SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

WAIKHOM MANI GIRLS' COLLEGE

THOUBAL OKRAM, THOUBAL DISTRICT, P.O. THOUBAL
795138
wmgcollege.ac.in

SSR SUBMITTED DATE: 20-08-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Waikhom Mani Girls' College was established in the year 1980 to impart value based quality education with the principles to develop, empower and train young women of backward areas for the benefit of the society and the country. Every year a good number of students from rural, Semi-urban and urban areas were admitted to our college. The college has smart Class rooms, Laboratories, one Language Lab. One research Lab. Under Institutional Biotech Hub, Physical Fitness Centre, Basket Ball court, Indoor Hall, Multipurpose Hall, 80 bedded Girls' Hostel, 25 bedded Sports Hostel, Library, 2 Vocational Workshop and Water Harvesting Pond. It has a well equipped computer centre with internet facility.

BRIDGE TO NAAC

The college submitted IIQA to NAAC on 21st June, 2022 for assessment and accreditation (second cycle). From this day began the journey to NAAC for second cycle accreditation in right earnest. The IQAC of the college has working since 2016 and the Annual Quality Assurance Report for the years 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 have submitted to NAAC.

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

To upgrade the college

To upgrade the teachers' quality

To upgrade the students' quality

To upgrade the Non-Teaching staff

To upgrade the college administration and management

 To examine Principal's Vision and Mission

Steering Committee for the NAAC Assessment and Accreditation was formed by the Principal in consultation with the IQAC of the college. The Steering Committee for NAAC Assessment and Accreditation has the following members:

Prof. H. Manoranjan Sharma, Principal,   **Chairman**

Dr.S. Shyamkiran Singh, Vice Principal	**Coordinator, Steering Committee**
Dr. Amrabati Thokchom, Asst. Professor	**Member**
P. Robinson Singh, Asst. Professor	**Member**
O. Pratap Singh, Lecturer	**Member**

The Steering Committee convene its meetings regularly after approving IIQA on 21st June, 2022. The criterion wise sub committees deliberated on various terms used in the manual and the Interpretation of each question under each criterion. The Steering Committee members prepared the SSR after incorporating the suggestions prepared from these deliberations. A number of Steering Committee meeting were held to check and finalize the above mentioned inputs.

Vision

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

promotion and sustenance initiatives.

Mission

Mission:-

i. To inculcate the minds of the students the moral attitude and turn them into good citizens.

ii. To undertake research and development programme by disseminating scientific knowledge.

iii. To collaborate with other stakeholders of higher and technical education for quality

education.

iv. To built up a cognitive environment among the students and teachers for establishing a

brighter institute.

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

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1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

STRENGTH:

v Well qualified teachers in good number

v Well designed Job Oriented Courses

v Active Placement Cell

v Good Coordination among all stakeholders

v Adequate land for future expansion

v Good Teacher-Student ratio

v Adequate space and infrastructure facility

v The increase in the students strength in the last five years goes to prove the popularity of the college

v Only girls' college in Minority Concentrated District (Thoubal)

Institutional Weakness

WEAKNESS:

v Unsatisfactory ICT infrastructure in Teaching-learning

v Poor research culture

v Conventional teaching methods

v High student number means a diverse student body with diverse socio economic backgrounds.

v Lack of proficiency in English Language often does not motivate students from excelling

in academics

Institutional Opportunity

OPPORTUNITY :

v Widening extension activities

v Establishing linkages and collaboration with reputed institutions in the neighborhood

v Scope for starting PG in Home Science and more Job-Oriented courses

v Scope for attaining Autonomous status

v Scope for introduction of COC and self financing courses for enhancing global

competencies

v Good co-ordination among all stakeholders

v Strengthening conventional courses

v Extracurricular activities bring out the hidden talents of the students

Institutional Challenge

To introduce more courses and value added services

v To mobilize more resources

v To encourage more research and publication by faculty

v To acquire regional and national visibility

v To enhance students progression to PG and employment

v Improving teacher quality

v Preparation of a perspective plan for future growth and development

v Motivating the teaching faculties for upgrading skills, including application of modern

technology

v Empowering students to increase their employability.

v To develop communication skills, enrich personality and successful career plans of the

students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution's vision and mission is to impart value – based education and develop individual students for promotion and sustenance initiatives so as to make them better citizens of tomorrow. The college is a Government institution affiliated to the Manipur University. As an affiliated college it has limited academic flexibility. It conducts 19 conventional Undergraduate Degree programmes in the disciplines of Arts and Science with General and Honours Courses 3 Add on Courses, 3 B. Voc. Courses and 2 diploma Courses. The college follows Semester System of Examinations and also offers number of elect options. Being an affiliated college, it follows University Curriculum. Compulsory courses are introduced in Environmental Studies and Computer Skills. Seminars/Workshop/Conferences are organized from time to time. ICT is used in pedagogy. Some faculty members are in Board of Studies in the University. The college established Community College under the assistance of University Grants Commission from the academic year 2014-15 and introduced B.Voc. Courses from the year 2018-19 to impart Vocational Subjects. The infrastructure and facilities available in the college for each courses are inspected by the University at the time of introduction of new programmes. The college authority in consultation with respective faculty members made provision to frame Teaching plans and Schedules for different programmes after careful study. Suggestion from Parents, Alumni Association are taken regularly to improve the curriculum which is again informed to the University for improvement. Employability is the major consideration for selecting courses.

Teaching-learning and Evaluation

The college has positively adapted to the changing scenario in the area of Higher Education in the country. Today the college has made a great progress in Teaching, Learning and Evaluation. The college follows University guidelines for admission and reservation policy in accordance to state Government reservation policy. Admission process is transparent and strictly based on merit. The college renders free education to meritorious as well as sports students to encourage their talent and competitive works. Since most of the students are from rural areas, they could not afford for coaching classes to back up their weak subjects. In view of this, the college renders special remedial coaching programmes and tutorials for weak and needy students every year. The college also conducts special classes for slow learners. ICT is used in pedagogy. Freeships and Scholarships are availed to the needy and deserving students. As an affiliated college, it follows University Academic calendar. The college has good academic planning and organization. Medium of instruction is in English, and Manipuri. Lecture methods are predominantly used while teaching. ICT facilities are also used in teaching and learning processes, Computer assisted teaching and learning resources are available in the Library and Departments. Majority of teaching faculties are M.Phil and Ph.D. and most of the faculties are undergoing Research. Faculties are involved in Research and Publications. Good number of teachers attended Seminars/ Workshops/ Conferences/ Refresher Courses/ Orientation Courses/ Short Term Courses. Evaluation of students progress is done as per University norms and also conducted regular assessment of students. Moreover, college monitored progress of the students through Semester Examinations, Class tests and Terminal Examinations. Grievances regarding evaluation of students progress is redressed by a mechanism adopted by the Students Grievance Redressal Cell. The examination results are indicative of Course outcome and Programme outcome and how students are benefitted from college education despite most of them are from rural and weaker sections of the society. Students have great aptitude for cultural activities and won many award and prizes in extra and co-curricular activities in the college and Inter-college festivals.

Research, Innovations and Extension

The college boasts of having 21 faculty members having Ph.D. degree and 22 Faculty members having M.Phil. Degrees. The faculty members are encouraged to do further research and publish research articles and books. About 10 teachers are pursuing Ph. D. Programme . Apart from this many faculties have authored articles in various academic journals, magazines and books which are very useful to the student community. Annual College Magazines are published regularly. The college constituted a Research and Development Committee which monitors the research activities of the faculties. Faculties get research funding from the University Grants Commission, SERB and DST. International and National research publications are available in the library. E-Library facility and internet facilities are also available in the library as well as Departmental Libraries. The college constituted Library Committee to monitor and look after all the activities of the library. Ph.D. Degree holders publicized their expertise to promote consultancy services to local farmers, agricultural scientists etc. Industry-Institute relationship has been established for vocationalisation and skill development. The college has excellent record of performing community and social service. N.S.S., N.C.C., UBA and Junior Red Cross Society provide big opportunities to the students to serve the society. Good number of programmes are organized by N.S.S. Unit I,II & III as main outreach programmes. In the last five years, the N.S.S. adopted the Okram Village, Thoubal District and did social work in collaboration with the local club. It is an annual feature of the college to organize Blood Donation Camps by involving N.S.S. Unit I,II & III, N.C.C. and Junior Red Cross. Many of the cadets have participated in the prestigious Republic Day Parade held in Delhi and Imphal. The students of the college have been taking part in Inter-College, Inter-University, National and International competitions.

Infrastructure and Learning Resources

The college has 9.3 acre campus with good infrastructure. It is situated at Asian Highway No.102 and National Highway 39. It is well connected to all parts of Manipur by National Highway and State High ways. The college has adequate space and class rooms. It has outer and Indoor sports facilities. Physical Fitness Centre & Gymnasium and canteen available in the campus. The college has 80 bedded Girls' Hostel, constructed under the UGC sponsored schemes, and 25 bedded Sports hostel. College campus is Eco- friendly and healthy environment. College campus is well maintained and maintenance budget is available. Recreational Facilities, Vehicle Parks, Drinking Water Facilities, Solid waste management facilities are also available in the campus. The college has a Library with about 14500 books, 14 Journals and 10 periodicals. Moreover, e-Library facilities are available in the library. Library Automation is initiated by using SOUL 2.0 software. Free internet facility is providing in the library. Library Advisory Committee has been constituted to look after and monitor library activities. The college has a computer centre with well configured computers. In addition to this Library, all the Department have their own computer systems with internet Wi-Fi facilities. Computer literacy programmes are organized regularly for Non-Teaching Staffs and students.

College campus is under CCTV surveillance for 24 hours. 15 class rooms are ICT enabled with smart boards and projectors. Language Lab. Is well equipped with Linguaphone and other accessories. Biotech Hub is well equipped with sophisticated instruments, glass wares. Science Laboratories and Food Processing Laboratory are well equipped with small, Micro and medium size equipment and tools. Reprography facility is provided in the library for easy copy and reproduction of old and rare scripts available in the library.

Student Support and Progression

The college has students support and mentoring system. It follows reservation policy in admission as per reservation policy of the state Government. There is a Career Guidance and Counselling Cell to guide students before and after admission in Under Graduate courses. Remedial Classes are conducted for weak students. The college has a long history of distinguished Alumni Association. Alumni Association organised special programmes for guidance and assistance to needy students. College prospectus is published every year before the new admission. Hostel facility provided in the college is very helpful to students from far remotes place of the state. Sports infrastructure and Fitness centre provides great opportunity to sports talented students of the college and encourage them in shaping their future. All facilities in the Fitness Centre and sports infrastructure are opened 24 hours to the students and staffs. The Examination results are encouraging and pass percentage is good. Students drop out rate is fairly less and there is a mechanism to monitor student progression to higher education and employment. Progression from Under Graduate to Post Graduate and placement is satisfactory. A good number of students participated in sports at Inter- College Tournament, inter university and Youth Festivals annually. Moreover, cultural activities are organized and promoted through participation in the collegiate and youth festivals. Students are actively involved in community works under the guidance of NSS, NCC and UBA programme officers. The college has produced many International and National players. Some of them are L. Sarita Chanu – Boxing, Th. Kritina Devi- Football, W. Maleshwari Devi-archery, K. Dorita Chanu – Karate. 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.

Governance, Leadership and Management

The college has its own policies and strategies in the area of management to promote efficiency and effectiveness in all academic activities. The syllabi are taught in time. Tests and examinations are conducted according to the academic calendar. The college Governing Body and the office provide necessary support in all respects. Principal and Academic committees are key functionaries in institutional governance. The college prepared a perspective master plan and various internal committees are formed for good governance. The college has decentralized and collaborative structures in decision making. Principal acts as nodal person for strategy development, interacting with management, staff and stakeholders. Faculty members of the college submit annual self-assessment report to the principal. The college encourages active participation of faculty members in administrative work and encouraged for professional development. Formal grievance redressal mechanism for faculty and staffs constituted. College accounts are properly maintained and audited regularly. Main financial resources of the college are from fees collected from students and funds allocated by the State Government and UGC and others. The college is targeting to open self-finance courses. College staffs can avail of festival Bonus and advances from the College fund. The college constituted Internal Quality Assurance Cell (IQAC). It lays down academic time table and schedules to be followed. IQAC monitors teaching and learning processes.

Institutional Values and Best Practices

Tremendous changes was evident in the college by introducing various schemes. Several

progressive methods have been adopted to promote creativity and innovations. In addition to regular conventional academic courses, several job oriented and vocational in nature are introduced with the changing time and scenario. Every year college conducted tree plantation drive in connection with Ban mohan shop observance. It maintained botanical garden and water harvesting system. The college has taken special

concerned for disadvantaged groups, rural, tribal and poor students. The college has set up rain water harvesting pond in the college campus to conserve water. It has a plan to set up water purification plant in the campus. Admission process and library works are fully computerized. Students pursue in different extension activities. The college monitors students' activities through mentors in different activities. Eco Club, Research and Development Cell, Women's Study centre, Cultural Study Centre etc. are established in the college. Sanitary vending machine is installed at the college for women's health and hygiene. Health awareness programmes are also organized by the students through N.S.S. and N.C.C. The career Guidance Counselling Cell offers personal counselling and even help them to join the right concerns. All the activities in the college help students to develop their wholesome personalities in a balanced way.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	WAIKHOM MANI GIRLS' COLLEGE
Address	Thoubal Okram, Thoubal District, P.O. Thoubal
City	THOUBAL
State	Manipur
Pin	795138
Website	wmgcollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	H. Manoranjan Sharma	03848-222579	8787841611	-	wmg.123@rediffmail.com
IQAC / CIQA coordinator	Sorokhaibam Shyamkiran Singh	-	9862900362	-	nodalofficerwmgc@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	20-11-1980

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Manipur	Manipur University	[View Document]()

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-04-1998	[View Document]()
12B of UGC	01-04-1998	[View Document]()

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

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Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Thoubal Okram, Thoubal District, P.O. Thoubal	Rural	10.09	5290

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	XII Pass	English + Meitei√Manipuri	600	458
UG	BA,Manipuri	36	XII Pass	English + Meitei√Manipuri	600	458
UG	BA,Education	36	XII Pass	English + Meitei√Manipuri	900	806
UG	BSc,Economics	36	XII Pass	English + Meitei√Manipuri	50	2
UG	BA,Economics	36	XII Pass	English + Meitei√Manipuri	600	438
UG	BA,Political Science	36	XII Pass	English + Meitei√Manipuri	900	853
UG	BA,History	36	XII Pass	English + Meitei√Manipuri	300	64
UG	BA,Geography	36	XII Pass	English + Meitei√Manipuri	300	277
UG	BA,Sociology	36	XII Pass	English + Meitei√Manipuri	300	183

UG	BA,Philosophy	36	XII Pass	English + Meitei\/Manipuri	150	28
UG	BSc,Home Science	36	XII Pass	English + Meitei\/Manipuri	600	412
UG	BA,Home Science	36	XII Pass	English + Meitei\/Manipuri	300	153
UG	BA,Anthropology	36	XII Pass	English + Meitei\/Manipuri	150	32
UG	BSc,Anthropology	36	XII Pass	English + Meitei\/Manipuri	300	171
UG	BSc,Chemistry	36	XII Pass	English + Meitei\/Manipuri	600	359
UG	BSc,Computer Science	36	XII Pass	English + Meitei\/Manipuri	60	5
UG	BSc,Geology	36	XII Pass	English + Meitei\/Manipuri	150	22
UG	BSc,Mathematics	36	XII Pass	English + Meitei\/Manipuri	150	36
UG	BA,Mathematics	36	XII Pass	English + Meitei\/Manipuri	50	0
UG	BSc,Physics	36	XII Pass	English + Meitei\/Manipuri	150	30
UG	BA,Statistics	36	XII Pass	English + Meitei\/Manipuri	60	0
UG	BSc,Statistics	36	XII Pass	English + Meitei\/Manipuri	150	6

UG	BSc,Zoology	36	XII Pass	English + Meitei\/Manipuri	900	867
UG	BVoc,Retail Management And Foreign Trade	36	XII Pass	English + Meitei\/Manipuri	150	3
UG	BVoc,Tourism And Hospitality Management	36	XII Pass	English + Meitei\/Manipuri	150	18
UG	BVoc,Food Processing And Engineering	36	XII Pass	English + Meitei\/Manipuri	150	11
UG	BSc,Botany	36	XII Pass	English + Meitei\/Manipuri	900	801

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				0				109
Recruited	1	0	0	1	0	0	0	0	35	42	0	77
Yet to Recruit				0				0				32
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				21
Recruited	14	7	0	21
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				19
Recruited	6	13	0	19
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	10	11	0	22
M.Phil.	0	0	0	0	0	0	7	15	0	22
PG	0	0	0	0	0	0	18	15	0	33
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	3	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	0	0	2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	2715	0	0	0	2715
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	11	10	20	21
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	19	24	26	29
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	2040	2304	1961	2005
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	372	224	737	660
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	1	1	1
	Others	0	0	0	0
Total		2442	2563	2745	2716

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary or interdisciplinary learning is a method that covers an idea, topic, or text by integrating multiple knowledge domains. It is a very powerful method of teaching that crosses the boundaries of a discipline or curriculum in order to enhance the scope and depth of learning. Faculties from different disciplines are working together, each drawing on their disciplinary knowledge. Interdisciplinary education is considered best when it comes to boosting the learning outcomes and making the whole understanding process interesting and enthusiastic for the students. Interdisciplinary teaching allows students to think critically, identify their own prejudices, accept the unknown and respect

	ethical quandaries with enabling the students to understand different insights and perceptions of different disciplines, also synthesizes information surrounding a topic and, ultimately, offers a more complete understanding of an issue. In our college faculties from both Arts and Science are teaching together in certain subjects like North East Regional Studies, Environmental Studies etc. to enhance the depth of learning of the students.
2. Academic bank of credits (ABC):	Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be "multiple exits" & "multiple entries" points during the higher education tenure & credits will be transferred through the ABC seamlessly. ABC can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students "skillful professionals" and help their overall growth. • The Academic Bank will be accountable for opening, closing, and validating the academic accounts of students. It will carry out tasks such as credit accumulation, credit verification, credit transfer/redemption of students. The courses include online and distance mode courses offered by the government and institutes. The validity of these academic credits earned by students will be up to seven years and students can redeem these credits. The credits can be redeemed and students can seek admission directly in the second year at any university. The validity will be up to seven years, hence, students will have to rejoin within seven years. ABC increases the student's freedom in choosing their courses and academics. It enables the student to drop out in any year and then exchange the credits earned so far with a certificate/diploma if they are eligible. Students can redeem the credits and rejoin the same or any other institute in the future and continue their education. The institutes cannot keep the students in the courses against their will to earn money. • Under the guidelines of New Education Policy (NEP), we are planning to create an ABC in

	aligned with the curricular framework of Manipur University.
3. Skill development:	Skill Development recognizes soft skills such as communication, cooperation, teamwork, leadership, empathy and resilience, as 'life skills'. This different approach is designed to help students develop academic expertise with vital leadership skills that can help them in their career path. Waikhom Mani Girls' College has Add on Courses/ Career Oriented Courses in addition to general courses for making students an academic expertise during their course of study. Moreover, we had added B.Voc. and Diploma courses since 2018 to give life skill courses to students. The mission of the skill development courses are to create opportunities and scope for talent development for the youths by offering them specific skill courses. To boost the hidden skill of students and to motivate them leading to aright path in future. To identify the new areas of interest of the students in life skill education.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The National Education Policy seeks to instil in students a rootedness and pride in India, and its "rich, diverse, ancient and modern culture and knowledge systems and traditions". The vision of the policy is to instil among the learners a deep-rooted pride in being Indian, not only in thought, but also in spirit, intellect, and deeds, as well as to develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living, and global well-being, thereby reflecting a truly global citizen. World-class institutions of ancient India such as Taksha-shila, Nalanda, Vikramshila, Vallabhi set the highest standards of multidisciplinary teaching and research and hosted scholars and students from across the world, it stresses. Indian culture and philosophy have had a strong influence on the world. 1. As long as online learning offers the same quality as traditional education does, it will continue to be embraced by learners. ?n an online environment asynchronously, which means the information can be accessed when it is most convenient for the learner. This is a huge advantage for people who want to participate remotely in programs they wouldn't be able to attend otherwise. Distance/online learning is seamlessly cost and time-saving and therefore allows participants to combine work, family, and studies. The learning

	experience is technologically enhanced, and students with disabilities now have endless accessible learning options. Elearning also reduces the costs of training by removing costly transportation, physical location costs and other amenities that traditional education tends to offer. Waikhom Mani Girls' College also accessed the LMS Moodle learning platform for Online learning. Students are enjoyed with the online learning.
5. Focus on Outcome based education (OBE):	In the traditional system of education, the teachers and students spend a lot of time trying to learn the syllabus of every subject. The main aim of the course and curriculum has been to score good marks in the examination. The students weren't skilled or knowledgeable enough by the end of the semester due to this method. Further, this increased the problem of unemployment in the country as many students were not skilled enough to match the requirements of candidates in the companies. The gap between industry requirements and curriculum gave rise to unemployable students. Outcome-based education is a system where all the parts and aspects of education are focused on the outcomes of the course. The students take up courses with a certain goal of developing skills or gaining knowledge and they have to complete the goal by end of the course. There is no specific style or time limit of learning. The student can learn as per their choice. The faculty members, moderators, and instructors guide the students based on the target outcomes. Benefits of OBE: ? Brings clarity among the teachers and students ? Every student has the flexibility and freedom of learning in their ways. ? There is more than one method of learning ? Reduces comparison among the students as everyone has a different target ? Completely involves students taking responsibility for their goals ? The outcome based education system also referred to as standard based education, has proven to be a success in helping institutions measure their learning outcomes and at the same time enabling students to develop new skills that prepare them to stand out with their global counterparts.
6. Distance education/online education:	Distance education is an educational mode supplementary, complementary and alternative to conventional/traditional system of education, depending on the situation it is practised. Today it has evolved into an independent system of education,

thanks to the growth of communication technologies and the cognitive sciences which are flexible enough to use the technologies for pedagogic purposes. It is an educational innovation to meet the ever increasing and diversified educational needs and demands of the society which are sequel to changing social, economic, and other conditions on one hand and technological developments on the other. Communication technology has widened the scope of educational technology and enhanced the efficiency of educational communication coupled with accuracy and speed of feedback. As a result of this, it has become possible to offer a variety of educational programmes to different sections or groups of people through various media of communication. Alternatively, we can even offer the same in one medium only or in each of the available media, or through a media mix to a particular target group or to different groups.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	24	22	19	19

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	24	22	19	19

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2744	2563	2442	2277	2113

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1000	1000	1000	1000	1000

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
653	745	592	499	599

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
81	82	85	88	88

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
110	110	110	110	110

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 19

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
190.7228	270.52522	335.31961	194.01777	174.89527

4.3

Number of Computers

Response: 35

4.4

Total number of computers in the campus for academic purpose

Response: 33

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

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	Document
Upload Additional information	[View Document](#)

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 24

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 12

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	3	2

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 1.53

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	28	40	41	58

20-08-2022 09:06:57

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

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	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 56.17

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 29.45

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 808

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.Feedback collected, analysed and action taken and feedback available on website

2.Feedback collected, analysed and action has been taken

3.Feedback collected and analysed

4.Feedback collected

5. Feedback not collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 49.25

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1073	1279	1120	891	1008

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2250	2290	2200	2090	2050

File Description	Document
Institutional data in prescribed format	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 74.1

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
477	979	747	768	734

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

20-08-2022 09:06:57

2.2 Catering to Student Diversity

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

Response:

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. Different departments are evolved while assessing the learning levels of the students and also organized suitable programmes for diverse learners.

- Interaction in the classroom and Marks scored in the internal assessment are another criterion for assessing the learning levels.
- Other criteria includes IQ test, performance in the end semester examinations etc.

Efforts for Advanced Learners:

- Extra reading and reference material is being provided to those who wish to appear for competitive exams
- Those who have fair for writing are given representation in college magazines, opportunity to take initiative in projects and departmental activities.
- Active students are encouraged to participate in seminars and workshops, competitions for paper and poster presentations organized by state level and national level.
- Students are encouraged to take projects independently during Summer vacation on issues like environment awareness and encourage them to participate in intercollegiate competitions
- Encouragement students to participate in the summer internship programmes conduct minor research to enhance their research aptitude.
- 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	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

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

Response: 34:1

File Description	Document
Any additional information	[View Document](#)

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

Response:

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	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

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	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

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

Response: 34:1

2.3.3.1 **Number of mentors**

Response: 80

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	
Mentor/mentee ratio	
Circulars pertaining to assigning mentors to mentees	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 77.09

File Description	Document
List of the faculty members authenticated by the Head of HEI	
Institutional data in prescribed format	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 21.55

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
21	19	18	17	16

File Description	Document
Institutional data in prescribed format	

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

Response: 21.48

2.4.3.1 **Total experience of full-time teachers**

Response: 1740

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

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	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

College has a transparent and the same time a robust mechanism to deal with any grievances related to the internal assessment. The internal assessment date lines in the college 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 on extreme considerable conditions the examination committee the with the consultation of HODs concern may 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 Honours Semester.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

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	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

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	Document
Upload any additional information	[View Document]()
Paste link for Additional information	[View Document]()

2.6.3 Average pass percentage of Students during last five years

Response: 97.69

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
705	731	583	496	464

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
705	744	591	510	492

File Description	Document
Institutional data in prescribed format	[View Document]()

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 64.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	33.99	30.35969

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 44.44

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	7

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	7	7

File Description	Document
Supporting document from Funding Agency	
Institutional data in prescribed format	
Paste link to funding agency website	

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 26

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	5	10	3

File Description	Document
Report of the event	
Institutional data in prescribed format	

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.53

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
8	9	8	10	10

File Description	Document
Institutional data in prescribed format	

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.13

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	3	2	3

File Description	Document
Institutional data in prescribed format	[View Document](#)

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 last five years.

Response:

Extension activities conducted by the college refresh the environment of the college and also ensure holistic development of students to make them enlightened citizen. The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness drive , tree plantation , Environmental awareness, Women empowerment, Aids awareness, Blood donation camp, International Yoga Day, World Environment Day, Swachhta Pakhwada International Youth Day, Sensitization Programme on Drug Abuse Prevention. The NCC unit of the college aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

When the world was locked in the safe rooms and houses due to the Covid-19 the volunteers and the Programme Officers were actively working to face and fight the Pandemic. It not only played important role in preparing and distributing hand sanitizers which was prepared in the college Laboratory under the guidance of the experts, to the frontline workers and local clubs but also organised awareness programmes about the pandemic in both physical and virtual mode. It is indeed a moment of pride for NSS Units of Waikhom Mani Girls' College that it had work for the society and the student community and the nation in general tirelessly facing all odds and still it look forward for the miles to go.

Under Unnat Bharat Abhiyan students of our college has conducted house hold survey facilities provided

by India Government under its flagship programme, awareness programme on literacy, health and hygiene, solid waste management, cleaniness drive. The aim of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. With this objective five villages had been adopted, to develop them provide them better solutions of their problems.

Working outside the college campus and with diversified social groups of peoples allows students to gain more self-confidence, autonomy, and appreciation for others. Blood donation camp strengthens the sense of empathy and compassion among donors and also instils in them a sense of commitment and ethical responsibility. Programs on women empowerment creates awareness among girl students of their condition and their rights. All these activities help them to become good leaders, balanced, well mannered and responsible citizenship. The activities listed above are indicators of the manner in which multiple issues of social, political and economic significance are discussed and dealt with in order to create sensitivity and understanding among students and contribute to the balanced development of their personality, so that committed and ethically informed citizenship is created.

File Description	Document
Upload any additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 5

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copy of the award letters	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 107

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
20	31	18	17	21

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 29.26

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., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
815	1142	989	379	315

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 17

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	4	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of linkage related Document	[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 17

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	4	1	1

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document](#)

Criterion 4 - 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.

Response:

The college has campus area of 9.33 acres. College has Arts Block, Science Block and General Class Rooms. Besides it has Skill Section i.e. B.Voc. Courses and Community College Block. The college has 16 ICT based Smart Class rooms with fully equipped.

Class room facilities:

Classrooms are very important for holistic development of a students' career. Classrooms in our college have well equipped with comfortable environment. The total number of classrooms in the college is 21and 16 are ICT enabled classrooms. The classrooms have sufficient space, well-ventilated. Some of the Classrooms are disable friendly. Classrooms are provided with platforms for attaining sufficient height for writing on the board and to have good reach towards students. Desks and Benches with sufficient space for sitting of two students comfortably. Classrooms are provided white board marker and white boards instead of chalk and black boards to avoid chalk dust.

Details of laboratories:

College has 10 laboratories, one language Lab., One research Lab. Under Institutional Biotech Hub and One Food Processing Laboratory. College is also having common instrumentation facility in Institutional Biotech Hub. Fire extinguishers and other safety aid are kept at easily accessible points. All science laboratories are set up with well equipped and spacious to avoid congestion during practical classes. All laboratories are designed as per the need of the subject and to make the working more effectively.

Physics laboratory have two rooms, One is open excess with small and medium instruments and Another is used as dark room for experiments in the absence of light. Chemistry laboratory has two separate rooms i.e. Physical Chemistry lab. With sophisticated instruments and Inorganic and Organic Lab. with small, micro and medium instruments along with glassware. Distillation plant set up in the chemistry laboratory for producing distilled water. Botany and Zoology laboratories are set up with high resolution microscopes, plant and animal specimens, Laminar Air flow, Simple and Compound Microscopes etc. Geology Laboratory has sharp edge tools, microscopes and other small tools. More than 100 rock samples collected and displayed in the laboratory for analysis and hands on training.

In Statistics laboratory, computers are loaded with all the required softwares and designed with inclined monitors so as to have a convenient and effective use. Physics laboratory have dark room for the experiments with special requirements.

Language lab is equipped with all the required softwares and audio visual aid. Sufficient number of headphones and Mikes are present in the college which helps in the online teaching process.

Power back up System:

College has two 5KVA silent power generator sets and One 20 KVA silent Generator set. Moreover, we have installed 3 KVA Solar power plant to back up power shortage.

The college has 300 capacity Seminar Hall, 80 capacity Conference hall, Library with more than 14000 books with 50 sitting capacity, Indoor Hall of 500 sitting capacity, well equipped fitness centre, 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	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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, Dumb Bell, Stretcher, Ball are available in the Fitness centre. Gymnasium is having all high-grade 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. Gym set up in the Fitness Centre is a big one. Three persons can play with the Gym at a time. There is a separate changing room attached. At a time the Fitness centre and the Gymnasium 30 individuals. Fitness centre is taking care by the sports teacher while assessing to the students and staffs of the college. Instructions and guidelines are provided to the students and staffs before starting playing. Fitness centre is eco-friendly and well ventilated. Teaching and Non-Teaching staffs of the college regularly visited at the Fitness centre in the morning and students in the afternoon.

Sport facility:

Colleges has indoor and Outdoor facilities for games like Basketball court and handball Court are available

in the college campus. Basketball court is developed in international standard size i.e. 15.2 x 28.7 square meter area. Sufficient number of sport material like Boxing bout, football, basketball, badminton , table tennis rackets, fitness equipment, and issued to the students as per the requirement. The college developed Football ground in the adjoining village, Thoubal Okram, just 50 meters from the college campus. Sports equipment issuing register is maintained. Available sports infrastructure is optimally used for physical education lectures and practice, inter class and Inter College competitions by students and staff members.

Games and sports infrastructure available in the college are optimally used for practice by the students and Physical Education Teacher for intercollege competitions and inter University competitions. Indoor game materials are issued to students during their off class time and after the class hour.

The college has conducted Yoga classes as special programme for teachers and students. Yoga mats are procured for the Yoga classes.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 84.21

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 16

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 33.51

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
146.31892	65.45503	48.43669	70.80142	27.45821

File Description	Document
Upload audited utilization statements	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

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, Report generation, stock verification, database searching etc. are automated. Library has created Institutional Repository and made open access to all staffs and students. In this IR faculty publications, syllabus, old question papers, free e-books, e-content prepared by faculty members, reports of the major and minor research works conducted, books and chapters published etc. are made available.

Students and Staff members of the college are permitted to borrow 2 and 3 books at a time respectively. Duration of borrowing is 7 days and after seven days borrower should renew for further borrowing of the same.

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.

Reprography facility is made available in the library. Photocopying of books, magazines, Journals etc. are done in the lowest rate to facilitate students and faculty members of the college. Library is open from 8 a.m. to 4 p.m. on every working days.

National and Local daily Newspapers and periodical publications are displayed in the board for reading. Two national newspapers and three Local newspapers are subscribed. Monthly academic bulletins, health bulletins, Sports magazines, Scientific magazines are also subscribed.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 329806.6

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
60675	447657	59190	389011	692500

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response: 1.98

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

Response: 56

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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.

Most of the general classrooms and Honours classrooms of some Departments, Seminar hall, Conference Hall support ICT based tools. Moodle is the LMS platform where online classes and exchange of knowledge are taking place among the students and teachers. Online examinations are also conducted through this platform for different departments. For availing hard copies of study materials and other documents printers of Canon, HP, EPSON etc. are provided to different Departments and Administrative Office.

Licensed software's like E Set, Kaspersky, Microsoft are procured for safe and secure operating computing and promote co-curricular and research activities among students.

Four CCTV cameras are fitted in and around Administrative Block of the college for smooth administration and functioning.

College has BSNL Broad band connection for campus Wi-Fi and official Wi-Fi connection. Recently College has SWAN connection for better upgradation of internet connectivity in the campus.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 83:1

File Description	Document
Upload any additional information	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 33.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
146.31892	65.45503	48.43669	70.80142	27.45821

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

Physical and Academic facilities:

Class Rooms

Maintenance:

Checking of Desks and Benches, cleaning and maintenance is carried out regularly. Class rooms are provided with the electric fans, LED Bulbs and White Boards. Some classrooms are fitted with Smart Boards and LCD Projectors. Regular cleaning is outsourced for maintenance of buildings and other facilities. Regular monitoring and repairing are done for electrical appliances.

Utilization:

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

Laboratories Maintenance:

Maintenance of Laboratory Assistants and Attendants under the supervision of a faculty member. Laboratory equipment are installed with the help of technicians deputed by the manufacturing companies. Regular servicing and maintenance is carried out for the instruments. Calibration of instruments is done if necessary.

Utilization:

Students are grouped into batches so as to give hands-on training to all the students. Practical are conducted before and after the theory classes by following the common routine.

Library Maintenance:

Maintenance of software used in the Library is done at least once in a year. Bookshelves , reading tables and chairs are regularly checked. Library is well ventilated with plenty of windows and ventilators. Furniture and fixtures are repaired as per the requirement. Library is semi- automated. Open access facility is given to all students to the books, journals, magazines and periodicals so as to have effective referencing and exploring of new books related to subjects. Library staffs are taking utmost care on issue, receive and lending of books. Newspapers and newly arrived books, journals, magazines are exhibited on board.

Utilization:

Library is kept open during office hour for the benefit of students and faculty members. Librarian, Bookman and other subordinate staffs are utilized for maximum utilization of the library. Separate computer is provided to student for book search through N-List. N-List login ID and Password are created for students and faculty members to enable them to access N-List. Notice Board is used to notify the new arrival of Books, Journals and Magazines.

Computers Maintenance:

Maintenance of Computer sets are dome by System Manager and Faculty member. Regular up-gradation is carried out for hardware and software.

Utilization:

Computers available in Administrative Office, Library and Departments are fully utilized for different purposes. Computers in Administrative Block, Library are used for e-office purposes and Library Automation using SOUL 2.0 Software respectively. Computers are connected through LAN and with a high speed internet facility. Computers are provided with upgraded .

Sports facility Maintenance:

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

Utilization:

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

Inter College Sports meet etc.

Other Facilities:

Botanical garden is maintained by an engaged staff. Students and Faculty members planted trees, medicinal plants and other ornamental plants every year. The Eco Club of the college took major role in planting trees.. Regular follow up actions are carried on for protection and growing up of plants.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 42.26

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
1186	1527	787	889	787

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.08

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
50	50	50	50	50

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

  1. **Soft skills**
  2. **Language and communication skills**
  3. **Life skills (Yoga, physical fitness, health and hygiene)**
  4. **ICT/computing skills**

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0.06

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	1	2	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

  1. **Implementation of guidelines of statutory/regulatory bodies**
  2. **Organisation wide awareness and undertakings on policies with zero tolerance**
  3. **Mechanisms for submission of online/offline students' grievances**
  4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.26

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	1	2	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 7.66

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 50

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

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) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	1	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	1	0

File Description	Document
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 40

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	10	5	2

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of award letters and certificates	[View Document]

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)

Response:

Students are engaged in various activities like administration, Extra-curricular activities and other Government 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, Quiz programme, Blood donation camp, Social service, Song competition, 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 Worriers and front line workers.

Student representatives are taking place active role in Cells and Committees like Anti Ragging Committee, Grievance redressal Committee, Management Committee etc. The student representatives participate in committee meetings, deliberations and decision-making process. The Student Council helps in maintaining academic discipline and rigour. They are assigned special tasks during co-curricular, extra- curricular and sports activities. They also help in coordinating the Alumni and students. Members of the Students Union perform a proactive role during Inter Collegiate Events and Competitions related to Sports,

Academics, Co-Curricular and Extra-Curricular activities such as Annual Sports Meet, Annual Prize Distribution Program, Cultural activities and Competitions, Annual NSS special Camp, NCC Camp, Republic Day Parade, are participated by the students. Besides this, Student union Members as well as Student representatives take a lead role to assist faculty members, help in coordinating and volunteer in several college level as well as departmental activities.

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

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution**

participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	4	3	2

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response:

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 safety, self-protection, Skill development, leadership training, yoga and meditation etc. Alumni members also organised tree plantation programme in collaboration with NSS and NCC volunteers of the college. They also took major role in implementing Swatchta Bharat Mission and Swatchta Pakhawada.

Alumni Association aims at enhancing employability and entrepreneurial skills amongst youth by collaborating with the college for various events so as to bridge the gap between academia and industry. Every year, Alumni Association organises Awareness programmes on career option after graduation, IEC programmes, awareness on sanitary health of women, cultural exchange among the groups of different communities etc. Moreover, Alumni Association awarded two/three students per year for their outstanding performance in University Examinations.

They have contributed in the infrastructure development of the college. Minor renovation works like repairing of Toilets, campus beautification, tree plantation, cleaning of rain water harvesting pond etc. are carried out with a minimum contribution. NCC cadets and NSS volunteers of the college extended help to Alumni Association while executing such activities.

Among the Alumni members some are National awardee, Government employee, Social workers, politicians, sports persons and entrepreneurs. They have their own contribution too towards the development of the college.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

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.

Perspective Plans: Constant plans are formulated and executed for the achievement of Developing appropriate skills of livelihood and instilling scientific temper in the students. For instance, cells like Career and Placement cell organizes seminars, workshops, placement drives, where students are made aware about the opportunities available to them right after their college. The students are introduced to new different skill development programmes provided by the Government and Non-Government agencies. It is a constant effort to motivate the students to engage themselves in various activities at college and inter-college level to realise their inner potential. The perspective plans are implemented by principal with finance committee, headed by him. It deals with the finance received for the various grants and amount received from other sources from overall development and maintenance of college. The governance and leadership are ready to embrace NEP 2020 and lead its students towards educational practices which are more flexible, diverse, and inclusive for nuanced intellectual and social transformation.

Participation of teachers in decision making bodies: The empowered team of the college involves Principal, convener of different committees, teaching-staff, IQAC committee, non-teaching and supporting staff, student's union and alumni. The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. The Governance and Leadership of the Institution ensure that its Higher Education operations are functioning well by nurturing the Decentralization and Participative decision-making process as the key factors. The College academic committee with all senior faculty and heads of departments actively involve in decision making process where major academic/administrative decisions are being addressed. There are many committees to support the vision and mission of the college. College Development Committee, Admission Committee, Examination Committee, Internal Quality Assurance Cell, College Infrastructure Committee, Board of Studies, Research Committee, Grievance Redressal Cell 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. IQAC plans in fostering research culture among the teaching staffs in consultation with the Research Committee of the College. NSS, NCC, YRC, sports committee, cultural and

literacy committee, college-magazine committee, RUSA and UGC committee, scholarship committee, etc. all these committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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 who is the academic and administrative head of the College supervises all activities of the College and ensures maintenance of academic discipline, overall ambience of the institution. She is assisted by the College Council which consists of all Head of the Department. Decentralization of administration ensures to have free and independent thinking among faculty. A decentralized functioning mechanism empowers the departments to function with a greater flexibility and at the same time they share the responsibilities. The college enhances the quality and quantity through the following committees: Academic Committee, College Development Committee, IQAC, Admission Committee, Examination Committee, Disciplinary Committee, College Construction Committee, NSS, NCC. 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. Administerial staffs and Non-teaching staffs of the college also plays 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. 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.

 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.

The mentor system is in implementation at the college level for all the students. Each faculty member is assigned 25 students for mentoring. These mentors interact with the students and parents and address all their academic and personal needs for an overall development. In order to have continuous improvement in

the teaching learning process, feedback is collected at different time intervals during the semester from students through a group interaction and online feedback form. The feedback is communicated to the faculty concerned through HoD for improvements as desired. Principal conducts meetings with HoD's once in a week to discuss various academic/cocurricular/extracurricular activities. Monthly department meetings are held in all departments where internal issues are discussed.

File Description	Document
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Institutional Biotech Hub established at Waikhom Mani Girls' College is a common facilitation centre of research based and experiential learning. It provides basic laboratory based training to the budding science students. The Hub facilitates practical training and research activities not only for the students, researchers and faculties of the college but also of other neighbouring institutions. Over the years, the Hub has become an integral part of the college and today students have been able to get practical exposure of PCR, Spectrophotometer and other such tools together with the theoretical knowledge. Various student research projects could also be implemented using hub infrastructure. This has made biology learning more interesting and attractive. 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 .One of the distinctive features was the introduction of research projects at under-graduate levels, right 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 crosscutting areas. This exemplifies the perspective plan and its effective execution for creation of a vibrant, experiential, research-based learning centre in the college. The BT Hub conducted many workshop, seminar and awareness programme for the students and faculty member. The Biotech hub carry out research work which may have many industrial applications and currently an emerging area of research and have published 7 papers in the last five years.

Entrepreneushing training program on Aromatic oil extraction as well as development of Mini herbal garden at the college campus of *Cymbopogon citratus* for green tea production has been organised twice in collaboration with MSME Technology Centre Imphal. Entrepreneurship training program on mushroom cultivation as well as preparation methods of spawns is frequently organized by Biotech-hub for accrued benefits and income/employment generation of young aspiring youths. We also extend the said programs to different districts of the state. Mushroom production and vermicomposting units have started generating income to bitech-hub.

Different activities such as hands on training, workshops and outreach programs are further planned to organise for the academic as well as socio-economic development of the region. We also target to bio-

prospect certain indigenous and minor vegetables crops to secure food for the future. Hence, we have planned to evaluate physic-chemical and nutritional properties of these minor crops. We will be trying to tie up with Institute Of Bio resource & Sustainable Development Imphal for further Reseach and Development and other activity programs and further extend our supports in the field of academic and research to far more institution.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

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 nonteaching 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	Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Welfare Schemes for Teaching and non-Teaching Staff: The institution believes in providing a friendly, supportive and secure atmosphere to the staff, a comfortable environment for working, along with encouragement for progressing personally and professionally. In this regard, many welfare measures have been put in place for teaching as well as nonteaching staff:

Encouragement & Motivation: The College encourages & motivates Teaching Staffs for undergoing Orientation / Refresher / Short Term Courses/ Ph.D. Financial support is provided to attend workshops, seminars and conferences. Duty leave is granted for any academic purposes. 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.

Encouragement faculty for doing part time Ph.D: All faculty members in this category are given on duty when they go for consultation with their guides and for attending research methodology course organised by the concerned universities. They also sent on duty for appearing their examinations as well.

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.

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.

Maternity Leave : The women employees are extended the maternity leave as per the service rules of the institution.

Teaching and non Teaching Association: The association looks after the general welfare of teaching and non-teaching staff. There is also a grievances redressal cell to resolve Grievances from employees as fast as possible.

Other welfare measures include:

- Internal complaints committee is formed to protect women from exploitation at workplace.
- Involvement in extra activities and online examinations provides additional remuneration to all .
- Staff academy arranges sessions on maintenance and improvement of physical, social and mental health for all
- Staff academy felicitates staff for their achievements, personal or professional

File Description	Document
Upload any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 21.28

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
54	8	11	8	7

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	1	3

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 5.28

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	4	0	5	2

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

Performance Appraisal System: for Teaching Staff

The college follows the Performance Appraisal System laid down by the UGC and Manipur State Government 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 every year. 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 Appraisal System is implemented for both teaching and non-teaching staff. The Appraisal System for performance review is conducted by the Appraisal Committee and Chairperson of IQAC is head of the Committee. The Committee checks and reviews documents and academic achievements. The Principal who adds his remarks on the document and forwards them to the State Government.

Non-teaching staff appointment and promotion

Non-teaching staff appointments:

On the basis of vacancy posts, advertisement for appointment of various posts of Non-teaching staffs are made. Vacancies are advertised in local newspapers and interviews are conducted. On the basis of written examinations and interview, candidates are given appointment. Qualified candidates are given appointment letters.

Non-teaching staff promotion.

Promotion of Non-Teaching staffs 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 Manipur Government. College G,B, drafts a resolution for promotion given to the concerned staff and promotion letters are issued. Proposal for pay fixation is based on the latest ROP implemented under Manipur Government employees.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and external audits are conducted regularly. Internal auditor is appointed by the college authority. Every year college has appointed a Charter Accountant for internal auditing. Internal auditor checks

1. All receipt and payment vouchers
2. Cash book and Ledger Book
3. 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, statement of income and expenditure, receipt and payment are 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. Cash book and Ledger book
2. Purchase register and stock register
3. Library records and accession re
4. Receipts and payments vouchers

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

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 513945

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	113945	400000	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

College raises its funds through various resources such as fees from students like Admission fees, Examination fees, certificate fees, Lending of Multipurpose hall, Seminar hall, Class rooms (on Sundays and Holidays), cultivation at paddy land, college canteen etc.. In addition of above mentioned sources, college gets funds and research grants from funding agencies like UGC, DBT STAR, DST,. College also gets lum sum grants from the state Government. College has different committees for functioning properly. Some of the committees are College Development Committee, Infrastructure Committee, Purchase Committee, Admission Committee, Examination Committee, Research Committee, Management Committee etc. These committees chalk out annual work plan for one academic year at the beginning of every year. Also each committee prepared estimated budget of expenditure annually and submitted to the college principal for approval. 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. Utilization of fund is targeting for the welfare and development of the students and staffs.

College authority estimated a separate budget for office management, Stationery items, and contingency expenses. Also, separate budget for sanitary health and hygiene is allocated for the welfare of girl students and female staffs.

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

Response:

IQAC of the college is constantly working on the quality improvement. IQAC prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. IQAC has adopted quality improvement strategies in curriculum development, teaching-learning, examination and evaluation, research and development.

Practice I: **MENTORING SYSTEM FOR STUDENTS**

 IQAC has focused on the implementation of Mentoring system for students to minimize dropout rate, improve performance and reduce stress of the students through personal counselling.

IQAC initiates intense looking on the teaching learning process and progress of the students. It is difficult to give personal attention to students in classes. One solution, therefore, is a 'Mentor' who can form the bond with students. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress. Students undergo various problems of stress-personal, academic, physical, mental due to COVID-19 pandemic.

IQAC initiates following steps for mentoring students:

 • Each teacher is assigned around 34-35 students.

 • Due to covid-19 pandemic, physical meeting was impossible and hence online meetings are 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.

 • Students' academic performance and other activities are recorded and keep in touch with the parents.

  • The mentors counsel the students in need of emotional problems. Students' problems are resolved based on the mentors' report.

• Mentors take special care of weak students. Students' problems are discussed with the stakeholders.

IQAC closely monitored the success of the practice. Evidence of success includes better results in the University examinations with rank holders, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more **re**laxed and have a healthy relationship with the staffs.

Practice II: **e-governance**

IQAC has focused on the implementation of e-governance in the areas like Administration, Accounts, Admission Process, Examination and Evaluation, student, Library and campus monitoring.

The College has implemented computerized admission system, Examination and documentation. This ensures sharing of data in time among the official staffs of the college. This simplifies the official procedures for admission, examination, administration and documentation. It also helps timely submission of information related to academic, co-curricular and extra-curricular activities conducted by various departments. Systematic documentation, class wise students record, transparency and accountability may be easily maintained under e-governance. All the computer systems are connected either by LAN or by internet connectivity. The college authority checks, verifies and guides the finance and accounts section from time to time. Admission process is fully online, wherein students' data is saved and used by the college for further correspondence in all official and administrative work.

The college has adopted Moodle LMS. Lecture notes, study material are shared with students through Moodle. The College has created Whatsapp groups for different purposes for staff and student through which official correspondence is done. Online examinations are conducted through various platforms available.

File Description	Document
Upload any additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The institution regularly reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC as per norms and recorded the incremental improvement after the first cycle of accreditation 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 in coordination with other committees and administrative staffs seeks feedbacks regularly from all stakeholders. Based on the feedbacks 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 are conducted for weaker groups of students to lift up their weak areas. IQAC organises induction programs for new students every year at the beginning of the session to aware new students about the curriculum, vision and mission of the college, facilities available in the college, examination systems, conduct in the college campus, dress code etc.

IQAC implemented the recommendations of the peer team during their visit of first accreditation. As per the recommendation of the peer team IQAC in consultation with the principal and other committees established i) Cultural Study Centre, ii) Women's Study Centre and iii) provident fund for Non-teaching staffs. Moreover, IQAC organises Faculty Development Programmes for teaching faculties and training programmes for the Non-Teaching staffs regularly. IQAC also organises training sessions for defining learning outcomes and course outcomes and also for its attainment. Every year teaching faculties are expected to fill annual Performance Based Appraisal Form which IQAC scrutinizes for API verification.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

The founding members of the college established Thoubal Girls' College in the year 1980 which later came to be known as Waikhom Mani Girls' College as the first and only Girls' College so far in the entire Thoubal district of Manipur to empower women of Thoubal district in particular and Manipur in general though quality higher education. The college sticks to its essence of the very reason for its establishment and existence. It promotes gender equity initiatives through many co-curricular activities in the campus from time to time. A variety of awareness and sensitization programmes, workshops, on the topics related to women gender equity etc. are organised in the campus, the college also provides safety and security for the students in various forms and facilities of counselling and common rooms are also provided for the students.

The college provides the following facilities for the women in the campus:

- Safety and security
- Counselling
- Common Room

Safety and security

- A security personal is appointed for the college.
- Womens Hostel is available for the students.
- CCTV cameras are installed at the College Campus and Womens Hostel.
- A Complain Box is being kept.
- Womens Grievances Cell is opened for any issues related to women.
- The whole of college campus boundary is fully fenced.
- Hostel campus is fully fenced and entries are restricted without the prior permission from the warden.
- A full time hostel warden, hostel grade IV, hostel cook is appointed.
- Sanitary Pad Vending Machine is installed for students.
- Regular Awareness Programmes and talks are organized in the campus.

Counselling

- Career Guidance & Counselling Cell is set up and a Coordinator is appointed.

- Skill and Personality Development programmes are organized.
- Awareness programmes on drug abuse prevention, crime against women, financial literacy, climate change and environment, women empowerment etc. are organized.
- NSS, NCC, IRCS, RRC, Eco club, Cultural centre are established, students are encourage to join them and other career oriented courses opened in the college.

Common Room

- Two well furnished rooms are available for students' common room and students' union room well-equipped with running tap water facility toilet and bathroom, desk benches, chairs, first aid box. The common rooms are separated from the other blocks of the college.
- College Fitness Centre is opened where students can do various exercises and physical health counselling.

College Canteen is solely run by the recently passed out and final year students of the college which in terms of hospitality, service and frankly behaviour eases out the barrier of inconveniences between the students who go to the canteen for snacks and the canteen staffs providing the service.

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

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

20-08-2022 09:06:58

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid waste is collected into Biodegradable and Non-Biodegradable Dust Bins inside the college campus. These garbage are again taken away by Municipality garbage collection vans on daily basis. Since the college does not have incinerator, biological wastes are also disposed though Municipality garbage collection van. A pucca dustbin is set up at the corner of tye college campus for collecting bulk garbages produced from the Hostel and Food Laboratory. The college utilized two sweepers for cleaning and collecting the plant wastes, garbages produced day-to-day. The two sweepers clean the college campus and classrooms before the class hour in the morning. Every Class rooms and Laboratories are provided Dust bins for collection of garbages. Hazardous chemicals produced from the Chemistry Laboratory and Biology laboratory are collected and disposed into an underground pit. Liquid wastes are collected through a drain and disposed into underground pit.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

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 500 words).

Response:

The college is continuously involving in different activities related to harmony towards cultural, regional and communal socio economic issues. The mission of provides quality education in the college by setting up computer centers, language lab., cultural study centre for empowering women. The students of college conducted various activities like Information Education Communication (IEC), Awareness on New Education Policy, Solid waste management and Cleanliness drive. They organised blood donation camps in collaboration with Lions Club and Hospitals. The students organised household survey programme at adopted villages under Unnat Bharat Abhiyan and also organised Awareness programmes in these villages about the public schemes under the flagship programme of the India Government..

Ek Bharat Shreshtha Bharat Abhiyan: The initiative 'Ek Bharat Shreshtha Bharat' was announced by Hon'ble Prime Minister on 31st October, 2015 on the occasion of the 140th birth anniversary of Sardar Vallabhbhai Patel. To celebrate 'Unity in Diversity' and embark on this mission the college has organised Cultural exchange programmes, visiting at historical sites, Folk song, Short play, dance, Quiz, Debate, Essay Writing Competition (English) etc.

File Description	Document
Any other relevant information.	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college take up following measures to sensitize various stakeholders :

1. Voting awareness campaign in the colleges:

The college has motivated students to exercise their valuable voting right as young learners (students) have the power to make a significant impact on society.

2. Environmental Consciousness and Sustainability:

The college has a tradition of plantation drives from time to time. To encourage reuse and recycle concept, we keep organising cleanliness drives in the college premises. Plantation and Cleanliness drives are regularly conducted in the college to keep our surroundings clean.

Some of the initiatives are listed below:

1. Rain Water Harvesting
2. Sensitization to Social Issues:

There are many schemes implemented by the college for solving some social issues. Freeship Schemes (more than two students from a single family are given half freeship in admission fee to one student) Scholarship Scheme (Students of General, OBC, SC, ST communities are benefitting from the Scholarship scheme of the Government and College which helps their study), Remedial coaching scheme (remedial coaching classes are conducted for the students of backward and weaker section for upliftment of their study gap).

File Description	Document
Any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college has earned an evitable reputation both in the academic and non-academic performance which helps both the teachers and students becoming a good and responsible citizen of the country. The NSS cell, NCC, YRC, Eco Club, Women Cell play a vital role in shaping the moral character of a student in particular and the other staffs both teaching and non-teaching of the college in general. Throughout the year the NSS units, NCC etc organises various programmes and observes days of National and International importance. These functions and observations keeps us reminding of our duties as a student, a teacher, a staff and to be a good citizen of the country. The college has three units of NSS, one Girls NCC unit, a Women Cell, Eco Club, YRC, a Cultural Centre and fitness centre etc.. The College conducts several Government endorsed programmes like the Swachch Bharat Abhiyan campaign, Swachta Pakwada, Ek Bharat Shrestha Bharat, Constitution Day, International Day of Yoga, International Women's Day, World Environment Day, Azad ka Amrut Mahotsav, Democracy March, Swachah Action Plan, Sankalp se Sidhi, Nasha Mukta Bharat, National Science Day, Teachers Day etc. Several outreach programmes about awareness on Drug Abuse, Women Empowerment, HIV-AIDS, Disaster Management etc. are conducted.

Sl. No.	Name the National and International days, events and festivals celebrate / organise / observed	Date
1.	International Women'S Day Celebration	08-03-2021
2.	Nasha Mukta Bharat	25-02-2021
3.	Swachta Pakwada	16 to 31-01-

4.	National Science Day	28-02-2020
5.	World Environment Day	05-06-2020
6.	International Day of Yoga	21-06-2020
7.	Gandhi Jayenti	02-10-2020
8.	Constitution Day Celebration	26-12-2020
9.	International Women's Day Celebration	08-03-2020
10.	Ek Bharat Srestha Bharat Public Rally Awareness and Quiz	24-02-2020
11.	Communal Harmony Week	19 to 25-11-
12.	Fit India Campaign Launching	29-08-2019
13.	World Environment Day	05-06-2019
14.	International Day of Yoga	21-06-2019
15.	Observation & Awareness of World Day Against Drug Abuse & Illicit Trafficking	26-06-2019
16.	International Youth Day Public Rally and AIDS Talk Competition	17-09-2019
17.	World AIDS Day	01-12-2019
18.	Sankalp Se Siddhi Youth Empowerment for New India	27-02-2019
19.	International Day of Yoga	21-06-2018
20.	Democracy March	20-09-2018
21.	NSS Day	24-09-2018
22.	Teachers Day	06-09-2018
23.	Mock Exercise on Earthquake	14-09-2018
24.	Swachhta Hi Seva & Irawat Day	26sep to 02-
25.	Swachhta Action Plan	30-11-2018

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document

7.2 Best Practices

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

Response:

Best Practice 1

1. **Title of the Practice:** Continuous Evaluation of Students

1. **Objectives:**

The Main objectives of the practice are:

1. To check the progress of the students
2. To identify the weakness areas of students
3. To create competitive atmosphere among the students
4. To lift up weak students with other students

1. **The Context:**

The IQAC and the Academic Council of the college upon repeated discussion on the matter of improvement of academic quality of the college had adopted a mechanism for continuous evaluation of the students' performance. One mentor was allotted for every 30-40 students for guidance and checking the overall activities and performance of a student. Every mentor taking care of each student from the entry in the college up to the end of her course. Students' admission, internal assessment examinations, Term tests, End semester examinations, Extracurricular activities are guided and help by each mentor. Weakness areas found at any stage are reported to the concerned committees to take up necessary actions.

1. **The Practice:**

The college conducted Induction programme before the commencement of the normal classes. Just after the induction programme, mentors from the teaching faculties are selected and allotted 30 to 40 students from Arts and Science streams to each mentor. Each mentor taking care of students starting from the admission up to the end of the course. Admissions for different semesters, examinations, internal assessment, term tests and other extracurricular activities of the students are guided by the mentors. Grievances of students are also communicated through the respective mentors. Regular meeting are held between the mentors and students to discuss the grievances and progress of the students. Students may also arises complaints/ suggestions regarding the satisfaction of the curriculum delivery system adopted by the college and the lesson plans of the teachers. IQAC and other committees of the college strictly monitor the students' progress and ready to extend help to needy students wherever necessary. The College IQAC and Academic Council review the performance of the final year students and screened for awarding meritorious and Gold medal awards to the students.

1. **Evidence of Success:**

- Lesser number of drop out students.
- Increase in the pass percentage in the University examinations.
- Students have keen interest in award competition.
- More position holders in final examinations.

1. **Problems encountered and Resources required:**

- Teaching faculties have hectic schedule to manage their time beyond their normal duties.
- Untimely response by the students.
- Extra budget needed for organising special programmes.

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BEST PRACTICE II:

    1.**Title of the Practice:** Solid Waste Management

    1.**Objectives:**

The Main objectives of the practice are:

    1.To address the issues related to environmental pollution
    2.To create a healthy ecosystem
    3.To encourage students participation in problem solving

    1.**The Context:**

Solid waste management is a term that is used to refer to the process of collecting and treating solid wastes. Solid waste has been an issue since people have been living in settlements and residential areas. Solid waste management should be embraced by each and every household, offices, institutions and industries across the world. Industrialization has brought a lot of good things and bad things as well. Solid wastes may be categorized as Organic waste, Combustibles, Non-combustibles, Toxic waste, Recyclables, Ashes or dust, construction wastes, Hazardous wastes, Dead animals, bulky waste and soiled waste. Institutional centres like Schools and colleges and other Government offices also produce solid waste. Some of the common solid waste obtain from these places are glass, rubber, plastics, food waste, wood, paper, metals, cardboard materials, electronics as well as hazardous wastes. Due to improper waste disposal systems wastes heap up and become a menace. So proper management of wastes is need of the hour to keep our environment eco friendly.

    1.**The Practice:**

Poor solid waste management creates many impacts to our ecosystem as well as on human health. So in order to control the impacts of solid waste Waikhom Mani girls' College has formed six groups of students consisting of 10 students each and one teacher in charge. These groups are trained by senior teachers of the college about the management of solid waste. After the training these groups chalk out a work plan for management of solid waste in and around the institution and also in the adopted villages of the college. The six groups conducted awareness programmes to the entire students of the college and villagers of the adopted villagers about the solid waste management and its impact to environment as well as to the human health. Under their initiative college has build up one solid waste tank inside the college campus and also

installed many dust bins. Villagers bare trained how to manage solid wastes , environmental problems created by the solid wastes, pollutions created , their impact on land and aquatic animals etc. They have train villagers the easiest way of management of solid wastes with demonstration. Some of the methods which are used to teach to the common people are :

- o Sanitary landfill.
- o Incineration
- o Recovery and recycling
- o Composting
- o Pyrolysis.

1. **Evidence of Success:**

- o Students took part during the training as well as field programme
- o Cleanliness in and around the institution is prominent
- o Villagers of the adopted villages have keen interest in the solid waste management drive. .

File Description	Document
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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.,UBA 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, Inter University in State and National level.

The college open various career oriented/ Skill development courses like Computer course, Mushroom Cultivation, Food Science, Floriculture, Tourism and Hospitality management, Retail Management and Foreign Trade, Food Processing and Engineering, Fashion Design and Technology and thus laying the stones for entrepreneurship. Through the NSS scheme ,COC and vocational/ Skill 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.

5. CONCLUSION

Additional Information :

The college firmly believes in the right foundation and brighter future of the students. The college has full desire to grow and expand its vision and mission towards the development of the students. Our campus area 9.3 acre is our pride and joy. It incorporates all the latest amenities and facilities including a 500-seater Multipurpose hall, 300–seater Seminar hall, sports facilities (indoor and outdoor), Physical Fitness centre, ICT enabled classrooms, library with stake rooms and reading room, Computerized Administrative Block, hostels, canteen, and much more. Environmentally conscious, energy efficient, Botanical and Zoological garden, adding infrastructural support to our students and staff; making us more wholesome. However, this makes more expenditure for maintenance. Holistic development comes from the dedicated works of the teaching faculties, Non-Teaching staffs and courage of the students that create a permanent excitement and energy within the campus. Our students and teachers have proactive role in Curricular and Extra-curricular activities. Many National and State awards won by our students. On an average, over the past 5 years, more than 850 students have actively participated in events of social, cultural and sports activities.

Concluding Remarks :

The college was accredited with "B" grade by NAAC in 2016. The college was recognised "Swachhta Action Plan Institution" by the Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Human Resource Development, Government of India for its contribution towards the initiatives taken up by the college. We have prepared our SSR in view of the changes during the last five years. We are hopeful that the efforts of our students and staff shine through like diamonds in society. We hope that our dedication, determination, and hard work will make our college a shining beacon among the institutions of Manipur.