



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	N . G . COLLEGE
• Name of the Head of the institution	Ashok Roy Choudhury
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03852950911
• Mobile No:	6009003687
• Registered e-mail	ngcollege2018@gmail.com
• Alternate e-mail	ngcollegeimphal@gmail.com
• Address	Lamphelpat
• City/Town	Imphal West
• State/UT	Manipur
• Pin Code	795004
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated Colleges
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Manipur University				
• Name of the IQAC Coordinator	Dr. W Dhiren Singh				
• Phone No.	03852950911 EXT 602				
• Alternate phone No.	9362264119				
• Mobile	9366925051				
• IQAC e-mail address	iqacngcollege@gmail.com				
• Alternate e-mail address	wadhireb@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	ngcollege.ac.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://ngcollege.ac.in/academics/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.43	2022	15/03/2022	14/03/2027
6.Date of Establishment of IQAC			20/08/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Introduction of NEP 2020 & Add-on Programmes Green Campus Initiatives through Environmental and Energy Audit Asset Monetization for generation of additional revenue Engaged actively in research work through Research Projects and associated activities under Research Forum of the college. Health and Social Awareness extension programmes</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<p>1. To carry out activities for the upcoming visit by NAAC PEER TEAM. 2. To form committees to strengthen college activities. 3. To organise National Level Seminar. 4. To conduct regular meetings with all the stakeholders and to take feedback to amend in the system. 5. To plan and carry out social activities.</p>	<p>1. Required activities were discussed in IQAC meeting and further planning is done to implement it. 2. Committees are added in this academic year. 3. Organised National Level Seminar. 4. Meetings were held regularly. 5. Tree plantation, blood donation camp, swachhata abhiyaan, workshops, were carried out.</p>	
13. Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
College Developing Committee	27/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	16/01/2023

15. Multidisciplinary / interdisciplinary

The College at present offers eight programmes across arts stream in the college. As the provisions of NEP stresses the importance of multidisciplinary / Interdisciplinary studies, the students at the College are given the options to choose subject combinations from a wide range of courses following the guidelines of the NEP ordinance of Manipur University. Besides the honours subjects, students opt for two value addition course from a pool of eight course each for the two value addition course in the 1st and 2nd Semester. The 3rd and 4th semester students also opt for value addition course from a pool of 8 option given to them by the Manipur University. The students also attend training and job oriented courses like computer, Aviation, make up etc. In addition to normal classroom teaching, some programmes included are on-field and out of classroom activities like Field trips, Classroom Seminars, Project Work. The College therefore feels prepared to fulfil the provisions of NEP 2020 from time to time.

16. Academic bank of credits (ABC):

The College has fully followed the guidelines under NEP 2020 which makes it mandatory for every student to open an Academic bank of credits (ABC) Student Account. The opening of ABC Student Account will give students an opportunity to earn academic credits from various institutions apart from the one where the student is enrolled. A nodal officer specially for Academic Bank of Credit is appointed at our college who looks after the enrolment of each and every student of our college. Manipur University, the affiliating university of our college makes it mandatory for all students to generate ABC ID.

17. Skill development:

N.G. College being affiliated to Manipur University follows the curriculum prepared by the university. Manipur University have introduced 4 Year Undergraduate Programme under NEP 2020. One of the major components introduced by the new syllabus was the inclusion of

Value Addition Course (VAC) and Skill Enhancement Course (SEC) Skill development helps in building a strong foundation for students. It helps the students in building self-esteem, confidence and leadership skill to become independent thinkers encourages them to plan for their future. The institution also organizes skill development programmes such as food preservation, make-up and Mushroom cultivation trainings which gives the students knowledge and skills making them self-reliant young women. The students take part in different skill development courses organized in collaboration with the industry partners. Different government agencies also impart skill development training program under Pradhan Mantri Kaushal Vikas Yojana through Indian Institute of Entrepreneurship, Guwahati as well as through National Skill Development Corporation.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college offers different courses that are part of Indian Knowledge system. All major program has course related to Indian Knowledge system. In all program i.e Economics, Education, English, Geography, History, Manipuri and Political Science there are particular course being part of Indian Knowledge System. The College has a full-fledged Manipuri Department offering honours Courses to its Under graduate students. The college also offers Manipuri as main subject in MIL category. Beside the normal classroom for every commemoration of important events, the state song, Manipur is sung, in Manipuri language, one of the languages recognized under the 8th schedule of the Constitution of India. The Manipuri language is used for commemoration of important state events like Nupi Lan, Irabot Day and Patriot's Day to mention a few. Songs, enactment of plays and life history of important personalities are all done in the Manipuri language. The College also encourages performances of classical dances and other tribal dances during college functions. The students of the College have actively participated in youth festivals organized by Manipur University.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The new Curriculum of Manipur University the affiliating University of N.G. College in its new curriculum have incorporated Outcome Based education (OBE). After completion of the course, the student will be able to understand not only their respected field of study but also the practicality of the knowledge. At the end of the course, the students are expected to have developed the capability to share their thoughts, emotions and increase in communication skill. Moreover, they should find a difference in their personal and professional interactions N.G. College College also makes its best

level to adhere to Outcome Based education (OBE).

20.Distance education/online education:

With the outbreak of Covid 19, the college has started online education for its students. Even the end Semester Examination of 2020-21 session was conducted online. The College has set up Moodle Learning Management System as an essential part of the curriculum. All departments conduct a quater of classroom sessions through the Moodle LMS. Rooms with ICT facilities facilitate online learning in a proper way. The College shares classroom notes, web links and study materials through modern social media platforms like WhatsApp and Telegram app. Some teachers also conduct similar session through google meet and zoom meet app etc. All curriculums and syllabi are properly conducted in blended mode i.e. both online and offline way through different ICT tools. The college has also recently set up a studio for recording of online classes.

Extended Profile

1.Programme

1.1

8

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

File Description	Documents
Data Template	View File

2.Student

2.1

1206

Number of students during the year

File Description	Documents
Data Template	View File

2.2

603 (50%)

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

File Description	Documents
Data Template	View File

2.3	178
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	35
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	44
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	13.76
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

An academic committee of the college was formed with the aims of

effective curricular delivery. Each department prepares an academic calendar which lists the activities for the entire academic year based on which a main college academic calendar is prepared. The progress reports are discussed in periodic and end year IQAC meetings. A teaching plan is designed for apportionment of the syllabus among all the faculties, which is done democratically through discussions among faculties in departmental meetings. Faculty members take utmost care to complete the syllabus in time through regular online and offline classes, tutorials and internal assessments which comprise the formal evaluative processes, along with remedial classes and students are also given access to meet the faculty beyond classroom hours for doubt-clearing. Meetings of the Department with Principal and other forums are also held for monitoring the teaching-learning process and progress. In addition, various steps are streamlined for orderly implementation of curriculum:

1. Effective academic planning and implementation is strictly carried out under the supervision of the HODs.
2. A weekly time table is framed to properly adjust all subjects with the available classrooms.
3. Maintenance and timely upgradation of college library for providing the required reading materials.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college's academic calendar is prepared well in advance of the next academic session and it adheres to the academic calendar of Manipur University. The academic calendar is displayed on the college notice board and college website for reference. It carries approximate schedules regarding admission and teaching-learning routines, assignments, curricular, co-curricular and extra-curricular activities, departmental and institutional events and holidays. Students' Induction Programme (Deeksarambh), World Environment Day, Independence Day Celebration etc are some such events held keeping in mind the social and environmental awareness

of the students. Field works, study tours and projects etc are also conducted by Geography, Education and History departments. The college annual sports meet is being regularly organised with the aim to promote health, well-being and team spirit and inculcate discipline among the students. The annual literary meet is also another platform for the students to nourish and expose their literary output as part of the academic activities of the students. One most important medium for intellectual exercise of the students is the publication of the annual college magazine where students and also teachers can share their experiences and literary abilities and hence plays an important role for exercising the intellectual abilities of the students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

8

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

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

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

2

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

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

53

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

0

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

1.3 - Curriculum Enrichment

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

The institution follows the university curriculum which enables the students to study the issues related to gender inequality, environment and sustainability, human values, and professional ethics. Essays on Feminism and Marxism are prescribed in the fifth semester of Elective English course that expounds ideas on gender issues and problems of working-class people. The issues of gender are also reflected in the syllabus of General Foundation Course of first semester with special reference to Manipuri Society and also another topic 'Women Empowerment' is also found in the third paper of Political Science in Unit III. The undergraduate Elective English Course discusses wide ideas of human emotions, moral values, ideas of love and bonding etc. Certain topic likes 'Development of Social, Moral and Spiritual Value,' leading to self-actualisation and successful living is found in the Unit I of the first semester of the Elective Education course. Environmental study is found in the fourth semester of General Foundation Course. Students are provided with detailed information about urgent needs to be taken up for preservation and conservation of environment and sustainable utilization of natural resources for a clean and better future generation

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

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

5

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

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

148

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://ngcollege.ac.in/departments/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

612

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

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

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

306

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

2.2 - Catering to Student Diversity

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

After the admission of the First semester students in their respective courses, Induction Programme is conducted to familiarize the students with the college. The students are enlightened about

the course content, examination structure and academic calendar of the college. Heads of Departments and course co-ordinators apprised the students with their specialized areas of study and scope of employments. Further, the students are informed about the rules and regulations, time-table, and facilities provided in the college. To ensure rigorous alignment in the teaching-learning process, students learning levels are assessed based on their basic educational backgrounds and their scores in Board Examination and internal assessments which helps in identifying the Slow/Advanced Learners. For Slow Learners, certain strategies like remedial classes, mentor-mentee guidance and counselling sessions by the career guidance cell. The Advanced Learners are motivated with Awards and Prizes for their achievement in scholastic as well as non-scholastic areas. Talk programmes are conducted in the college by inviting experts from various fields of study-colleges, universities, industries, and media to help in their personality development and career guidance. Departmental seminars, quizzes, and group discussions are held in order to develop analytical skills and problem-solving ability.

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

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

Number of Students	Number of Teachers
1206	35

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college imparts experiential learning to the students so that they become a responsible and productive member of the society. B.A. Sixth semester students in Education Department conducts research on their own under the guidance of their respective supervisors, which helps the students in developing critical thinking and enhances their creativity. Third, Fourth, Fifth and Sixth semesters students

of Geography Department conducts field surveys, laboratory practical and socio-economic surveys which enhance the students thinking and analytical skills. The college has a wifi-enabled computer lab to impart IT knowledge and skills.

Participative Learning: Internal and External tours are arranged every year for the students. Students are encouraged to participate in inter- collegiate festivals and events like Manfete where students from different colleges interacts with one another. NSS Camps are organized from time to time where student volunteers get the chance to develop their leadership qualities, also develop friendly relations with target community, awareness programs are given on in the neighbouring community of the college. The Career and Guidance Cell of the college guides the students on matters relating to jobs, further studies, and competitive examinations. Tutorial classes are conducted to prepare the slow learners to achieve at least the Minimum Levels of Learning (MLL).

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

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

The college makes use of ICT enabled tools in teaching-learning process in addition to the traditional classroom education. Besides the chalk and talk method of teaching, teachers make use of ICT enabled tools such as LCD projectors, smart boards, PPT, Audio system, and online sources to expose the students to a wide range of knowledge resources. The Wifi-enabled college campus empowers the students in accessing the learning materials. The college computer laboratory promotes independent learning and enables the students in accessing e-books and e-journals through Inflibnet. Dissemination of relevant information are done through WhatsApp groups formed by each concerned department. The college has a dedicated ICT room with more than 40 computers in it.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

35

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

356

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

2.5 - Evaluation Process and Reforms

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

Transparency of internal assessment at college level: Internal examinations are conducted in the college to track the learning progress of the students. To cope up with the weak students, remedial measures in the form of tutorials are taken up. The students are given information about the evaluation process, question pattern, distribution of marks both of internal and university evaluation through prospectus, notice boards. Further, the concerned subject teacher elaborates on nature of questions, weightage and type of questions that will be asked in the examination. The college also notifies the students with their allotted supervisors for carrying out project work, field surveys.

Robustness in terms of frequency and mode: Mid-term examinations are conducted before the end of each semester. In a year two mid-term examinations are held in order to track the level of learning of students and the marks are made available to the students so that they can make an improvement on their weakness. In classrooms; group

discussions, question and answer sessions are held to test whether the students have understood a lesson or not.

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

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

Matters relating to internal examination are handled by the relevant teacher. The doubts and queries on the part of the students are taken care of by the concerned faculty. The students are given strict instruction that they have to attend the internal examination compulsorily. If they fail to do so, reasons are asked and home assignments are given in order to bridge the gap between those who attended the examination. Students with poor attendance and performance in class are duly examined and the Parent-Teacher meetings are arranged to solve the underlying problem. In case of any complain related to University end examinations, the students are guided properly by the Examination Committee of the college. The student has to write an application to the Controller of Examinations, M.U. by paying a relevant fee on any matters related to evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://ngcollege.ac.in/grievance-redressal-cell/

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.

Teachers are communicated about the Programme Outcome (PO) and Course Outcome (CO) in academic meetings held in the college. The IQAC in collaboration with Academic Committee analyses Programme and Course outcomes. Students are also made aware about PO and CO in the classrooms by the respective departments as well as during the annual induction programme conducted by the Institution. PO and CO are also posted in college website and college notice board. Every Department has analysed its Program Outcome in the departmental

meetings. Students are also made aware of the program specific outcome. The Program Outcomes are discussed with students from all departments by their respective teachers.

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

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

The college evaluates the attainment of Programme Outcomes and Course Outcomes in the following ways: Programme Outcomes and Course Outcomes are assessed from the marks obtained by the students in the internal examinations and end-semester examinations. The Extra Curricular activities are also analysed while accessing Programme Outcomes and Course Outcomes. The college keeps track of those students who have gone for further studies and those that got employed both in private and public sectors. The entire evaluation about attainment of Programme and Course outcomes are done by the members of respective departments under the guidance of Internal Quality Assurance Cell. There's a feedback system in the college where the students of 6th semester are asked to provide feedback regarding the merits and drawbacks of teaching-learning process, faculty members, departments etc.

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

2.6.3 - Pass percentage of Students during the year

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

160

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

2.7 - Student Satisfaction Survey

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

<https://ngcollege.ac.in/ngc-sss/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

.8

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

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

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

1

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

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

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

3

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

3.2 - Research Publications and Awards

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

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

5

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

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

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

14

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

3.3 - Extension Activities

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

Through a number of extension and outreach programmes, the college sensitizes the students and faculty to develop a sense of social values and responsibilities. The college NSS units carried out various extension and community development programmes in the last five years in different adopted villages. Students participated in numerous programmes conducted by Nehru Yuva Kendra, Manipur University, & other Government and non-Government organizations. Many regular and Special Camping programmes were conducted in and around the college campus, the college's adopted village Takyel Village, New Cachar Road Imphal. Programmes viz. afforestation, gender issues, awareness of Health etc were done during the last few years by the NSS volunteers of the college. The screening of Hepatitis B&C programme conducted as a part of NSS Special Camp, benefitted the neighbouring community. Other extension activities of the college included the conduct of Swachh Bharat Summer Internship Programme, inter college debating competitions and participation of students in the inter college song competition and dance competitions, Afforestation programme under Mission Go Green, National Integration Camps, Adventure Camp for Youths conducted by Nehru Yuva Kendra, Skill Development Leadership and personality Development programme, a cultural exchange programme at Madhya Pradesh and Swachh Bharat Mission programmes and Swastha Pakhwada .

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

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

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

2

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

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

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

3

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

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

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

172

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

3.4 - Collaboration

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

1

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College is a 6.4 acres wide Arts stream college having 8 departments, namely Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science. All the eight departments have separate rooms and have proper light and ventilation. Every department has a wi-fi connected computer desktop and Almirah for Departmental Library. For Geography Department, laboratories equipment are available. 16 classrooms including one ICT lab, 40 Computers, one Geography classroom With Eyeris Smartboard and 8 Smart classroom facilities. Wi-fi facility is available in the college campus. There is a wi-fi connected room for the office of the college IQAC. The main building consists of Principal's office with its staff office, vice-principal's office, departmental rooms, class-rooms including ICT classroom and 8 smart classrooms. The college library is a partially automated, modernised library with reading rooms for students and staff, internet facilities including N-List facilities. It has around 16000 textbooks, rare books, government publications, magazine etc. with national and local newspapers. Subject wise book codification is done. Photo copying facility is also available for students and staff. There is a separate building and room for the student's Union and Boys' and Girls' Common Rooms, a canteen, a parking lot for staff and students.

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

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

The college has different infrastructures and buildings for different extra-curricular activities like culture, games sports, etc. Culture Activities The College has asset/unit for cultural activities. The students have their own talents in culture, like-dance songs etc. They participated to state and national cultural festivals and took Prizes. * Annual Literary Meet * Annual Debating Competition * Jubilee Hall * Indoor Hall Games and Sports The college has a swimming pool, a multipurpose indoor hall and a Jubilee Hall. The swimming pool and multipurpose hall are running by smoothly by forming management committees in collaboration with two

voluntary organization. The college has also set up a boxing ring for training in the Multi purpose hall. Recently the college has also repaired footground ground. The college has also Fitness cum yoga centre with a dedicated room. The college got some incomes from the management of swimming pool and multipurposed indoor Hall. Some students of the college also participated inter College tournaments like badminton, football and many other co-curricular activities.

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

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

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

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

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

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

.14.3

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

4.2 - Library as a Learning Resource

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

The N.G. College library is partially automated using Integrated Library management Software. The Library contains more than 16000 books, periodicals, references, national and international journals. It is automated using Integrated Library Management System (ILMS) computerized with Software for University Libraries (Soul 2.0) Software. Cataloguing and easy search facility is available. A complete database of the books available is made through the ILMS Software. Access is available to many e-journals under the NLIST program of INFLIBNET enabling access to full text and databases from reputed publishers through NLIST viz. Annual Reviews, Economic and Political Weekly, Indian Journals, Institute of Physics, JSTOR, Oxford University Press, H. W. Wilson, Cambridge University Press, Cambridge Books Online, EBSCOHost-Net Library, Institute of South East Asian Studies, Oxford Scholarship, Springer eBooks, Sage Publication eBooks, Taylor Francis eBooks, World e-Books Library etc is available. Adequate space is provided for browsing and relaxed reading. Free internet and wifi facility is available. A copier/printer is also made available to allow downloading /printing of material from these resources. Every department in the college has a Departmental Library. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e- B. Any 3 of the above

books Databases Remote access toe-resources

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****.52**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****26**

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Though college offers only arts subject viz Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science, the college is quite developed in terms of IT

infrastructure. The College has well-developed IT facilities as stated under:

- 1.The departments, Administrative office as well as library have computer system with internet connection.
- 2.Printers are also made given to Vice-Principal Room, Non-Teaching Staff room, IQAC room and Geography room.
3. 7 Smart classrooms with overhead projectors with Smartboard.
- 4.Two Interactive Flat Panel are also installed in the college in Conference Room and ICT.
- 5.Department of Geography has a special classroom with Projector and Eyeris Smartboard.
6. Computers of all the departments have latest version of software.
7. Scheduled maintenance of Hardware is done periodically for proper functioning of Computers. 8.The college website is updated and backed up from time to time.
9. Computers and printers of Vice-Principal and IQAC room are connected through LAN and proper Networking is done to share various drives of computers.
- 10.The whole campus of the college has Wi-Fi facility.
11. A dedicated ICT room with 40 computers.
12. Partially automated library with SOUL 2.0, an Integrated Library Management System Software
13. 13CCTV cameras installed across the college

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

14.36

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

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.

The institute has a systematic mechanism for maintenance of all the above facilities which are maintained by signing a MoU with concerned agencies or by staff of the institution.

The State government, UGC, RUSA and other funding agencies are depended on for most of the infrastructure augmentation. Municipal Corporation regularly collects the college garbage. The college

canteen functions on annual contract basis and is supervised by the College Canteen Committee.

The Library advisory committee monitors the Library fees, book collection, late fees, deposits, weeding out of the unwanted books etc. Library makes available newspapers in Manipuri and English. Stock verification is done regularly. Newly arrived book titles are displayed on the new arrival section. 'SOUL 2' software is used for automation. Online access to e-journals is provided through INFLIBNET N-LIST Consortia.

There are sixty computers in the college for students, academic and administrative purposes. Maintenance of computer is done regularly.

We have spacious Indoor stadium, swimming pool and a large play-ground. An MoU with outside agencies for the annual maintenance of both the indoor stadium and the swimming pool.

There is a spacious Jubilee hall and a Conference Hall equipped with the audio-visual system and is maintained regularly.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

247

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

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

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

24

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

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

A. All of the above

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

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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)

N.G. College has two students' bodies- a Student Union and two N.S.S. Units. Under these, the college facilitates students' representation and ensures various administrative and extracurricular activities of the students. The Student's Union is formed through a democratic process of election process conducted every year under the principle of unbiased constitution of Lyngdoh Commission under the supervision of the college authority. Eight designated Secretaries are elected from the election as students' representatives. The concerned Secretaries look after their related activities, Annual Freshers' Meet, Debating Competition, Internal and External Excursion, Publication of annual Magazine, Annual Sports Meet, Organising of State Level Tournaments, Seminar, Symposium, Career counselling and such other related events of the college. Further, the College has two N.S.S. Units which perform many community services, awareness campaigns and extracurricular activities in nearby villages of the college. Social Service Camps, awareness campaigns and tree plantation programmes in relation to observance of world Environment Day, segregation of solid waste and disposal are also performed by the volunteers of N.S.S. units. International/National observance days like such as International Yoga Day on 21st June, National Dewarming Day, Parakaram Diwas Day, National Cleanliness Day (Gandhi Jayanti), Fit India Programme, Irabot Day, etc. are also observed.

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

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

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

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

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

The N.G. College Alumni Association (NGCAA) was formed on 1st August, 2013 at the Mini Conference Hall of the college, at the initiative of Dr. Y. Momon Devi, the then Principal of the college. The first meeting of the formation of NGCAA was attended by 13 ex-students of the college. The main objective for the formation of the NGCAA are: (i) To co-operate and contribute with kind or cash as and when necessary by the college (ii) To render all sorts of co-operation without any hesitation to get the college NAAC accredited. NGCAA was registered on December 3, 2013 under Section 7 (1) of the Manipur Societies Registration Act, 1989 bearing registration No. 601/M/SR/2013. Although, we have a registered Alumni Association, its activities are not remarkable and the institute is trying to revive the alumni association from the current academic session. The alumni association is also going to be re-constituted shortly.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College has a clearly defined organizational structure for an optimum & effective decision-making and its implementation. The Vision, Mission, Goals and Objectives of the institution reflect the nature of governance and participation of the teachers in the decision-making bodies of the institution. For the fulfilment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. A two-way communication channel between the staff and the leadership is an important feature. The college leadership maintains regular and active interaction with all stakeholders. The faculty has freedom to give suggestions for the improvement of quality parameters in the Institution reflecting the participative decision-making strategy of the administration. The college has been seriously working to achieve the objectives mentioned in the vision and mission of the college and for that, the college has organized various academic activities and raised funds for infrastructural development from UGC, RUSA and other stakeholders. The policies and practices of the College, academic and administrative, planning and implementation reflect the efforts of the institution towards a consistent growth for the development of society through education.

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

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

Despite the paramount importance of the Principal's role, the college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. The college has created a decentralised structure for decision making where departmental committees interface their decisions with college committees of the staff council. The Departmental Heads allocate the workload, besides executing other curricular & non-curricular activities. The college has a duly elected student union which cater to the aspiration and the needs of the students under the supervision and guidance of the Principal. Various cells and committees, are managed by respective co-ordinators/convenors.

The process of conducting election for the college student union is a very peculiar example of the decentralization and participative management because all the official members of the college participate actively to make it successful. The Principal, Vice-Principal, teaching and non-teaching staff are involved in the election process and the works are allocated to the various committees. Till date there was no form of violence and disputes in the process of conducting election and the process has always been peaceful and successful.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college Infrastructure Development Committee supervises infrastructure improvement, constructions, renovation, purchases of equipment and furniture, the preparation of inventory list and entry

of stock register and records for issuance of college properties to necessary departments and faculty members. The main sources of fund for the development committee are UGC, RUSA state government and fund from the college non-government account. Also, the college building is hired by government offices or private organisation such as local clubs, sport or organisation . A nominal fee for such hiring is charged except from government offices. The college development committee sits for meeting at least at an interval of 3 months but it also sits as frequently as required on which committee resolutions. The committee is responsible for annual and five years plan preparation and its execution. The existing buildings are ground floored buildings and, in the future, the development committee has planned for vertical development so that no further land use is adopted as a policy for future posterity. The college has already begun afforestation programme and constructing rainwater harvesting facilities. The college development committee also consult constructions engineer and architects for construction and development of college premises.

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

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

The college is supervised by the Directorate of Higher & Technical Education, Government of Manipur. The Principal guides the College in academic and administrative matters. The IQAC helps the Principal in the overall administration which involves the planning and implementation of the academic calendar. The Academic committee and faculty play an important role in executing the curricular, co-curricular and extra-curricular programmes. Heads of Departments prepare Department time table, work allocation among teachers, and submission of various reports to the Principal and IQAC.

The recruitment procedure, promotional policies and service rules are as per the rules of Directorate of Higher & Technical Education of Government of Manipur and the guidelines of UGC.

The College has an active Grievances and Redress cell for teaching

faculty, administrative staff and through which they voice their grievances.

The students are informed about the Grievances Cell in the Induction Program and during classes. Suggestion boxes are kept in various places within the campus. The complaints/ suggestions are collected and analysed by the grievance committee periodically and the necessary actions are initiated. In addition, the student grievances are also addressed by respective teachers and HoDs, mentor-teachers, representatives of students' union as the first level of grievance redress.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Being a government college, both the teaching and non-teaching staffs avail of the facility which extend to any government employee of the state like medical reimbursement, retirement benefits, loan facility etc. as per admissible rules and regulations under the

state government i.e. Government of Manipur. However, the college also encouraged its staff to improved their knowledge and competencies by organising & attending seminars, participating in faculty development programs, orientation and refresher program etc. The college also encourages its staff for publication in books and journal by providing the necessary assistance required. The college equally share the happiness and sad moments of the employee's family life. The N. G. College Teachers Association along with the Non teaching staff members share grief and grievances in form of Financial Help through the Teachers Association Fund.

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

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

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

3

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

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

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

2

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

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

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

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

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

N.G. College is a government college and all teaching and non-teaching staff are government employees and are transferable to all other government colleges of Manipur. Performance Appraisal System for teaching staff is carried out as per U.G.C norms. Every teacher prepares self-appraisal report using a prescribed format indicating their academic achievements like-participation in Orientation

courses, Refresher courses, Workshops, Seminars, Conferences, publication of papers in journals and books, etc. This report is examined by the head of the concerned department and is mandatorily verified by the IQAC coordinator of the college. Then, Principal forwards the report to the parent higher authority that is Directorate of University and Higher Education (DUHE), where absolute data & records of all employees are stored confidentially. Based on these reports DUHE gives placement/promotion of teachers and pay enhancement accordingly. Also abiding by the latest UGC regulations in terms of placements. Every non-teaching staff sends their appraisal report to DUHE through the principal, who after assessment forwards the report to the Higher Authority for promotion, demotion, or transfer by DUHE which is done as per government norms. The college also conducts internal, external, and academic audits which all comprises performance appraisal system of the college.

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

6.4 - Financial Management and Resource Mobilization

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

The college is a state government college and has both internal and external audit system. The internal audit is carried out by the finance committee of the college having a senior faculty member as the convenor and the members as supporting staff and advisors thereby making the audit transparent. The internal audit of the college is conducted at the end of every financial year and its reports and recommendations are submitted to the principal for implementation in the next financial year. The external audit is conducted by both the State Government Audit and AG from Central Government. The internal audit is carried out every year while the external audit is done once every four years. The minor research projects funded from UGC (NERO) and other funding agencies like North Eastern Council, Indian Council of Social Science Research etc are also audited by a chartered accountant engaged by the respective researchers. Funds received from the UGC and other agencies are also audited by a CA and by the college's finance committee. The college also makes contributions while in cases of natural calamities or

when need arises which are also audited by the college's finance committee.

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

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

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

0

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

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

Being a government college, a major source of funding has been from the state government. The salaries of the faculty members come from government treasury. Few contractual support staff is appointed as per the need of the college. Admission fee is as per the norms of the department of Directorate of University and Higher Education. As regards infrastructure the college has no option but to depend upon the state government, UGC, RUSA & other related agencies for funds. The existing resources are used optimally by the college and initiatives are undertaken for a better utilization of its resources. The swimming pool is leased out to local clubs during morning and evening hours, and the indoor hall to a boxing association after signing a Memorandum of Understanding. The college has entered into an agreement with private agencies to provide nutritious, and affordable food at the college canteen. Steps are also being taken up to utilise the college's computer lab as an examination centre for external examinations like government recruitment examinations and the college also collaborated with

NIELIT. The college classrooms also are used as examination centres for departmental examinations of the state government as well as examinations conducted by MPSC.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the college was formed in 2012 for promoting holistic academic excellence. IQAC monitors the implementation of vision and mission and prepares the perspective plan of development for the college every year. It has been trying to institutionalize several quality assurance strategies such as digitization of academic and administration facilities, gender equality and strengthening extension activities. IQAC has been reviewing the status of the teachers regarding their academic activities and performances, research works and publication, research guidance, conferences, completion of refresher and orientation courses, etc. The college has 38 full-time teachers and have published more than 42 papers in reputed Journals and more than 33 chapters in edited books during the last five years. Every year, internal academic and administrative audit is conducted to create the quality culture in the college. The tradition classroom methods were transformed into digitized one and has been amalgamated with LCD projects, pointers, video conferencing etc. For this the teachers have been well-trained, thereby reforming the teaching-learning method of the college. Digitization of all the data and records of the college and automatization of the college library are one of the most important plans the IQAC is taking up.

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

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

incremental improvement in various activities

The Internal Quality Assurance Cell of the college has its focus on the teaching learning process and progress and has designed policies to assess and evaluate it from time to time. Accordingly, IQAC complements the teaching and learning activities as well as modify the same in order to improvise after considering the feedbacks and suggestions. In order to properly fulfil the learning outcomes, the IQAC reviews teaching learning processes and suggests regular expansion, upgradation and addition of the requisite material, equipment, infrastructures etc.

The institutional review and implementation of teaching learning reforms are facilitated by IQAC.

Add on Course: The college introduces various add on and job-oriented courses in support of their regular teaching learning methodologies. As a part of effective teaching-learning process, the college uses projects internship, field visits and ICT based teaching to the students.

The college is currently running four add on courses namely:

1. Fashion Designing (2015).
2. Hospitality Management (2017)
3. Media and Journalism (2017-18).
4. Computer Training (2019)

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF

B. Any 3 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has specific committees to monitor issues relating to ragging, physical/sexual harassment of the students. The students are strictly informed against such issues at the commencement of every academic year through Orientation Programs. Fortunately, till now no such incidents of ragging, physical and sexual harassment has taken place in the college. The installation of a complaint box in the college campus helps the students to express their grievances.

The campus is covered under surveillance by CCTV cameras installed at specific location. The college plays a proactive role in sensitizing the students towards gender issues. Every year our college celebrates 'International Women's Day' by organising programs where speech and lectures are given on gender sensitization. Female students are ensured of their safety, security and mental health by the college. The institution promotes both male and female students through its Equity and Non-discriminatory system.

Students are encouraged to join NSS and participate in co-curricular and extra-curricular activities with the objective of their overall physical, mental and social wellbeing.

Common room:

The college has provided separate common room for both boys and girls. The common rooms have essential amenities. A rest room is made available for girls in the Girls Common Room.

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

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

B. Any 3 of the above

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

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

Solid waste management:-

The main waste management of the college are as such - Segregation, Recycling, Composing, etc. At the same time, it is also tried to control/awakening "Thrown-Away" life style/concept and grow consciousness of generating less/Zero-waste Campus among the students and faculty members of the college. And, they are also aware of hazardous effect of plastic and everyone is making effort to make the college a plastic free campus.

As a part of waste management, two types of dustbins are kept at every corners of corridor. One is for non-degradable waste and other is for degradable waste materials. Plastic, Metals, Glasses, etc.

are thrown into the non-degradable dustbin. Paper, cardboards, are thrown into the degradable dustbin.

Liquid waste management:-

The waste materials from toilets are sucking out by machine of Imphal Municipality Council when they are beyond certain limit.

E-Waste Management:-

There is no much e-waste materials is the college and no plan for e-waste management. Encouraging recycling of electronic waste materials as far as possible. Laser printer and Injet cartridges are refilled as far as possible for using again. When electronic products is beyond certain limit, they are handed over to garbage collector of Imphal Municipality Council, Imphal.

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

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

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

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

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

B. Any 3 of the above

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

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

B. Any 3 of the above

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

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

The college is playing an effective role in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Being a government college, the admission process is carried out under the direction and instruction of both the Directorate, Government of Manipur and Manipur University. The college follows the reservation norms of the state government and ensure that specific earmarked seats of each category are filled up. Most of the students taking admissions in the college belongs to both urban and rural background as the college is situated in a semi- urban area. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. The participation of the local clubs and organisation in the various activities conducted by the college provide a harmonious and cordial environment. The students are inculcated with the concept of tolerance and harmony about regional, linguistic communal, socio-economic and other diversities in the various activities organise by the college. Flex board of environmental awareness, social harmony, unity and values are displayed in the college campus. N.G. College aims towards providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

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

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

N.G. College regularly organises many programmes and activities to sensitise the students as well as the employees of the college to make a good responsible. The two NSS units of our college spearhead in moulding the students to become a good citizen in future by imparting various self-sacrificing and social awareness programmes and activities.

The first programme to inculcate the students the knowledge of constitutional obligations, values, rights, duties and citizens' responsibilities is students' induction programme. This programme is done before regular a new academic session starts, and the newly admitted students are welcome at the college Multipurpose Hall. Students' induction programme has many objectives, namely

- 1.To inculcate them to the new environment.
- 2.To help them in bonding with their fellow students (new students and senior students).
- 3.To acquaint with the teaching and non-teaching staff of the college especially the faculty members.
- 4.To know and follow the code of conduct of the college.
- 5.To aware about the necessary guidance from their respective faculty members, student's redressal cell etc.
- 6.To have the knowledge of mentors and mentees' role in bringing a smooth and healthy communication between the faculty members and student in academic related issues.

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

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

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

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

The college celebrate festivals of national importance to sensitized the students about the significance of the festivals of our country and the sacrifices which great men and women of this country have made for uplifting their countrymen. The college also actively participates in the 'National Flagship Programmes' promoted by the GOI, MHRD, & UGC. International Days are also celebrated with great enthusiasm. The college pay tribute to all the national and state heroes on their Birth and Death anniversaries

These activities are organized by staff and students of the College by Organizing lectures and conducting awareness camp. Lectures are given by Principal, Vice Principal & Senior Faculty member and

sometimes by invited dignitaries. Students are made aware of these festivals to gain more knowledge, make them noble in their attitude, morally responsible and also to make them understand of their responsibility to the nation

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

7.2 - Best Practices

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

Developing an Eco- friendly Environment: By implementing green practice in the college, we aim to make the college a better and conducive place for study. Green practices include many acts like using of eco-friendly products, conserving natural resources and protecting the eco system etc. In sustaining green campus the college gives attention to preservation and protection of ecosystem. Initiatives are taken to plant trees and samplings and more than hundred saplings and trees have been planted. The follow up care after planting is entrusted to the students under the leadership of the N.S.S officers. Twice a week a group of students ensures the watering and weeding of the plants. The practice does not only beautify the college campus, it also provides awareness for the need of a green sustainable environment. We celebrate world environment day every year. Every important event conducted in the college is followed by planting a tree or saplings.

College Kitchen Garden: A college kitchen garden is maintained by the staff and students to generate a sense of community service and collective ownership. Apart from aiding in maintaining the college ecosystem, it also helps in instilling a sense of responsibility in the students.

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

7.3 - Institutional Distinctiveness

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

N.G. College, Lamphelpat, strives to inculcate the spirit of service along with professional development and skills through state of the art education, research and extension by nurturing innovation, leadership and national development. Scientific emphasis on developmental and professional education: N.G. College has been a pioneer in under-graduate education, investing scientific emphasis on academic and community life. The college remains committed to building leadership, conscious citizenry and active participation of students for furthering national developmental goals. The College sees its students building capacity to acquire global skills for entrepreneurship, professional proficiency and improved quality of life.

Our mission has firmly stood the test of time and the college has worked towards empowering the young minds, in particular for national development. The college education aims towards capacity building for entrepreneurship, improved health and quality of life and communication for desirable behaviour change. The college faculty and students have responsibly engaged with people and communities, fulfilling its role in making knowledge and information accessible to people. These experiences enrich education, research and curriculum development and expand the quality of academic work across specializations. The students receive the benefits of knowledge from advanced research activities even in the undergraduate.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

An academic committee of the college was formed with the aims of effective curricular delivery. Each department prepares an academic calendar which lists the activities for the entire academic year based on which a main college academic calendar is prepared. The progress reports are discussed in periodic and end year IQAC meetings. A teaching plan is designed for apportionment of the syllabus among all the faculties, which is done democratically through discussions among faculties in departmental meetings. Faculty members take utmost care to complete the syllabus in time through regular online and offline classes, tutorials and internal assessments which comprise the formal evaluative processes, along with remedial classes and students are also given access to meet the faculty beyond classroom hours for doubt-clearing. Meetings of the Department with Principal and other forums are also held for monitoring the teaching-learning process and progress. In addition, various steps are streamlined for orderly implementation of curriculum:

1. Effective academic planning and implementation is strictly carried out under the supervision of the HODs.

2. A weekly time table is framed to properly adjust all subjects with the available classrooms.

3. Maintenance and timely upgradation of college library for providing the required reading materials.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college's academic calendar is prepared well in advance of

the next academic session and it adheres to the academic calendar of Manipur University. The academic calendar is displayed on the college notice board and college website for reference. It carries approximate schedules regarding admission and teaching-learning routines, assignments, curricular, co-curricular and extra-curricular activities, departmental and institutional events and holidays. Students' Induction Programme (Deeksarambh), World Environment Day, Independence Day Celebration etc are some such events held keeping in mind the social and environmental awareness of the students. Field works, study tours and projects etc are also conducted by Geography, Education and History departments. The college annual sports meet is being regularly organised with the aim to promote health, well-being and team spirit and inculcate discipline among the students. The annual literary meet is also another platform for the students to nourish and expose their literary output as part of the academic activities of the students. One most important medium for intellectual exercise of the students is the publication of the annual college magazine where students and also teachers can share their experiences and literary abilities and hence plays an important role for exercising the intellectual abilities of the students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

8

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

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

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

2

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

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

53

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

0

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

1.3 - Curriculum Enrichment

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

The institution follows the university curriculum which enables the students to study the issues related to gender inequality, environment and sustainability, human values, and professional ethics. Essays on Feminism and Marxism are prescribed in the fifth semester of Elective English course that expounds ideas on gender issues and problems of working-class people. The issues of gender are also reflected in the syllabus of General Foundation Course of first semester with special reference to Manipuri Society and also another topic 'Women Empowerment' is also found in the third paper of Political Science in Unit III. The undergraduate Elective English Course discusses wide ideas of human emotions, moral values, ideas of love and bonding etc. Certain topic likes 'Development of Social, Moral and Spiritual Value,' leading to self-actualisation and successful living is found in the Unit I of the first semester of the Elective Education course. Environmental study is found in the fourth semester of General Foundation Course. Students are provided with detailed information about urgent needs to be taken up for preservation and conservation of environment and sustainable utilization of natural resources for a clean and better future generation

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year	
5	
File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File
1.3.3 - Number of students undertaking project work/field work/ internships	
148	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://ngcollege.ac.in/departments/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

612

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

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

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

306

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

2.2 - Catering to Student Diversity

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

After the admission of the First semester students in their respective courses, Induction Programme is conducted to familiarize the students with the college. The students are enlightened about the course content, examination structure and academic calendar of the college. Heads of Departments and course co-ordinators apprised the students with their specialized areas of study and scope of employments. Further, the students are informed about the rules and regulations, time-table, and facilities provided in the college. To ensure rigorous alignment in the teaching-learning process, students learning levels are assessed based on their basic educational backgrounds and their scores in Board Examination and internal assessments which helps in identifying the Slow/Advanced Learners. For Slow Learners, certain strategies like remedial classes, mentor-mentee guidance and counselling sessions by the career guidance cell. The Advanced Learners are motivated with Awards and Prizes for their achievement in scholastic as well as non-scholastic areas. Talk programmes are conducted in the college by inviting experts from various fields of study-colleges, universities, industries, and media to help in their personality development and career guidance. Departmental seminars, quizzes, and group discussions are held in order to develop analytical skills and problem-solving ability.

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

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

Number of Students	Number of Teachers
1206	35

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college imparts experiential learning to the students so that they become a responsible and productive member of the society. B.A. Sixth semester students in Education Department conducts research on their own under the guidance of their respective supervisors, which helps the students in developing critical thinking and enhances their creativity. Third, Fourth, Fifth and Sixth semesters students of Geography Department conducts field surveys, laboratory practical and socio-economic surveys which enhance the students thinking and analytical skills. The college has a wifi-enabled computer lab to impart IT knowledge and skills.

Participative Learning: Internal and External tours are arranged every year for the students. Students are encouraged to participate in inter- collegiate festivals and events like Manfete where students from different colleges interacts with one another. NSS Camps are organized from time to time where student volunteers get the chance to develop their leadership qualities, also develop friendly relations with target community, awareness programs are given on in the neighbouring community of the college. The Career and Guidance Cell of the college guides the students on matters relating to jobs, further studies, and competitive examinations. Tutorial classes are conducted to prepare the slow learners to achieve at least the Minimum Levels of Learning (MLL).

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

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

The college makes use of ICT enabled tools in teaching-learning process in addition to the traditional classroom education.

Besides the chalk and talk method of teaching, teachers make use of ICT enabled tools such as LCD projectors, smart boards, PPT, Audio system, and online sources to expose the students to a wide range of knowledge resources. The Wifi-enabled college campus empowers the students in accessing the learning materials. The college computer laboratory promotes independent learning and enables the students in accessing e-books and e-journals through Inflibnet. Dissemination of relevant information are done through WhatsApp groups formed by each concerned department. The college has a dedicated ICT room with more than 40 computers in it.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

35

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

356

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

2.5 - Evaluation Process and Reforms

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

Transparency of internal assessment at college level: Internal examinations are conducted in the college to track the learning progress of the students. To cope up with the weak students, remedial measures in the form of tutorials are taken up. The students are given information about the evaluation process, question pattern, distribution of marks both of internal and university evaluation through prospectus, notice boards. Further, the concerned subject teacher elaborates on nature of questions, weightage and type of questions that will be asked in the examination. The college also notifies the students with their allotted supervisors for carrying out project work, field surveys.

Robustness in terms of frequency and mode: Mid-term examinations are conducted before the end of each semester. In a year two mid-term examinations are held in order to track the level of learning of students and the marks are made available to the students so that they can make an improvement on their weakness. In classrooms; group discussions, question and answer sessions are held to test whether the students have understood a lesson or not.

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

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

Matters relating to internal examination are handled by the relevant teacher. The doubts and queries on the part of the students are taken care of by the concerned faculty. The students are given strict instruction that they have to attend the internal examination compulsorily. If they fail to do so, reasons are asked and home assignments are given in order to bridge the gap between those who attended the examination. Students with poor attendance and performance in class are duly examined and the Parent-Teacher meetings are arranged to solve the underlying problem. In case of any complain related to University end examinations, the students are guided properly by the Examination Committee of the college. The student has to write an application to the Controller of Examinations, M.U. by paying a relevant fee on any matters related to evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://ngcollege.ac.in/grievance-redressal-cell/

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.

Teachers are communicated about the Programme Outcome (PO) and Course Outcome (CO) in academic meetings held in the college. The IQAC in collaboration with Academic Committee analyses Programme and Course outcomes. Students are also made aware about PO and CO in the classrooms by the respective departments as well as during the annual induction programme conducted by the Institution. PO and CO are also posted in college website and college notice board. Every Department has analysed its Program Outcome in the departmental meetings. Students are also made aware of the program specific outcome. The Program Outcomes are discussed with students from all departments by their respective teachers.

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

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

The college evaluates the attainment of Programme Outcomes and Course Outcomes in the following ways: Programme Outcomes and Course Outcomes are assessed from the marks obtained by the students in the internal examinations and end-semester examinations. The Extra Curricular activities are also analysed while accessing Programme Outcomes and Course Outcomes. The college keeps track of those students who have gone for further studies and those that got employed both in private and public sectors. The entire evaluation about attainment of Programme and Course outcomes are done by the members of respective departments under the guidance of Internal Quality Assurance Cell. There's a

feedback system in the college where the students of 6th semester are asked to provide feedback regarding the merits and drawbacks of teaching-learning process, faculty members, departments etc.

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

2.6.3 - Pass percentage of Students during the year

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

160

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

2.7 - Student Satisfaction Survey

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

<https://ngcollege.ac.in/ngc-sss/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

.8

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

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

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

1

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

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

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

3

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

5

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

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

14

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

3.3 - Extension Activities

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

Through a number of extension and outreach programmes, the college sensitizes the students and faculty to develop a sense of social values and responsibilities. The college NSS units carried out various extension and community development programmes in the last five years in different adopted villages. Students participated in numerous programmes conducted by Nehru Yuva Kendra, Manipur University, & other Government and non-Government organizations. Many regular and Special Camping programmes were conducted in and around the college campus, the college's adopted village Takyel Village, New Cachar Road Imphal. Programmes viz. afforestation, gender issues, awareness of Health etc were done during the last few years by the NSS volunteers of the college.

The screening of Hepatitis B&C programme conducted as a part of NSS Special Camp, benefitted the neighbouring community. Other extension activities of the college included the conduct of Swachh Bharat Summer Internship Programme, inter college debating competitions and participation of students in the inter college song competition and dance competitions, Afforestation programme under Mission Go Green, National Integration Camps, Adventure Camp for Youths conducted by Nehru Yuva Kendra, Skill Development Leadership and personality Development programme, a cultural exchange programme at Madhya Pradesh and Swachh Bharat Mission programmes and Swastha Pakhwada .

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

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

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

2

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

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

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

3

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

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

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

172

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

3.4 - Collaboration

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

1

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The College is a 6.4acres wide Arts stream college having 8 departments, namely Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science. All the eight departments have separate rooms and have proper light and ventilation. Every department has a wi-fi connected computer desktop and Almirah for Departmental Library. For Geography Department, laboratories equipment are available. 16classrooms including one ICT lab,40 Computers, one Geography classroom With Eyeris Smartboard and 8 Smart classroom facilities. Wi-fi facility is available in the college campus. There is a wi-fi connected room for the office of the college IQAC. The main building consists of Principal's office with its staff office, vice-principal's office, departmental rooms, class-rooms including ICT classroom and 8 smart classrooms. The college library is a partially automated, modernised library with reading rooms for students and staff, internet facilities including N-List facilities. It has around 16000 textbooks, rare books, government publications, magazine etc. with national and local newspapers. Subject wise book codification is done. Photo copying facility is also available for students and staff. There is a separate building and room for the student's Union and Boys' and Girls' Common Rooms, a canteen, a parking lot for staff and students.

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

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

The college has different infrastructures and buildings for different extra-curricular activities like culture, games sports, etc. Culture Activities The College has asset/unit for cultural activities. The students have their own talents in culture, like dance songs etc. They participated to state and national cultural festivals and took Prizes. * Annual Literary Meet * Annual Debating Competition * Jubilee Hall * Indoor Hall Games and Sports The college has a swimming pool, a multipurpose indoor hall and a Jubilee Hall. The swimming pool and multipurpose hall are running by smoothly by forming management committees in collaboration with two voluntary organization. The college has also set up a boxing ring for training in the Multi purpose hall. Recently the college has also repaired footground ground. The college has also Fitness cum yoga centre with a dedicated room. The college got some incomes from the management of swimming pool and multipurposed indoor Hall. Some students of the college also participated inter College tournaments like badminton, football and many other co-curricular activities.

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

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

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

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

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

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

.14.3

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

4.2 - Library as a Learning Resource

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

The N.G. College library is partially automated using Integrated Library management Software. The Library contains more than 16000 books, periodicals, references, national and international journals. It is automated using Integrated Library Management System (ILMS) computerized with Software for University Libraries (Soul 2.0) Software. Cataloguing and easy search facility is available. A complete database of the books available is made through the ILMS Software. Access is available to many e-journals under the NLIST program of INFLIBNET enabling access to full text and databases from reputed publishers through NLIST viz. Annual Reviews, Economic and Political Weekly, Indian Journals, Institute of Physics, JSTOR, Oxford University Press, H. W. Wilson , Cambridge University Press , Cambridge Books Online , EBSCOHost-Net Library, Institute of South East Asian Studies ,

Oxford Scholarship , Springer eBooks , Sage Publication eBooks , Taylor Francis eBooks , World e-Books Library etc is available. Adequate space is provided for browsing and relaxed reading. Free internet and wifi facility is available. A copier/printer is also made available to allow downloading /printing of material from these resources. Every department in the college has a Departmental Library. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

.52

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

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

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

26

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

4.3 - IT Infrastructure

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

Though college offers only arts subject viz Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science, the college is quite developed in terms of IT infrastructure. The College has well-developed IT facilities as stated under:

1.The departments, Administrative office as well as library have computer system with internet connection.

2.Printers are also made given to Vice-Principal Room, Non-Teaching Staff room, IQAC room and Geography room.

3. 7 Smart classrooms with overhead projectors with Smartboard.

4.Two Interactive Flat Panel are also installed in the college in Conference Room and ICT.

5.Department of Geography has a special classroom with Projector and Eyeris Smartboard.

6. Computers of all the departments have latest version of software.

7. Scheduled maintenance of Hardware is done periodically for proper functioning of Computers. 8.The college website is updated and backed up from time to time.

9. Computers and printers of Vice-Principal and IQAC room are connected through LAN and proper Networking is done to share various drives of computers.

10. The whole campus of the college has Wi-Fi facility.

11. A dedicated ICT room with 40 computers.

12. Partially automated library with SOUL 2.0, an Integrated Library Management System Software

13. 13 CCTV cameras installed across the college

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

14.36

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

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.

The institute has a systematic mechanism for maintenance of all the above facilities which are maintained by signing a MoU with concerned agencies or by staff of the institution.

The State government, UGC, RUSA and other funding agencies are depended on for most of the infrastructure augmentation. Municipal Corporation regularly collects the college garbage. The college canteen functions on annual contract basis and is supervised by the College Canteen Committee.

The Library advisory committee monitors the Library fees, book collection, late fees, deposits, weeding out of the unwanted books etc. Library makes available newspapers in Manipuri and English. Stock verification is done regularly. Newly arrived book titles are displayed on the new arrival section. 'SOUL 2' software is used for automation. Online access to e-journals is provided through INFLIBNET N-LIST Consortia.

There are sixty computers in the college for students, academic and administrative purposes. Maintenance of computer is done regularly.

We have spacious Indoor stadium, swimming pool and a large playground. An MoU with outside agencies for the annual maintenance of both the indoor stadium and the swimming pool.

There is a spacious Jubilee hall and a Conference Hall equipped with the audio-visual system and is maintained regularly.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

247

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

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

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

24

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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)

N.G. College has two students' bodies- a Student Union and two N.S.S. Units. Under these, the college facilitates students' representation and ensures various administrative and extracurricular activities of the students. The Student's Union is formed through a democratic process of election process conducted every year under the principle of unbiased constitution of Lyngdoh Commission under the supervision of the college authority. Eight designated Secretaries are elected from the election as students' representatives. The concerned Secretaries look after their related activities, Annual Freshers' Meet,

Debating Competition, Internal and External Excursion, Publication of annual Magazine, Annual Sports Meet, Organising of State Level Tournaments, Seminar, Symposium, Career counselling and such other related events of the college. Further, the College has two N.S.S. Units which perform many community services, awareness campaigns and extracurricular activities in nearby villages of the college. Social Service Camps, awareness campaigns and tree plantation programmes in relation to observance of world Environment Day, segregation of solid waste and disposal are also performed by the volunteers of N.S.S. units. International/National observance days like such as International Yoga Day on 21st June, National Dewarming Day, Parakaram Diwas Day, National Cleanliness Day (Gandhi Jayanti), Fit India Programme, Irabot Day, etc. are also observed.

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

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

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

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

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

The N.G. College Alumni Association (NGCAA) was formed on 1st August, 2013 at the Mini Conference Hall of the college, at the initiative of Dr. Y. Momon Devi, the then Principal of the college. The first meeting of the formation of NGCAA was attended by 13 ex-students of the college. The main objective for the formation of the NGCAA are: (i) To co-operate and contribute with kind or cash as and when necessary by the college (ii) To render all sorts of co-operation without any hesitation to get the college NAAC accredited. NGCAA was registered on December 3, 2013 under Section 7 (1) of the Manipur Societies Registration Act, 1989 bearing registration No. 601/M/SR/2013. Although, we have a registered Alumni Association, its activities are not remarkable and the institute is trying to revive the alumni association from the current academic session. The alumni association is also going to be re-constituted shortly.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College has a clearly defined organizational structure for an optimum & effective decision-making and its implementation. The Vision, Mission, Goals and Objectives of the institution reflect the nature of governance and participation of the teachers in the decision-making bodies of the institution. For the fulfilment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. A two-way

communication channel between the staff and the leadership is an important feature. The college leadership maintains regular and active interaction with all stakeholders. The faculty has freedom to give suggestions for the improvement of quality parameters in the Institution reflecting the participative decision-making strategy of the administration. The college has been seriously working to achieve the objectives mentioned in the vision and mission of the college and for that, the college has organized various academic activities and raised funds for infrastructural development from UGC, RUSA and other stakeholders. The policies and practices of the College, academic and administrative, planning and implementation reflect the efforts of the institution towards a consistent growth for the development of society through education.

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

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

Despite the paramount importance of the Principal's role, the college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. The college has created a decentralised structure for decision making where departmental committees interface their decisions with college committees of the staff council. The Departmental Heads allocate the workload, besides executing other curricular & non-curricular activities. The college has a duly elected student union which cater to the aspiration and the needs of the students under the supervision and guidance of the Principal. Various cells and committees, are managed by respective co-ordinators/convenors.

The process of conducting election for the college student union is a very peculiar example of the decentralization and participative management because all the official members of the college participate actively to make it successful. The Principal, Vice-Principal, teaching and non-teaching staff are involved in the election process and the works are allocated to the various committees. Till date there was no form of violence and disputes in the process of conducting election and the

process has always been peaceful and successful.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college Infrastructure Development Committee supervises infrastructure improvement, constructions, renovation, purchases of equipment and furniture, the preparation of inventory list and entry of stock register and records for issuance of college properties to necessary departments and faculty members. The main sources of fund for the development committee are UGC, RUSA state government and fund from the college non-government account. Also, the college building is hired by government offices or private organisation such as local clubs, sport or organisation . A nominal fee for such hiring is charged except from government offices. The college development committee sits for meeting at least at an interval of 3 months but it also sits as frequently as required on which committee resolutions. The committee is responsible for annual and five years plan preparation and its execution. The existing buildings are ground floored buildings and, in the future, the development committee has planned for vertical development so that no further land use is adopted as a policy for future posterity. The college has already begun afforestation programme and constructing rainwater harvesting facilities. The college development committee also consult constructions engineer and architects for construction and development of college premises.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The college is supervised by the Directorate of Higher & Technical Education, Government of Manipur. The Principal guides the College in academic and administrative matters. The IQAC helps the Principal in the overall administration which involves the planning and implementation of the academic calendar. The Academic committee and faculty play an important role in executing the curricular, co-curricular and extra-curricular programmes. Heads of Departments prepare Department time table, work allocation among teachers, and submission of various reports to the Principal and IQAC.

The recruitment procedure, promotional policies and service rules are as per the rules of Directorate of Higher & Technical Education of Government of Manipur and the guidelines of UGC.

The College has an active Grievances and Redress cell for teaching faculty, administrative staff and through which they voice their grievances.

The students are informed about the Grievances Cell in the Induction Program and during classes. Suggestion boxes are kept in various places within the campus. The complaints/ suggestions are collected and analysed by the grievance committee periodically and the necessary actions are initiated. In addition, the student grievances are also addressed by respective teachers and HoDs, mentor-teachers, representatives of students' union as the first level of grievance redress.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Being a government college, both the teaching and non-teaching staffs avail of the facility which extend to any government employee of the state like medical reimbursement, retirement benefits, loan facility etc. as per admissible rules and regulations under the state government i.e. Government of Manipur. However, the college also encouraged its staff to improved their knowledge and competencies by organising & attending seminars, participating in faculty development programs, orientation and refresher program etc. The college also encourages its staff for publication in books and journal by providing the necessary assistance required. The college equally share the happiness and sad moments of the employee's family life. The N. G. College Teachers Association along with the Non teaching staff members share grief and grievances in form of Financial Help through the Teachers Association Fund.

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

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

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

3

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

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

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

2

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

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

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

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

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

N.G. College is a government college and all teaching and non-teaching staff are government employees and are transferable to all other government colleges of Manipur. Performance Appraisal System for teaching staff is carried out as per U.G.C norms. Every teacher prepares self-appraisal report using a prescribed format indicating their academic achievements like-participation in Orientation courses, Refresher courses, Workshops, Seminars, Conferences, publication of papers in journals and books, etc. This report is examined by the head of the concerned department and is mandatorily verified by the IQAC coordinator of the college. Then, Principal forwards the report to the parent higher authority that is Directorate of University and Higher Education (DUHE), where absolute data & records of all employees are stored confidentially. Based on these reports DUHE gives placement/promotion of teachers and pay enhancement accordingly. Also abiding by the latest UGC regulations in terms of placements. Every non-teaching staff sends their appraisal report to DUHE through the principal, who after assessment forwards the report to the Higher Authority for promotion, demotion, or transfer by DUHE which is done as per government norms. The college also conducts internal, external, and academic audits which all comprises performance appraisal system of the college.

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

6.4 - Financial Management and Resource Mobilization

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

The college is a state government college and has both internal and external audit system. The internal audit is carried out by the finance committee of the college having a senior faculty member as the convenor and the members as supporting staff and advisors thereby making the audit transparent. The internal audit of the college is conducted at the end of every financial year and its reports and recommendations are submitted to the principal for implementation in the next financial year. The external audit is conducted by both the State Government Audit and AG from Central Government. The internal audit is carried out every year while the external audit is done once every four years. The minor research projects funded from UGC (NERO) and other funding agencies like North Eastern Council, Indian Council of Social Science Research etc are also audited by a chartered accountant engaged by the respective researchers. Funds received from the UGC and other agencies are also audited by a CA and by the college's finance committee. The college also makes contributions while in cases of natural calamities or when need arises which are also audited by the college's finance committee.

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

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

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

0

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

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

Being a government college, a major source of funding has been from the state government. The salaries of the faculty members come from government treasury. Few contractual support staff is appointed as per the need of the college. Admission fee is as per the norms of the department of Directorate of University and Higher Education. As regards infrastructure the college has no option but to depend upon the state government, UGC, RUSA & other related agencies for funds. The existing resources are used optimally by the college and initiatives are undertaken for a better utilization of its resources. The swimming pool is leased out to local clubs during morning and evening hours, and the indoor hall to a boxing association after signing a Memorandum of Understanding. The college has entered into an agreement with private agencies to provide nutritious, and affordable food at the college canteen. Steps are also being taken up to utilise the college's computer lab as an examination centre for external examinations like government recruitment examinations and the college also collaborated with NIELIT. The college classrooms also are used as examination centres for departmental examinations of the state government as well as examinations conducted by MPSC.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the college was formed in 2012 for promoting holistic academic excellence. IQAC monitors the implementation of vision and mission and prepares the perspective plan of development for the college every year. It has been trying to institutionalize several quality assurance strategies such as digitization of academic and administration facilities, gender equality and strengthening extension activities. IQAC has been reviewing the status of the teachers regarding their academic activities and performances, research works and publication, research guidance, conferences, completion of refresher and orientation courses, etc. The college has 38 full-time teachers and have published more than 42 papers in reputed Journals and more than 33 chapters in edited books during the last five years. Every year, internal academic and administrative audit is conducted to create the quality culture in the college. The tradition classroom methods were transformed into digitized one and has been amalgamated with LCD projects, pointers, video conferencing etc. For this the teachers have been well-trained, thereby reforming the teaching-learning method of the college. Digitization of all the data and records of the college and automatization of the college library are one of the most important plans the IQAC is taking up.

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

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

The Internal Quality Assurance Cell of the college has its focus on the teaching learning process and progress and has designed policies to assess and evaluate it from time to time. Accordingly, IQAC complements the teaching and learning activities as well as modify the same in order to improvise after considering the feedbacks and suggestions. In order to properly fulfil the learning outcomes, the IQAC reviews teaching learning processes and suggests regular expansion, upgradation and addition of the requisite material, equipment, infrastructures etc.

The institutional review and implementation of teaching learning reforms are facilitated by IQAC.

Add on Course: The college introduces various add on and job-oriented courses in support of their regular teaching learning methodologies. As a part of effective teaching-learning process, the college uses projects internship, field visits and ICT based teaching to the students.

The college is currently running four add on courses namely:

1. Fashion Designing (2015).
2. Hospitality Management (2017)
3. Media and Journalism (2017-18).
4. Computer Training (2019)

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

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has specific committees to monitors issues relating to ragging, physical/sexual harassment of the students. The students are strictly informed against such issues at the commencement of every academic year through Orientation Programs. Fortunately, till now no such incidents of ragging, physical and sexual harassment has taken place in the college. The installation of a complaint box in the college campus helps the students to express their grievances.

The campus is covered under surveillance by CCTV cameras installed at specific location. The college plays a proactive role in sensitizing the students towards gender issues. Every year our college celebrates 'International Women's Day' by organising programs where speech and lectures are given on gender sensitization. Female students are ensured of their safety, security and mental health by the college. The institution promotes both male and female students through its Equity and Non-discriminatory system.

Students are encouraged to join NSS and participate in co-curricular and extra-curricular activities with the objective of their overall physical, mental and social wellbeing.

Common room:

The college has provided separate common room for both boys and girls. The common rooms have essential amenities. A rest room is made available for girls in the Girls Common Room.

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

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

B. Any 3 of the above

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

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

Solid waste management:-

The main waste management of the college are as such - Segregation, Recycling, Composing, etc. At the same time, it is also tried to control/awakening "Thrown-Away" life style/concept and grow consciousness of generating less/Zero-waste Campus among the students and faculty members of the college. And, they are also aware of hazardous effect of plastic and everyone is making effort to make the college a plastic free campus.

As a part of waste management, two types of dustbins are kept at every corners of corridor. One is for non-degradable waste and other is for degradable waste materials. Plastic, Metals, Glasses, etc. are thrown into the non-degradable dustbin. Paper, cardboards, are thrown into the degradable dustbin.

Liquid waste management:-

The waste materials from toilets are sucking out by machine of Imphal Municipality Council when they are beyond certain limit.

E-Waste Management:-

There is no much e-waste materials is the college and no plan for e-waste management. Encouraging recycling of electronic waste materials as far as possible. Laser printer and Injet cartridges are refilled as far as possible for using again. When electronic products is beyond certain limit, they are handed over to garbage collector of Imphal Municipality Council, Imphal.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**

B. Any 3 of the above

- 3. Pedestrian Friendly pathways**
4. Ban on use of Plastic
5. landscaping with trees and plants

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

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

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

B. Any 3 of the above

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

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

B. Any 3 of the above

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

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

The college is playing an effective role in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Being a government college, the admission process is carried out under the direction and instruction of both the Directorate, Government of Manipur and Manipur University. The college follows the reservation norms of the state government and ensure that specific earmarked seats of each category are filled up. Most of the students taking admissions in the college belongs to both urban and rural background as the college is situated in a semi-urban area. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. The participation of the local clubs and organisation in the various activities conducted by the college provide a harmonious and cordial environment. The students are inculcated with the concept of tolerance and harmony about regional, linguistic communal, socio-economic and other diversities in the various activities organise by the college. Flex board of environmental awareness, social harmony, unity and values are displayed in the college campus. N.G. College aims towards providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

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

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

N.G. College regularly organises many programmes and activities to sensitise the students as well as the employees of the college to make a good responsible. The two NSS units of our college spearhead in moulding the students to become a good citizen in future by imparting various self-sacrificing and social awareness programmes and activities.

The first programme to inculcate the students the knowledge of constitutional obligations, values, rights, duties and citizens' responsibilities is students' induction programme. This programme is done before regular a new academic session starts, and the newly admitted students are welcome at the college Multipurpose Hall. Students' induction programme has many objectives, namely

- 1.To inculcate them to the new environment.
- 2.To help them in bonding with their fellow students (new students and senior students).
- 3.To acquaint with the teaching and non-teaching staff of the college especially the faculty members.
- 4.To know and follow the code of conduct of the college.
- 5.To aware about the necessary guidance from their respective faculty members, student's redressal cell etc.
- 6.To have the knowledge of mentors and mentees' role in bringing a smooth and healthy communication between the faculty members and student in academic related issues.

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

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

B. Any 3 of the above

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

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

The college celebrate festivals of national importance to sensitized the students about the significance of the festivals of our country and the sacrifices which great men and women of this country have made for uplifting their countrymen. The college also actively participates in the 'National Flagship Programmes' promoted by the GOI, MHRD, & UGC. International Days are also celebrated with great enthusiasm. The college pay tribute to all the national and state heroes on their Birth and Death anniversaries

These activities are organized by staff and students of the College by Organizing lectures and conducting awareness camp. Lectures are given by Principal, Vice Principal & Senior Faculty member and sometimes by invited dignitaries. Students are made aware of these festivals to gain more knowledge, make them noble in their attitude, morally responsible and also to make them understand of their responsibility to the nation

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

7.2 - Best Practices

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

Developing an Eco- friendly Environment: By implementing green practice in the college, we aim to make the college a better and conducive place for study. Green practices include many acts like using of eco-friendly products, conserving natural resources and protecting the eco system etc. In sustaining green campus the college gives attention to preservation and protection of ecosystem. Initiatives are taken to plant trees and samplings and more than hundred saplings and trees have been planted. The follow up care after planting is entrusted to the students under the leadership of the N.S.S officers. Twice a week a group of students ensures the watering and weeding of the plants. The practice does not only beautify the college campus, it also provides awareness for the need of a green sustainable environment. We celebrate world environment day every year. Every important event conducted in the college is followed by planting a tree or saplings.

College Kitchen Garden: A college kitchen garden is maintained by the staff and students to generate a sense of community service and collective ownership. Apart from aiding in maintaining the college ecosystem, it also helps in instilling a sense of responsibility in the students.

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

7.3 - Institutional Distinctiveness

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

N.G. College, Lamphelpat, strives to inculcate the spirit of service along with professional development and skills through state of the art education, research and extension by nurturing innovation, leadership and national development. Scientific emphasis on developmental and professional education: N.G. College has been a pioneer in under-graduate education, investing scientific emphasis on academic and community life. The college remains committed to building leadership, conscious citizenry and active participation of students for furthering national developmental goals. The College sees its students building capacity to acquire global skills for entrepreneurship, professional proficiency and improved quality of life.

Our mission has firmly stood the test of time and the college has worked towards empowering the young minds, in particular for national development. The college education aims towards capacity building for entrepreneurship, improved health and quality of life and communication for desirable behaviour change. The college faculty and students have responsibly engaged with people and communities, fulfilling its role in making knowledge and information accessible to people. These experiences enrich education, research and curriculum development and expand the quality of academic work across specializations. The students receive the benefits of knowledge from advanced research activities even in the undergraduate.

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

7.3.2 - Plan of action for the next academic year

The college has various plans and programmes set for the upcoming

academic year. It includes implementing NEP 2020 syllabus of Manipur University for the second year. The college aims to explore innovative approaches to curriculum delivery strategies. The college aims to strengthen connections with relevant industry and communities, which the college already has with firms like NIELIT, the college also has existing collaborations with Gour Govind Girls' College, T.S. Paul Manipur Women's College, Maharaja Bodhachandra College regarding faculty and student exchange programmes. The college has set to offer various new courses under VAC that also include courses on 'Arangfam' which translates to event management, and 'Thang-Ta' classes for promoting Manipur's age-old martial arts on top of the existing Solid Waste Management Program. The college plans to support initiatives that enhance student-faculty interaction and develop institutional community that embraces and encourage positive intercultural learning. The colleges has continuously encouraged students and faculty engagement in applied research, social innovation projects and faculty research development programs.