YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	WAIKHOM MANI GIRLS' COLLEGE
• Name of the Head of the institution	Prof. H. Manoranjan Sharma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03848222579
• Mobile No:	8787841611
• Registered e-mail	wmg.123@rediffmail.com
• Alternate e-mail	sorokhaibams@gmail.com
• Address	Thoubal Okram
• City/Town	Thoubal
• State/UT	Manipur
• Pin Code	795138
2.Institutional status	
• Type of Institution	Women
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Manipur University**
• Name of the IQAC Coordinator	**Dr. Sorokhaibam Shyamkiran Singh**
• Phone No.	**03848222579**
• Alternate phone No.	**03848222579**
• Mobile	**9862900362**
• IQAC e-mail address	**sorokhaibams@gmail.com**
• Alternate e-mail address	**nodalofficerwmgc@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://wmgcollege.ac.in/wp-content/uploads/2021/08/AQAR-2019-20-FINAL_Updated.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://wmgcollege.ac.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.22**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC	**11/04/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Waikhom Mani Girls' College	**Skill Course**	**UGC**	**2020-2021**	**4996023**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

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

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

Online Admission Process initiated
Online Classes for B.A/B.Sc./ B.Voc. Classes
New skill Courses introduced
Internal Assessment introduced in aligned with the Manipur University Curriculum
Procured Interactive White Board for virtual class room

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

Plan of Action	Achievements/Outcomes
1. To conduct online classes instead of offline classes for complete curriculum delivery.	1. Curriculum delivery successfully completed through virtual class by using Moodle App
2. Internal assessment exams to be conducted through online mode.	2. 100% students participation in Internal assessment conducted through online mode
3. No other action plans chalked out due to COVID 19 pandemic and indefinite lockdown	3. Interactive white board installed was very helpful in online classes

13.Whether the AQAR was placed before	No

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**30/03/2022**

Extended Profile

1.Programme

1.1	**22**
Number of courses offered by the institution across all programs during the year	

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

2.Student

2.1	**2744**
Number of students during the year	

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

2.2	**990**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	**705**

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**81**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**110**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**19**
Total number of Classrooms and Seminar halls	
4.2	**1,90,72,280.00**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**32**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Ø **IQAC and Academic Committee of the college framed the academic calendar, Curricular and co-curricular activities.**

Ø **The college runs many Certificates, Diploma, Advanced Diploma and**

Add- on- Courses focusing on employability and entrepreneurship development of the students.

Ø Work allotment is done to all the teachers as per their experience. Teachers prepare their lesson plan for the entire theory and practical courses. The lesson plans are uploaded in the Moodle platform for future reference by the students.

Ø Faculty members refer to the standard books prescribed by university and to the latest information available through online resources for effective implementation of curriculum.

Ø To complement ICT based teaching learning process, teaching faculties are trained to use on-line education Moodle and Google platforms.

Ø Students are assessed by conducting internal assessment examinations and semester examinations.

Ø Analysis of outcomes and feedbacks are carried out and corrective measures are suggested by IQAC .

Ø Remedial sessions are conducted to improve slow learners'. Fast learners are promoted to opt for different add on programs to improve their skills required for employability.

Ø Periodically, Academic feedback is taken from students.

Ø Regular meetings held to review the difficulties faced in teaching learning process.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://wmgcollege.ac.in/syllabus/

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

The college strictly adheres to the academic calendar, which contains the tentative dates of internal and external semester examinations, co-curricular and extra-curricular activities, end semester examinations and vacation period. The college prepared the annual calendar at the beginning of every academic year. Our

institution's academic calendar is prepared by Academic Committee and IQAC. Institutional academic calendar is made available to all Stakeholders. It is published in the college prospectus and college website. It facilitates timely coverage of syllabus and conduct of all activities including examinations. Since, Our college is affiliated to Manipur University, curriculum of the affiliating university and examination systems are followed for all the programs. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. Apart from the conventional methods of evaluation, ICT based internal evaluation process was carried out through LMS.

Co-curricular Activities are also conducted accordingly. Different Add-on Courses are also scheduled at specific times in accordance with the schedule fixed by the affiliating University. Induction programme for newly admitted students and staff, Parent Teacher Meeting are also planned and executed. Principal/Vice-Principal monitored to ensure the execution of academic activities for achieving academic excellence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wmgcollege.ac.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University E. None of the above

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

1.2 - Academic Flexibility

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

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

38

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

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

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

1

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

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

10

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

10

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

1.3 - Curriculum Enrichment

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

Curriculum of the courses addresses cross cutting issues related to Environment, Cultural and Socio Economy, Gender and Professional Ethics while some courses aim to inculcate social, human skills leading to holistic development of students.

The curriculum of B.Voc. courses related to Professional Ethics. Case Study, Internship are part of the curriculum for overall improvement of the student.

The curriculum of Arts Subjects includes general awareness on the ethical, cultural and Social Responsibility topics. The courses enables student to develop their own judgment on social issues.

Science Subjects includes experimental learning, hands on training, field works, Innovative thinking etc. Students and faculty members are trained from time to time to handle sophisticated instruments, tools and equipment at Institutional Biotech Hub of the college in order to develop scientific potential and fostering research culture..

Environmental Science and Regional Studies as a compulsory Non-credit course for all U.G. students which introduced to Ecology, Ecosystem, Environmental Pollution and its control technology, Natural Resources and its Conservation strategies and Management, Biodiversity conservation etc.

Curriculum of Political Science and Sociology has addressed issues

related to socio-political, caste and creed, relationship among the nations etc. Philosophy and Sociology subjects addresses the issues related to human values.

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

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

12

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

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

808

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2000

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	[View File](#)

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

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

477

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

2.2 - Catering to Student Diversity

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

Assessment is done to check the leaners with academic committee and identify the slow learners and advanced learners at the beginning of the academic session.

- Interaction in the classroom, Marks, IQ test, performance in examinations are another criterion for assessing the learning levels.

Efforts for Advanced Learners:

- Extra reading material is being provided to those who wish to appear for competitive exams
- Active students are encouraged to participate in seminars and workshops, competitions for paper and poster presentations organized by different institutions.
- Students are encouraged to take part in intercollegiate competitions , summer internship programmes etc.
- Advanced learners are encouraged to use sophisticated instruments for conceptual understanding and hands on training.

Initiatives for Slow Learners:

- Different study Techniques, question banks and model answers, presentations on basic terms and revision lectures.
- For those students who can't articulate, slow writing and language, communication skills organised special classes and remedial coaching classes. Along with such courses, other efforts of discussing question banks, solving question papers

in the class, discussions for better understanding, providing study material, encouraged participation in departmental activities, dialogue among students through group discussions and sharing of experiences are also organised.

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

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

Number of Students	Number of Teachers
2744	81

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college at its best level makes effort to impart the knowledge of the concern subject which the students offer in the course they are pursuing. The college believes in the "Learning by Doing" approach. Teaching-Learning is a two-way process and the active participation of the students in the classroom reflects the classroom atmosphere.

The Methods/Practices adopted for Experiential, Participative learning are:

• All the departments of the college organises a departmental seminar regularly where the students are made to present on any topic under the theme of the Seminar.

• Through NSS, Unnat Bharat Abhiyan Summer Internship Programmes, NCC etc. students are involved in organising and coordinating various activities which develops leadership skills, team spirit, skill of critical thinking among the students.

· **Occasional Lectures, Workshops, Field visits and study tours are organised for the students.**

· **The B.Voc department gives experience of making of products, management, industry exposure to the students.**

· **To gain the field work experience students are sent for Internships in different Industries, Research Centres.**

· **Students are encouraged to participate in State, National, Competitions like Declamation, Youth Parliament, Quiz etc.**

· **Competitions like Quiz, PowerPoint Presentations, models and poster making give exposure to students to show their creativity and their knowledge.**

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

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

Traditional classroom teaching with class notes has now become old fashion and not only it makes boring to students of experimental subjects where the scientific techniques and technologies are updating on daily basis. To facilitate the students Potential knowledge and make the class more interactive Teachers reach out to the students through various technological mediums and channels. The institution has 10 Smart Boards installed in the classrooms, 12 Projectors for departments and seminar and conference halls, computer Desktops for departments and personal laptops of teachers. Online mode of teaching-learning process through Google Meet, Zoom, Microsoft Team, Teachmint helped the students to continue the teaching-learning process even during the Covid Pandemic. The Blended mode of learning is adopted in the institution, even after the Pandemic. Assignment in the form of Quiz were conducted in such platforms. For more academic readings and resources the college has access to N-LIST e resources, N-LIST account of the college maintained by the Library benefits both teachers and students of the college. Power Point presentation classes helps in easy

communication with the students during Teaching process, students also present their presentation in the classroom and departmental seminars.

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

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

2.3.3.1 - Number of mentors

80

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

2.4 - Teacher Profile and Quality

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

81

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

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

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

/ D.Litt. during the year

21

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

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

2.4.3.1 - Total experience of full-time teachers

1740

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

2.5 - Evaluation Process and Reforms

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

The college has an Examination Committee to look into the matters of the examinations conducted in the college, the committee is involved in making policies and decisions relating to internal and university conducted examinations in the college. As per the instructions of the Manipur university an internal assessment of 30 percent of the total marks of each paper is conducted in the form of seminar presentation, field study report, assignment and class test. Academic calendar of the college highlights the tentative schedule for internal assessment examinations and the calendar is displayed in the main notice board, departmental notice boards and even in the semester wise WhatsApp groups. After the thorough check of the papers, assignments, reports the marks of students are submitted by the HODs to dealing the office for onward submission to the University.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://wmgcollege.ac.in/committees/

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

College has a transparent and robust mechanism to deal with any grievances related to the internal assessment. The internal assessment date lines are fixed in such way that any grievances coming up can be solved prior to the marks submission datelines given by the University. Being a girls college situated in suburban/ mostly rural area caters the maximum students from the remote rural areas and economically backward families. On being absent during the internal assessment the examination committee with the consultation of HODs fixed a new date for such student where a new set of questions, task, assignments is given. The checked papers are distributed in the class for self-recheck and satisfaction. However, during the year 2020-2021 due to the Covid-19 Pandemic, the internal assessments were conducted in online mode using Google Classroom Quiz, Test etc.

Using online platforms like Google Classroom test enables students to check their attempts and correct answers immediately after completing the test, this also exhibits transparency in the internal assessment process. College strictly follows the rules and regulations framed by the University while conducting the internal assessments.

Due to Covid Lock down all the semester examinations were cancelled in the 2020 except the sixth Semester.

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

2.6 - Student Performance and Learning Outcomes

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

Since the college is affiliated to the Manipur University, it

follows the programmes that the University has designed. Each programme has specific objectives and ensures the students should gain skill and competence at the end of the programme. Some of the key goals expected from the students are Good skill, Good discipline, creative and critical thinking, skill development and moral and ethical values.

The course outcomes are given in each syllabus and shared with students. All the courses offered by the college emphasize on academic quality. In general, the course outcome of the college focus on empowering the students in higher study, research and good placement.

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

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

The college is affiliated to Manipur University, Canchipur. We offer Undergraduate B.A., B.Sc. and B.Voc courses. For these programs and courses, the institute follows the curriculum designed by the Manipur University. The Programme outcomes, and course outcomes are evaluated by the institution by direct and indirect methods and considered Formative evaluation and summative evaluation.

Direct Method:

Direct Method of evaluation of the course outcome include: - 1. Internal tests 2. Class performance activities 2. Formative assessment Like assignments, tutorials, quiz etc.

Indirect Method:

This method is based on data and surveys collected from the presently studying students, passing out students, local educationist, stakeholders, alumni survey etc.

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

2.6.3 - Pass percentage of Students during the year

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

705

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

2.7 - Student Satisfaction Survey

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

<u>https://docs.google.com/forms/d/e/1FAIpQLSe2Q1mep29J2QPAuzQvkp2X2NIj bmmw-kCKqJVxcFmFqk1niQ/viewform</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

2

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

3.2 - Research Publications and Awards

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

the year

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

17

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

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

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

3

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

3.3 - Extension Activities

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

Extension activities conducted by the college refresh the environment of the college and also ensure holistic development of students to make them enlightened citizen. Covid-19 Blood Donation was organized by NSS volunteer on 10th May 2020 and World Environment Day was observed by teachers and students by planting 50 saplings at College Botanical Garden on 5th June. International Yoga Day at home was observed through online mode on 21st June 2020 volunteers share their yoga aashans . As a part of the observation of Gandhi Jayenti, NSS volunteer conducted 3 Days Non-Residential Camp social work in and around the vicinity of the college. Student Volunteers, teaching and non-teaching faculty of the college take part in the event. The Cleanliness Week was observed from 16th-31st January 2020 under the initiative of the NSS unit of the College during which motivational Speech, cleanliness drive, tree plantation activities were taken up by the students and faculty members of the

college. Amid the lockdown imposed by the District Administration due to the Covid-19 pandemic NSS volunteers and faculty distributed hand sanitizer and homemade mask to the Street Vendors, Policemen on Duty, Police head quarter, local club etc.,

File Description	Documents
Paste link for additional information	https://wmgcollege.ac.in/wp-content/uploads/2022/06/Annual-Report-NSS-2020-2021_compressed.pdf
Upload any additional information	No File Uploaded

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

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

2

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

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

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

29

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

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

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

745

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

3.4 - Collaboration

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

3

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has campus area of 9.33 acres. College has Arts, Science and B.Voc. Courses.

Class room facilities:

The total number of classrooms in the college is 18 and 10 are ICT enabled classrooms. The classrooms have sufficient space, well-ventilated which fulfils the SOP of Covid-19.

Details of laboratories:

College has 10 laboratories. College is also having common instrumentation facility in Institutional Biotech Hub. All science laboratories are set up with well-equipped and spacious to avoid congestion during practical classes.

In Statistics laboratory, computers are loaded with all the required software's and designed with inclined monitors so as to have a convenient and effective use.

Power back up System:

Our college has two 5KVA silent power generator sets and One 20 KVA and 3 KVA solar power plant to back up power shortage.

The college has One Seminar Hall of 300 sitting capacity, One Conference hall of 80 sitting capacity, Library with more than 14000

books with 50 sitting capacity, Indoor Hall of 100 sitting capacity, Physical fitness centre with well equipped, Rain water harvesting pond, College canteen, Guest House, Girls' Common room with adequate furniture, Women's Hostel with 80 capacity, Sports Hostel with 25 capacity.

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

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

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor). The College has a Cultural Study Centre established since 2017 as recommended by the NAAC Peer Team visited during 2016. Separate room is available for keeping all the musical instruments and the stage material used for the cultural activities. Musical instruments, Harmonium, Synthesizer, Tabla-Dagga, Octopad ,Dolki are available.

Fitness Centre and Gymnasium facility:

Fitness centre and Gymnasium facility is available in the college campus. Weight lifting, Cycle, Gym, vibrator, Trade Mill are available in the Fitness centre. Gymnasium is having all highgrade instruments for total body workout such as Abdominal Bench, bar bell, bench press, cable cross over pully,Dumbbells Pairs with different weights, Motorized Treadmill, Pull-up and Push up Bar, Rowing Machine, Smith Machine etc. There is a separate changing room attached. At a time the Fitness centre and the Gymnasium 30 individuals.

Sport facility:

Colleges has indoor and Outdoor facilities for games like Basketball court and handball Court are available in the college campus. Sufficient number of sport material like football, basketball, badminton , table tennis rackets, fitness equipment, and issued to the students as per the requirement. Sports equipment issuing

register is maintained.

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

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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

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

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

14631892

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

4.2 - Library as a Learning Resource

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

The college Library has installed SOUL 2.0 software since 2015 This ILMS is used to manage all library collection like Text books, Reference Books, Out books, journals, magazines, CDs/DVDs, maps, bound volumes etc. All functions like Issue- return, Renewal etc. are done manually.

Inflibnet N-List is available under Institutional Repository (IR) and access is made available online on college website. In the IR free e-books, e-journals are available. Readers can access this IR through college website

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

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

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

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

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

15875

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

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

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

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

4.3 - IT Infrastructure

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

The institution has augmented it's IT infrastructure time to time by upgrading the computer systems to latest version. Configurations like 6 GB RAM, 250 GB HDD are converted to 16 GB RAM and 1TB HDD. Operating system Window 7 to Window 10 along with latest version of Microsoft Office, Excel, Power point etc.

As per need of time bandwidth is increased from 10 MBPS to 100 MBPS. Licensed software's like Windows 10, Antivirus Kaspersky, E Set , Microsoft Licenses are procured for safe and secure operating computers.

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

4.3.2 - Number of Computers

32

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

24237922

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

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

Class Rooms

Class rooms are provided with the Smart Boards , LCD Projectors ,electric fans, LED Bulbs and White Boards.

College time table is framed in such a way that there is maximum utilization of classrooms and other infrastructures.

Laboratories

Maintenance of Laboratory Assistants and Attendants under the supervision of a faculty member.

Students are grouped into batches so as to give hands-on training to all the students.

Library

Open access facility is given to all students to the books, journals, magazines and periodicals and newly arrived books, journals, magazines are exhibited on board.

Library is kept open during office hour for the benefit of students and faculty members N-List login ID and Password are created for students and faculty members to enable them to access N-List.

Computers

Maintenance of Computer sets are done by System Manager and Faculty member.

Computers in Library are used for Library Automation using SOUL 2.0 Software. Computers are connected through LAN and with a high speed internet facility.

Sports facility

Regular maintenance is carried out for Physical Fitness Centre, gymnasium, sports equipment.

Sport material is issued to students during the recess time and during the practice hour for participating in Inter College Sports meet

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1186

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

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

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

50

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

32

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

15

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

10

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

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

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

examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

14

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

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

Students are engaged in various activities like administration, Extra curricular activities nd other Govbernment sponsored schemes. Elected students of Students' Union take part major role in college administration and academic activities. Students' Union take a leading role in maintaining harmony among the students of different communities. They are a bridge among college administration and other social organisations. Student bodies organised many activities like Sports meet, Debate, Quize programme, Blood donation camp, Social service, Song compitition, and summer internship programmes etc. Our students took part leading role during COVID period. They

distributed Food items to poor and needy peoples of far remote places of Manipur, Prepared Hand Sanitizer in the College Laboratory and distributed to COVID Warriers and front line workers.

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

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

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

1

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

5.4 - Alumni Engagement

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

College has registered Alumni Association. Alumni association took leading role while conducting remedial classes for the weak students. They have great contribution in infrastructural development of the college. Alumni members organised many training programmes for physical health and safty and self protection. Alumni members organised trwee plantation programme in colaboration with NSS and NCC volunteerts of the college. They also took major role in implementing Swachta Bharat Mission and Swachta Pakhawada.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision :- To provide quality and affordable education to students through promotion

 and sustenance initiatives.

Mission:-

1. **To inculcate the minds of the students the moral attitude and turn them into good citizens.**
2. **To undertake research and development programme by disseminating scientific knowledge.**
3. **To collaborate with other stakeholders of higher and technical education for quality education.**
4. **To built up a cognitive environment among the students and teachers for**

establishing a brighter institute.

Different Committees are formed to assist the administration of the principal. College Development Committee, Admission Committee, Examination Committee, Internal Quality Assurance Cell, College Infrastructure Committee, Board of Studies, Research Committee, Grievance Redressal Cell, Purchase Committee etc. are some of the committees that assist the principal in execution administrative

activities.

IQAC of the college works together with the Principal for quality education. Academic calendar is prepared by the IQAC in consultation with the Academic Committee and Board of Studies. IQAC plans in fostering research culture among the teaching staffs in consultation with the Research Committee of the College. College perspective plans are formed in the beginning of every academic year in consultation with different committees of the college.

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

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

1. At the beginning of every academic year the IQAC in consultation with Heads of different departments of the college prepare prospective plan for the academic session on the basis of admitted student strength. The perspective plan framed is submitted to the principal for approval. HODs are responsible for proper maintenance and following the perspective plan by the subordinate staffs of the respective departments.

b) Admission committee and Examination Committee are formed every year in order to smoothly conduct admission procedure and Examinations in the college. Senior faculty members along with administrative staff members are included in the committee. Regular meetings are held for proper coordination ,sharing of information and timely execution of necessary tasks. The college displayed information to the students about career options and conduct the counselling session if required.

Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Establishment of a research-based learning centre

The Institutional Biotech Hub established at Waikhom Mani Girls' College is a common facilitation centre of research based and experiential learning.

The infrastructure available in the HUB is open access to all the teachers and students. This resulted in an unprecedented growth in fostering research culture among the teachers and students. All the practical oriented subjects are invited to work in the Hub to roll out experiential learning and hands on training programmes. This has helped the college in introducing student- centric, research –based teaching pedagogies and one of the distinctive features was the introduction of research projects at under-graduate levels, righ t from the first year and to continue them till their final years of UG degree programs.

This programme has taken the institute to the next level, and the college has proposed theme-based research activities in cross-cutting areas. This exemplifies the perspective plan and its effective execution for creation of a vibrant, experiential, research-based learning center in the college.

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

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

Academic Administration:

The Principal is assisted by the Heads of the departments and faculty members. For official matters, the Head Clerk is assisted by the UDCs, LDCs and support staff. At the department level, the organization includes Heads of departments, faculty members and non-teaching staff. The Librarian is the head of the College Library and is assisted by the Office Assistant, Book Man and library attendants.

Committees:

The Admission Committee monitors the intake of students to UG programs based on the admission policies adopted by the Govt. of Manipur. The college ensures admission and caters to students with diverse needs viz. girl students. The college follows the reservation policy of admissions adopted by the UGC or State Government.

Service Rules and Recruitment:

The college follows the rules and regulations laid down by State Government and University Grants Commission. Placement and promotion of staffs are done by the Government. Recruitment of teachers is carried out meticulously by screening of applications and Interviews conducted by a Board.

Promotional policies:

Promotion of teachers is based on the Career Advancement Scheme of the UGC and Government of Manipur. The promotion of non -teaching staff is carried out as per the Government of Manipur norms

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in   **A. All of the above**

areas of operation Administration Finance and Accounts Student Admission and Support Examination

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

6.3 - Faculty Empowerment Strategies

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

Welfare Schemes for Teaching and non-Teaching Staff:

Encouragement & Motivation:

The College encourages & motivates Teaching Staffs for undergoing Orientation / Refresher / Short Term Courses/ Ph.D. Non-Teaching staff are encouraged to participate in Office Procedure Courses and Accounts Training related to Administration work and duty leaves are sanctioned to the staff for this purpose.

Research Projects:

The College always encourages Teaching Staff to undertake Research Projects under different institutions like UGC, DST/ DBT etc. and provides them special facility to carry out their project work.

Facilities:

The College provides infrastructure facilities viz. Laptops, Desktops, Printers, Scanners & LCDs to all the departments for smooth functioning of day-to-day academic activities and for

personal research of the Faculty members. Safe and hygienic drinking water is made available in all departments.

General Welfare Schemes for teaching and Non-Teaching Staff:

Provident Funds: General Provident Fund (GPF) and National Pension Scheme (NPS) are the Retirement benefit Scheme provided to all the employees.

Fitness Centre:

Well Equipped Fitness Centre facility is available for staff and students.

The college encourages deserving staff members and departments producing Position holders in University Examinations presenting Mementos and cash prizes

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

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

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

54

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

Due to COVID 19 Lock Down No programmes organised

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

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

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

11

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

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

The Institution follows the Performance Appraisal System laid down

by the Manipur State Government and UGC in the Form of Performance based appraisal system. The Minimum norms of Selection Committee, Selection Procedure as well as API Score Requirements for the Different cadres.

Confidential Report of Teaching and Non-Teaching Staff is prepared by Principal of the College. A very systematic and effective Performance Appraisal System of the College is in place for all Teaching and Non-teaching Staff Members. Through these appraisals the College encourages professional growth and development. The Process is designed to explore the individual professional skills and progress of employees and their participation in Academic, Research, Curricular and Co-curricular activities which in turn lead to the overall development of the Institute. Performance The Appraisal System for performance review is conducted by the IQAC. The Cell checks and reviews documents and academic achievements. The Principal who adds his remarks on the document and forwards them to the Government.

Non-teaching staff promotion:

Staff promotion process is prepared by the college on the basis of seniority, roster points, educational qualification etc. On the basis of interview, candidates are given promotion as per the rules of Government of Manipur.

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

6.4 - Financial Management and Resource Mobilization

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

Internal and external audits are conducted regularly. Internal auditor is appointed by the college authority. Internal auditor checks

1. All receipts and payment vouchers

2. Utilization of funds received from various agencies.

College has a mechanism to maintain financial discipline. Receipt and payment vouchers are signed by the accountant and Principal. Internal auditor checks whether all funds received from various funding agencies are utilized as per guidelines and utilization certificate is sent to respective funding agency. External audit is done annually after completion of financial year.

External auditor is sent by the state Government. Local Fund Audit, Govt. of Manipur was sent to check the Government and Non-Government accounts. External auditor checks

1. Purchase register and stock register

2. Library records and accession register.

3. Receipts and payments

Queries raised by auditor during audit period are duly clarified and no queries remain pending till date.

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

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

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

19784344

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

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

College raises its funds through various resources such as fees from students, Salary grant received from government. In addition of above mentioned sources, college gets funds and research grants from funding agencies like UGC, DBT STAR, DST,. Purchase committee takes decision of purchase of equipment. Tender process is adopted for purchasing bulk quantity of equipment. Purchase Committee reviews quotations given by vendors thoroughly and final decision is taken on the basis of comparative analysis.

College has Construction committee which authorizes infrastructure development or creation of permanent structure in the campus. Tentative Budget is presented before the college Development committee and approved by same.

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

6.5 - Internal Quality Assurance System

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

Title : MENTORING SYSTEM FOR STUDENTS

Objectives : To minimize dropouts, improve performance and reduce stress of the students through personal counselling.

Context: Students having problems of stress- personal, academic, physical, mental due to covid pandemic. Due to low student-teacher ratio it is difficult to give personal attention to students in class. One solution is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

Practice:

- **Each teacher is assigned around 34-35 students**

- Due to covid-19 pandemic and lockdown physical meeting was impossible and through online frequent meeting was done to discuss,

- The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.

- The mentors are in touch with the parents.

- The mentors also counsel the students in need of emotional problems.

- When the students have any problem with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.

- Mentors take special care of weak students

- Teachers adopted modern pedagogic styles and ICT

- Appropriately paced and timely completion of syllabus

- Increased attendance

- Improvement in results.

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

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

The college has an active IQAC setup as per norms which includes Teacher representatives, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. Based on the feedback collected an initiative is taken in the form of a communication to the students and teachers. Based on the analysis report of the feedback remedy measures are taken up in teaching learning process, remedial coaching classes for weaker groups of students. IQAC organises induction programs for new students every year at the beginning of the session.

IQAC organises Faculty Development Programmes for teaching faculties and training programmes for the Non-Teaching staffs. IQAC also organises training sessions for defining learning outcomes and also for its attainment. Every year teacher is expected to fill annual Performance Based Appraisal Form which IQAC scrutinises for API verification.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures initiated by the Institution:

24 hour CCTV surveillance is maintained in the college. It helps to

keep a check on antisocial activities. Students and other employees in the college too remain cautious about the surveillance. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students in every aspect.

For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. College also has female guards to keep the interest of girl students.

Waiting shed is available at the entry gate of college for parents /guardian of girl students. Central gym is situated in the college campus which provides facilities are for them to keep themselves physically fit. Common room facilities are available in campus where the students come in their free time to relax and entertain.

A Women Cell also plays role actively to address the issues of all the female students in the college. Awareness programs and workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment.

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

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

B. Any 3 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Waste like plastic, metals, glass, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling. College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp , email and Google classroom; thus, reducing paper-based waste and reduce carbon dioxide emissions. Dustbins have been installed throughout campus for waste segregation. The college organized Swach Bharat Mission. Under this banner the utility of recycling the solid and biomedical waste has been elaborated. Plant clippings are used by local villagers in cattle feeding.

Liquid Waste Management- The waste water is carried out through the pipeline.

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization. The electronic waste components such as computer system components, CPU and ICs are used in practical demonstration to our students.

Waste recycling system- Vermicomposting used to recycle solid waste, peels of vegetable and food waste. Food waste is taken away by staff to feed their cattle.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore   B. Any 3 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

       B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

       A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

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

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

A number of cultural and sports activities are planned in an academic year such as literally meet, fresher meets, indoor and outdoor sports, service to society through activities like Nasha Mukta Bharat Campaign, blood donation campaign, knowing nature through Eco Club. Ek Bharat Srestha Bharat was organised at College

on 24th Feb 2021 which help the students to break barriers of regionalism, cast, creed and colour and enjoy their youth in a spirit of harmony with caring and sharing. Volunteers and teachers observed Constitution Day at college premises by reading out the Preamble and Preamble of the Constitution were also displayed in the notice board and College gate on 26th Nov 2020. During covid 19 pandemics international yoga day was observed and NSS volunteers share their yoga aashans through online mode on 21st June 2020. Community college provides a platform to business start-ups to develop their ideas into commercially viable products and thus laying the stones for entrepreneurship to the students. 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 Computer course, Mushroom Cultivation, Food Science etc.

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

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

Independence Day: Independence Day is celebrated in college campus to highlight the struggle of freedom fighters and importance of Indian Constitution, on 15 August. NSS Volunteers and teachers observed Constitution Day at college premises by reading out the Preamble and Preamble of the Constitution were also displayed in the notice board and College gate, 26th Nov. Our constitution provides for human dignity, equality, social justice, human rights and freedom, rule of law, equity, respect and superiority of constitution in the national life.

To raise awareness amongst students and employees that individuals can save lives and improve the health of others by donating blood and to encourage the people to donate blood voluntarily without compensation, NSS and NCC Volunteer and organized a Blood Donation Camp on Covid-19 Blood Donation at JNIMS by NSS Programme officer 21st April 2020 and at District hospital 10th Feb.2021. During COVID-19, due to the Covid-19 pandemic NSS volunteers and Program Officer of Waikhom Mani Girls College distributed hand sanitizer and homemade Mask to the street vendors, policemen on Duty, police head

quarter, local club etc., The NSS Volunteer Conducted wo sessions, Post Quarantine Centre Social Service at College Campus, 15th & 17th Sep 2020.

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

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

A. All of the above

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

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

Our college celebrates National and International days enthusiastically every year. The academic calendar is brimming with important events which show enthusiasm of this institution in celebrating many national as well as international days and commemorative events and festivals. Independence Day is also celebrated on 15th August in the college with great enthusiasm. It is a day when all staff members and students pay homage to their leaders and those who fought for India's freedom in the past.

International Women day is also celebrated in our college on 8th March every year. The day is used to recognize women who have made significant contribution to the advancement of their gender. International Yoga day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing yoga. Teachers day is also celebrated and on these day students perform different activities to entertain teachers. Gandhi Jayenti was celebrated on 2nd October with a vision of clean India. It served as great initiative in making students aware of importance of cleanliness. 26th November is also celebrated as National Constitution day to commemorate the adoption of constitution of India by constituent assembly of India.

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

7.2 - Best Practices

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

I. Title :MENTORING SYSTEM FOR STUDENTS

The Practice:

• Each teacher is assigned around 34-35 students for the complete duration of their study.

• Due to covid-19 pandemic and lockdown physical meeting was impossible and through online frequent meeting was done to discuss, clarify and share various problems which may be personal or academic, etc.

• The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.

• Their academic performance and other activities are all recorded.

• The mentors also keep in touch with the parents on their

attendance, test performance, fee payment, examinations etc on weekly basis.

• The mentors also counsel the students in need of emotional problems.

• When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.

II Title : TEACHING LEARNING PROCESS

The practice:

• Academic calendar is planned by the respective department under the instructions of Head of Department.

• The heads of different departments monitor the pace of coverage of the syllabus.

• Feedback is obtained from students regarding the content delivery by different teachers.

• Assignments, are conducted at scheduled dates to improve performance in the semester – end examinations

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

7.3 - Institutional Distinctiveness

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

Good number of awareness, sensitization programmes, tree plantation programme, cleanliness drives, blood donation camps were organized in social issues by N.S.S., N.C.C. and Youth Red Cross Society. The college organises the women empowerment programs for making them confident enough to struggle the battle of life. 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.

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. They have won a number of awards in inter college competitions.

The college open various career oriented courses like Computer course, Mushroom Cultivation, Food Science, Floriculture and thus laying the stones for entrepreneurship. Through the NSS scheme ,COC and vocational programme the girl students get a stage and dais to develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness .These are our thrust area which makes us distinctive in performance of the institution.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Ø IQAC and Academic Committee of the college framed the academic calendar, Curricular and co-curricular activities.

Ø The college runs many Certificates, Diploma, Advanced Diploma and Add- on- Courses focusing on employability and entrepreneurship development of the students.

Ø Work allotment is done to all the teachers as per their experience. Teachers prepare their lesson plan for the entire theory and practical courses. The lesson plans are uploaded in the Moodle platform for future reference by the students.

Ø Faculty members refer to the standard books prescribed by university and to the latest information available through online resources for effective implementation of curriculum.

Ø To complement ICT based teaching learning process, teaching faculties are trained to use on-line education Moodle and Google platforms.

Ø Students are assessed by conducting internal assessment examinations and semester examinations.

Ø Analysis of outcomes and feedbacks are carried out and corrective measures are suggested by IQAC .

Ø Remedial sessions are conducted to improve slow learners'. Fast learners are promoted to opt for different add on programs to improve their skills required for employability.

Ø Periodically, Academic feedback is taken from students.

Ø Regular meetings held to review the difficulties faced in teaching learning process.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://wmgcollege.ac.in/syllabus/

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

The college strictly adheres to the academic calendar, which contains the tentative dates of internal and external semester examinations, co-curricular and extra-curricular activities, end semester examinations and vacation period. The college prepared the annual calendar at the beginning of every academic year. Our institution's academic calendar is prepared by Academic Committee and IQAC. Institutional academic calendar is made available to all Stakeholders. It is published in the college prospectus and college website. It facilitates timely coverage of syllabus and conduct of all activities including examinations. Since, Our college is affiliated to Manipur University, curriculum of the affiliating university and examination systems are followed for all the programs. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. Apart from the conventional methods of evaluation, ICT based internal evaluation process was carried out through LMS.

Co-curricular Activities are also conducted accordingly. Different Add-on Courses are also scheduled at specific times in accordance with the schedule fixed by the affiliating University. Induction programme for newly admitted students and staff, Parent Teacher Meeting are also planned and executed. Principal/Vice-Principal monitored to ensure the execution of academic activities for achieving academic excellence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wmgcollege.ac.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum	**E. None of the above**

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

38

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

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

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

1

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

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

10

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

10

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

1.3 - Curriculum Enrichment

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

Curriculum of the courses addresses cross cutting issues related to Environment, Cultural and Socio Economy, Gender and Professional Ethics while some courses aim to inculcate social, human skills leading to holistic development of students.

The curriculum of B.Voc. courses related to Professional Ethics. Case Study, Internship are part of the curriculum for overall improvement of the student.

The curriculum of Arts Subjects includes general awareness on the ethical, cultural and Social Responsibility topics. The courses enables student to develop their own judgment on social issues.

Science Subjects includes experimental learning, hands on training, field works, Innovative thinking etc. Students and faculty members are trained from time to time to handle sophisticated instruments, tools and equipment at Institutional Biotech Hub of the college in order to develop scientific potential and fostering research culture..

Environmental Science and Regional Studies as a compulsory Non-credit course for all U.G. students which introduced to Ecology, Ecosystem, Environmental Pollution and its control technology, Natural Resources and its Conservation strategies and Management, Biodiversity conservation etc.

Curriculum of Political Science and Sociology has addressed issues related to socio-political, caste and creed, relationship among the nations etc. Philosophy and Sociology subjects addresses the issues related to human values.

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

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

12

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

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

808

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2000

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

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

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

477

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

2.2 - Catering to Student Diversity

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

Assessment is done to check the leaners with academic committee and identify the slow learners and advanced learners at the beginning of the academic session.

- **Interaction in the classroom, Marks, IQ test, performance in examinations are another criterion for assessing the learning levels.**

Efforts for Advanced Learners:

- **Extra reading material is being provided to those who wish to appear for competitive exams**
- **Active students are encouraged to participate in seminars and workshops, competitions for paper and poster presentations organized by different institutions.**
- **Students are encouraged to take part in intercollegiate competitions , summer internship programmes etc.**
- **Advanced learners are encouraged to use sophisticated instruments for conceptual understanding and hands on training.**

Initiatives for Slow Learners:

- **Different study Techniques, question banks and model answers, presentations on basic terms and revision lectures.**
- **For those students who can't articulate, slow writing and language, communication skills organised special classes and remedial coaching classes. Along with such courses, other efforts of discussing question banks, solving question papers in the class, discussions for better understanding, providing study material, encouraged**

participation in departmental activities, dialogue among students through group discussions and sharing of experiences are also organised.

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

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

Number of Students	Number of Teachers
2744	**81**

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

2.3 - Teaching- Learning Process

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

The college at its best level makes effort to impart the knowledge of the concern subject which the students offer in the course they are pursuing. The college believes in the "Learning by Doing" approach. Teaching-Learning is a two-way process and the active participation of the students in the classroom reflects the classroom atmosphere.

The Methods/Practices adopted for Experiential, Participative learning are:

· All the departments of the college organises a departmental seminar regularly where the students are made to present on any topic under the theme of the Seminar.

· Through NSS, Unnat Bharat Abhiyan Summer Internship Programmes, NCC etc. students are involved in organising and coordinating various activities which develops leadership skills, team spirit, skill of critical thinking among the students.

· Occasional Lectures, Workshops, Field visits and study tours are organised for the students.

· The B.Voc department gives experience of making of products, management, industry exposure to the students.

· To gain the field work experience students are sent for Internships in different Industries, Research Centres.

· Students are encouraged to participate in State, National, Competitions like Declamation, Youth Parliament, Quiz etc.

· Competitions like Quiz, PowerPoint Presentations, models and poster making give exposure to students to show their creativity and their knowledge.

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

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

Traditional classroom teaching with class notes has now become old fashion and not only it makes boring to students of experimental subjects where the scientific techniques and technologies are updating on daily basis. To facilitate the students Potential knowledge and make the class more interactive Teachers reach out to the students through various technological mediums and channels. The institution has 10 Smart Boards installed in the classrooms, 12 Projectors for departments and seminar and conference halls, computer Desktops for departments and personal laptops of teachers. Online mode of teaching-learning process through Google Meet, Zoom, Microsoft Team, Teachmint helped the students to continue the teaching-learning process even during the Covid Pandemic. The Blended mode of learning is adopted in the institution, even after the Pandemic. Assignment in the form of Quiz were conducted in such platforms. For more academic readings and resources the college has access to N-LIST e resources, N-LIST account of the college maintained by the Library benefits both teachers and students of the

college. Power Point presentation classes helps in easy communication with the students during Teaching process, students also present their presentation in the classroom and departmental seminars.

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

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

2.3.3.1 - Number of mentors

80

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

2.4 - Teacher Profile and Quality

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

81

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)

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

21

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

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

2.4.3.1 - Total experience of full-time teachers

1740

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

2.5 - Evaluation Process and Reforms

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

The college has an Examination Committee to look into the matters of the examinations conducted in the college, the committee is involved in making policies and decisions relating to internal and university conducted examinations in the college. As per the instructions of the Manipur university an internal assessment of 30 percent of the total marks of each paper is conducted in the form of seminar presentation, field study report, assignment and class test. Academic calendar of the college highlights the tentative schedule for internal assessment examinations and the calendar is displayed in the main notice board, departmental notice boards and even in the semester wise WhatsApp groups. After the thorough check of the papers, assignments, reports the

marks of students are submitted by the HODs to dealing the office for onward submission to the University.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://wmgcollege.ac.in/committees/

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

College has a transparent and robust mechanism to deal with any grievances related to the internal assessment. The internal assessment date lines are fixed in such way that any grievances coming up can be solved prior to the marks submission datelines given by the University. Being a girls college situated in suburban/ mostly rural area caters the maximum students from the remote rural areas and economically backward families. On being absent during the internal assessment the examination committee with the consultation of HODs fixed a new date for such student where a new set of questions, task, assignments is given. The checked papers are distributed in the class for self-recheck and satisfaction. However, during the year 2020-2021 due to the Covid-19 Pandemic, the internal assessments were conducted in online mode using Google Classroom Quiz, Test etc.

Using online platforms like Google Classroom test enables students to check their attempts and correct answers immediately after completing the test, this also exhibits transparency in the internal assessment process. College strictly follows the rules and regulations framed by the University while conducting the internal assessments.

Due to Covid Lock down all the semester examinations were cancelled in the 2020 except the sixth Semester.

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

2.6 - Student Performance and Learning Outcomes

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

Since the college is affiliated to the Manipur University, it follows the programmes that the University has designed. Each programme has specific objectives and ensures the students should gain skill and competence at the end of the programme. Some of the key goals expected from the students are Good skill, Good discipline, creative and critical thinking, skill development and moral and ethical values.

The course outcomes are given in each syllabus and shared with students. All the courses offered by the college emphasize on academic quality. In general, the course outcome of the college focus on empowering the students in higher study, research and good placement.

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

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

The college is affiliated to Manipur University, Canchipur. We offer Undergraduate B.A., B.Sc. and B.Voc courses. For these programs and courses, the institute follows the curriculum designed by the Manipur University. The Programme outcomes, and course outcomes are evaluated by the institution by direct and indirect methods and considered Formative evaluation and summative evaluation.

Direct Method:

Direct Method of evaluation of the course outcome include: - 1. Internal tests 2. Class performance activities 2. Formative assessment Like assignments, tutorials, quiz etc.

Indirect Method:

This method is based on data and surveys collected from the presently studying students, passing out students, local educationist, stakeholders, alumni survey etc.

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

2.6.3 - Pass percentage of Students during the year

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

705

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

2.7 - Student Satisfaction Survey

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

<u>https://docs.google.com/forms/d/e/1FAIpQLSe2Q1mep29J2QPAuzQvkp2X2NIjbmmw-kCKqJVxcFmFgk1niQ/viewform</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

2

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

3.2 - Research Publications and Awards

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

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

17

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

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

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

3

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

3.3 - Extension Activities

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

Extension activities conducted by the college refresh the environment of the college and also ensure holistic development of students to make them enlightened citizen. Covid-19 Blood Donation was organized by NSS volunteer on 10th May 2020 and World Environment Day was observed by teachers and students by planting 50 saplings at College Botanical Garden on 5th June. International Yoga Day at home was observed through online mode on 21st June 2020 volunteers share their yoga aashans . As a part of the observation of Gandhi Jayenti, NSS volunteer conducted 3 Days Non-Residential Camp social work in and around the vicinity of the college. Student Volunteers, teaching and non-teaching faculty of the college take part in the event. The Cleanliness

Week was observed from 16th-31st January 2020 under the initiative of the NSS unit of the College during which motivational Speech, cleanliness drive, tree plantation activities were taken up by the students and faculty members of the college. Amid the lockdown imposed by the District Administration due to the Covid-19 pandemic NSS volunteers and faculty distributed hand sanitizer and homemade mask to the Street Vendors, Policemen on Duty, Police head quarter, local club etc.,

File Description	Documents
Paste link for additional information	https://wmgcollege.ac.in/wp-content/uploads/2022/06/Annual-Report-NSS-2020-2021_compressed.pdf
Upload any additional information	**No File Uploaded**

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

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

2

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

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

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

29

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

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

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

745

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

3.4 - Collaboration

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

3

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has campus area of 9.33 acres. College has Arts, Science and B.Voc. Courses.

Class room facilities:

The total number of classrooms in the college is 18 and 10 are ICT enabled classrooms. The classrooms have sufficient space, well-ventilated which fulfils the SOP of Covid-19.

Details of laboratories:

College has 10 laboratories. College is also having common instrumentation facility in Institutional Biotech Hub. All science laboratories are set up with well-equipped and spacious to avoid congestion during practical classes.

In Statistics laboratory, computers are loaded with all the required software's and designed with inclined monitors so as to have a convenient and effective use.

Power back up System:

Our college has two 5KVA silent power generator sets and One 20 KVA and 3 KVA solar power plant to back up power shortage.

The college has One Seminar Hall of 300 sitting capacity, One Conference hall of 80 sitting capacity, Library with more than 14000 books with 50 sitting capacity, Indoor Hall of 100 sitting capacity, Physical fitness centre with well equipped, Rain water harvesting pond, College canteen, Guest House, Girls' Common room with adequate furniture, Women's Hostel with 80 capacity, Sports Hostel with 25 capacity.

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

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

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor). The College has a Cultural Study Centre established since 2017 as recommended by the NAAC Peer Team visited during 2016. Separate room is available for keeping all the musical instruments and the stage material used for the cultural activities. Musical instruments, Harmonium, Synthesizer, Tabla-Dagga, Octopad ,Dolki are available.

Fitness Centre and Gymnasium facility:

Fitness centre and Gymnasium facility is available in the college campus. Weight lifting, Cycle, Gym, vibrator, Trade Mill are available in the Fitness centre. Gymnasium is having all highgrade instruments for total body workout such as Abdominal Bench, bar bell, bench press, cable cross over pully,Dumbbells Pairs with different weights, Motorized Treadmill, Pull-up and Push up Bar, Rowing Machine, Smith Machine etc. There is a separate changing room attached. At a time the Fitness centre and the Gymnasium 30 individuals.

Sport facility:

Colleges has indoor and Outdoor facilities for games like Basketball court and handball Court are available in the college campus. Sufficient number of sport material like football,

basketball, badminton , table tennis rackets, fitness equipment, and issued to the students as per the requirement. Sports equipment issuing register is maintained.

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

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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

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

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

14631892

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

4.2 - Library as a Learning Resource

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

The college Library has installed SOUL 2.0 software since 2015 This ILMS is used to manage all library collection like Text books, Reference Books, Out books, journals, magazines, CDs/DVDs, maps, bound volumes etc. All functions like Issue- return, Renewal etc. are done manually.

Inflibnet N-List is available under Institutional Repository (IR) and access is made available online on college website. In the IR free e-books, e-journals are available. Readers can access this IR through college website

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

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

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

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

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

15875

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

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

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

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

4.3 - IT Infrastructure

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

The institution has augmented it's IT infrastructure time to time by upgrading the computer systems to latest version. Configurations like 6 GB RAM, 250 GB HDD are converted to 16 GB RAM and 1TB HDD. Operating system Window 7 to Window 10 along with latest version of Microsoft Office, Excel, Power point etc.

As per need of time bandwidth is increased from 10 MBPS to 100 MBPS. Licensed software's like Windows 10, Antivirus Kaspersky, E Set , Microsoft Licenses are procured for safe and secure operating computers.

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

4.3.2 - Number of Computers

32

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

24237922

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

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

Class Rooms

Class rooms are provided with the Smart Boards , LCD Projectors ,electric fans, LED Bulbs and White Boards.

College time table is framed in such a way that there is maximum utilization of classrooms and other infrastructures.

Laboratories

Maintenance of Laboratory Assistants and Attendants under the supervision of a faculty member.

Students are grouped into batches so as to give hands-on training to all the students.

Library

Open access facility is given to all students to the books, journals, magazines and periodicals and newly arrived books, journals, magazines are exhibited on board.

Library is kept open during office hour for the benefit of students and faculty members N-List login ID and Password are created for students and faculty members to enable them to access N-List.

Computers

Maintenance of Computer sets are done by System Manager and Faculty member.

Computers in Library are used for Library Automation using SOUL 2.0 Software. Computers are connected through LAN and with a high speed internet facility.

Sports facility

Regular maintenance is carried out for Physical Fitness Centre, gymnasium, sports equipment.

Sport material is issued to students during the recess time and during the practice hour for participating in Inter College Sports meet

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1186

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

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

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

50

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

32

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

15

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

10

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

14

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

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

Students are engaged in various activities like administration, Extra curricular activities nd other Govbernment sponsored schemes. Elected students of Students' Union take part major role in college administration and academic activities. Students' Union take a leading role in maintaining harmony among the students of different communities. They are a bridge among college administration and other social organisations. Student bodies organised many activities like Sports meet, Debate, Quize programme, Blood donation camp, Social service, Song compitition, and summer internship programmes etc. Our students took part

leading role during COVID period. They distributed Food items to poor and needy peoples of far remote places of Manipur, Prepared Hand Sanitizer in the College Laboratory and distributed to COVID Warriers and front line workers.

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

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

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

1

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

5.4 - Alumni Engagement

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

College has registered Alumni Association. Alumni association took leading role while conducting remedial classes for the weak students. They have great contribution in infrastructural development of the college. Alumni members organised many training programmes for physical health and safty and self protection. Alumni members organised trwee plantation programme in colaboration with NSS and NCC volunteerts of the college. They also took major role in implementing Swachta Bharat Mission and Swachta Pakhawada.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision :- To provide quality and affordable education to students through promotion

 and sustenance initiatives.

Mission:-

1. To inculcate the minds of the students the moral attitude and turn them into good citizens.
2. To undertake research and development programme by disseminating scientific knowledge.
3. To collaborate with other stakeholders of higher and technical education for quality education.
4. To built up a cognitive environment among the students and teachers for

establishing a brighter institute.

Different Committees are formed to assist the administration of the principal. College Development Committee, Admission Committee, Examination Committee, Internal Quality Assurance Cell, College Infrastructure Committee, Board of Studies, Research Committee, Grievance Redressal Cell, Purchase Committee etc. are some of the committees that assist the principal in

execution administrative activities.

IQAC of the college works together with the Principal for quality education. Academic calendar is prepared by the IQAC in consultation with the Academic Committee and Board of Studies. IQAC plans in fostering research culture among the teaching staffs in consultation with the Research Committee of the College. College perspective plans are formed in the beginning of every academic year in consultation with different committees of the college.

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

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

1. At the beginning of every academic year the IQAC in consultation with Heads of different departments of the college prepare prospective plan for the academic session on the basis of admitted student strength. The perspective plan framed is submitted to the principal for approval. HODs are responsible for proper maintenance and following the perspective plan by the subordinate staffs of the respective departments.

b) Admission committee and Examination Committee are formed every year in order to smoothly conduct admission procedure and Examinations in the college. Senior faculty members along with administrative staff members are included in the committee. Regular meetings are held for proper coordination ,sharing of information and timely execution of necessary tasks. The college displayed information to the students about career options and conduct the counselling session if required.

Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Establishment of a research-based learning centre

The Institutional Biotech Hub established at Waikhom Mani Girls' College is a common facilitation centre of research based and experiential learning.

The infrastructure available in the HUB is open access to all the teachers and students. This resulted in an unprecedented growth in fostering research culture among the teachers and students. All the practical oriented subjects are invited to work in the Hub to roll out experiential learning and hands on training programmes. This has helped the college in introducing student-centric, research –based teaching pedagogies and one of the distinctive features was the introduction of research projects at under-graduate levels, righ t from the first year and to continue them till their final years of UG degree programs.

This programme has taken the institute to the next level, and the college has proposed theme-based research activities in cross-cutting areas. This exemplifies the perspective plan and its effective execution for creation of a vibrant, experiential, research-based learning center in the college.

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

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

Academic Administration:

The Principal is assisted by the Heads of the departments and faculty members. For official matters, the Head Clerk is assisted by the UDCs, LDCs and support staff. At the department level, the organization includes Heads of departments, faculty members and non-teaching staff. The Librarian is the head of the College Library and is assisted by the Office Assistant, Book Man and library attendants.

Committees:

The Admission Committee monitors the intake of students to UG programs based on the admission policies adopted by the Govt. of Manipur. The college ensures admission and caters to students with diverse needs viz. girl students. The college follows the reservation policy of admissions adopted by the UGC or State Government.

Service Rules and Recruitment:

The college follows the rules and regulations laid down by State Government and University Grants Commission. Placement and promotion of staffs are done by the Government. Recruitment of teachers is carried out meticulously by screening of applications and Interviews conducted by a Board.

Promotional policies:

Promotion of teachers is based on the Career Advancement Scheme of the UGC and Government of Manipur. The promotion of non-teaching staff is carried out as per the Government of Manipur norms

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Schemes for Teaching and non-Teaching Staff:

Encouragement & Motivation:

The College encourages & motivates Teaching Staffs for undergoing Orientation / Refresher / Short Term Courses/ Ph.D. Non-Teaching staff are encouraged to participate in Office Procedure Courses and Accounts Training related to Administration work and duty leaves are sanctioned to the staff for this purpose.

Research Projects:

The College always encourages Teaching Staff to undertake Research Projects under different institutions like UGC, DST/ DBT etc. and provides them special facility to carry out their project work.

Facilities:

The College provides infrastructure facilities viz. Laptops, Desktops, Printers, Scanners & LCDs to all the departments for smooth functioning of day-to-day academic activities and for personal research of the Faculty members. Safe and hygienic drinking water is made available in all departments.

General Welfare Schemes for teaching and Non-Teaching Staff:

Provident Funds: General Provident Fund (GPF) and National Pension Scheme (NPS) are the Retirement benefit Scheme provided to all the employees.

Fitness Centre:

Well Equipped Fitness Centre facility is available for staff and students.

The college encourages deserving staff members and departments producing Position holders in University Examinations presenting Mementos and cash prizes

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

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

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

54

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

Due to COVID 19 Lock Down No programmes organised

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

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

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

11

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

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

The Institution follows the Performance Appraisal System laid down by the Manipur State Government and UGC in the Form of Performance based appraisal system. The Minimum norms of Selection Committee, Selection Procedure as well as API Score Requirements for the Different cadres.

Confidential Report of Teaching and Non-Teaching Staff is prepared by Principal of the College. A very systematic and effective Performance Appraisal System of the College is in place for all Teaching and Non-teaching Staff Members. Through these appraisals the College encourages professional growth and development. The Process is designed to explore the individual professional skills and progress of employees and their participation in Academic, Research, Curricular and Co-curricular activities which in turn lead to the overall development of the Institute. Performance The Appraisal System for performance review is conducted by the IQAC. The Cell checks and reviews documents and academic achievements. The Principal who adds his remarks on the document and forwards them to the Government.

Non-teaching staff promotion:

Staff promotion process is prepared by the college on the basis of seniority, roster points, educational qualification etc. On the basis of interview, candidates are given promotion as per the rules of Government of Manipur.

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

6.4 - Financial Management and Resource Mobilization

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

Internal and external audits are conducted regularly. Internal auditor is appointed by the college authority. Internal auditor checks

1. All receipts and payment vouchers

2. Utilization of funds received from various agencies.

College has a mechanism to maintain financial discipline. Receipt and payment vouchers are signed by the accountant and Principal. Internal auditor checks whether all funds received from various funding agencies are utilized as per guidelines and utilization certificate is sent to respective funding agency. External audit is done annually after completion of financial year.

External auditor is sent by the state Government. Local Fund Audit, Govt. of Manipur was sent to check the Government and Non-Government accounts. External auditor checks

1. Purchase register and stock register

2. Library records and accession register.

3. Receipts and payments

Queries raised by auditor during audit period are duly clarified and no queries remain pending till date.

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

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

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

19784344

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

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

College raises its funds through various resources such as fees from students, Salary grant received from government. In addition of above mentioned sources, college gets funds and research grants from funding agencies like UGC, DBT STAR, DST,. Purchase committee takes decision of purchase of equipment. Tender process is adopted for purchasing bulk quantity of equipment. Purchase Committee reviews quotations given by vendors thoroughly and final decision is taken on the basis of comparative analysis.

College has Construction committee which authorizes infrastructure development or creation of permanent structure in the campus. Tentative Budget is presented before the college Development committee and approved by same.

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

6.5 - Internal Quality Assurance System

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

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Title : MENTORING SYSTEM FOR STUDENTS

Objectives : To minimize dropouts, improve performance and reduce
stress of the students through personal counselling.

Context: Students having problems of stress- personal, academic,
physical, mental due to covid pandemic. Due to low student-
teacher ratio it is difficult to give personal attention to
students in class. One solution is a 'Mentor' who can form the
bond with students in the true sense. Mentoring is required for
students to achieve emotional stability and to promote clarity in
thinking and decision making for overall progress.

Practice:

• Each teacher is assigned around 34-35 students

• Due to covid-19 pandemic and lockdown physical meeting was
impossible and through online frequent meeting was done to
discuss,

• The mentors encourage the students to participate in co-
curricular and extracurricular activities and sports.

• The mentors are in touch with the parents.

• The mentors also counsel the students in need of emotional
problems.

• When the students have any problem with the staff or with work
completion the mentors speak with the respective staff and sorts
out the problem.

• Mentors take special care of weak students
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- **Teachers adopted modern pedagogic styles and ICT**

- **Appropriately paced and timely completion of syllabus**

- **Increased attendance**

- **Improvement in results.**

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

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

The college has an active IQAC setup as per norms which includes Teacher representatives, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. Based on the feedback collected an initiative is taken in the form of a communication to the students and teachers. Based on the analysis report of the feedback remedy measures are taken up in teaching learning process, remedial coaching classes for weaker groups of students. IQAC organises induction programs for new students every year at the beginning of the session.

IQAC organises Faculty Development Programmes for teaching faculties and training programmes for the Non-Teaching staffs. IQAC also organises training sessions for defining learning outcomes and also for its attainment. Every year teacher is expected to fill annual Performance Based Appraisal Form which IQAC scrutinises for API verification.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures initiated by the Institution:

24 hour CCTV surveillance is maintained in the college. It helps to keep a check on antisocial activities. Students and other employees in the college too remain cautious about the surveillance. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students in every aspect.

For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. College also has female guards to keep the interest of girl students.

Waiting shed is available at the entry gate of college for parents /guardian of girl students. Central gym is situated in the college campus which provides facilities are for them to keep

themselves physically fit. Common room facilities are available in campus where the students come in their free time to relax and entertain.

A Women Cell also plays role actively to address the issues of all the female students in the college. Awareness programs and workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

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

Solid waste management: Waste like plastic, metals, glass, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling. College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp , email and Google classroom; thus, reducing paper-based waste and reduce carbon dioxide emissions. Dustbins have been installed throughout campus

for waste segregation. The college organized Swach Bharat Mission. Under this banner the utility of recycling the solid and biomedical waste has been elaborated. Plant clippings are used by local villagers in cattle feeding.

Liquid Waste Management- The waste water is carried out through the pipeline.

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization. The electronic waste components such as computer system components, CPU and ICs are used in practical demonstration to our students.

Waste recycling system- Vermicomposting used to recycle solid waste, peels of vegetable and food waste. Food waste is taken away by staff to feed their cattle.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**B. Any 3 of the above**

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	**C. Any 2 of the above**

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

A number of cultural and sports activities are planned in an academic year such as literally meet, fresher meets, indoor and outdoor sports, service to society through activities like Nasha Mukta Bharat Campaign, blood donation campaign, knowing nature through Eco Club. Ek Bharat Srestha Bharat was organised at College on 24th Feb 2021 which help the students to break barriers of regionalism, cast, creed and colour and enjoy their youth in a spirit of harmony with caring and sharing. Volunteers and teachers observed Constitution Day at college premises by reading out the Preamble and Preamble of the Constitution were also displayed in the notice board and College gate on 26th Nov 2020. During covid 19 pandemics international yoga day was observed and NSS volunteers share their yoga aashans through online mode on 21st June 2020. Community college provides a platform to business start-ups to develop their ideas into commercially viable products and thus laying the stones for entrepreneurship to the students. 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 Computer course, Mushroom Cultivation, Food Science etc.

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

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

Independence Day: Independence Day is celebrated in college campus to highlight the struggle of freedom fighters and importance of Indian Constitution, on 15 August. NSS Volunteers and teachers observed Constitution Day at college premises by reading out the Preamble and Preamble of the Constitution were also displayed in the notice board and College gate, 26th Nov. Our constitution provides for human dignity, equality, social justice, human rights and freedom, rule of law, equity, respect and superiority of constitution in the national life.

To raise awareness amongst students and employees that individuals can save lives and improve the health of others by donating blood and to encourage the people to donate blood voluntarily without compensation, NSS and NCC Volunteer and organized a Blood Donation Camp on Covid-19 Blood Donation at JNIMS by NSS Programme officer 21st April 2020 and at District hospital 10th Feb.2021. During COVID-19, due to the Covid-19 pandemic NSS volunteers and Program Officer of Waikhom Mani Girls College distributed hand sanitizer and homemade Mask to the street vendors, policemen on Duty, police head quarter, local club etc., The NSS Volunteer Conducted wo sessions, Post Quarantine Centre Social Service at College Campus, 15th & 17th Sep 2020.

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

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

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

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

Our college celebrates National and International days enthusiastically every year. The academic calendar is brimming with important events which show enthusiasm of this institution in celebrating many national as well as international days and commemorative events and festivals. Independence Day is also celebrated on 15th August in the college with great enthusiasm. It is a day when all staff members and students pay homage to their leaders and those who fought for India's freedom in the past.

International Women day is also celebrated in our college on 8th March every year. The day is used to recognize women who have made significant contribution to the advancement of their gender. International Yoga day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing yoga. Teachers day is also celebrated and on these day students perform different activities to entertain teachers. Gandhi Jayenti was celebrated on 2nd October with a vision of

clean India. It served as great initiative in making students aware of importance of cleanliness. 26th November is also celebrated as National Constitution day to commemorate the adoption of constitution of India by constituent assembly of India.

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

7.2 - Best Practices

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

I. Title :MENTORING SYSTEM FOR STUDENTS

The Practice:

• Each teacher is assigned around 34-35 students for the complete duration of their study.

• Due to covid-19 pandemic and lockdown physical meeting was impossible and through online frequent meeting was done to discuss, clarify and share various problems which may be personal or academic, etc.

• The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.

• Their academic performance and other activities are all recorded.

• The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc on weekly basis.

• The mentors also counsel the students in need of emotional problems.

- When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.

II Title : TEACHING LEARNING PROCESS

The practice:

- Academic calendar is planned by the respective department under the instructions of Head of Department.

- The heads of different departments monitor the pace of coverage of the syllabus.

- Feedback is obtained from students regarding the content delivery by different teachers.

- Assignments, are conducted at scheduled dates to improve performance in the semester – end examinations

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

7.3 - Institutional Distinctiveness

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

Good number of awareness, sensitization programmes, tree plantation programme, cleanliness drives, blood donation camps were organized in social issues by N.S.S., N.C.C. and Youth Red Cross Society. The college organises the women empowerment programs for making them confident enough to struggle the battle of life. 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.

 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. They have won a number of awards in inter college competitions.

The college open various career oriented courses like Computer course, Mushroom Cultivation, Food Science, Floriculture and thus laying the stones for entrepreneurship. Through the NSS scheme ,COC and vocational programme the girl students get a stage and dais to develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness .These are our thrust area which makes us distinctive in performance of the institution.

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

7.3.2 - Plan of action for the next academic year

1. Conducting programmes to encourage and support students to start their own business ventures.
2. Conducting student focused academic and skills development activities.
3. The college plans to focus more on research and Development in the next Academic year by increasing the publications of faculty and also motivating students' community to do more project work.
4. The college plans to organize regular capacity building workshop/training programme for the teaching and nonteaching staff.
5. To strengthen the research base of the teachers and the students, college plans to hold seminar, conference of national and international repute.
6. During the next academic year, the college plans to increase the ICT enabled capacity in teaching learning process and also create new e content development facilities.
7. Special effort shall be given to strengthen the Alumni Association and increase Alumni engagement in the college activities.
8. The college plans to evolve strategic plan to generate more

alternative energy through solar power and increase the solar energy alternatives.

9. To offer remedial coaching and special guidance for slow learners and advanced learners.

10. Library facility will be enhanced by adding new book and availability and usage of e-book and e- journals and to increase annual budget for purchase of books and journals