



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		WAIKHOM MANI GIRLS' COLLEGE
Name of the head of the Institution		Dr. Th. Manao Singh
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03848222579
Mobile no.		8014532658
Registered Email		wmg.123@rediffmail.com
Alternate Email		sorokhaibams@gmail.com
Address		Thoubal Okram
City/Town		Thoubal
State/UT		Manipur
Pincode		795138
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sorokhaibam Shyamkiran Singh
Phone no/Alternate Phone no.	03848222579
Mobile no.	9862900362
Registered Email	sorokhaibams@gmail.com
Alternate Email	nodalofficerwmgc@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://wmgcollege.ac.in/aqar-2016-17-final_updated/">_https://wmgcollege.ac.in/aqar-2016-17-final_updated/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://wmgcollege.ac.in/wp-content/uploads/2021/08/ACADEMIC-CALENDAR-2017-18-1.pdf">https://wmgcollege.ac.in/wp-content/uploads/2021/08/ACADEMIC-CALENDAR-2017-18-1.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.22	2016	19-Feb-2016	18-Feb-2021

### 6. Date of Establishment of IQAC

07-May-2013

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
To review the overall progress of the college	09-Mar-2018 1	10

including students		
To review the quality mandates of the courses and feedbacks for academic enhancement of the college.	17-Dec-2017 1	10
To discuss the outcomes of the Curriculum adopted for the B.A & B.Sc. Courses.	05-Aug-2017 1	10
To discuss the Admission procedures, intake capacity and induction programme for the academic session 2017-18.	05-May-2017 1	9
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Waikhom Mani Girls	Community College	UGC	2018 720	2060800
Dr. N. Dhirendra Singh, Dept. of Botany	SERB Project	DST, Govt. of India	2017 1080	700000
Waikhom Mani Girls	Construction of Women's Hostel (final instalment)	UGC	2017 360	2000000
Waikhom Mani Girls	Construction of Sports Hostel (final instalment)	UGC	2017 360	2442400
Waikhom Mani Girls	MRP and other programme expenses	UGC	2017 360	600000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Sensitized students to the need base challenges of the society.

Encouraged students and faculty members to participate in the practical oriented teachings.

Faculty members are encouraged in fostering research culture.

Students are guided to participate in the extracurricular activities through NSS and NCC.

Students are encouraged to enrolled in skill development courses under Community College Schemes.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To organised "Meet the Expert" programme	Maximum Students turn out to attend the programme
to organise series of hands on training programme for different departments in collaboration with Biotech Hub of the college	Students of different Departments take part in hands on Training programme
To organise Seminar/ Workshop	National Seminar organised by the college
To encourage and support faculty members to prepare project proposals to different funding agencies.	Maximum teaching faculties of different departments actively participated in the preparation of project proposals
Campaigning for maximum participation of students in skill development courses	Maximum number of students take part in the courses

[View File](#)

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	03-Mar-2018
17. Does the Institution have Management Information System ?	No

### Part B

#### CRITERION I – CURRICULAR ASPECTS

##### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Waikhom Mani Girls' College formed a committee consisting of Principal, all the heads of Departments and two guardian representatives to frame an academic action plan for the effective curriculum delivery. An academic calendar is prepared which contain a detailed structure of the academic activities proposed to be carried out during the academic year 2017-2018. The academic calendar of the college is a sort of action plan for effective implementation of the curriculum. Based on the academic calendar of the college, Unit test, Term tests are conducted besides the end semester examinations conducted by the affiliating university to check the improvement of the students. Feed backs from the students are collected regarding the curriculum delivery and analysed. Recommendations after the analysis of feed backs are placed in IQAC for further necessary action.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N.A.	N.A.	Nil	Nil	N.A.	Nil

##### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N.A.	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	100	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Application	10/07/2017	20
Spoken English	10/07/2017	30
Floriculture Landscaping	10/07/2017	20
Mushroom Cultivation	10/07/2017	30
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field Project	2778
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>The college collects feedback on curricular aspects from different stakeholders like students, teachers, parents, employers and Alumni. Feedbacks collected are analysed and based on the outcomes of the curriculum adopted modifications are taken up for a better teaching learning process and assessment. Feedback is vital as it help in effective implementation of the curriculum adopted. Feedback is collected from the students through a printed format. NSS programme officers are deputed for taking feedbacks from the students. Feedbacks collected from the students are analysed by the IQAC Committee and based on the analysis results appropriate modifications are taken up in the curriculum delivery system of the college. In addition to feedback system collected through NSS programme officers, suggestions and grievances of the students and teachers and other stakeholders are collected through the drop box provided. Feedback is also invited from the teaching faculties related to curricular aspects through printed format. Every decision taken up by the college is done</p>

in consultation with the Heads of different departments and other expertised faculty members. Feedbacks are also collected from the guardians in the printed form through their children. The feedback collected from the parents are placed in the IQAC Committee meeting held and based on the comments/ suggestions, IQAC forwarded the suggestions/recommendations to the Academic Committee of the college for further necessary action. The parent-teacher Association of the college plays an important role in full-filling the curricular delivery system of the college. Parents meeting with the college authority are held to discuss the progress of the students and also to back up the weaker groups of the students. Alumni Association also provides special assistance to the Parent-Teacher Association to organise special programmes for weaker students. Alumni Association also render their feedbacks on curricular aspects through the printed feedback form. IQAC checks overall academic development and performance of the college apart from the functions of the Academic Committee of the college.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Honours	500	348	348
BA	Honours	500	463	463

No file uploaded.

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2277	0	87	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
87	50	60	6	6	5

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No file uploaded.

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Growth and development of an institution is directly related to the good relationship among the students and teachers. Teachers serve as mentors throughout the whole journey of a student during the course of study. Mentors taking care of students irrespective of their background and extend personal guidance to the students in the academic and Extra- curricular activities. Mentors find out the weak areas of students and reported to the IQAC or College authority to take up necessary actions for the students who needs extra care. On the recommendations of the mentors, Career Guidance and Counselling Cell of the college conducted extra

guidance sessions and also carry out remedial programmes for weak students. Every year college appointed 50 – 60 mentors based on the number of students admitted. Grievance Redressal Cell of the college also addresses the grievances put forth by the students and forwarded to the IQAC in the utmost priority for discussion such that the institution functions to its dynamic potential. Any students can also approach directly to the IQAC or the Principal with genuine grievance. IQAC or the college authority try to solve the grievances of the students as soon as possible without delay. Students Union of the college plays a significant role in pointing out the students' grievances. Students' union coordinates with every cell of the college and took help from every cell to solve any grievances raised from the students. They also guided students in solving students' grievances with the help of Career Guidance and Counselling Cell of the college. At the beginning of every academic session, Career Guidance and Counselling Cell of the college organised Induction Programme. In this induction programme, Programmes offered, Facilities available, Rules and regulations of the college, academic achievements of the college, curriculum to be followed, dress code, Examination systems to be followed are aware to the new students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2277	87	1:26

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
109	87	22	0	13

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Sorokhaibam Shyamkiran Singh	Assistant Professor	Bharat Vidya Rattan Award
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BAH	Semester	15/06/2017	28/08/2017
BSc	BSCH	Semester	30/06/2017	28/08/2017
No file uploaded.				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to Manipur University and follows the curriculum of the affiliating University. The college implemented internal evaluation systems. There are three internal tests conducted in a semester. The schedule of internal tests are decided by the Examination committee of the college in consultation with IQAC of the college. The Examination Committee framed the modalities for conducting the internal evaluation of the students. This system has benefited the students in determining their progress while studying. Every Department in the college, both Science and Arts, conducted three tests to



check the students' progress by following the test modalities framed by the Examination Committee. The following reforms have been initiated on CIE system: 1. Strictly followed the schedule of Internal tests. 2. Preparation of Question papers in aligned with the Syllabus prescribed by the University. 3. Monitoring the attendance of the students and attendance less than 75 are not allowed to give test exams. 4. Strict implementation of the test modalities framed. 5. Evaluation of answer scripts. 6. Submission of tests results to the Examination Committee of the college. 7. Analysis of results submitted by different Departments. 8. Initiation of necessary actions based on the tests results. 9. Upload and display the marks scored by the students in the college website and notice board. 10. Communication with the parents of the weak students and also organising remedial classes for weak students. The performance of the students in the internal tests is helpful for identifying slow and advance learners in their respective subjects. Counselling sessions are arranged for slow learners and if demanded by the students remedial classes are arranged for improvement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepared an academic calendar following the schedule prescribed by the affiliating University for implementation of curriculum and Co-curricular activities. At the beginning of the academic session college prepared an academic calendar for strict implementation of curricular and co-curricular activities in the college. In academic calendar, the college adhered to Admission process, Internal assessment schedule, examination schedule, working days, general holidays and restricted holidays, Semester wise teaching plan, students field visit plan, seminar/workshop/conference, observation of National and International days, celebration of annual sports meet and college week etc. Besides these activities college also organised programmes and activities instructed by the State and Central Government time to time. The college tries to run all the activities with strict compliance to academic calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://wmgcollege.ac.in/wp-content/uploads/2021/08/PROGRAMME-OUTCOMES-AND-COURSE-OUTCOMES-2017-2018.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSCH	BSc	Honours	341	334	97.94%
BAH	BA	Honours	172	168	97.67%
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://wmgcollege.ac.in/wp-content/uploads/2021/08/SSS-2017-2018.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

### 3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1080	Science engineering Research Board, DST	3399000	700000
Major Projects	3600	DBT	11246000	0
Minor Projects	720	UGC	2358000	2358000
No file uploaded.				

### 3.2 – Innovation Ecosystem

#### 3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
N.A.	N.A.	

#### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N.A.	N.A.	Nil	Nil	Nil
No file uploaded.				

#### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
N.A.	Nil	N.A.	Nil	Nil	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N.A.	0

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sociology	2	Nil
National	English	1	1
International	Botany	3	Nil
International	Chemistry	1	Nil
International	Geography	1	Nil

International	Physics	2	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
N.A.	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Lady Macbeth as an ambitious lady in Shakespeare's Macbeth	Md. Sirajuddin Shah	AIRO National Research Journal	2017	Nil	Waikhom Mani Girls' College	Nil
Conduction Mechanism in Polyethylene Terephthalate under Electric Field and Temperature	B. Surbala Devi	International Research Publication House	2017	Nil	Waikhom Mani Girls' College	Nil
Electrical and thermal polarization effect on electrical conductivity of Polyethylene Terephthalate Film	B. Surbala Devi and A. Joy Singh	International Journal of Physics and Application	2017	Nil	Waikhom Mani Girls' College	Nil
Synthesis of Biphenyl Compounds from Aromatic Enamino Keton	S. Shyamkiran Singh	World Journal of Pharmaceutical Research	2017	2393	Waikhom Mani Girls' College	Nil

Climate change and Northeast India's Concern: A review	P. Robinson Singh	Global Journal of Research Analysis	2017	Nil	Waikhom Mani Girls' College	Nil
Chemical composition of three medicinal plants used as traditional medicine in Manipur	Dr. T. Chand Singh	American journal of Pharmatech research	2017	3011	Waikhom Mani Girls' College	Nil
Evaluation of antibacterial and antifungal activity of methanolic and ethanolic extracts of leaves of Azadirachta indica against clinical isolates	Dr. T. Chand Singh	Acta Velit	2017	Nil	Waikhom Mani Girls' College	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Evaluation of antibacterial and antifungal activity of methanolic and ethanolic extracts of leaves of Azadirachta indica against	Dr. T. Chand Singh	Acta Velit	2017	97	Nil	Waikhom Mani Girls' College

clinical isolates						
Chemical composition of three medicinal plants used as traditional medicine in Manipur	Dr. T. Chand Singh	American journal of Pharmatech research	2017	20	Nil	Waikhom Mani Girls' College
Climate change and Northeast India's Concern: A review	P. Robinson Singh	Global Journal of Research Analysis	2017	Nil	Nil	Waikhom Mani Girls' College
Synthesis of Biphenyl Compounds from Aromatic Enamino Ketones	S. Shyamkiran Singh	World Journal of Pharmaceutical Research	2017	24	2903	Waikhom Mani Girls' College
Electrical and thermal polarization effect on electrical conductivity of Polyethylene Terephthalate Film	B. Surbala Devi and A. Joy Singh	International Journal of Physics and Application	2017	Nil	Nil	Waikhom Mani Girls' College
Conduction Mechanism in Polyethylene Terephthalate under Electric Field and Temperature	B. Surbala Devi	International Research Publication House	2017	Nil	Nil	Waikhom Mani Girls' College
Lady Macbeth as an ambitious lady in Shakespeare's Macbeth	Md. Sirajuddin Shah	AIRO National Research Journal	2017	Nil	Nil	Waikhom Mani Girls' College

No file uploaded.

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	7	0	3
Resource persons	0	0	2	2

No file uploaded.

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Youth Day	NSS Units, Waikhom Mani Girls' College	3	50
5 Days District level Training on Life Skill	NSS Units, NSS Cell, MU RD NSS Guwahati	2	100
Celebration of Yeh India ka Time Hain at MU	MU NSS Cell	1	14
One Day Sensitization programme on HIV/AIDS	NSS Units	2	53
North East NSS Youth Festival	MU NSS Cell RD NSS Guwahati	0	2
Human Rights Day	NSS Units	3	60
Swachhta Pakhwada	NSS Units	2	30
Blood Donation at College	NSS Units	3	30
Blood Donation at Khongjom	RIMS, Imphal	1	6
First Aid Course	162 Military Hospital, C/o APO	0	2

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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N.A.	Nil	Nil	Nil

No file uploaded.

#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NCC	NCC	Republic Day Camp	0	6
NSS	NSS Units	5 Days training on Life skill	2	50
NSS	NSS Units	Blood donation at Khongjom	1	6
NCC	NCC	First Aid Course	0	2
No file uploaded.				

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
N.A.	N.A	Nil	Nil
No file uploaded.			

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On Job Training	MoU for conducting Skill Development Programmes	M/S Loidang Embroidery Cum Handloom Handicraft Products	01/04/2017	31/12/2019	Students and Trainers
On job training	MoU for conducting skill development course under RUSA	M/S Hangle Industries, Takyelpat, Imphal	01/04/2017	31/12/2019	Students and Trainers
No file uploaded.					

#### 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
M/S Loidang Embroidery Cum Handloom Handicraft	Nil	On Job Training and Placem	50

Products			
M/S Hangle Industries, Takyelpat, Imphal	Nil	On Job Training and Placement	30
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7080142	7080142

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8000	537143	Nil	Nil	8000	537143
Reference Books	5500	Nil	500	402857	6000	402857
Journals	14	44800	14	44800	28	89600
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	58	15000	Nil	Nil	58	15000
Weeding (hard & soft)	36	20000	Nil	Nil	36	20000
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional



(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N.A.	N.A.	Null	Null
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	35	0	0	3	1	3	13	30	0
Added	0	0	0	0	0	0	0	0	0
Total	35	0	0	3	1	3	13	30	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3851942	3851942	5295400	5295400

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has strict procedures for maintaining and utilizing Physical, academic and support facilities like Laboratory, Games and Sports, Library, Computer Centre, Fitness Centre, Recreation centre, research centre, classrooms, Power back up, College Canteen etc. The maintenance of the above facilities are done under the supervision of different committees with the help of in charges appointed. For proper maintenance and keeping functional of all the machineries/ equipment/tools, quarterly reports are collected from the in-charges through the respective committees. An optimum budget is allocated yearly for the maintenance and up gradation of the infrastructure facilities based on the recommendations submitted by the committees. Details of maintenance and utilization of some of the facilities available in the college are as follows: 1. Laboratories: Each laboratory has Laboratory Assistant and Laboratory Attendant. Laboratory Assistants and Laboratory Attendants are responsible for maintenance and proper utilization of equipment and tools. Verification of stock position is carried out quarterly and maintenance report is submitted to the committees. Laboratory Assistants recorded equipment issued and received for practical classes. 2. Games and Sports: Physical Education

Teacher looks after the Games and Sports activities. Indoor and Outdoor games equipment are issued to the students during recreation time under the supervision of the sports teacher. Stock register of the Games and Sports equipment are checked regularly for proper utilization of all the available equipment. If lost or damaged equipment, immediate necessary steps are taken up for maintenance of the same. Missing or damaged reports are submitted to the Principal for taking up necessary actions. 3. Library: Library is maintained by the staffs of the Library under the supervision of Librarian. Library is semi-automated with SOUL 2.0 software. Automation of Library makes students more easier to seek Text books, reference books, reference books, journals and magazines. News papers are displayed in the board and new arrived books and journals are also displayed. Students are allowed to read books, journals and magazines inside the reading room of Library and also permitted borrowing of books by making membership cards of the Library. 4. Computer Centre and IT Facilities: The College has well equipped computer centre having 13 Computer Sets with essential soft wares. Moreover, all the departments are having computer sets with necessary soft wares. All the computers in both computer centre as well as in departments are open assessed to all the students and faculty members and other staffs. All the computers are free internet assessed and connected by LAN. Computer centre is maintained by an in-charge and departmental computers are maintained by the departmental staffs. Reprography facilities are available in the Library. 5. Fitness Centre: Fitness Centre of the college is well equipped with GYM, Trade mills and other equipment. This centre is maintained and utilized under the supervision of an in-charge. Entry records are strictly kept for future reference. This centre is open before and after the normal class hours. Teachers, official staffs and students have different shifts. 6. Research Centre: The College had established Institutional Biotech Hub

<https://wmgcollege.ac.in/wp-content/uploads/2021/08/PROCEDURES-AND-POLICIES-FOR-MAINTAINING.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Award to rank holders in University Examinations	50	50000
Financial Support from Other Sources			
a) National	Government Scholarships	889	11670000
b) International	N.A.	0	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Computer Application	02/08/2017	30	Dept. of Computer Sc.
Floriculture and Landscaping	02/08/2017	30	Dept. of Botany

Language lab	01/08/2017	50	Dept. of English
Remedial Coaching	01/10/2017	60	Teaching Faculties of the college
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Guidance for competitive examinations	13	20	13	13
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
M/S Loidang Embroidery Cum Handloom Handicraft Products	30	5	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	45	B.A. and B.Sc.	Manipuri, English, Chemistry, Physics, Geography, Mathematics, Geology, Botany,	Manipur University, Sangai International University,	Manipuri, English, Chemistry, Geography, Geology, Botany, Zoology, Education,

Zoology,  
Education,  
Pol. Sc.

Pol. Sc.,  
Physics,  
Mathematics.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Meet	College level	300
Cultural Meet	College level	150
Debating competition	College level	80
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Gold Medal (50 mtrs) Silver medal (30 mtrs) Gold Medal (Team)	National	3	Nil	1556	W. Malesori Devi
2017	Silver (40 mtrs) Gold (40 mtrs)	National	2	Nil	1556	W. Malesori Devi
Nil	Gold (30 mtrs) Gold (Individual) Gold (Team) Gold (20 mtrs)	National	4	Nil	1556	W. Malesori Devi
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council/ Students Union plays a significant role in the functioning and development of the college. Students have an active role in all the

academic and administrative bodies of the college. They serve as a bridge between the college management and the students of the college. The college has a well functional Students Union which take part active role in academic affairs and students welfare. The students Union plays a dynamic role in organizing Co-curricular activities and academic related programmes. The students union under the leadership of Secretary Th. Geetamala Devi had taken over the reign during the academic session 2017-2018. Some of the committees in which student representation took part are: 1. IQAC: The Internal Quality Assurance cell of the college is consisting of Principal, Teaching faculties, Administerial staff, Representative from Alumni Association and Student representative. The Cell holds its meetings quarterly every year to review the present quality measures taken up and to endorse the future plans of the college. 2. Anti-Ragging Committee: Students representative in the Anti-ragging Committee of the college took part an active role. Any issues raised in the college that creates disturbances among the students are settled by this committee. 3. Eco Club: Students take part a major role in the Eco Club of the college under the Guidance of a team of teachers. Tree plantation, Green audit, Campus beautification activities are carried out under the initiatives of Eco Club.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college was registered under the Societies Registration Act, 1956. The vision of the Alumni Association are: ? Significant contributions towards the development of the college ? Lending their expertise in the academic areas ? To support and assist the college administration ? To extend financial support to the college administration ? To serve as resource person in Seminar/Workshop/Conference The Alumni Association in collaboration with the students Union of the college jointly organised week long campus beautification, Blood Donation, Tree plantation, Awareness campaigns etc. during the year. Remedial coaching classes are also conducted during the year.

5.4.2 – No. of enrolled Alumni:

40

5.4.3 – Alumni contribution during the year (in Rupees) :

80000

5.4.4 – Meetings/activities organized by Alumni Association :

Activities organized by the Alumni Association: 1. Tree Planation 2. Campus Beautification 3. Remedial Coaching class for weak students 4. Blood donation camp 5. Renovation of Wash rooms.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college follows the participative management approach in managing the institution. It aims at the concept of innovativeness in management of academic and administrative matters. The practice of decentralized participative management reflects the mechanism of policy making, planning and administration and office management. The principal is the administrative head of the college and always promotes the decentralized and participative management involving all types of stakeholders in the process of decision making. The college

enhances the quality and quantity through the following committees: Academic Committee, College Development Committee, IQAC Committee, Admission Committee, Examination Committee, Disciplinary Committee, College Construction Committee, NSS, NCC and UBA. The college administration plays an integral part in fulfilling the policies programmes and initiatives that are associated with the vision and mission of the college. All the Heads of Departments are responsible for administration and maintenance of their respective Departments in accordance with the vision and mission of the college. Administrative staffs and Non-teaching staffs of the college also play a crucial role in day-to-day management works to meet and accomplish operational and strategic objectives. Faculty members and other technical staffs in different departments maintain good relationship with students and community. They always perform their duties for maintaining good academic atmosphere in the college by aligning with the vision and mission of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission in different disciplines are done as per the admission norms adopted by the State Government and the affiliating university. College admission committee ensures smooth conduct of admission procedure. Admission process is fully computerized.
Industry Interaction / Collaboration	The college has signed 2 MoUs to conduct skill development trainings in the college. The college has been conducting skill development courses in three different trades under the financial assistance of UGC and RUSA. The main focus is to impart trainings to the students through practice and attaining maximum placement.
Human Resource Management	The college has 87 teaching faculties and 42 Non-teaching staffs. Among the teaching faculties there are many well experienced faculties in different fields. Decentralize and participative management system enhances the well establish of the college. Different committees like Academic Committee, Admission Committee, Examination Committee, IQAC Committee, Research Committee, Infrastructure Committee etc. have significant contributions in the administration and management.
Library, ICT and Physical Infrastructure / Instrumentation	The college has constituted Library Committee to monitor and look after all the activities of the Library. 14000 Text books and reference books, 10

periodicals, 14 journals and 4 daily newspapers are available in the library. E-library facility and internet facilities are also available in the library. Reprography facility is available in the library. 6 Smart classrooms are set up for better academic delivery. The college has adequate space and classrooms and laboratories. It has outdoor and indoor games and sports facilities, Physical fitness centre, College Canteen, Sports Hostel, Women's Hostel. It has cool drinking water facilities in the college campus as well as Women's Hostel. Botanical cum Zoological garden is developed. The college developed a computer centre with 20 nos. of computer set. All the computers are connected through LAN and open assessed to faculty members and students. Six class rooms are upgraded in to smart class rooms. Laboratories are well equipped with latest equipment and tools as per the requirements of the syllabus. College campus fully wifi facility.

**Research and Development**

The college has 15 faculties having Ph.D. degree , 15 faculties having M.Phil. and 3 faculties having NET. The faculty members are encourage to do further research works, publish research papers/articles and books. At present 6 faculty members are continuing their Ph. D. programmes. Many faculty members have authored articles in various academic journals, megazines and books which are very useful to the research scholars and students. The college constituted a research committee which promotes and monitor the research activities of the college. Faculty members are deputed to attend Capacity building workshops and other faculty development programmes, refresher courses, short term courses and orientation programmes.

**Examination and Evaluation**

The college follows the examination system adopted by the affiliating university. The college follows the semester system of examinations. Academic calendar is prepared at the beginning of the academic session which incorporates the date sheet of monthly tests, end semester examinations etc. The college follows the continuous and comprehensive evaluation to ascertain

whether the students have attained the objectives of the college. The college conducted all the examinations under the guidance of the college examination committee by following the examination guidelines of Manipur University.

Teaching and Learning

Teaching is a set of events, outside the learners which are designed to support internal process of learning. Teaching is outside the learner. Learning is internal to learners. Learning is about a change: the change brought about by developing a new skill, understanding a scientific law, changing an attitude. Learning is a relatively permanent change, usually brought about intentionally. The faculty members of the college share their experience to streamline the academic proceedings. Regular classes, remedial coaching classes, monthly tests enhances the teaching and learning process. Smart Class equipment and up-to-date technologies incorporated for significant teaching and learning. Experience earn from the academic development programmes like Refresher Course, Short term course, Research programmes, seminars/ workshops etc. are also incorporated while preparing lesson plan.

Curriculum Development

Curriculum is a familiar word which come across in the context of the college. The concept of curriculum consist of the experience received from the classroom, library, laboratory, workshop and playground and the interaction between teacher and students. The college follows the curriculum of the Affiliating University i.e. Manipur University. Though the college follows the curriculum of Manipur University, it always examine and fulfil the following components of curriculum: 1. Situational analysis 2. Formulation of objectives 3. Selection of content, scope and sequence 4. Activities, strategies and method of teaching and 5. Evaluation. The college maintains quality education by following the guidelines adopted by the affiliating University and University Grants Commission. Academic Committee of the college scrutinized the curriculum and finally handed over to the Heads of Departments for delivery. Some teaching



faculties of the college participated in making curriculum of different subjects.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college academic committee in consultation with the IQAC framed a perspective plan for the development and growth of the college. IQAC chalk out a tentative perspective plan for the next academic session at the end of the present academic session. Technology was utilized for fair academic transaction and up gradation of academic quality of the college.
Administration	The college has initiated decentralized and participatory system of administration. Different groups of teaching faculties are incorporated in different committees for smooth and fair administration.
Finance and Accounts	The college finance committee prepared the budget for an academic year at the beginning of the session. This helps to streamline the budget under different heads such as General Administration, Admission, Examination, Construction and maintenance and so on.
Student Admission and Support	The college has an admission committee. Admission notice is well published in Print and electronic media. Prospectus containing admission form, procedure, fee structure, holiday list, dress code, facilities, subjects opened, eligibility criteria and son on is published in advance for better understanding of the college.
Examination	The college follows the semester system of examinations adopted by the affiliating university. Monthly tests are held to check the progress of the students. Based on the result of the monthly tests remedial coaching classes are conducted to improve the weak students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2017	Dr. N. Dhirendra Singh	Stem Teacher Training workshop on Research based Pedagogical Tool	Tezpur University, Assam	3000
2017	L. Sonia Devi	Stem Teacher Training workshop on Research based Pedagogical Tool	Tezpur University, Assam	3000
2017	Ch. Urmila Devi	One Day Seminar on "Sustainable Skill Development in Higher Education: Problems and Prospects".	D.M. Community College	1000
2017	B. Devdutta Sharma	38th Annual conference of North East India History Association	Shillong	3000
2017	I.Ghanashyam Singh	38th Annual conference of North East India History Association	Shillong	3000
2017	L. Indira Devi	Two Day Seminar on "Population and Sustainable Development".	Manipur	1000
Nil	M. Somo Singh	Seminar on Biology and Sexual Orientation	Don Bosco College, Manipur	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Opportunities and Challenges	N.A.	06/05/2017	07/05/2017	100	15

	of Act East Policy to North eastern Region of India					
2017	N.A.	Training on Computer A pplication in office management	20/08/2017	24/08/2017	10	10
Nil	LGBT Identity: Issues and Challenges	N.A.	18/09/2017	19/09/2017	100	15
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
10 Days Meetei Mayek Orientation Programme	5	13/06/2017	24/06/2017	12
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
87	87	41	41

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident fund	Provident fund	Scholarships

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, The college conducts internal and external financial audits regularly. Budget allocation for various activities is done at the beginning of the academic session. Internal audit is done by the Finance committee of the college and external audit is done by the Local Fund auditors, Govt. of Manipur and Registered Charter Accountants annually.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

Donation from Teachers' Association	400000	College Development
No file uploaded.		

6.4.3 – Total corpus fund generated

4406772.00
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Manipur University and UGC	Yes	Academic Committee
Administrative	Yes	Directorate of Local Fund Audit, Govt. of Manipur	Yes	College G.B. and S.L. Gangawal and Co. Charter Accountants

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. To find out the weak areas of the student 2. Grievances faced by the students in the college while delivery the curriculum . 3. Decision making of the college regarding college administration, admission and examinations.
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6.5.3 – Development programmes for support staff (at least three)

1. Professional development programme like Computer literacy programme 2. Training on Accountancy 3. Office procedure and filing
--

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Opening of Provident Fund account 2. Establishment of Cultural Study Centre 3. Involvement of more teaching faculties in research and publication
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Up-gradation of old class rooms to new rooms	02/08/2017	25/07/2017	24/08/2017	Nil
2017	Award to rank holders in the University	17/10/2017	17/10/2017	17/10/2017	14

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Financial Literacy Programme for Women	21/07/2017	22/07/2017	80	0
Awareness programme on Women Health and Hygiene	30/08/2017	30/08/2017	200	10
Women's Self Defence Training	02/01/2018	11/01/2018	80	0
International Women's Day	08/03/2018	08/03/2018	250	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The Eco Club, Waikhom Mani Girls' College in collaboration with NSS, NCC and UBA team of the college jointly initiated week long tree plantation programme at the college campus and Botanical Garden at Thoubal Khunou. The main objective of the programme is to propagate the knowledge of healthy environment in the society and preserve our ecosystem for sustainable livelihood. More than 3000 nursery plants are planted during the programme in the college campus and Botanical Garden. Follow up actions are taken up after the tree plantation in rotation basis among the Eco Club, NSS, NCC and UBA teams. Protection from cattle, watering and supply of manure are regularly checked after the plantation to make a greenery environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	1
Rest Rooms	Yes	1
Scribes for examination	No	1
Special skill development for differently abled students	No	1

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	24/04/2017	1	Blood Donation Camp at Khongjom	Organised in connection with the Martyrs Day for those who needs blood for saving lives. More than expected number of donors turn out.	60
2018	1	1	15/01/2018	5	5 Day training on life skill	NSS Units, Waikhom Mani Girls' College and Community college jointly organised the programme to train students in a suitable skill for a sustainable livelihood.	40
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## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	10/05/2017	The college prospectus highlights a brief history of the college, Courses opened, facilities available,

		infrastructure, Code of conduct, dress code, achievements, admission procedure, fee structure etc. It gives an idea of the college to the stakeholders.
Academic Calendar for the year 2017-18	10/05/2017	The Academic Calendar gives schedule of the academic activities of the college like admission, internal examinations, University Examinations, College week, Games and sports etc.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Day Of Yoga	21/06/2017	21/06/2017	250
Gandhi Jayanti	02/10/2017	02/10/2017	400
Republic Day Celebration	26/01/2018	26/01/2018	45
International Women's Day	08/03/2018	08/03/2018	300
No file uploaded.			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(i) Installation of Dustbins in campus area (ii) Green Audit Programme (iii) National Environment Awareness Campaign (iv) Solid waste management (v) Tree Plantation Programme

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

AQAR 2017-18 7.2 BEST PRACTICES: A. Best Practice 1 1. Title of the Practice: Training on Communication Skill 2. Objectives: The Main objectives of the practice are: i. To train students for a better communication skill ii. To improve the quality of the students iii. To encourage students in participative learning 3. The Context: This is one of the best practices of the college that imparts training on communication skill while learning. The college extends opportunities to the students who were weak in communication other than mother tongue. The college also motivates the students to develop their soft skill by using Lingua phone installed in the college language Lab. The Language Lab. Is set up in the department of English with machineries, books and other tools. The scheme not only improve the communication skill but also improve the personality of the students. E-Resources and books on communication skill are made available in the college library as well as in the language Lab. 4. The Practice: 30 Students are selected through screening by the committee headed by Head, Department of English. The selected students are displayed in the college notice board for admission. Theory and practical classes are done before the general classes. Two teachers from the English Department are engaged for the training programme. Theoretical teaching, practical sessions and interaction programmes are conducted 6 days per week except holidays. Practical sessions

are conducted by using Linguaphones in the Lab. 5. Evidence of Success: ? Larger number students apply for the training programme.. ? No absentees found during the training programme. ? Students gain better communication skill after the course. ? Sharing of experience with other students who do not participate in the course. 6. Problems encountered and Resources required: ? More demand than the seat capacity for training. ? Needed more tools and machineries for the training. ? Lack of up-to-date software and Books. 7. Notes: ? Students demanded for conducting such courses in future. ? Planning to increase the number of machineries, tools and books. BEST PRACTICE II: 8. Title of the Practice: Biodiversity Conservation for Sustainable Livelihood 9. Objectives: The Main objectives of the practice are: 1. To conserve environment 2. To conserve endangered species of plants and animals found in Manipur 3. To encourage students for participation in the practice 4. To aware students and local peoples about the need of biodiversity conservation. 5. Sustainable utilization of species and ecosystem. 6. To maintain life-supporting systems and essential ecological processes. 2. The Context: Biodiversity conservation is the protection and management of biodiversity to obtain resources for sustainable development. Biodiversity is the variety of living organisms, that is, life on Earth. Bacteria, fungi and other microorganisms, bryophytes and various plants, birds, insects, fish and humans are a fundamental part of biodiversity. Biodiversity is very important for balancing our terrestrial environment and our ecosystem. It helps maintain the food chain, gives aesthetic value to the land, provides medicinal resources, etc. There are three main types of biodiversity, namely genetic biodiversity, species biodiversity and habitat / ecosystem biodiversity. Genetic biodiversity is linked to the genes of living organisms and is diversity within specific species. Species biodiversity occurs between different types of species (more than one different species) in an area or location. The ecosystem is the interaction and interrelation between different living organisms and their non-living environment. Biodiversity can be conserved in the following ways: In-situ Conservation and Ex-situ Conservation 3. The Practice: Most biodiversity resources are consumed by humans, so it is our primary responsibility to preserve and protect biodiversity to protect the earth. The richness of the species, the ecosystem, the environment and the sustainable growth of life on earth is important. In order to implement the practice, Waikhom Mani Girls' College formed a committee consisting of teachers, supporting staffs and students. The committee is supported by the Eco Club, NSS Units and UBA team of the college. The following strategies are taken up for biodiversity conservation: ? All the varieties of food, timber plants, livestock, microbes and agricultural animals are conserved. ? All the economically important organisms are identified and conserved. ? Poaching and hunting of wild animals are prevented. ? The Botanical Garden and the college campus are developed carefully. ? Steps for reducing levels of pollutants in the environment are taken up. ? Deforestation strictly prohibited. ? Pamphlets on Environmental laws distributed. ? The useful and endangered species of plants and animals are conserved in their nature as well as artificial habitats. ? Public awareness programmes are organised regarding biodiversity conservation and its importance. 4. Evidence of Success: ? Students, teaching staffs, supporting staffs and local peoples involved in the practice ? Prominent follow up actions are seen. ? Involvement of local peoples in all activities are high. ? Identified more than fifty plant and animal species and five endangered plant species. ? In situ and Ex situ conservation strategies are taken up. 5. Problems encountered and Resources required: ? Lack of equipment and tools as compared to requirement for the practice. ? Facing financial constraint during the practice. ? Law and order of the region. 6. Notes: It is need of the hour to enforce strong legislative obligation to prevent the illegal hunting of rear species Biodiversity Conservation.



Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://wmgcollege.ac.in/wp-content/uploads/2021/08/AQAR-2017-18-BEST-PRACTICES-1.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Waikhom Mani Girls' College, affiliated to Manipur University, was established in the year 1980 and accredited by NAAC in the year 2016 with "B" grade having 2.22 point scale. The college has grown over the years with great achievements.

The college has produced many International players, National Players, politicians, Entrepreneurs, Doctors, teachers, polices etc. The IQAC of the college monitors every academic activities to achieve excellence and quality.

The college advocates UGC's quality mandate for all round development throughout the year. Keeping in mind the vision and mission of the college all the academic activities are carried out with a transparent mechanism for holistic development of the college. The college organised Solid waste management programmes at different adopted villages in aligned to its vision with the help of UBA Team of the college. The significant role of this programme are: ? To participate students in extra curricular activities ? To organise socially useful programmes ? To train local peoples about solid waste management to make a safe environment ? Exposure of students skill in management of solid waste ? Organised outreach programmes to create a good relationship among the students and local peoples. ? To train students in participatory learning.

Provide the weblink of the institution

[https://wmgcollege.ac.in/wp-content/uploads/2021/08/INSTITUTIONAL-DISTINCTIVENESS\\_2017-18-1.pdf](https://wmgcollege.ac.in/wp-content/uploads/2021/08/INSTITUTIONAL-DISTINCTIVENESS_2017-18-1.pdf)

### 8.Future Plans of Actions for Next Academic Year

? To promote the faculty members for more research works ? To organise Seminars/workshops by various departments ? To introduce more skill oriented courses ? Library facility will be enhanced by adding new books and periodicals. ? To organise extension activities of NSS and NCC . ? To encourage students to participate in co-curricular activities besides their normal teaching-learning process