



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		IDEAL GIRLS' COLLEGE
Name of the head of the Institution		L.Iboyaima Singh
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03852445518
Mobile no.		9436037085
Registered Email		igcakampat12@gmail.com
Alternate Email		lourembamiboyaima@gmail.com
Address		Akampat, Imphal East
City/Town		Imphal
State/UT		Manipur
Pincode		795001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr.Th.Tilakraj Singh
Phone no/Alternate Phone no.	03852446427
Mobile no.	9862035944
Registered Email	tilakigc2016@gmail.com
Alternate Email	thoudamtilakraj2016@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.igcakampat.ac.in/page.aspx?pg=NAAC&lnk=AQAR%202018_2019
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://igcakampat.ac.in/download/20221513558320_Academic%20Calender%202019-2020.PDF

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.69	2019	28-Mar-2019	24-Mar-2024

6. Date of Establishment of IQAC

16-Apr-2018

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting	15-Oct-2019 1	8

IQAC meeting	22-Jun-2019 1	8
IQAC meeting	07-Aug-2019 1	8
IQAC meeting	17-Apr-2020 1	8
IQAC meeting	23-Apr-2020 1	9
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

• Encourage faculties members to participate seminars, workshop. • Conduct seminars, workshop and others programme for the teachers and students • Feedback collection and analysed. • Preparation of AQAR • Preparation of academic calendar.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Encourage faculties members to participate seminars, workshop	Increase participation in seminars and workshop about 87 seminars and workshop participated by 53 teachers
Encourage participation in Research publication	Number of publication increase from last year.
To conduct seminar and workshop	Conduct workshop on 8th March 2020
View File	
14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	22-Jan-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution has the mechanism for well-planned curriculum delivery and documentation system: To create and maintain conducive academic environment, a well-planned and systematic curriculum delivery system is of utmost importance and is an acknowledged fact. The institution function under the regulations and curriculums framed by the Manipur University as the college is affiliated to it. On the basis of the academic calendar issued by the university, the institution frames its own academic calendar by the Board of Studies & Academic Committee to carry out annual sports and other associated cultural activities which are aimed at promoting moral and intellectual development of the students. For executing the normal classes, the Principal prepares a master time-table. The departmental heads again distribute the daily routine for their respective departments which is followed by the students and teachers. Internal assessment (both oral and written) are conducted based on the academic calendar as prepared and adopted already. For gathering first-hand information and justification of the syllabus of some topics, departments such as - Home Science, Botany, Zoology, Geography and Education conducted field works and prepare project reports. The problems and prospects of the new schemes, policies and programmes for the development of the education are dealt with in

the project reports prepared by the Department of Education. Field studies are carried out by the Department of Home Science under the guidance of their departmental teachers. Through these field works and visits, the students' experiences about the health, hygiene, sanitation etc. of the orphanage and old age homes. The departments of Zoology and Botany regularly conducted field studies for the collection of specimens which are prescribed in the syllabus. For gathering feedback from the students and acknowledging the problems faced by the teachers, the college organises general counselling for the students and teachers. During the counselling sessions, to facilitate free exchange of ideas among the teachers and students the Principal does not take part in it. A One-Year Diploma Programme in Tourism and Hospitality Management is conducted under RUSA Scheme to enhance better employability of the students. The programme is conducted free of cost and on job training is provided by a reputed organisation empanelled with the Tourism and Hospitality Skill Council of India. The course is based National Skill Qualification Framework (NSQF) approved by the Government of India.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

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

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany	25
BSc	Zoology	15
BSc	Home Science	10

[View File](#)

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

The IQAC of the college has created a structured feedback system to receive feedbacks from Teachers, Students and Parents. The feedbacks are obtained through offline mode and it is meticulously reviewed and analysed by the IQAC team. The Principal, being the chairperson of the IQAC team, overlooks the entire process of the feedback system. Apart from the structured feedback system that the IQAC has circulated, the team has also received a feedback from the students requesting the college authorities to introduce a kind of blended learning given the Covid-19 pandemic in the country, and the subsequent inability to attend college regularly. The IQAC of the college is addressing this as a matter of topmost priority, and are exploring means of introducing blended learning so as not to disrupt regular classes. The college also has future plans to train students and teachers to various organized ways of blended learning.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Mathematics, Botany, Zoology, Chemistry, Physics	120	33	33
BA	history, Pol. sc., Economics, English, Educati on, Geography, Philosophy, Manipuri, Home Science,	225	27	27

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2019	105	Nil	50	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
50	25	1	2	Nil	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Ideal Girls' College is the only girls' college in Imphal East area of Manipur. Despite low enrolment of students in the college, the college aims in introducing novel ways of teaching learning method. The most important part of modern education is to bridge the gap between knowledge and industry. It is vital to introduce students to different facets of education. Therefore, the college focuses on developing both knowledge and skills of the students. Ideal Girls' College has introduced a practice for mobilising girls and women who have dropped out their study, who are economically deprived to receive proper formal education and provide them an opportunity to enrol and complete their studies. This is done by giving fee concessions, and counselling to the prospective candidates. Furthermore, for achieving overall optimal performances of students, one needs to address both academic and other non-academic grievances of the students. It is important to guide and mentor them for proper and appropriate experiences. For this purpose, the practice of Teacher Mentor was introduced in the college in 2013-14 academic sessions and it was initially assigned for three academic sessions. However, from 2019, one teacher is assigned from every department for one academic session to satisfy the criteria of Teacher-Mentorship programs.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
105	50	1:2

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	50	21	Nil	20

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BSc	S	6TH SEMESTER	29/09/2020	02/11/2020
BA	A	6TH SEMESTER	26/09/2020	02/11/2020
View File				

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

The college maintains a strict internal evaluation method for the students. Continuous assessment makes the students to be active learners and creative. One of the productive results of internal evaluation is that teachers are more equipped with the modern trends of education system. This is done by assessing students through assignments, class tests, or class quizzes. The assessing method helps identify fast and slow learners. This, in turn, will help teachers to adopt a suitable teaching strategy that caters to the requirements of the students.

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

As the college is affiliated to Manipur University, Academic Calendar of the college is prepared in compliance as per the notifications issued by the University. Annual College Academic Calendar of College is created by the Board of Studies Academic Committee of the College, with the College Principal as the Chairperson of the Committee and the IQAC of the college. Accordingly, university examinations and internal examinations are conducted following the academic calendar. The examination committee overlooks the timely conduct of examinations in the college. The Officer in Charge (OC) and Assistant Officer in Charge (AOC) are appointed by the authorities in Manipur University for conducting fair MU Semester examinations. The OC, in turn, appoints invigilators and Supervising Invigilators for smooth conduct of the examinations.

2.6 – Student Performance and Learning Outcomes

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

https://iqcakampat.ac.in/download/202215119407_2.6.1 Programme outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
S	BSc	Mathematics, Botany, Zoology, Chemistry, Physics	11	11	100
A	BA	history, pol. sc., Economics, E nglish, Educa tion, Geograp hy,	14	14	100

Philosophy,
Manipuri,
Home
Science,

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2.7 – Student Satisfaction Survey

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

https://iqcakampat.ac.in/download/2022151412961_Student%20satisfaction%20survey%20Report.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	English	1	0
National	Botany	1	0
International	Geography	1	0
International	Physics	1	0
International	History	1	0

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

Department	Number of Publication
Physics	2
English	2
History	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	0	0	Nil	0	0	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	23	56	Nil
Presented papers	2	3	2	Nil
Resource persons	Nil	1	Nil	Nil

[View File](#)

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Nil	Nil	Nil	Nil
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	0	0	Nil
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
One day workshop on child sex ratio and gender sensitisation	Grievance and Redressal cell, IGC and Manipur State Commission for women	workshop	2	25
Rural development	Unnat Bharat Abhiyan, IGC,	Interaction with the villagers and participatory rural area	12	20
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
JCRE on industry partner	Diploma in Tourism and Hospitality Management	JCRE	21/01/2019	28/01/2020	0
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
JCRE on industry partner	19/06/2017	Diploma in Tourism and Hospitality management under RUSA 2019-20	31
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
0	Nill	0	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1437	525600	45	18000	1482	543600
Reference Books	280	91549	Nill	Nill	280	91549
Journals	81	12400	Nill	Nill	81	12400
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr.Konsam Romita Devi	Non-formal Education	Swayam	21/08/2020

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Null

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

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

There are three different blocks with different purposes. Besides the departmental rooms, all the classrooms are divided into two categories: one for specific departmental use and the other for common classes. Laboratories of the college are maintained by the respective departments where practical activities concerning the subject are carried out. The departmental Heads are responsible for various facilities relating to laboratory matters. The college also has provision for public departmental examinations which are generally held on Sundays. This is one of the policies of the college in regards to classroom maintenance and infrastructural provisions which can be exposed to others. Since there is no librarian in the college, a faculty member is assigned as an in-charge of the library. The library in-charge issues library cards to both students and faculties for systematic procedures. The rules are strictly maintained as prescribed in the college prospectus. The computers are availed to faculties and students for required purposes. Academic staff mostly uses the computer for academic and administrative purposes while students use it for preparation of report of field work, practical activities, accessing web resources etc. The college Principal arranges basic computer and IT courses for fixed number of students, based on the available number of computers in the college during the semester break. The Physical Education Teacher handles all the programme for Games and Sports promotion in the college. Gymnasium is opened thrice in a week. The gym is availed free of cost to the Ideal Girls' College's students and teachers. The College Principal checks all the sports

equipment through the Physical Education Teacher from time to time and especially before the College Week. Indoor halls are maintained with the help of local club. The college has single bedded one storey building girls' hostel. The hostel functions under the supervision of Girls' Hostel Management Committee, which looks after the management aspects. A lady warden is stationed in the hostel to maintain and manage daily affairs of the hostel. The college maintains cleanliness drive under the guidance of the assigned non-teaching staffs. It is also the policy of the college that garbage generated in the campus is collected by municipal garbage vans on daily basis. The canteen functions in partnership with private caterer on a lease basis. It is strictly monitored keeping the status of qualitative aspects in check. Grade IV staffs are assigned for cleanliness of the college.

https://www.igcakampat.ac.in/download/20221513326189_4.4.2%20Procedures%20and%20policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Cash Award	5	8000
Financial Support from Other Sources			
a) National	Ishan Uday, OBC, ST	34	573600
b) International	0	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	0
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	0	Nil	Nil	Nil	Nil
View File					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	0	0	0	0
View File					

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

Items	Number of students selected/ qualifying
SET	Nil
SET	Nil
SLET	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
CHESS	OPEN	6
Tug of War	OPEN	20
FASHION SHOW	OPEN	20
DANCE	OPEN	15
RECITATION	OPEN	10
MUSICAL CHAIR	OPEN	20
100M RACE	OPEN	20
BATMANTON	OPEN	10
TABLE TENNIS	OPEN	10
Carrom	Open	10
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	National	Nil	Nil	Nil	Nil
2019	Nil	National	Nil	Nil	Nil	Nil

[View File](#)

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

Ideal Girls' College has a student council, namely, Student Union Ideal Girls' College. Members of the Union under the leaders of the Executives involve in all the college academic activities starting from the Student Induction Programme which held just at the beginning of the Odd Session. They participated in the seminars, workshops, conference etc. They are actively involved in the Swatchha Bharat Aabhiyan, Ek Bharat Shrestha Bharat etc.. The General Secretary of the Student Union and her team represent all the students of the college in any external and internal college activities and take decision on behalf of the students' union. Demands and needs of the students are channelized through the General Secretary. The main activities organized by the college along with the students in 2019-20 are: • Organising of Fresher's Social Meet, the Student Union welcome the new students of the college with different cultural items. • Organising of the College Week, the Student Union explored all the literary, cultural and sports talents of the students of the college. Most important item of the College Week is crowning of Ideal Queen. • The union also Organised a three days Winter Residential Cleanliness and Empowerment Camp from 27th January to 29th January, 2019.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

34

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Members of the Alumni association organised college functions along with the other college association bodies. The Alumni association warmly welcome newly joined members of the association and member were increased from 25 to 35.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Administration and management at Ideal Girls' College is not concentrated and handled by a single hand. It is distributed and shared by all the faculties of the college. Even the students also involved if necessary. As a matter of fact, College Principal distributed the administration and management of the college with the power given by the Government and on the basis of the guidelines and orders of the UGC and the affiliating university. The two main practices of decentralization and management of the college during 2018-19 are-

- The College Principal is the Chairperson of the College IQAC which is the backbone of the overall development of the institution. The IQAC is giving full attention in the development and maintenance of quality education by collaborating all the faculties and stakeholder inside and outside the college. IQAC involves in all the activities of curricular and co-curricular activities

of the college and support all the programmes and initiatives of all the committees and cells of the college. Different Cells and Committees are formed with the College Principal as the Chairperson to perform certain activities for the development of the college. • For upbringing and brightness of the college profile, as a Chairperson, the College Principal discussed and distributed all the activities of the Cells and Committees to all the members through the Coordinators. The Principal insisted the Convenor of the Admission Committee to focus details of the institution in the College Prospectus which is distributed along with the Admission Form at the beginning of the session. Admission of the new students is very important stage of the institute. So through the Admission Committee, the College Principal started to maintain transparency, free and fair administrative system in the college. During induction programme, which involves all the faculties interacted with new students about the facilities which they can develop their career in the institution on the basis of their educational background. By highlighting the vision of the college and with an intention to focus their equal rights with their counterparts, enhancement and empowerment of women is giving full priority to the students of the college. All the administrative and academic activities are shared and distributed to all the faculties of the college. As the college is a girls' college, gender and women issue is giving top priority through the Women Cell. All the faculties of the college participated in all the programmes like Gender Sensitization, Female Health and Hygiene, Cleanliness etc. organized by Women Cell of the College. Grievance and Redressal Committee contributed in the collection of information of problems and prospects of the students and submitted to the Principal for feedback. This Committee organized Talk Programme, Seminar, Workshop etc. for grooming the academic and research activities for all the faculties of the college and others too.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	With the aim to empower women, and build a better future, the college offer free admission to orphan girls, and girls belonging to economically weaker sections of the society, under certain conditions. This has helped a great deal in assisting them to continue their higher education. To encourage in the fields of sports and culture, 25 of admission fees are exempted with certificates of national and international participation in their respective areas of sports.
Industry Interaction / Collaboration	The college collaborates with external agencies to amplify and to expose students to maximum learning experiences. The college focuses on training students in many areas to develop IT skills. The college is still continuing with Diploma in Tourism and Hospitality Management which was introduced under RUSA and signed an MOU

	with the industry partner JCRE.
Human Resource Management	The college has many cells and committees that are formed to address any internal issues arising in the college. To create awareness among the students and staffs, every cells and committees, from time to time, organize various awareness programmes and workshops and other talk programmes. Enhancement of knowledge and skills are the key focuses of all the cells and committees of the college.
Library, ICT and Physical Infrastructure / Instrumentation	As part of developing IT skills of the students, a short term 15 days basic IT Course was organized by the college in collaboration with an external agency. With the pandemic disrupting every day normal functioning of the college, teachers and students are encouraged and ensured to use online platforms for resuming normal teaching learning processes through Google meet and Zoom platforms. The college is starting to incorporate and utilize online systems in the functioning of the college, like, examinations result declaration, salary disbursements, admissions. As part of developing IT skills of the students, a short term 15 days basic IT Course was organized by the college in collaboration with an external agency. With the pandemic disrupting every day normal functioning of the college, teachers and students are encouraged and ensured to use online platforms for resuming normal teaching learning processes through Google meet and Zoom platforms. The college is starting to incorporate and utilize online systems in the functioning of the college, like, examinations result declaration, salary disbursements, admissions.
Research and Development	Teachers are encouraged to conduct solid research in their respective fields. Many of them have published in reputed, peer reviewed and UGC care listed journals. Teachers have contributed in many edited books published by national publishers and are in press they have also edited books and are still in press for publications. Many programs such as seminars, webinars, workshops, awareness programmes, et.al were organized in the college. Teachers as well as students participated and

presented in these programs. As part of the prescribed syllabus, teachers of departments of Home Science and Education conducted field research for the students.

Examination and Evaluation

To ensure strict implementation of University guidelines for observing fair examinations in the college, Supervising Invigilators of the Examination Committee overlooks all official examination related matters of the college. This committee also ensures a strict regulation of the internal assessment examinations conducted by every departments of the college. Moreover, every semester, an Examination Co-ordinating Committee is formed by the Principal for smooth functioning of the university examination, and to look into any informal matters arising in the college that might hinder in the proper functioning of the examinations.

Teaching and Learning

One of the major highlights of this process is the mentor-mentee programme organized by the college. The number of students availing this programme has increased over time. Extra tutorial classes, apart from the everyday normal classes, are taken to address the problems faced by the students in the class. As part of experiential learning, Departments of Botany, Zoology, and Home Science organize field studies departments of Home Science and Education trains students to develop skills of Project Report Writing. Due to Covid-19 pandemic, normal functioning of class is disrupted. However, to ensure proper functioning of classes, classes were organized through Google meet and Zoom platforms.

Curriculum Development

Ideal Girls' College is affiliated under Manipur University, thus, curriculum development is undertaken by the affiliating university. Nevertheless, the teachers under the leadership of the College Principal ensure strict implementation of the curriculum. Since the curriculum addresses all the needs of the students, the cells and committees of the college function rigorously to cater to every need of the students, thereby, improving and developing the overall performance of the college.

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

E-governance area	Details
Finance and Accounts	Payments of salaries of the faculty and staff are done through electronic transaction right from the submission of bills to the transfer of money to the respective account holders. Payments for developments and allied activities are also made through electronic transaction.
Student Admission and Support	Notification and registration for admission have been done through a centralised mode by the Directorate of Higher Education, Government of Manipur. A single window for the admission process has been created by the Government for this purpose. Admission in the college has been done under this system
Examination	Deposit of examination fees (to the affiliating University) are also made through electronically in a window specifically created for this purpose by the Manipur University.

6.3 – Faculty Empowerment Strategies

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

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

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nill	Nill	Nill	Nill	Nill	Nill
2020	Nill	Nill	Nill	Nill	Nill	Nill
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration

programme

No Data Entered/Not Applicable !!!

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
50	50	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The teachers maintain the corpus funds and deposit the amount to the bank. The interest of the funds are utilised for all internal expenditures of the college, like, basic college maintenance including grass cutting, plantation programmes and other similar activities. The teachers are permitted advance loan from their salary accounts. Leaves related with their social and health factors are granted. The Teachers' Association also has their funds that is utilized for many college activities, including organizing the Foundation Day of the college.</p>	<ul style="list-style-type: none"> • Deputed the computer and staff development programme organised by the State education Directorate • Deputed to the seminar and workshop for financial and administrative development, organised by other colleges • Conducted meetings with the faculties 	<p>Awards and Honours are conferred to the deserving students. The Student Union is provided with their separate room. A Common room for the students is also provided for the students. Arrange add on programmes, certificate course, awareness camp etc.</p>

6.4 – Financial Management and Resource Mobilization

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

As the institution is a government institution, financial audit is conducted by State Government Local Audit Department and the Office of the Principal Accountant General, Manipur.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individuals	10000	Awards

[View File](#)

6.4.3 – Total corpus fund generated

100518.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

Nil

6.5.3 – Development programmes for support staff (at least three)

- Deputed the computer and staff development programme organised by the State education Directorate
- Deputed to the seminar and workshop for financial and administrative development, organised by other colleges
- Conducted meetings with the faculties
- Giving awareness about the new changes of official work. Permitted advance loan from their salary accounts. Leaves related with their social and health factors are granted.

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

1. Remedial class for slow learners and special class for fast learners.
2. Collaboration/linkage for faculty exchange to the other institute.
3. Opening of UGC B Voc. in floriculture

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	preparation of academic calendar 2019-20	22/06/2019	22/06/2019	22/06/2019	8
2019	opening of UGC B.VOC in floriculture	07/08/2019	07/08/2019	07/08/2019	8
2019	distribution of feedback form to students, teachers employers and alumni	15/10/2019	15/10/2019	15/10/2019	8
2020	reconstitute IQAC	17/04/2020	17/04/2020	17/04/2020	8
2020	SSS	23/04/2020	23/04/2020	23/04/2020	9

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
0	Nil	Nil	Nil	Nil

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

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

- Environment Week-5-11 June 2019
- Identification of Medicinal Plant inside the college campus-11th June 2019
- Recycling of Effective Disposal of Collected Plastic Waste - 2019

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2020	Nil	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Value	21/05/2018	1. Maintain the dignity and decorum of the post, must conduct themselves in accordance with the ideas of the profession. 2. Co-operate in the formulation of policies in the institution. 3. Follow proper protocols for any official matters.
Professional ethics and code of conduct	08/07/2018	1. Main the decorum of classroom. 2. Students are expected to attend their classes punctually. 3. Ragging is strictly prohibited.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
0	Nil	Nil	Nil
View File			

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

- Environment Week-5-11 June 2019
- Identification of Medicinal Plant inside the college campus-11th June 2019
- Recycling of Effective Disposal of Collected Plastic Waste - 2019

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two institutional best practices are:

- **Academic Audit:** Academic audit is a best practice to be carried out continued in any institution for achieving better results. The main aim of conducting academic audit is to assess the academic performance of both individual faculty and the whole department in particular and the institution in general. These practices help in developing accountability of the individual members with regard to their academic performance. By conducting academic audit, the strength and weakness of the department can be assessed and evaluated. The quantification of the academic performance helps us to compare the academic performance of departments and members of faculty. Keeping this in view the Academic Committee of the college is involved in this exercise. This practice is introduced for the first time in the college from the Academic session 2019-2020. The guiding principle behind this initiative is: 1. To assess the academic performance of individual faculty in a department. 2. To assess the academic performance of the department as a whole. 3. To identify the strengths and limitations of the department. 4. To make the individual faculty and the department more accountable. 5. To assess the performance of the students and make delivery mechanism more student centric.
- **Social Responsibility:** Apart from imparting education it is the responsibility of each institution to play an active role in mitigating problems affecting the society. As the COVID-19 pandemic sweeps through the entire world and the entire government machinery was engaged in fighting the menace, the college also contributed in its humble way by preparing hand sanitizers and distributing the same to the COVID warriors and community workers. The sanitizers were prepared by the Department of Chemistry of the college as per WHO guidelines. Besides faculty and students are also involved in creating awareness among the general public regarding the necessity to maintain COVID appropriate behaviour in containing the pandemic. The premises of the institute also served as the Community Quarantine Centre for about three months in the first phase of fighting the pandemic.

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

https://www.igcakampat.ac.in/download/2022125231130599_Two%20institutional%20best%20practices.pdf

7.3 – Institutional Distinctiveness

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

Good education is important for girls and women, preventing gender-based violence and equality through education remains top priority at the Ideal Girls' College. The education of girls and women can lead to a wide range of benefits improved maternal health reduce infant mortality and fertility rates

in prevention against any communicable diseases etc. It has its mission and vision to promote and empower the girl students in all aspects beginning at the basic core of equal right. It remains the sole priority of the college to see that every student embraces equality particularly of gender in all its complexities. Beyond Gender equality, educational accessibility and free social and cultural environment are some of the major issues where the college has its marks. In this regard, initiative was taken where workshops and seminars on gender sensitization and gender equality and other related issues have been organized. Through this initiative, a platform is availed for students and faculties to be actively engaged and bring about self-knowledge, self-reverence and awareness of their rights and responsibilities. The importance of women education has been emphasized over and over again to cultivate self-esteem and self-realization. The college provides an opportunity for financially weak students to enrol with fee concession. This has proven to be an effective measure in uplifting women through modern education system. It is the pride of the college that students are able to bring laurels at the state level. This session is marked by the achievement of a student who has secured 3rd rank in B.A. Home Science Honours Examination conducted by Manipur University. Besides, some of the students also took part in the inter-college tournaments conducted by Manipur University. The college pays an immense effort to promote and uphold the vision of the college for which students and teachers are at progressive pace in maintaining the social and cultural environment. Equal access to good quality education requires addressing wide-range and persistent inequalities in society and should include a stronger focus on how different forms of inequality intersect to produce unequal outcomes for marginalised and vulnerable groups. The college is strongly committed to issues of gender equality keeping the context and status in mind so that students transform into a confident, honest and upright individual who will prove to be an asset to the society. It is the priority of the college to strengthen in focusing on discovering self identity in the learning-teaching process. The college has grown into a place where communal harmony and unity in diversity of different cultures are best represented. The beauty of unity in diversity is displayed by organizing event such as Communal Harmony week (Communal harmony Campaign, 18 to 25 November 2019) where students showcase their talents.

Provide the weblink of the institution

<http://www.igcakampat.ac.in>

8.Future Plans of Actions for Next Academic Year

1. Innovative programmes increasing extension activities.
2. Collaboration with IT farm for computer and IT oriented programmes for students and faculties.
3. Establishment of Canteen and student Center.
4. Human Values, Rights and Ethical programmes.
5. Plantation of more trees including medicinal and traditional plants.
6. Automation of library and enhancement of ICT facilities.
7. Registration of Alumni association and increasing their activities.
8. Introduction of skill and Vocational course.
9. Motivate teachers to undertake minor and major research projects and flagship programmes.
10. Increasing the number of Internal Assessment for the students and Introduction of student exchange and student seminar.
11. Encouraging faculty members to complete their doctoral degrees and to continue innovative and scientific research activities.
12. Increasing the number of environment and eco-friendly initiatives by NSS and ensuring participation of maximum students in such initiatives.
13. Promoting participation of students and staff in college activities.
14. Promoting activities such as Yoga, physical Education and exercise, meditation etc related to development of mental and physical fitness of students, faculties.
15. Organization of workshop, seminar, conference, lecture, counseling on job and career development.
16. Upgrade of existing laboratories and equipment with care and hygienic maintenance by the concern department.
17. Organization of seminar,

conference, lecture, interaction programmes etc. to enhance in teaching-learning, extension and outreach related and co-and extracurricular activities. 18. Construction of more drainage and rain water harvesting system in the college campus with social service and cleanliness programmes of faculties and students. 19. Opening more Add-on programmes and certificate courses. 20. Organize more Gender sensitive programmes.