need based assistance in the use of ICT.

4.3.7 **Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

The college does not avail the connectivity through national knowledge network however will be done in the future.

4.4 **Maintenance of Campus Facilities**

4.4.1 **How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

The college has made adequate arrangement for the maintenance and upkeep of the college infrastructure. The College Governing Body ensures that enough funds are allocated and then utilize for the maintenance the details of the budget allocated during the last four years is as stated below:

Session	Sl. No.	Infrastructure	Budget allocated
2010-2011	a	Building	990400
	b	Furniture	61000
	c	Equipment	--
	d	Computers	--
	e	Vehicles	
	f	Any other	--
2011-2012	a	Building	4326750
	b	Furniture	158300
	c	Equipment	2130900
	d	Computers	150000
	e	Vehicles	--
	f	Any other	--
2012--2013	a	Building	5217500
	b	Furniture	36500
	c	Equipment	1578098
	d	Computers	100500
	e	Vehicles	--
	f	Any other	199000
2013-2014	a	Building	5172950
	b	Furniture	349900
	c	Equipment	1525582
	d	Computers	26733
	e	Vehicles	--
	f	Any other	238000

4.4.2 **What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

The college has a professional mechanism for maintenance and upkeep of its infrastructure, facility and equipment. The Governing Body regularly check the progress, problems and the requirements of the college. The college has made separate budget allocation (annually) against infrastructure development, maintenance of equipment, procurement of new equipments & ICT tools to meet maintenance and upkeep of the college.

4.4.3 **How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?**

Infrastructure of precious instruments are well maintained and there are log books to maintain them on a daily, weekly and quarterly basis.

4.4.4 **What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

The college installed UPS system for computer and other sensitive equipment. Generator sets are install for power backup. Overhead water reservoir tanks are install for constant water supply. Moreover submersible motors are also used for constant water supply in laboratories. The college has installed solar power system for constant supply of electric to the college campus. The laboratory staff keep a strict observation regarding the maintenance and upkeep of the scientific instruments and chemicals. Repair and replacement or another required upkeep are fully undertaken in their supervision. The college also keeps a good tie-up with the companies from which the instrument and equipment were brought and college asked the farms for regular checkup and upkeep of the instruments and equipment's.

Any other relevant information regarding Infrastructure and Learning resources which the college would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1   Student Mentoring and Support

5.1.1   Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college prospectus/ handbook is updated and published every year. The handbook provide complete function of the college. It contains details of college prayer, information published in the Govt. Gazette regarding the functioning of the aided colleges, prohibition of ragging, names of the Governing Body members, Staff members, members representing various clubs like N.S.S., N.C.C., JRC etc. It is ensured that the staff and the students do not compromise and strictly adhere to the information given in the handbook. The college ensures its commitment and accountability when students and guardians got the information's and followed strictly the imposed framework of the college.

5.1.2   Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The students from SC/ST, MBC and OBC communities receive scholarships sponsored by the Govt. of Manipur and Govt. of India. Apart from these scholarships, the college also entertains students getting scholarship from various other organizations and ensures that the financial aid reaches the students promptly without any hitch.
The details are given below :

Session	Type of Scholarship	No of Students	Amount (in Rupees)
2011-2012	OBC	221	8,84,000.00
	HDFC	--	--
	ST/SC	2	8,000.00
	Merit cum means	100	50,000.00
	Post Metric Minority	19	1,65,300.00
	Sitaram Jindal	--	--
	Central Sector	--	--
	Inspire	--	--
	Students Freeship	12	12,000.00
2012-2013	OBC	176	
	HDFC	2	20,000.00
	ST/SC	2	8000.00
	Merit cum means	--	--
	Post Metric Minority	--	--
	Sitaram Jindal	--	--
	Central Sector	--	--
	Inspire	15	9,00,000.00
	Students Freeship	10	10,000.00
2013-2014	OBC	282	11,28,000.00
	HDFC	2	24,000.00
	ST/SC	4	16,000.00
	Merit cum means	--	--
	Post Metric Minority	62	3,72,000.00
	Sitaram Jindal	10	72,000.00
	Central Sector	60	6,00,000.00
	Inspire	11	6,60,000.00
	Students Freeship	5	8250.00
2014-2015	OBC	285	14,83,060.00
	HDFC	--	--
	ST/SC	--	--
	Merit cum means	--	--
	Post Metric Minority	62	3,72,000.00
	Sitaram Jindal	2	7200.00
	Central Sector	31	31,000.00
	Inspire	24	14,40,000.00
	Students Freeship	5	8250.00

5.1.3   **What percentage of students receive financial assistance from state government, central government and other national agencies?**

The percentage of students who receive the financial assistance from the Government is about 55%.

5.1.4   What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections**
  The students who belong to SC/ST, OBC and the economic weaker sections are identified during the process of the admission. The college maintains a detailed record of the same. These students are provided every possible help during their stay in the college. The college offers liberal concessions to such students. Besides the Central Govt., the State Govt., and the University sponsored scholarships and concessions are also given to such students.

- **Students with physical disabilities**
  For students with physical disabilities, the college provided them   with ramp to enable them to come to their respective classes and toilet.

- **Overseas students**
   None of the overseas students are admitted.

- **Students to participate in various competitions/National and International**
  For students who participate in various competitions , the college   encourage them to bring the best out of them and awarded the students who come out in flying colours.

- **Medical assistance to students: health centre, health   insurance etc.**
  Immediate medical attention is given to the students who suffer from physical stress/ disabilities/disorders by giving them prompt first aid and then taking them to the nearest hospital/clinic.

- **Organizing coaching classes for competitive exams**
  Coaching classes are organized for weak students. Also, some senior faculty members have offered their services as resource persons to provide coaching for the students to face the competitive examinations.

- **Skill development (spoken English, computer literacy, etc.,)**
  College arrange special crash course for students in spoken English and Communication skill.

- **Support for "slow learners"**
  For slow learners, the college conducted remedial classes and special guest lectures.

- **Exposures of students to other institution of higher learning/corporate/business house etc.**
  Not applicable

- **Publication of student magazines**
  To encourage and develop the students' interest and their creativity, the college brings out a magazine every year that emphasizes on creative writing.

  .

5.1.5 **Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The college opened Career Oriented Courses like
    i.   Food Science and Quality Control
    ii.   Floriculture & Land escaping
    iii. Spoken English
    iv.   Computer Application
    v.   Industrial Fish and Fishery
    vi.   Mushroom Cultivation
    vii. AIDS and Family counseling etc.
    viii. Water shed management

These add on courses are to improve students skill which may facilitate them as an entrepreneurs in future. Some students have got jobs after passing the course in different industries like YVU Food Processing Centre, Likla, AISECT etc. located in Manipur.

5.1.6 **Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

* **additional academic support, flexibility in examinations**

* **special dietary requirements, sports uniform and materials**

* **any other**

The college encourage the participation of students in extra-curricular and Co-curricular activities like Inter-college sports, Quiz Competition, Debate Competition, Essay Writing Competition, Song Competition, Dance Competition etc. The college award scholarship to the meritorious sports persons, singers, dancers etc. every year. There is annual budget allocation of the college for participation and organizing extracurricular activities by the students.

➢ Our students secured first position in the Quiz competitions in connection with the 16th Lok Sava Election organized by Election Commission and Deputy Commissioner, Thoubal.

➢ M. Kabita Chanu stood 1st position in inter college song competition organized by Modern College, Imphal; 2nd position in inter college song competition organized by Manipur University, Canchipur.

➢ The college provides sports uniform and diet to the participants.

5.1.7 **Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

The Career Counseling Cell of the college displays advertisement of various competitive examinations, its rules and regulations, detailed guidelines to its notice board from time to time. But, the college could not maintain the number students appeared and qualified in different competitive examinations.

5.1.8 **What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**

The college has a fully operational Student Counseling Cell to guide whenever students come with any grievance regarding academic, personal and psychological matters.

5.1.9 **Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

Yes, the college has institutional mechanism for career guidance. The college has mechanism for placement of students after passing graduation and Vocational Courses.

5.1.10 **Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

To redress the grievance of the students, the college has set up a Student Grievance redressal Cell which works uncompromisingly to alleviate the problems of the students.

5.1.11 **What are the institutional provisions for resolving issues pertaining to sexual harassment?**

There is no special provision for resolving issues on sexual harassment of the college. It follows the guidelines of State Women's Commission as well as State Government.

5.1.12   Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, the college has an anti-ragging committee. Till date, there is no instances pertaining to ragging in the college campus.

5.1.13   Enumerate the welfare schemes made available to students by the institution.

In short, all the activities of the college are for the welfare of the students. The following are noteworthy to mention:
i.   Opening of Career Oriented Courses
ii.   Scholarship to meritorious students
iii.   Organizing remedial coaching
iv.   Support to meritorious sports/cultural talented students
v.   Residential facility i.e. Hostel accommodation
vi.   Concession in admission for disabilities etc.
vii.   Counseling service
viii.   Freeship to poor and BPL family students
ix.   N.S.S.
x.   N.C.C.
xi.   Sports
xii.   External/Internal Study Tour.
xiii.   Biotech Hub for promotion of research work.
xiv.   Computer

5.1.14   Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Yes. The College has a registered Alumni Association. Meeting of the association is held every year and the minutes conveyed to the Principal. One such instance is the contribution of a toilet in the college campus.

5.2   **Student Progression**

5.2.1   **Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed • **Campus selection** • **Other than campus recruitment**	**30%**

The college maintained only the pass record of the Under Graduate Examination but it could not maintain the progression record of students from UG to PG and their employment.

5.2.2   **Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

Year	Programme	Pass % of the college	University result %
2011-12	B.A.	100%	81.56%
	B.Sc.	96.4%	71.05%
2012-13	B.A.	95.2%	81%
	B.Sc.	97.4%	63%
2013-14	B.A.	100%	71.5%
	B.Sc.	98%	60.65%
2014-15	B.A.		
	B.Sc.		

The college could not collect the information regarding the pass percentage of other colleges in the District.

5.2.3   **How does the institution facilitate student progression to higher level of education and/or towards employment?**

The staff members urge the students to take up higher education like PG, Research and Post-Doctoral work in research and the need for strengthening their employability right from their first year of UG. This motivates more number of students to pursue higher education.

5.2.4   Enumerate the special support provided to students who are at risk of failure and drop out?

The Principal and the heads of the Departments invite the students who decide to discontinue during their course of study, enquire the reasons for the decision to discontinue and based on that they are advised and motivated to pursue their studies without discontinuity. This helps the students to regain their confidence, rejuvenate and continue their studies.

5.3   Student Participation and Activities

5.3.1   List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The college has a wide range of sports, games, cultural and extra-curricular activities that are available to the students. The college has been participating in various Inter University, University level tournaments since long time. International Kick Boxer **L. Sarita Devi** was a student of this college. In sports, our college provides indoor and outdoor games to students.
   ➢ Various cultural and extra-curricular activities like song, classical singing, Group singing, Quiz, theatrical items are offered to students.
   ➢ The college participated in sports/cultural and other extra-curricular activities organized by Manipur University every year.
   ➢ College also organized Annual Social Fresher's meet in the   college auditorium.

Program Calendar:

Sports:

Session	Sl. No	Name of the Extra curricular activities	Level of Participator	Place Achieved
2013-14	1	Classical Singing	Inter College	1st Position
	2	Written Essay Competition	State level	3rd position
	3	Quiz competition in connection with 16th Lok Sava Election	State Level	1st Position
	4	Song competition	Inter College	2nd Position
	5	Jana Neta Song Competition	State level	1st Position
	6	Best of AMMIK 2013	State Level	2nd Position
	7	CASSEY TAMNAA 2013	State Level	2nd Position

Extra-Curricular Activities:

Session	Sl. No	Name of the Game	Level of Participator	Place Achieved
2013-14	1	Table Tennis	Inter College	1st
	2	Foot Ball	Inter College	Runners up
	3	Asem Arunkumar Singh Memorial Manipur University Table-Tennis Tournament	Inter College	Gold Medal
	4	Table-Tennis Tournament	Inter College	Winner
	5	Wrestling Championship	Inter College	Runners up
	6	Hand Ball Tournament	Inter College	Runners up

5.3.2 **Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

Various teams of the college who have participated in different extra-curricular, sports and cultural activities and bringing title to the college are :

- **In 2011-12:**N. Anna Devi & N. Rupadharti Devi won i)overall championship for women both single and team events at Ashem Arunkumar Singh memorial Manipur University inter college Table –Tennis tournament hosted by D.M. College of Commerce 2011-12
- **In 2012-13:** Anna Devi & N. Rupadharti Devi won Gold Medal in Ashem Arunkumar Singh memorial Manipur University inter college Table –Tennis tournament hosted by Waikhom Mani Girls'College,2012-13.
- **In 2013-14:**Students of this college have achieved Winner in inter college Table Tennis Tournament,2013-14; Runners up in inter college Hand Ball tournament,2013-14; Runners up in inter college Wrestling championship 2013-14 and runners up in Thang Ta championship 2013-14.
- **In 2014-15 :**

5.3.3 **How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**
The information obtained from the students' feedback form and the Self Appraisal forms of the staff members are analyzed and the corrective measures are taken to improve the quality of the teaching. Apart from these, suggestions from the distinguished Alumni of the college are also taken into consideration while charting the remedial action.

5.3.4 **How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

Every year the achievements of the college are being published in the college magazine which also contains elaborate articles from staff as well as students. The editorial Board of the College Megazine do their best in getting the magazine ready well in time. The Principal, and staff members advice the students to contribute their articles to the college magazine.

5.3.5 **Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

Yes. The college has students' body known as Students' Union. The members of the college students union are elected through students election.

Mode of Election: the office bearers of the union are elected by the students through election by the students for a period of one year.

Constitution: there is a constitution of the students union. The constitution has 18 Articles.

Article 1 of the constitution states that the principal of the concern college and union secretaries are binding to the rules of the constitution.

There shall be a president of the union and the principal of the college is the ex-officio member of the president of the union. Besides this there shall be a vice-president of the union who is duly nominated by the president. Article IX (a)(i) states that there shall be one teacher in-charge for each secretaryship nominated by the president. This article also states for having a students union consisting of 7 categories of secretaryship i.e. General Secretary, Finance Secretary, Games & Sports Secretary, Social Cultural Secretary, Magazine Secretary, Girls' Common Room Secretary and Debate & Extension secretary.

Article XII deals with the power and functions of the union. Article XVI (B) deals with the power and functions of the office bearers of the union. Article XVII deals with the Union fund. Amendment procedure of the constitution are discussed in Article XVIII of the constitution.

Activities : The students' union ensures the satisfactory redressal of grievances of the students and establishment of a smooth raport between the students and the administration.

Fund: For the activities of this Union, no external funding is permitted. Union fund is collected from the students at the time of admission.

5.3.6 **Give details of various academic and administrative bodies that have student representatives on them.**

The college believes in giving the equal opportunity to the students in supporting the authorities and the college faculty in running affairs of the college. However, there is no student representatives in the administrative body.

5.3.7 **How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

The college alumni association held meetings three to four times a year. The association is always in touch with the members. The association is also concerned about the teachers and staffs of the non-teaching who have retired. The retired faculties are also invited in the meetings, this add to the experience of the committee. Their advice is followed very promptly.

Any other relevant information regarding Student Support and Progression which the college would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 **State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

- ■ **Vision :-** To provide quality and affordable education to students through promotion and sustenance initiatives.
- ■ **Mission & Objectives :-**
    - v. To inculcate the minds of the students the moral attitude and turn them into good citizens.
    - vi. To undertake research and development programme by disseminating scientific knowledge.
    - vii. To collaborate with other stakeholders of higher and technical education for quality education.
    - viii. To built up a cognitive environment among the students and teachers for establishing a brighter institute.

The college has clear vision and mission and all the programmes are well planned to achieve it. The vision, mission and objectives of the college are communicated to the stakeholders through hoardings put up at all prominent places like Office rooms, College Campus and auditorium etc.. It is also mentioned in the college calendar and in the college Megazines for the students to understand.

6.1.2 **What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The college is governed by the Governing Body. The principal of the college is the head of the institution and is always there to provide requisite leadership to the system. She is the principal executive. The president of the Governing Body keeps on meeting the college staff to discuss various policy matters and their application. The Principal ensures that all provisions of the University Bye laws and regulations are observed. In addition to the policy directions given by the Governing Body, the designing and implementation of the institution's quality policy and plans, is done by the Academic Development Committee and the IQAC.

6.1.3 **What is the involvement of the leadership in ensuring :**

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

  The college authorities gather information about the various aspects of college functioning through different ways. The Governing Body encourages the participation of the staffs in the process of decision making in the institutional functioning. The teaching staff have representatives to the Governing Body, which is the highest decision making body. The college has constituted different committees comprising of teaching and non-teaching staffs which play an important role in the planning and implementation of activities in different spheres of institutional functioning. This apart, information available from students feedback form and feedback from stakeholders and the information available in self – appraisal forms of teachers help the authority in planning and functioning. The personal interaction of the principal with various stakeholders, the faculty, non-teaching staffs, the students, the guardians play an important role in this.

6.1.4 **What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The principal of the college has full autonomy to govern the college within the framework of rules and regulations of the college. In the beginning of the academic year, a self mapping exercise is conducted for the staff by IQAC. This exercise exposes the strengths and challenges of each of the staffs to draw a potential map, which give inside to the management, for the distribution of responsibilities. The principal appoints the conveners for various committees with the consent of the Governing Body, and further nominates the members of committees in consultation with the respected conveners based on the potential map.

The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year the conveners submit their reports to the principal. All these activities are evaluated by the IQAC.

6.1.5 **Give details of the academic leadership provided to the faculty by the top management?**

The Governing Body of the college is in constant touch with heads of the Departments as well as Committees. The various committees meets frequently and the problems and issues related to college development, administration, appointment and infrastructural needs and student disciplines are discussed. The president of the Governing Body holds meeting with the teachers to communicate directly and bestows the responsibility. The teaching as well as the non-teaching and supporting staffs follows on instructions and obeys the order in the interest of the college.

6.1.6   **How does the college groom leadership at various levels?**

The Governing is always encouraging and supporting the involvement of the staffs in the improvement of the effectiveness and efficiency of the institutional process. The management through the principal of the college involves the staff members in various activities related to the development of the college. The staff members are involve by way of constitution of various committees such as academic development committee, construction committee, examination committee etc.

6.1.7   **How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

Every Department has a task cut out for themselves as they function under the authority of the Head of the Department who has in turn given freedom and responsibility to the staff to complete the syllabus and also conduct the internal assessments. They are also given complete academic freedom to conduct routine practical classes and practical examinations. The heads have complete freedom with regard to purchase of academic books and journals. If needed, they place requisition for purchase of equipments, chemicals and other things that the department needs.

6.1.8   **Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

Not applicable

6.2   **Strategy Development and Deployment**

6.2.1   **Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

Yes, college has formally stated quality policy. A number of steps have been taken up to translate quality to various units by the college. The perspective plans and policies are prepared by the IQAC based on the activities proposed by various departments for the academic year. The Governing Body grants permissions for the perspective plan to be presented to the stakeholders. Then it is placed before the teachers, students representatives and administrators for an open discussion. A decision is taken at the end and submitted to the Governing Body for scrutiny and implementation.
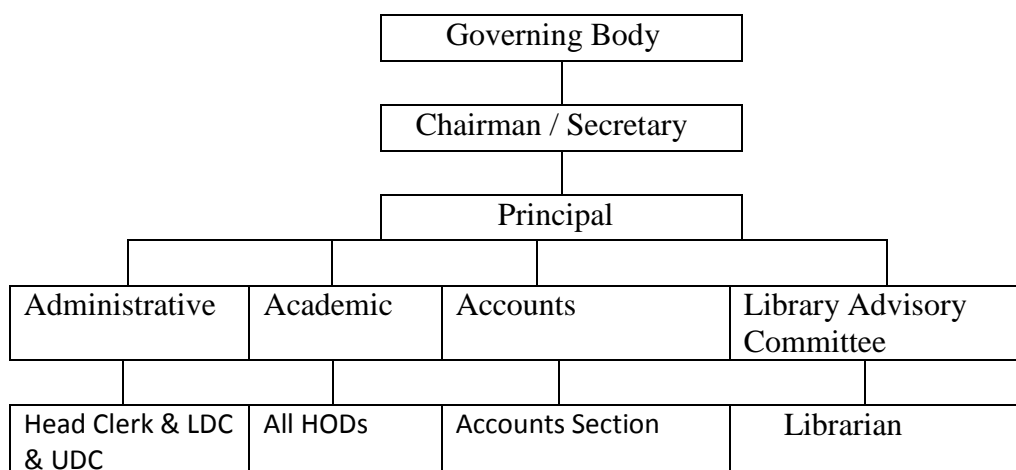
6.2.2 **Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

Yes, The college has a perspective plan for development. Every year, at the academic session, various bodies such as academic, admission, construction and library advisory committee are sole responsible to plan, chalk out and implement the work accordingly. Aspects considered for inclusion in the plan

    i.   Modernization of classroom and laboratory
    ii.   Up-gradation of learning resources
    iii. Compound Fencing
    iv. Extension of women hostel etc.

6.2.3 **Describe the internal organizational structure and decision making processes.**

Internal Organizational Structure of the College :

```
                    ┌─────────────────────┐
                    │   Governing Body     │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Chairman / Secretary │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │     Principal        │
                    └─────────────────────┘
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Administrative	Academic	Accounts	Library Advisory Committee
Head Clerk & LDC & UDC	All HODs	Accounts Section	Librarian

6.2.4 **Give a broad description of the quality improvement strategies of the institution for each of the following**

- **Teaching & Learning**
  Modern teaching and learning tools has been provided to the faculty to implement in the class room teaching. Smart Boards along with projectors, audio visual aids are also provided in most of the class rooms. Remedial classes are taken by the faculty for weak students. Special arrangements have been made for spoken English, skill development of the students.

- **Research & Development**
  Faculties are allowed to pursue their research and also granted special leave to attend the seminars, research activities etc. Most of the faculties are engaged for Minor Research Projects and National and International

Publications.

- **Community engagement**
  College engages many organizations like Red Cross Society, NGOs, Hospitals for holding Blood Donation Camp, NSS Camp, Cultural Exchange Programmes, Tree Plantation etc.

- **Human resource management**
  In the college, the process of accessing adequate human power requirements monitoring and planning professional development programmes for personal development and seeking appropriate feedback responses is very good. Staff training are taken place periodically. Effective system of appraisal of performance of teachers is there.

- **Industry interaction**
  The college interacts with various industries. We consult with them on various issues for the improvement of education system specially for the carrier oriented courses. College has participated in various cultural programmes held at various food security and safety programs organized by department of Food processing industries, Manipur Chapter. Seminar, Workshop, Conferences on various subjects are conducted in the college premises. The college organized field tours to various industries.

6.2.5 **How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

The principal conveys all the information pertaining to the academic activities and decision taken in the college Governing Body meeting. The feedback from the staff members is also presented to the G.B. The information supplied by the Head of the institution is processed and analyzed by the G.B and conveyed back to all the different stakeholders. This is done to commensurate withg the vision and mission of the college.

6.2.6 **How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The college Governing Body is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involve by way of constitution of various committees such as Building Committee, Admission Committee, Advisory Committee, Examination Committee etc.

6.2.7 **Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The College Governing Body keeps on working for the betterment of the institution. The management, last year, in the meeting of the body passed the following resolutions :

i)   G.B. resolved to make institutional infrastructural changes   thereby bringing more number of class rooms in the college.

ii)   Construction of Girls' Hostel (New extension)

iii)   Construction of Basket Ball ground with flood lighting

iv)   Construction of water reservoir.

v)   Construction of Chemistry and Home Science Department.

Many of the resolutions have been implemented .

6.2.8   Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The affiliating University does not make any provision for according the status of autonomy to any affiliated institutions.

6.2.9   How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The college has a separate grievance Cell for staff and students to redress their grievances effectively thereby making sure that the college functions without any hassles. It is also made that a good rapport is maintained between the administrators and academic staff members for the smooth functioning of the college.

6.2.10   During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?
Not araised.

6.2.11   Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The college has a clearly set and defined mechanism of obtaining the feedback from the students to improve performance and quality of the institutional provisions. The college academic development committee consisting of the senior teachers collect the exit level feedback from the graduates regarding learning processes. The inputs are obtained from them and further used to improve the overall competency of the students for employability.

6.3 Faculty Empowerment Strategies

6.3.1 **What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

The institution allows teaching and Non-teaching staff to pursue higher studies and also take part in orientation and refresher courses by granting leave. The staff are also encourage to participate in national and international conferences. Similarly, the non-teaching staff are also encouraged to participate in programmes like accounts training, secretarial practice, Book keeping etc.

6.3.2 **What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

The Principal, College G.B. and the IQAC evolve strategies for various duties assigned to the staff members. The staff members are also motivated to work in concord and to bring out the best among the students. Thus the roles and responsibilities are clearly understood by them and thus perform their duties for the betterment of the institution.

6.3.3 **Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

The information on multiple activities is appropriately captured and considered for better appraisals by :
- ➢ Periodic monitoring of class room teaching by the principal and IQAC
- ➢ Feedback from all the stakeholders of the college are passed on to the respective units and are acted upon.
- ➢ Self appraisals by the teachers.

These details are accessible to staff so as to help them judge their performance.

6.3.4 **What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**
The appraisal is evaluated by the Principal and G.B. When the evaluation is completed, the outcomes of the evaluation is being communicated to all the stakeholders accordingly.

6.3.5 **What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

The strategies adopted by the college Governing Body includes career advancement benefits for those with higher qualifications such as M. Phill. and Ph.D. as well as opportunities for those who wish to improve their qualifications. The college management motivates faculty members through prompt appreciation of exceptional merit and talent by providing opportunities for self expression.

6.3.6 **What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The institution has given academic freedom to the staffs. A handsome salary is offered to the faculty according to their experience and qualification. Feedback is taken from the students and appraisal is made in order to give incentives and increments to the faculty.

6.4 **Financial Management and Resource Mobilization**

6.4.1 **What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

The Governing Body make appropriate decisions and depending on the priority, financial allocations are made for various heads of expenditure.. Each and every expenditure is properly auditable by the Chartered Accountants.

6.4.2 **What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

The accounts of the college are subject to audit by external qualified Chartered Accountant appointed by the college management before the 31st March each year. The institution being an aided college of Government of Manipur, sent the audited reports to the concern Government Department. The last audit was done in the month of July, 2014. There is no audit objection. Audit report will be produced when peer team visit at the college.

6.4.3 **What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

Major sources of funding of the college are as follows:
i.   Fee collected from the students
ii.   Grant-in-aid received from the Manipur Government (being a grant-in-aid college)
iii.   Various grants received from UGC
iv.   Contributions by M.L.A./M.Ps from the local area development funds
v.   Donors contribution

Deficit Management : The college receive grant-in-aid from the Manipur Government for salary of staffs. If there is any deficit on account of recurring and non-recurring expenditure, the college approach the Governing Body.

The following table gives the income and expenditure statement of last four years.

Financial Year	Income (Rs.)	Expenditure (Rs.)
2010 - 11	1,84,69,032.00	82,02,142.00
2011 - 12	1,59,50,436.00	1,58,89,720.00
2012 - 13	2,37,81,946.00	1,70,79,980.00
2013 - 14	2,11,26,436.00	54,74,348.00

The reserve funds available with the college in the last four years :

Financial Year	Reserve Fund Available
2010 - 11	30,80,067.00
2011 - 12	18,214.00
2012 - 13	20,10,589.00
2013 - 14	46,95,626.00

6.4.4 **Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The college G.B. makes all efforts to secure additional funds for meeting various current and development expenditures. The departments are free to conduct Seminars and functions with sponsorships.

6.5 **Internal Quality Assurance System (IQAS)**

6.5.1 **Internal Quality Assurance Cell (IQAC)**

a. **Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes, the IQAC of the college was established in the year 2013. Within the existing academic and administrative system, the college has developed mechanisms of its own for the quality assurance. The academic quality of the college is evaluated on the basis of the performance of the students in their examinations. The poor students are helped by the teachers to improve their academic quality by taking extra classes and providing reading materials.

b. **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

Since the college IQAC was recently established there is only few approved decisions of IQAC and are implemented.

c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

No

d. **How do students and alumni contribute to the effective functioning of the IQAC?**
The IQAC gets feedback from the students and alumni and thereby quality of courses is evaluated.

e. **How does the IQAC communicate and engage staff from different constituents of the institution?**

The IQAC informs all the staff members through the HOD about the quality and the reforms that are intended to be made and to be implemented.

6.5.2 **Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.**

Yes, both the academic and administrative staff work in together to maintain best standards of quality.

6.5.3 **Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

The college ensures that the decision based on the findings of the IQAC are fully adhered to. The academic as well as the administrative working is further smoothened by the time to time training sessions being organized by the college for its teaching as well as the non-teaching staff. Workshops, interactive sessions have help the staff of the college work in better and more promising way.

6.5.4 **Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?**

No such academic audit has been reviewed by the external peers. For the first time the college is applying for the external peer team visit by the NAAC to improve the institutional activities.

6.5.5 **How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The IQAC maintains the internal quality , and works in alignment to the maximum possible extent with other regulatory agencies keeping the quality factor in mind.

6.5.6 **What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

Within the existing academic and administrative system the college makes concerted effort of quality assurance by the help of the following well designed mechanism:
- ➢ All sections(Faculty. Staff, students and management) constitute a core committee, responsible for planning, implementation and evaluation of the academic/ administrative/development programmes.
- ➢ Mechanisms are developed for quality assurance, assessment and sustenance by the core committee.

6.5.7   **How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The college has always seriously interested to communicate its quality assurance policies, mechanisms and outcomes to the various internal stakeholders in each and every internal and is preparing to prove its planning and outcomes while by the review of the external peer team like NAAC.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 **Does the Institute conduct a Green Audit of its campus and facilities?**

The college is yet to conduct a Green Audit in its campus and very soon it will be made.

7.1.2 **What are the initiatives taken by the college to make the campus eco-friendly?**

The college campus is totally eco-friendly. The college has taken several other steps/initiatives to make the campus eco-friendly.

* **Energy conservation**

   All the students, non-teaching and teaching staffs had taken initiatives to switch off all the electrical and electronic equipments when not in use. The college installed low energy consume CFL bulbs in the class rooms, hostel and laboratories.

* **Use of renewable energy**

   The college has installed solar energy system in science department, hostel and college campus.

* **Water harvesting**

   During rainy season, college collect and stored the rain water and reused the same in the laboratories, garden, toilet purposes etc.

* **Check dam construction**

   Not Arise

* **Efforts for Carbon neutrality**

   The college at its own level has taken up certain preventive measures to check the emission of carbon dioxide. The college has made arrangement for parking the vehicles of the staffs and students in the college campus properly. This helps in keeping the campus as much as possible clean. The dead leaves and waste papers are not allow to be put on fire. The solid waste management system is developed.

* **Plantation**

   Massive plantation has been undertaken by the college and have planned to make it one of the best greenery and pollution free campus.

* **Hazardous waste management**

   As waste possess substantial or potential threat to public health or the environment, to reduce the hazardous waste and pollution, awareness programmes in college, nearby villages are continuing by our NSS units . Special awareness programme is being conducted to use recyclable bags instead of polythene.

* **e-waste management**
  The college have tie up with a farm to extend the cooperation for the e-waste management who will help us recycling of e-waste or could donate or re-sell the e-waste to the poor people.

7.2   Innovations

7.2.1   Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has made several innovations which have helped smooth functioning of the college. These innovations are in academics, administration and other levels of the college working.
Some of the innovations taken up during the last four years are:
i.   Feedback mechanism from students as well as parents/guardians
ii.   Computerization of administrative block
iii.   Automation of Library
iv.   Academic innovations
v.   Installation of CCTV in all vital places of the campus etc.

7.3   Best Practices

7.3.1   Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The best practices in the college have been promoted in full swing. The college has internalized the best practices in order to improve the functioning of the academic and administrative systems. The insistence on students participation in academic and administrative matters has improve the quality of the education and administration in the college. The administration in the college is maintained by the involvement of the staff at every level. The first best practices are the Establishment of IQAC attached in the SSR below.

PRESENTATION OF PRACTICE-I

1. **Title of the practice :** Students as Important Stakeholders in Quality   Initiative
2. **Goal :** The main objective of the college is to transform the students into meaningful citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich of talent. Hence, the main objective of Waikhom Mani Girls' College is to transform the students in to meaningful citizens through well prepared socially committed patterns of instruction. To involve all the stakeholders in the quality initiatives of the college and to be transparent institution the students has to participate as major stakeholders.
3. **The Context:** The growth and success of the college involves the participation of the students as an important stakeholders in the planning, decision making and implementation process. The College has decided to involve the students, who are one of the major stakeholders in the college. With the involvement of the students, the instruction will benefit in the overall functioning of its activities, as a result there will be a quality enhancement in the instruction as well as in the functioning of the students council.
4. **The Practice :** It is a hard task to obtain the inputs on a continuous basis from all the students of the college. Hence the college have selected students representatives which meets on the first Saturday of every month. The principal addresses them with the relevant initiatives.
    ➢ The students team comprises General Secretary, Finance Secretary, Debate and Extension Secretary, Games and Sports secretary, Megazine Secretary, Girls common room secretary, Social and Culture Secretary.
    ➢ Teachers of the various departments also discussed matter with the students.
    ➢ The recommendations, suggestions and request of the students are placed before appropriate committees for approval
    ➢ The response of the students obtained through the feedback also acts as an important input in all our efforts.
    ➢ Since IQAC has representatives from all committees and bodies of the college, a fruitful integration and coordination of policies is possible.
5. **Evidence of Success :** Since, the students are drawn into the process of policy making implementation.
    ➢ It serves as a constant forum for expressing their appeal and grievances.
    ➢ The college has gained on a continuous basis through this ongoing mechanism of students –administration interaction.

6. **Problems encountered and resources required :** Since the date and time are fix for the year, the problem of the students not attending the meeting is very remote. To initiate this programme, separate financial budget has been planned and implementation of the entire programme can be success if the coordinator of the IQAC will dedicate 2 to 3 hours daily for this purpose excluding normal classes.

7. **Note (Optional):** N.A.

8. **Contact Details :**
   Name of the Principal :- Dr. O. Ibeton Devi
   Name of the institution :- Waikhom Mani Girls' College
   City : - Thoubal
   Pin Code : - 795138
   Accredited status : NIL
   Work phone :- 03848-222579
   Fax :- 03848 – 222579
   Website :- www.wmgcollege.org
   Email :- wmg.123@rediffmail.com
   Mobile :- 9856241136

PRESENTATION OF PRACTICE-II

1. Title of the Practice
Computerization of the Administrative Block, the Library and the Introduction of Remedial Classes and Question Banks

2. Goal
The main objective of the institution is to transform the students into good citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main objective of W.M.G. College is to transform the students into well meaning citizens through well prepared socially committed patterns of instruction. W.M.G. College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The institution aspires to instill scientific zeal and develop skilled human resource to contemporary challenges. The college has been facilitating young adult learners with opportunities to hone their ethics and leadership potential. To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues is also the mission of the institution.

3. The Context
The college over the long history of three decades has created a niche for itself in the academic, extra-curricular and sports fields. These achievements are surely enough in itself to boast of the name and the fame the college is enjoying. Still the college was facing certain challenges which were of utmost importance. The first challenge the college was facing of administrative nature. The college had been following the age old pattern of working manually in the office. The management and the head of the institution decided to strike back in a powerful manner by introducing the technological world to the administration. The whole of the administrative branch has been computerized. This apart the library too has been computerized. The college in the academic world introduced the technique of remedial classes and preparing question banks keeping in view the examination perspective. The students belonging to the college are given extra coaching free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations. They are given a list of important questions prepared by the expert faculty. This has helped them attain their targets in a better way.

4. The Practice & the Evidence of the Success
The college did away with the age long system of working in the administrative block. The whole system was computerized. The system of the fee collection was very tedious and cumbersome. The college by computerizing the total accounts has successfully got rid of many hurdles. This has resulted in making the system smooth.

The college is already facing the dearth of man power. By computerizing the system, the college has successfully overcame the shortage of the staff. Now the work has been facilitated to the extent that the staff has very deftly acquired the new system resulting in the increase in their efficiency. The college introduced the UGC sponsored Remedial Classes. The students were given extra coaching, free of cost, in all the subjects in general. The students were given extra guidance in the subjects like English and Math. in particular. The college ensured that the students are provided with the Question Banks framed by the experienced faculty of the college. This action has resulted in a steep downfall in the failure rate. The Question Banks have facilitated the students in such a way that their efforts in the preparation of the final exams have started bearing fruits.

5. Problems Encountered and Resources Required

The college had certain problems in the process of administration. The account maintenance was very cumbersome to manage. The college had to face long queues of the students who assembled for fee deposit. Now the things have smoothed out. Similarly the students were facing a lot of problem in studies. The college was finding it hard to control the dropout rate and the failure. The remedial classes came as a boon for such students. The students are now finding it easy to combat the problems they were facing. The college required the infrastructure in the shape of computer systems. The management provided the same from its resources. The staff was trained by the computer experts. The software required was purchased. The resources required for the remedial classes were granted by the UGC.

7. Contact Details

Name of the Principal: Dr. O. Ibeton Devi
Name of the Institution: Waikhom Mani Girls' College
City: Thoubal
Pin Code: 795138
Accredited Status: Applied For Accreditation
Phone (O) :   03848-222579   Fax: 03848-222579
Website: www.wmgcollege.org   E-mail: wmg.123@rediffmail.com
Mobile: 9856241136

Evaluative Report of the Anthropology Department

1. **Name of the department**: Anthropology Department

2. **Year of Establishment** : 4th December, 1991

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**

   UG under Manipur University

4. **Names of Interdisciplinary courses and the departments/units involved**

   Not Arise

5. **Annual/ semester/choice based credit system (programme wise)**

   The Department offers only Undergraduate Course which is semester based credit system

6 **Participation of the department in the courses offered by other departments**

   NIL

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
   NIL

8. **Details of courses/programmes discontinued (if any) with reasons**
   NIL

9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	8	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualifi-cation	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
K. Sadananda Singh	M.Sc.	Asst. Prof. HOD	Phy. Anthro.	26	-
Rk. Tamphasana Devi	M.Sc.	Asst. Prof.	Phy. Anthro.	23	-
Dr. K. Renu Devi	M.Sc.	Asst. Prof.	Phy. Anthro.	20	-
Mumtaz Begum	M.Sc.	Asst. Prof.	Phy. Anthro.	18	-

11. **List of senior visiting faculty**

   NIL

12. **Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty**

   NIL

13. **Student -Teacher Ratio (programme wise)**

   1:43

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled**

   One Laboratory attendant and one Laboratory Assistant

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

Name	Qualifi-cation	Designation	Refresher Course	Orientation Course	Short Term Course	Seminar/ Workshop/Conference
K. Sadananda Singh	M.Sc.	Asst. Prof. HOD	1	-	-	6
Rk. Tamphasana Devi	M.Sc.	Asst. Prof.	2	-	-	-
Dr. K. Renu Devi	M.Sc., Ph.D.	Asst. Prof.	4	-	-	7
Mumtaz Begum	M.Sc.	Asst. Prof.	2	-	-	-

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**

   NIL

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**

   NIL

18. **Research Centre /facility recognized by the University**

   NIL

19. **Publications:**

   3 Publications

∗ **a) Publication per faculty**

   i. Dr. K. Renu Devi – 2 National Papers
   ii. Mumtaz Begum -- 1 National Paper.

∗Number of papers published in peer reviewed journals (national / international) by faculty and students

   NIL

∗Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

   ∗ Monographs

   ∗ Chapter in Books

   ∗ Books Edited

   ∗ Books with ISBN/ISSN numbers with details of publishers

   ∗ Citation Index

   ∗ SNIP

   ∗ SJR

   ∗ Impact factor

   ∗ h-index

   NIL

20. **Areas of consultancy and income generated**

      NIL

21. **Faculty as members in**

a) **National committees b) International Committees c) Editorial Boards….**
NIL

22. **Student projects**

a) **Percentage of students who have done in-house projects including inter departmental/programme -** NIL

b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies** NIL

23. **Awards / Recognitions received by faculty and students**

    K. Sadananda Singh, Asst. Professor and Head received
    i.   Dr. Ambedkar Fellowship Award 2003 from Dalit Sahitya Academy ,   New Delhi

    ii.   Mahatma JyotiBha Phule award 2006 from Dalit Sahitya Academy, New Delhi

      a. Dr. Ambedkar National Award 2014 from Dalit Sahitya Academy Assam State

24. **List of eminent academicians and scientists / visitors to the Department**
    N.A.

25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International
    N.A.

26. **Student profile programme/course wise**: NIL

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male   *F = Female

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A.	100%	-	-
B.Sc.	100%	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

N.A.

29. **Student progression**   -- Data not maintained

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. **Details of Infrastructural facilities**

a) **Library** --No

b) **Internet facilities for Staff & Students**--Yes

c) **Class rooms with ICT facility** -- Yes

d) **Laboratories** -- Yes

31. **Number of students receiving financial assistance from college, university,government or other agencies**
Data not maintained

32. **Details on student enrichment programmes (special lectures / workshops /seminar) with external experts**
NIL

33. **Teaching methods adopted to improve student learning**

Use of internet, ICT, Unit test, mid term test and interaction with faculties.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**
The students and faculty members of the department, in collaboration with other departments and NSS units of the college, from time to time, organizes social service programs in public places, and adjoining villages, organizes adult literacy programs etc.

35. **SWOC analysis of the department and Future plans**

Strengths: The department has four teaching staffs and one non-teaching staff only.

Weakness : At present the Department requires one M.Sc. in Pre-History and One M.A in Social Anthropology. Besides that the department required essentially three practical rooms, Desk top/Laptop computer, internet facility for staffs and students, class room with ICT, up to date practical equipment.

Opportunity : The Department has lot of opportunities of field work at remote backward villages at state level or national level or international level and published papers in national/international level. Not only all these, national seminars/international seminar, conference/workshop may be held.

Challenges : The Anthropology Department can challenged and compare regarding the socio economic conditions, standard of living, demographic profile of different areas, blood group, blood pressure, still birth and post natal of child birth, mortality and fertility within male and female of a particular area, development growth etc. of all communities.

Future Plans : For future vision of the department is to enhance departmental library, practical equipment, smart board and ICT faculties.

Evaluative Report of the Botany Department

1.Name of the department: Botany Department

2.Year of Establishment : 4th December, 1991

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**

   UG under Manipur University

4. **Names of Interdisciplinary courses and the departments/units involved**
   Not Arise

5. **Annual/ semester/choice based credit system (programme wise)**

   The Department offers only Undergraduate Course which is semester system

6. **Participation of the department in the courses offered by other departments**

Sl.No.	COC participation
1	Spoken English
2	Certificate Course in Computer Application

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
   No

8. **Details of courses/programmes discontinued (if any) with reasons**
   No

9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	7	7

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)**

Name	Qualifi-cation	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
W. Ibungo Singh	M.Sc.	Asst. Prof. HOD	Plant Pathology	23	-
Kh. Babinaj Devi	M.Sc., M.Phill	Asst. Prof.	Plant Ecology	6	-
Dr. N. Dhirendra Singh	M.Sc. Ph.D. Ph.D.	Asst. Prof.	Plant Anatomy/ Dendrochronology	2	-
Dr. T. Chand Singh	M.Sc. Ph.D.	Asst. Prof.	Plant Ecology	2	-
Amrabati Thokchom	M.Sc. SLET,GATE	Asst. Prof.	Plant Physiology	2	-
Dr. L. saline Devi	M.Sc., Ph.D.	Asst. Prof.	--	--	--
Dr. L. Supriya Devi	M.Sc., Ph.D.	Asst. Prof.	--	--	--

11. **List of senior visiting faculty**

No

12. **Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty**

No

13. **Student -Teacher Ratio (programme wise)**

1:107

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled**

One Laboratory attendant and one Laboratory Assistant

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name	Qualifi-cation	Designation	Refresher Course	Orientation Course	Short Term Course	Seminar/ Workshop/Conference
W. Ibungo Singh	M.Sc.	Asst. Prof. HOD	-	1	-	-
Kh. Babinaj Devi	M.Sc., M.Phill	Asst. Prof.	1	-	-	-
Dr. N. Dhirendra Singh	M.Sc. Ph.D.	Asst. Prof.	1	-	-	-
Dr. T. Chand Singh	M.Sc. Ph.D.	Asst. Prof.	-	-	-	-
Amrabati Thokchom	M.Sc. SLET,G	Asst. Prof.	-	-	-	-
Dr. L. saline Devi	M.Sc., Ph.D.	Asst. Prof.	-	-	-	-
Dr. L. Supriya Devi	M.Sc., Ph.D.	Asst. Prof.	-	-	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Sl.No.	Name of Faculty	Funding Agency	Grant Received
1	Dr. T. Chand Singh	i.UGC (MRP) ii.DBT (Major)	1,25,000.00 35,79,000.00
2	Amrabati Thokchom	UGC (MRP)	4,00,000.00

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Name of Faculty	DST-FIST	UGC	DBT	ICSSR	Grant Received
Kh. Babinaj Devi	NIL	1 Minor	NIL	NIL	1,40,000.00
Dr. T. Chand Singh	NIL	1 Minor	1 Major	NIL	1,25,000.00 35,79,000.00
Amrabati Thokchom	NIL	1 Minor	NIL	NIL	4,00,000.00
Dr. N. Dhirendra Singh	NIL	1 Minor	NIL	NIL	1,60,000.00

18.   Research Centre /facility recognized by the University

NIL

19.   Publications:

∗   **a) Publication per faculty**

∗Number of papers published in peer reviewed journals (national / international) by faculty and students

∗Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

∗   Monographs

∗   Chapter in Books

∗   Books Edited

∗   Books with ISBN/ISSN numbers with details of publishers

∗   Citation Index

∗   SNIP

∗   SJR

∗   Impact factor

∗   h-index

Sl.No.	Name	National	International	Impact Factor
1	Dr. N. Dhirendra Singh	NIL	1	NIL
2	Dr. T. Chand Singh	1	3	Current Sc. 0.8 IJSRP 1.47 IJSPR 0.6 Asian Journal of Pharmaceutical Sc. & technology 3.4
3	Amrabati Thokchom	2	1	Current Sc. 1.04

20. Areas of consultancy and income generated

No

21.Faculty as members in

a)National committees b) International Committees c) Editorial Boards….

Sl.No.	Name	National	International	Editorial Board
1	Dr. N. Dhirendra Singh	Indian Science Congress	Association of Tree Ring Research (Germany)	NIL
2	Dr. T. Chand Singh	International Journal of Ecology and Environmental Science	NIL	NIL
3	Kh. Babinaj Devi	Indian Science Cingress	NIL	NIL

22.Student projects

a)Percentage of students who have done in-house projects including inter departmental/programme - NIL

b)Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies - NIL

23. Awards / Recognitions received by faculty and students

    NIL

24. List of eminent academicians and scientists / visitors to the department
    NIL.

25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International
    N.A.

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
1. Mushroom Cultivation	10	9	0	9	100%
2. Floriculture	30	30	0	30	

*M = Male   *F = Female

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc.	100%	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

N.A.

29. **Student progression** -- Data not maintained

Student progression	Against % enrolled
UG to PG	31
PG to M.Phil.	--
PG to Ph.D.	--
Ph.D. to Post-Doctoral	--
Employed • Campus selection • Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. **Details of Infrastructural facilities**

a) **Library** --Yes

b) **Internet facilities for Staff & Students**--Yes

c) **Class rooms with ICT facility** -- Yes

d) **Laboratories** -- Yes

31. **Number of students receiving financial assistance from college, university,government or other agencies**

Data not maintained

32. **Details on student enrichment programmes (special lectures / workshops /seminar) with external experts**

S. No.	Programme	Expert
1	One Day Awareness Programme on Promotion of Biotechnology	Dr. Debananda, Associate Professor, Dept. of Biotechnology, M.U.
2	Mushroom Cultivation Techniques	Dr. S. Mukta, Associate Professor, Dept. of Botany, D.M. College of Sc.
3	One Day Hands on Training Programme in Plant DNA Amplification by PCR Techniques	2 Scientists from Genetics

33. **Teaching methods adopted to improve student learning**

Use of internet, ICT, Smart Class, Remedial Class, Lesson Plan, Periodic evaluation.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**

The students and faculty members of the department, in collaboration with other departments and NSS units of the college, from time to time, organizes social service programs in public places, and adjoining villages, organizes adult literacy programs etc.

35. **SWOC analysis of the department and Future plans**

Strengths:
1. There are 5 assistant Professors and 2 Technical Staffs
2. Honours Class opened
3. Highest number student enrolled in the Department.(741 students)
4. Enrollment students register are maintain

Weakness :
1. Laboratory infrastructures and equipents are inadequate
2. Poor departmental library
3. Two or three teaching post is required

Opportunity :
1. Internet facility and smart board available
2. Production of position holder students every year

3. Career oriented courses such as Floriculture and Mushroom cultivation are offered
4. Biotech Hub Laboratory Facility is available
5. Researc project grants are available from UGC and DBT, Govt. Of India.

Challenges :
1. Up-gradation of Departmental Library
2. More Facilitation of faculty members and students to research activity
3. To open post graduate classes in the Department

Future Plans :
1. To develop well equipped laboratories
2. Research programmes
3. Awareness/Training programme/ Workshop/Seminar

Evaluative Report of the Chemistry Department

1. **Name of the Dept.   :** Chemistry Dept.
2. **Year of Establishment-:** 4th December, 1991
3. **Names of programmes/ Courses offered(UG,PG,M.P.Phil,Integrated Masters,Integrated Ph.d etc.)**
   Under Graduate (UG)
4. **Names of Interdisciplinary courses and depts./units involved**
   NIL
5. **Annual/semester/choice based credit system(programme wise)**
   Undergraduate with Semester System
6. **Participation of the Department in the courses offered by other Departments**
   Food Science and Qulaity Control, Mushroom cultivation and Floriculture offered by Botany Department.
7. **Courses in collaboration with other Universities, Industries, foreign institutions etc.**
   None
8. **Details of Courses/ programmes discontinued (if any) with reasons:**
   None
9. **Number of Teaching posts.**

	Sanctioned	Filled
Professors	---	---
Associate Professor	---	---
Asst.Professors	5	5

10. **Faculty profile with names, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil.etc)**

Name	Qualification	Designation	Specialisation	No.of Years of Experience	No.of Ph.D. Students guided for the last 4 years
1.A.Rameshor Singh	M.Sc. B.Ed.	Asst. Prof.	Organic	18	No guide ship
2.L.Sanatombi Devi	M.Sc.	Asst. Prof	Physical	18	No guideship
3.S.Shyamkiran Singh	M.Sc.	Asst. Prof	Organic	06	No guideship
4.W.Manitombi Singh	M.Sc.	Asst. Prof	Physical	04	No guide ship
5.M.Neshwori Devi	M.Sc Ph.D.	Asst. Prof (Part Time)	Inorganic	02	--

11. **List of faculty senior visiting**

None

12. **Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty**

None

12. **Student –teacher Ratio (programme wise) :**

408/04=102:1

13. **Number of academic support staff (technical) and administrative staff, sanctioned and filled**

One Laboratory attendant

14. **Qualifications of teaching faculty with D Sc/D.Litt/Ph.D/M Phil/PG**

Name	Qualification	Designation	Refre-sher	Orien-tation	Seminar/ Workshop/ Conference	Training
1.A.Rameshor Singh	M.Sc. B.Ed.	Asst. Prof.	-	-	6	-
2.L.Sanatombi Devi	M.Sc.	Asst. Prof	-	-	2	-
3.S.Shyamkiran Singh	M.Sc.	Asst. Prof	-	1	10	5
4.W.Manitombi Singh	M.Sc.	Asst. Prof	-	-	2	-
5.M.Neshwori Devi	M.Sc Ph.D.	Asst. Prof (Part Time)	-	-	-	-

15. **Number of faculty with ongoing projects from**

a)National
b)International funding agencies and grants received

NIL

16. **Departmental projects funded by DST-FIST,UGC,DBT,ICSSRetc and total grants received**

None

18. **Research Centre/ facility recognised by the University** ---None

19. **Publications**---None

- **a)publication per faculty**
- **Number of papers publishd in peer received journals(national/international)by faculty and students**
- **Number of publications listed in International Database(e,g web of Science,Scopus,Humanities international Complete,Dare database International Social Sciences Directory,EBSCO host,etc)**
- **Monographs**
- **Chapter in Books**
- **Books Edited**
- **Books with ISBN/ISSN numbers with details of publishers**
- **Citation Index**
- **SNIP**
- **SJR**
- **Impact factor**
- **H-index**

Sl.No.	Name	National	International	Impact Factor
1	A.Rameshwor Singh	NIL	1	Asian Journal of Pharmaceutical Sc. & technology 3.4
2	S. Shyamkiran Singh	NIL	2	Asian Journal of Pharmaceutical Sc. & technology 3.4

20. **Areas of consultancy and income generated**----None

21. **Faculty as members in a) National committees b) International committees c)Editorial Boards** ----None

22. **Student projects**

a) **Percentage of students who have done in-house projects including inter dept/programme** -- None
b) **Percentage of students placed for projects in organisations outside the institution i,e in Research laboratories/Industry/other agencies**----None

23. **Awards /Recognisations received by faculty and students**-----None

24. **List of eminent academicians and scientists/visitors to the department—**

       1.Dr. Santikumar Singh

       2. Dr Birendrakumar Singh ,ICAR, Imphal

25. **Semesters/Conferences/ Workshops organised and the source of funding**

    a) National---Ayurveda, Yoga and Naturapathy,Unani,Shida and Homeopathy –an alternative treatment – Funded by UGC

    b)International--- None

26. **Students profile programme/ course wise;**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male   *F = Female

27. **Diversity of Students**

Name of the course	% of students from the same state	% of students from other states	% of students from aboard
B.Sc.	100%	0%	0%

28. **How many students have cleared national and state competitive examinations such as NET, SLET, Civil services, Defence Services etc**

   Not applicable

29. **Students progression-----Record not maintain**

Students progression	Against % enrolled
UG to PG	
PG to M.Phil	
PG to Ph.D	
Ph.D to Post Doctoral	

Employed Campus selection Other than campus recruitment	
Entrepreneurship/Self-employment	

30. **Details of Infrastructural facilities**

   a) **Library**-----Yes

   b) **Internet facilities for Staff and students**----Yes

   c) **Class rooms with ICT facilities**----Yes

   d) **Laboratories**------Yes

31. **Number of students receiving financial assistance from college ,University ,government or other agencies**-

   28 students from MOBC &SC, Govt. of Manipur

32. **Detail on student enrichment programme(special lectures/workshops/ seminars)with external experts**

   No

33. **Teaching methods adopted to improve student learning**-

   i. INTERNET facility

   ii. Smart board in the Teaching and Learning Processes.

   iii Practical works are performed in the Teaching –Learning Process wherever applicable, in order to students better understanding

34. **Participation in Institutional Social Responsibility (ISR) and External activities-**--None

35. **SWOC analysis of the department and Future plants**

   Strength

   i.   Well Qualified Faculties
   ii.   IT Infrastructure in Class room

   iii.   Class room   with Internet facility

   iv.   Class room with Smart Board
   v.   Well Equiped Laboratory

Weakness

i.   Lack of necessary faculties specialized in Inorganic Chemistry

ii.   Required more advanced equipment in the laboratories

iii.   A separate library for the Dept. is yet to be established

iv.   Lack of office assistant

Opportunity

i)   There is provision of more equipments in the laboratories
ii)   Provision of separate Library for the Dept.
iii)   Provision for undisturbed power supply during peak hours.

Challenges

i.   To encourage more research and publication

i)   To enhance students progression to PG and employment
ii)   Motivating faculties for upgrading skill and application of modern technology

Future Plans :

i.   To enhance qualitative teaching and capacity building of the students through more innovative technique.
ii.   Establishment of departmental library and increasing number of books.
iii.   Engagement of Guest Lectures.
iv.   Project making for International and National seminar/workshop.

4.1.3

Future Masterplan of Waikhom Mani Girls' College.

Propose Future Expansion Plan for
WAIKHOM MANI GIRLS' COLLEGE THOUBAL
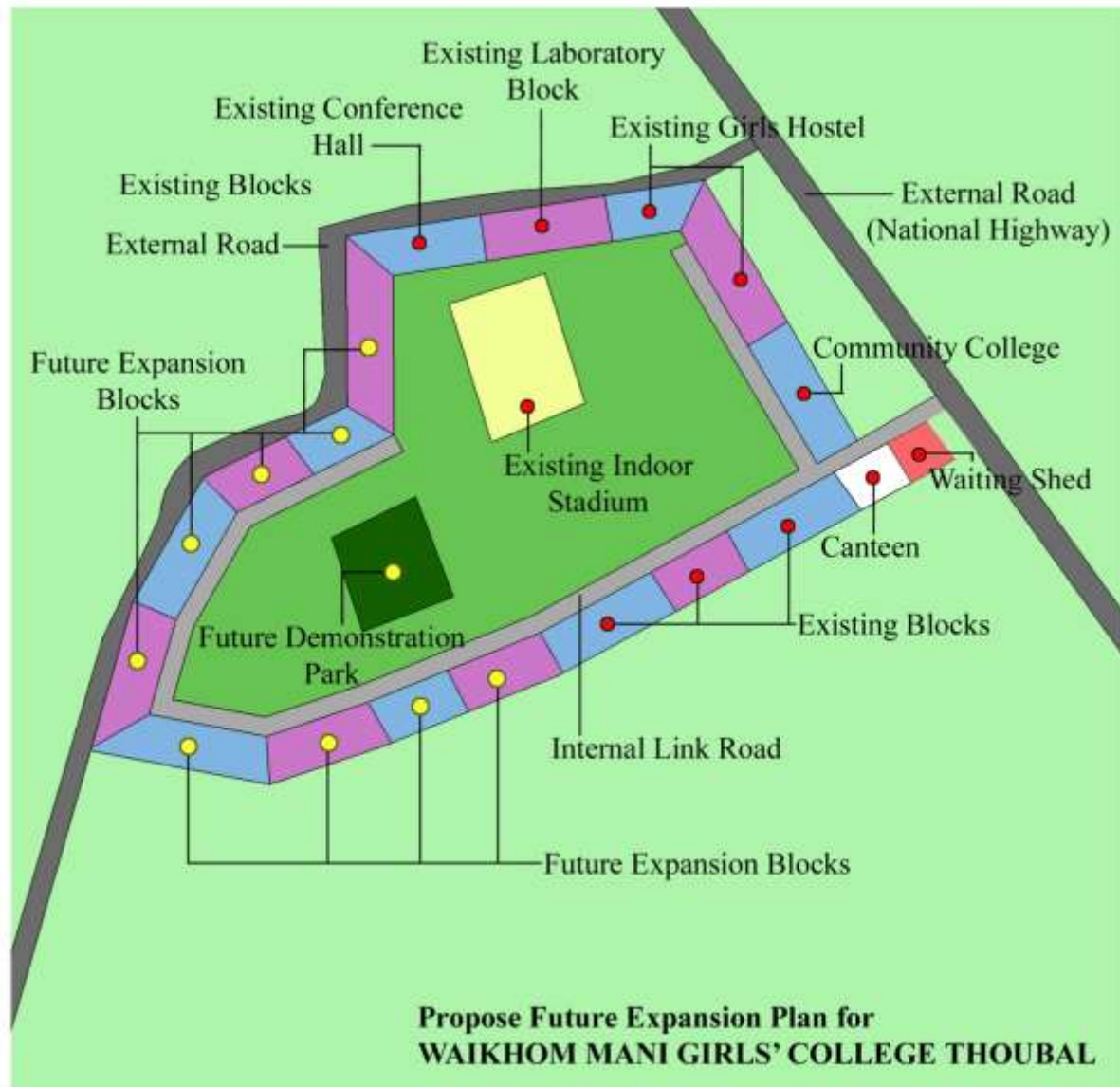
4.1.3

Existing Masterplan of Waikhom Mani Girls' College.

(Image Ref: Google Map)

4.3.1   **Configuration of Computer**

List Attached

Desktop Computers							
Sl. No.	Processor	RAM	Motherboard	H.D.D.	CD ROM	Monitor	Total No. of Computers
1	Intel(R) Core(TM) i7 3770 CPU@3.4 GHz	8 GB	Gigabyte H61M-S2P	Toshiba 500 GB	Samsung DVD Writer	AOC LED 18.5 inches	1 Server + 10 Thin Clients
2	Intel(R) Core(TM) i7 3770 CPU@3.4 GHz	8 GB	Gigabyte H61M-S2P	Toshiba 500 GB	Samsung DVD Writer	AOC LED 15 inches, CRT 15 inches	1 Server + 6 Thin Clients
3	Intel(R) Pentium 4 CPU 2.2 GHz	512 MB		320 GB	DVD Writer	CRT 15 inches	7
4	Intel(R) Core i3CPU@2.4 GHz	2 GB		500 GB	DVD Writer	AOC LED 15 inches	1
5	Intel(R) Pentium 3 CPU@2.4	128 MB		40 GB	CD Writer	CRT 15 inches	1
Laptop Computers							
6	AMD C-60 APU with Raedeon(tm) HD Graphics 1.00 GHz 2 Core	2 GB		Toshiba 500 GB	Pioneer DVD Writer	LED 15.5 inches	3
7	Intel Dual Core	2 GB		Toshiba 500 GB	Pioneer DVD Writer	LED 15.5 inches	1
8	Intel Core 2 Duo	3 GB	Intel	320 GB	DVD Writer	LED 15.5 inches	1

4.3.4 Details of budget for procurement, upgradation, deployment and maintenance of the computers and their accessories during last four years

Session	Sl. No.	Procurement	Cost in Rs.	Maintenance	Cost in Rs.	Accessories	Cost in Rs.
2010-11	1	RAM (512 MB) x 2	2400				
	2	HP DeskJet Printer x 1	4000				
	3	HP DeskJet Cartridge x 5	10000			HP Inkjet Cartridge Refill Ink x 5	1000
	4	Elnova UPS 600 VA (8 Nos)	16000				
Total (A)			32,400				1,000
2011-12	1	HP DeskJet Cartridge x 4	8000			HP Inkjet Cartridge Refill Ink x 4	800
	2	Canon All-in-one InkJet Printer x 1	6000			InkJet Printer Ink	1000
	3	Canon InkJet Printer x 1	4000				
	4	Canon InkJet Cartridge (3 Nos)	6500				
Total (B)			24,500				1,800
2012-13	1	Internet Modem x 1	1500				
	2	LAN Cable (Cat 5, 100 metres)	2000			RJ 45 (80 nos)	640
	3	Elnova Q2020 UPS	15000			Pen Drive 4 GB (2 Nos)	1000
	4	Elnova Q1010 UPS	7000			InkJet Printer Ink	1000
	5	12 Volts Battery (3 Nos)	39000				
	6	D-Link Router	3000				
	7	Canon InkJet Cartridge (4 Nos)	8800				
	8	HP Cartridge	2200				
Total (C)			78,500				2,640
2013-14	1	Logitech Combo Wireless Keyboard with Optical Mouse	2000			AAA size Battery for Optical Mouse and Keyboard	240
	2	HP LaserJet Professional Printer M1136 MFP	13000	HP Cartridge 88A	2400	Ink (HP Cartridge 88A) Refill	2400
	3	HP Cartridge 88A	4500			InkJet Refill Ink	1000
	4	Tonner (HP Cartridge 88A)	900				
	5	Canon InkJet Cartridge (4 Nos)	10000				
Total (D)			30,400		2400		3,640
Total (A+B+C+D)							**1,77,280**

The Registrar,
Manipur University,
Canchipur, Imphal-795 003.

Sect... 16/5358

[stamp] 1 MAY 1998

No. F. 8-26/97(CPP-I)   April,1998

The Registrar,
Manipur University,   Sect... 16/5358
Canchipur, Imphal-795 003.   [stamp] 1 MAY 1998

Sub: List of Colleges prepared under Section-2(f)of the
     UGC Act, 1956-Inclusion of New Colleges.

Sir,

        I am directed to refer to your letters No. MU/1-3/83/CDC
dated 28. ...1993 and No. S-1/96 MU/Com/128 dated 28.11.1997
received from the Principal, D.M. College of Commerce, Imphal
on the above subject and to say that the names of the following
college(s) have been included in the above list under Non-Govern-
ment college(s) teaching upto Bachelor's Degree :-

Name of the College	Year of Estt.	Remarks
1. Waikhom Mani Girls College, Thoubal Okram, Manipur. (Sh. N. Santon Singh)	1989	The Colleges are eligible to receive central assistance in terms of the rules framed under Section 12-B of the UGC Act, 1956.
2. D.M. College of Commerce Imphal. (Dr. Ch. Jamini Devi)	1996	

                                        Yours faithfully,

                                        sd/- Mehta
                                        (D.D. MEHTA)
                                        Under Secretary.

Copy forwarded to:-

1. The Principal Waikhom Mani Girls' College, Thoubal Okram,
   Manipur   . ii) D.M. College of Commerce,
   Imphal

2.   The Secretary, Govt. of India, Ministry of Human Resource
        Development, Deptt. of Education, T-14 Section, New Delhi.

3.   All Sections, UGC, New Delhi.

4.   S.O.(FD-III Section) UGC, New Delhi.

5.   Joint Secretary, UGC North Eastern Regional Office,
        3rd Floor, House F&D Rental Block-5 Beltola Basistha Rd.,
        Dispur, Gawahati-781006.

        Guard file.

                                        O P Arora
                                        (C.P. ARORA)
                                        Section Officer.