

S. Kula Women's College, Nambol
Internal Quality Assurance Report

ACTION TAKEN REPORT 2020-21
(Based on Minutes of IQAC Meetings)



Sl. No.	IQAC Meeting No./Date	Agenda/Topic Discussed	Action Taken
1	4 th January, 2021	Progress of the different committees/cells/clubs	<p>A separate Joint Account for Poor & Needy Fund was initially resolved be opened at SBI, Nambol Branch with the Principal and M. Surjit Singh as joint operator. However, since the College has an operational account already with the said SBI Bank Branch, the funds were deposited at the same account. The funds generated to be reflected in the Annual Account Statement.</p> <p>Initial/first contribution were made by members of IQAC contributing Rs. 500 each (Joykumar, Rameshwor, Binapani, Muhindro) and other staff members subsequently. The amount of the contribution is not fixed to a specific amount, but voluntary donation by the college staff members. List of contributor and detailed statement of account to be updated on the college website and SKWC Teachers Whatsapp group from time to time. The activity report with student beneficiary, and amount sanctioned to be submitted by Convenor, M. Surjit Singh and the same to be uploaded on the college website at the end of the academic year.</p> <p>Further, the progression of the different sub committees be looked after by Binapani Chingtham, Co-coordinator IQAC and assist them to function properly.</p>
		Strategy to start online/offline classes	<p>All heads of department created new departmental e-mail accounts and whatsapp groups of students (1st, 3rd, & 5th), Zoom account for using online classes officially. Later Classes were all conducted on Google Meet platform as per directions from the Directorate of University & higher education.</p> <p>In view of the Covid scenario of the state, online classes started from first week of January, 2021, with Dr. W. Robindro, HoD, Biotechnology entrusted to take up necessary process of coordinating the online classes with heads of the departments. Further, Dr. Th. Priyogopal Singh, Librarian is also entrusted with the task as Technical Expert for the smooth functioning of online classes.</p>

		Student Induction programme	3 days Students' Induction Programme was conducted from 6 to 8 January 2021 in which Nlist Training for students/teachers was also included. The 3-day programme was organised by Student Mentor Committee and Student Support Committee (Dr. L. Sumobala Head, Dept of Food Tech & Kh. Somola Devi, Head, Dept of Computer Sc.)
		Seminars/Workshops/Observances	<ol style="list-style-type: none"> 1. Nlist Training for students and teachers : A one day International Workshop "Access to E-resources: Nlist "was organised on the 30th January organised by IQAC & Library Committee, SKWC and Sponsored by: UGC -STRIDE –C1, SKWC Committee with Dr. Th. Priyogopal, Librarian as Programme Convenor. Dr. Rangitabali Waikhom IAS Director, University & H r. Education, GoM was the Chief Guest and Dr. Ch. Ibohal Singh Associate Professor & Head Dept. of Library and Info. Sc., MU and Dr. N. Sanjoy Singh Asso. Prof. Dept. of Botany., GPWC Core Team Member Mission 2.5 NAAC, UHE GoM were the Guests of Honour in the inaugural function. It was followed by a technical session of hands-on training by Dr. Th. Priyogopal Singh to the participants. 2. Two-day International Seminar on "Education in the COVID Era 26th-27th February, 2021 IQAC & Human Resource and Research Innovation Centre, S. Kula Women's College, Nambol, Manipur and sponsored by: UGC-STRIDEC1. Altogether 112 participants including paper presenters were on the seminar. The seminar has three subthemes - Shifting paradigm of Education in new normal; Effectiveness of virtual classes during Lockdown and; Role of ICT as alternate means of education during COVID pandemic, keeping in mind the changing scenario of teaching-learning where online mode of education in addition to the conventional system of teaching learning is the new normal. On the first day - the international seminar was presided over by Prof. Manori K Weeratunga, Department of Demography, University of Colombo, Sri Lanka. 3. A One Day State Level Workshop Cum Faculty Development Program on "Intellectual Property Rights (IPR)" was organised Department of Physics, S. Kula Women's College, Nambol in collaboration with Department of Physics, Oriental College (Autonomous), Takyel, Imphal. The workshop was sponsored by Atomic Energy Regulatory Board (AERB) Mumbai. Prof. N. Rajmuhon Singh of Manipur University was the resource person on IPR. 4. National science day-2021 Observance under the theme "Future of STI: Impacts on Education, Skills and Work" on 28th February, 2021 by Institutional Biotech Hub, SKWC & ROYAL GLOBAL

			<p>UNIVERSITY, GUWAHATI with 151 participants (students and teachers)</p> <p>Essay Competition on the theme “Future of STI: Impacts on Education, Skills and Work” on 1st March 2021 by Institutional Biotech Hub, SKWC & ROYAL GLOBAL UNIVERSITY, GUWAHATI with 42 essay competition among the students of S.Kula women’s college on the theme of National science day 2021-“Future of STI: Impacts on Education, Skills and Work”.42 (Forty two) numbers of students from the science stream took part in the essay competition.</p> <p>List of the prize winners are:</p> <ol style="list-style-type: none"> 1. Miss Chingakham Sophiya Devi, Bsc 5th semester (Honours) Department of Botany- First Prize winner 2. Miss Ambika Chanu Potshangbam, Bachelor of Food Technology (BFT) 1st semester-Second Prize winner 3. Miss Yumnam Ahongbi Chanu, Bsc 1st Semester-Third prize winner
		College Infrastructure & Campus Maintenance; progress of other committees/cells	<ol style="list-style-type: none"> 1. The IT & Equipment Committee is entrusted with maintenance and repairing of IT equipments of the college which were non-functional. All computers of the college are being checked and repairing/updating is still ongoing. 2. Further, repairing and maintenance work of Language Lab is entrusted to Dr. I. Dinamani Singh, co-ordinator Language Lab and for necessary action to be taken by him. 3. Renovation/repairing of the Students’ Union room taken up with Ch. Rameshwor Singh, Convenor, Campus Maintenance Committee in charge of the works (in consultation with Principal and Students’ Union). Further, name plates of the members of GB, Principals, Students Union are made for display in A-Block.
		NSS - Social Service Youth Red Cross Programme	<p>NSS - Social Service was organised by the NNS units of the college on the 20th January 2021;</p> <p>Further, an IRCS awareness programme “Dissemination of Youth Red Cross & Basic First Aid Training Programme’ was conducted for the students of the college on the 20th January 2021 by Youth Red Cross Unit of the college & IRCS, Manipur. Nodal officers Rameshwor & Dr. L. Sumobala Devi were the programme convenors, Dr. RK Nimai Singh (Honorary Secy, IRCS, Manipur), the Chief Guest of the function and Dr. Senjam Sunil (Treasurer, IRCS, Manipur), Athokpam Nabachandra (JRC/YRC Coordinator,</p>

			IRCS, Manipur) and Dr.L. Muhindro, Head, Dept of HRE, SKWC as Guests of Honor and the Principal, Dr. N. Joykumar Singh presiding over the function.
2	5th Feb, 2021	Discussion of feedback given to the SKWC IQAC team by the Mission 2.5+ NAAC core team, Directorate (Higher Education and University) on SSR (Self Study Report) Preparation.	<p>On the 3rd Feb, 2021 the IQAC team of the college led by the IQAC Coordinator Binapani Chingtham gave a presentation on Criterion 2 of the SSR as part of NAAC Cycle 2 Assessment of the college at the Directorate in the presence of the Director (DUHE) and the Mission 2.5+ NAAC core team members. Valuable feedback was given which was read out to the faculty and resolved to update and finish the pending documentation with regards to preparation of Metrics in Criterion 2 of Self Study Report for NAAC Assessment and Accreditation which is due to be submitted to NAAC before 31st May, 2021. Also resolved to complete the following tasks at the earliest:</p> <ol style="list-style-type: none"> Rectification of errors in AISHE Data of the college (Rectified data provided to AISHE by Nodal Officer after being certified by the Principal.) Maintaining of Visitors' Register at Principal's office Compiling of Students' placement records year wise from 2015-16 till date Compiling of Students' progression to higher studies year wise from 2015-16 till date <p>All the above tasks were carried out and data provided to the IQAC by concerned cells/committees.</p>
		Discussion of the other Criteria (1,3,4,5,6,7) of SSR	<p>Discussed the timelines of presentations to be made at the Directorate with regards to preparation of SSR Criteria wise till March 31st and resolved that the pending documentations be submitted by the respective committees and sub-committees to the IQAC on time.</p> <p>All subsequent presentations on SSR (Criteria-wise) were given successfully at the Directorate by the IQAC team.</p>
3	10 th March, 2021	'Azadi ka Amrut Mahotsav'	<p>A one-hour Conference on India's Freedom Struggle, in connection with the Hon'ble Prime Minister of India's Launch of 'Azadi ka Amrut Mahotsav' was conducted on the 12th of March 2021 to commemorate 75 years of India's Independence. The conference was jointly organized by the department of History and the IQAC on the said theme with Dr. Ratankumar Singh, Head, Department of History as Convenor of the program.</p> <p>The following faculty members of the college were invited as resource persons.</p> <ol style="list-style-type: none"> Dr, Priyadarshini Maisnam, Assistant Professor, Department of History Shri. S. Ibotombi Singh, Head Department of Political Science Shri. N. Budha Singh, Assistance Department of History.

			The conference was attended by 104 staff members and 32 students of the college.																																				
		Essay Competition for Students	<p>An essay competition for the students of this college as part of the 'Azadi ka Amrut Mahotsav' celebrations was conducted on Monday, the 15th March of 2021 at 12.30 PM for one hour duration on the topic 'India's Freedom Struggle: INA Movement in Manipur'. The department of History was in charge of the competition.</p> <p>43 students of the college participated and the list of prize winners are as follows:</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Name</th> <th>Semester</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>Chingakham Sophiya Devi</td> <td>B.Sc. 5th Sem</td> </tr> <tr> <td>2nd</td> <td>Yumnam Ahongbi Chanu</td> <td>B.Sc. 1st Sem</td> </tr> <tr> <td>2nd</td> <td>Hanjabam Anamika</td> <td>B.A. 1st Sem</td> </tr> <tr> <td>3rd</td> <td>Loukrakpam Hillary</td> <td>B.A. 1st Sem</td> </tr> <tr> <td>4th</td> <td>Ester Panmei</td> <td>BFT 5th Sem</td> </tr> <tr> <td>5th</td> <td>Lourembam Kabita</td> <td>B.A. 1st Sem</td> </tr> <tr> <td>6th</td> <td>Leitanthem Rabina</td> <td>B.Sc. 1st Sem</td> </tr> <tr> <td>7th</td> <td>Nameirakpam Malemnganbi Chanu</td> <td>B.A. 5th Sem</td> </tr> <tr> <td>8th</td> <td>Pardita Akham</td> <td>B.Sc. 5th Sem</td> </tr> <tr> <td>9th</td> <td>Hijam Meena Devi</td> <td>B.Sc. 5th Sem (Botany)</td> </tr> <tr> <td>10th</td> <td>Longtongbam Soshiniya Devi</td> <td>B.A. 1st Sem</td> </tr> </tbody> </table>	Position	Name	Semester	1 st	Chingakham Sophiya Devi	B.Sc. 5 th Sem	2 nd	Yumnam Ahongbi Chanu	B.Sc. 1 st Sem	2 nd	Hanjabam Anamika	B.A. 1 st Sem	3 rd	Loukrakpam Hillary	B.A. 1 st Sem	4 th	Ester Panmei	BFT 5 th Sem	5 th	Lourembam Kabita	B.A. 1 st Sem	6 th	Leitanthem Rabina	B.Sc. 1 st Sem	7 th	Nameirakpam Malemnganbi Chanu	B.A. 5 th Sem	8 th	Pardita Akham	B.Sc. 5 th Sem	9 th	Hijam Meena Devi	B.Sc. 5 th Sem (Botany)	10 th	Longtongbam Soshiniya Devi	B.A. 1 st Sem
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		Submission of pending Annual Quality Assurance Reports (AQARs) and Self	All pending Annual Quality Assurance Reports (AQARs) i.e., AQAR 2015-16, AQAR 2016-17, AQAR 2017-18, AQAR 2018-19 were submitted online to NAAC before 31 st MAY 2021 dateline and were accepted																																				

		Study Report	shortly, Subsequently, IQAC also submitted Self Study Report (SSR) 2020 for the NAAC CYCLE 2 through the NAAC HEI portal within the given stipulated time (on 21 st Sept 2021) after the IIQA was accepted by NAAC.
4.	5 th April, 2021	Status of AQAR and SSR preparation for 2 nd Cycle of NAAC Assessment	All pending Annual Quality Assurance Reports (AQARs) i.e., AQAR 2015-16, AQAR 2016-17, AQAR 2017-18, AQAR 2018-19 were submitted online to NAAC before 31 st MAY 2021 dateline and were accepted shortly, Subsequently, IQAC also submitted Self Study Report (SSR) 2020 for the NAAC CYCLE 2 through the NAAC HEI portal within the given stipulated time (on 21 st Sept 2021) after the IIQA was accepted by NAAC.
		Status of new Website	After detailed discussion, the website developer of the college was entrusted to Globizs Web Solutions Pvt. Ltd. and subsequently the mandatory security audit of the new website of the college was completed on time. All necessary data (as per NAAC guidelines) were also uploaded on time for the impending NAAC assessment of the college.
		Status of infrastructure and maintenance	<p>The conditions of classrooms and the campus on the whole were inspected as the college was closed due to COVID and during which the campus was being utilized as COVID Care Centre. The Campus maintenance committee and IT and Equipment Committee were entrusted to list out the equipments/facilities that are in need of repair and to take necessary measures with approval from the Principal. The following activities were successfully conducted:</p> <ol style="list-style-type: none"> Social service for cleaning and beautification of the entire campus as well as facilities of the college. Cleaning of the two ponds of the college Repairing of smartboards and projectors in classrooms Repairing/upgrading of furniture of all departments including classrooms and library. Repairing of non-functional Computers and upgrading of relevant softwares. Functioning of new biotechnology block, procuring of new dual desks and benches for the classrooms in the new block Repairing of Language Laboratory equipments (further repairing work needs to be done for the equipments) Shifting of Humanities departments to Working Women's Hostel building (Social Sciences Block) Repairing of CCTV <p>The College received recognition for its green initiatives/activities and maintaining a green college campus by the Bishnupur Forest Division, Bishnupur District, Govt. of Manipur and as acknowledgement a Green Certificate was issued in the month of April 2022 in that regard.</p>
		Departmental Filing System	As resolved in the IQAC meeting, all departments are instructed to maintain their respective files for students, teachers, assessments & tests, extracurricular activities, etc properly for proper

			documentation. Departments were visited jointly by the Principal and IQAC Coordinator and departmental files checked and feedback given on areas of improvement.			
	Activities organized	Sl. No.	EVENT	DATE	PARTICIPANT (No.)	ORGANISED BY
		1	One-day Hands-on Training on Online Classes	4 th January 2021	75	IQAC, SKWC
		2	3 Days Student Induction Programme	7 th - 9 th January 2021		IQAC, Students' Mentoring Committee, Students' Support Committee and Students' Union
		3	Dissemination of Youth Red Cross & Basic First Aid Training Programme	20 th January 2021		Youth Red Cross, SKWC & IRCS, Manipur
		4	One Day International Workshop on "Access to E-resources: N-LIST"	28 th January 2021	73 offline 167 online	IQAC & Library Committee, SKWC
		5	One Day State Level Workshop Cum Faculty Development Program on Intellectual property Rights	3 rd February 2021	78	Department of Physics, SKWC in Collaboration with Department of Physics, Oriental College (Autonomous), Takyel
		6	Two-day International Seminar on "Education in the COVID Era"	26 th -27 th February, 2021	112	IQAC & Human Resource and Research Innovation Centre
		7	National science day-2021 Observance under the theme "Future of STI: Impacts on Education, Skills and Work"	28 th February, 2021	151	Institutional Biotech Hub, SKWC & ROYAL GLOBAL UNIVERSITY, GUWAHATI
		8	Essay Competition on the theme "Future of STI: Impacts on Education, Skills and Work"	1st March 2021	42	Institutional Biotech Hub, SKWC & ROYAL GLOBAL UNIVERSITY, GUWAHATI
		9	One day Programme on	8 th March 2021	130	Women's Study Centre, SKWC &

			Observance cum Workshop on "Women in Leadership: Achieving on equal future in a COVID 19 World"			Home Science Association, Manipur
			10 One Day Conference on 'Azadi Ka Amrut Mahotsav'	12 th March, 2021	136	Department of History, SKWC & IQAC, SKWC
			11 Essay Competition on the theme "India's Freedom Struggle – INA movement in Manipur" as part of Azadi ka Amrut Mahotsav Celebration	15 th of March, 2021	43	Department of History, SKWC & IQAC, SKWC
			12 NSS Social Service	21 st March 2021		NSS Units I & II
			13 Webinar held on occasion of Poshan Pakhwada, 2021 on the Theme: "Addressing the Nutritional Challenges through Food Forestry"	25 th March, 2021.	50	Department of Human Rights Education, SKWC with Regional Outreach Bureau (ROB) and Press Information Bureau, (PIB), Imphal Ministry of Information & Broadcasting, Government of India
			14 One-day Sensitization Programme on NEP 2020	7 th April, 2021	125	IQAC, SKWC & Mission 2.5+ (NAAC) Core Team, DUHE
			15 One Day workshop on NAAC Accreditation and Accessment	8 th of April, 2021	98	IQAC, S. Kula Women's College, Nambol & IQAC, Imphal College, Imphal
			16 NSS Vaccination Mahotsav	11 th -14 th April, 2021	30	NSS Units I & II, SKWC
			17 Earth Day 2021 Observance on theme "Restore Our Earth"	22nd April 2021	35	Dept of Geology, SKWC
		Mentoring Report	Student Mentor Reports submitted			
		Annual College Week, 2020-21	Annual College could not be organised as per normal schedule in the month of April as college was not yet open for offline classes or activities owing to COVID.			

	Publication (Annual Report 2019-20, College magazine, DCF report 2020-21 to Directorate, U&HE)	Dr. S. Bhogendra Singh AISHE Nodal officer of the college prepared and submitted the college DCF report 2020-21 to the Directorate of Univ. & Higher Education before the deadline i.e. 31 st April, 2021, as per instructions from the Director, DUHE, Manipur; Annual Reports of previous years are still pending and yet to be submitted for publication by the publication cell of the college.
	End semester examinations	End Semester examinations were conducted successfully in May-June in online mode

Coordinator
IQAC, SKWC



Principal/Chairman
IQAC, SKWC

Principal
S. Kula Women's College
Nambol, Manipur