YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   WILLIAMNAGAR GOVERNMENT COLLEGE

- Name of the Head of the institution   SHRI RAJIV K MARAK

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   03658295052

- Mobile No: 6909700319

- Registered e-mail   wgcw2k@gmail.com

- Alternate e-mail   iqacwgc19@gmail.com

- Address   Williamnagar

- City/Town   Williamnagar

- State/UT   Meghalaya

- Pin Code   794111

2.Institutional status

- Affiliated / Constitution Colleges   Government

- Type of Institution   Co-education

- Location   Semi-Urban

- Financial Status

- Name of the Affiliating University   **North Eastern Hill University**
- Name of the IQAC Coordinator   **Dr Om Prakash Khadka**
- Phone No.   **03658295052**
- Alternate phone No.   **9612079024**
- Mobile   **9612079024**
- IQAC e-mail address   **iqacwgc19@gmail.com**
- Alternate e-mail address   **wgovtcollege2k@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   not applicable

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://wgcwilliamnagar.edu.in/calendar.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.81**	**2023**	**14/09/2023**	**13/09/2028**

6.Date of Establishment of IQAC   **05/04/2018**

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
Institutional	**Equity Initiative**	**RUSA - Central Government**	**2022**	**625000.00**
Institutional	**Pay Allowances of Employees & Office Expenses**	**State Government**	**2022-23**	**39021607.00**

8.Whether composition of IQAC as per latest   **Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC

  [View File](#)

9.No. of IQAC meetings held during the year `12`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? `No`

- 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`

- If yes, mention the amount

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

`? Accredit the HEI (the College) by the NAAC in First Cycle with Grade C (CGPA 1.81) on 14th September 2023`

`? Prepare the HEI for First Cycle of NAAC A&A compiling five years data and facts of the HEI`

`? Conducted series of workshops inviting experts in the field engaging every Teaching and Non-Teaching staff.`

`? Mobilize students' involvement in all activities of the HEI (the college) and have concern for the upgradation of the HEI`

`? Brought qualitative change in the functioning of the college making it more responsive, student centric, and transparent.`

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
Regular preparation workshop for NAAC A&A	A total of 4 workshops held to expedite NAAC A&A preparation work in a planned manner
Frequent meetings on the progress of Criteria Groups	A total of 8 meetings held to decide and review various issues of the college
Students' & Teachers' Feedback on Curriculum and/ Teaching-Learning	Feedback collected, Analysed, and Actions taken
Academic Audit	Conducted the same by each department
IIQA Submission	Submitted on 28/12/2022
SSR Submission	Submitted on 10/03/2023
DVV Clarification	Submitted on 05/04/2023
IDP Preparation	Committee formed on 09/11/2022 and Preparation underway
NEP 2020 Implementation	Meeting held on 24/08/2022 decided to implement NEP 2020 with BA 1st Semester from academic session 2023-24 under the directives of affiliating university NEHU

13. Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	**WILLIAMNAGAR GOVERNMENT COLLEGE**
• Name of the Head of the institution	**SHRI RAJIV K MARAK**
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• Registered e-mail	**wgcw2k@gmail.com**
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• If yes, mention the amount		

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13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/01/2023

15.Multidisciplinary / interdisciplinary

The HEI plans to transform into a holistic multidisciplinary entity by involving a comprehensive vision and strategic plan which would transform it to evolve into a dynamic and holistic multidisciplinary institution committed to fostering creativity, critical thinking, and innovation, empowering individuals to excel in diverse fields, and contributing meaningfully to society and the global community. The Institution seeks to equip faculty members with the skills and knowledge necessary to teach in a multidisciplinary environment by implementing professional development programs focused on interdisciplinary teaching methods. Secondly, the Institution seeks to create a conducive environment for multidisciplinary collaboration through modern infrastructure and technology. The College therefore, would be upgrading classrooms in the new college building to facilitate interactive learning. Thirdly, in order to foster holistic development, the Institution plans to provide students with a well-rounded education that goes beyond academic knowledge and have already implemented mentorship programs for academic and personal guidance. Further, promotion of extracurricular activities, including sports, community service, integrating life skills and entrepreneurship training is implemented in the Institution. The Four-Year Undergraduate (FYUG) Program under the NEP 2020 curriculum being implemented from academic session of 2023-24 offers a flexible degree program under a credit-based system with multiple entry-exit.

16.Academic bank of credits (ABC):

The institutional preparedness in the context of implementation of the ABC is dependent on the guidelines that would be provided by NEHU as well as the policy makers of the Education Department, Government of Meghalaya. For a proper implementation of the ABC, a centralized database of the students in the institution would be required to be set up, whereby their academic records would be digitally stored along with their Credits earned across various courses and programs. Additionally, to monitor and implement the ABC, an efficient and proper technical support system and team needs to be created. The affiliating university NEHU is already working on the ABC with the help of experts and concerned department.

17.Skill development:

The Institution has established the Entrepreneurship Promotion and Development Program (EPDP) funded by PRIME Meghalaya, wherein

a Student E-Cell (Entrepreneurship Cell) will be inaugurated soon. The Program would therefore create initiatives and nurture entrepreneurial spirit among students especially with a view to encouraging entrepreneurship which is significant for the students of our Institution.

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

The HEI offers a course on Garo Literature, one of the Indian languages enabling the institution to educate, conserve and promote the Garo language and culture. Furthermore, an action plan will be devised to incorporate compulsory activities on culture and tradition in the curriculum through discussions, debates, symposiums, etc. which would improve the Credits of the students and promote awareness on conservation of culture and language.

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

The college offers BA Program in the Arts stream through six departments whereby, a student by completing the course acquires the knowledge in their respective subjects as well as the necessary skills that is required in the job market. A variety of teaching-learning approaches by incorporating lectures, seminars, tutorial classes, workshops, projects is adopted and implemented as part of the curricular activities. Each department of the college have defined program outcomes and course outcomes, and endeavors to meet the objectives of these programs and courses. The Institution assess the success of these outcomes by evaluating the Student Progression data and checks if these outcomes are in sync with the expectations of the college and the students.

20.Distance education/online education:

Since the time of COVID-19 Pandemic, the college has been utilizing online mode of imparting education to the students, through Google classrooms, WhatsApp, etc. which has bridged the teaching-learning process under unforeseeable circumstances. Therefore, a blended mode of teaching has been continued as an important tool in the teaching-learning process. The institution has provided free Wi-Fi connection in the campus enabling students access to online education. The institution also has a functional study center of IGNOU in which students of different backgrounds pursue courses as per their choice and eligibility in distance mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	6

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	504

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	504

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	249

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	28

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	30

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	8
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8.82493
4.3 Total number of computers on campus for academic purposes	12

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

- **The Academic calendar and daily class routine for the college is prepared in conformity with the Academic calendar of the University.**
- **The master routine is prepared by the Academic Council & Academic Calendar Committee in consultation with the HoDs of different departments.**
- **The departmental routine is prepared by the various HoDs of the concerned department based on the syllabus and units/topics are distributed among the teachers.**
- **The allotment of classes, distribution of course plan and timely completion of the course is henceforth collectively worked out among different departments in the college in accordance with the academic calendar.**
- **Each department has its own teaching plan for the effective delivery of the curriculum.**
- **Students are encouraged to take up assignments to build up their thinking capacity and problem solving abilities. Internal Tests are also conducted timely to evaluate their**

- performances.
- **Apart from the regular classes, remedial classes are also organized. Students are also encouraged to use the library services.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://wgcwilliamnagar.edu.in/documents/Master%20Routine%202022-23a.pdf

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

- **External Examination is held for seventy-five (75) marks out of the total of hundred (100) for each paper and Internal Examination comprising Assignments and Class/Unit Tests is held for the remaining twenty-five (25) marks in each paper. Out of total 25 marks for Internal Assessment, 15 marks is given for internal unit test and 10 marks is given for assignment bases on the curriculum.**
- **The External Examination is conducted in the college by the affiliating university and the Internal Examination/Assessment which include assignments, and class tests are conducted internally by each department of the college.**
- **The internal test question paper and assignment topics, prepared by individual teacher is submitted to the Head of Department for verification. While preparing question papers, teachers make sure that they follow the standards prescribed by the affiliating University.**
- **With regards to assessment and evaluation of answer scripts and assignments, the faculty members of each department share the responsibility under the supervision of the head of the department. The marks obtained by students is displayed on the notice board and also uploaded in the department's WhatsApp group of students and then a copy is finally submitted to the Exam Committee for uploading in the NEHU portal.**

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	[https://wgcwilliamnagar.edu.in/calendar.html](#)

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   **D. Any 1 of the above**

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

1

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)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
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

218

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

218

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

- **To sensitize students about the environment and sustainability, a mandatory course on environmental studies isin the curriculum by the affiliating University. Further, the institute also organizes a number of activities for students on environment such as observation of environment day, planting trees, cleaning drives, Swatch Bharat Abhiyan, Jal Jivan Abhiyan, Anti-Tobacco day etc.**
- **To give awareness to students on important issues relating to professional ethics and inculcate gender and human values, the institution organizesawareness programs and workshops. The institution organizes programmes such asInternational Yoga Day, International Womens Day and other**

regional and national commemorative days involding teachers, NCC, NSS student volunteers and other students to promote healthy attitudes and habits.

- The institute also has the Ong'telaigipa Environmental Club, which has adopted a community owned lake. The 'Adopt-a-Lake' community outreach programme of the institute enables the students, faculties and non-teaching staff of the institution to collaborate with the community in cleaning, maintaining the water bodies and preserving the rich biodiversity of the region. The club has relentlessly pursued its good work of spreading awareness among students and members of the community about the threats to the environment and the need to promote sustainability through its various activities.

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	View File

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

Nil

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)	**No File Uploaded**

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

Nil

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

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

C. Any 2 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://wgcwilliamnagar.edu.in/documents/teachers_feedback_on_curriculum_2023.pdf

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

504

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

504

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

- **To assess the learning levels of the students the institution conducts internal assessment such as internal test and assignment. The main objective of the assessment is to assess the knowledge, skill,performance, and progress of students with regards to their academic syllabus. Based on the performance of the students, teachers were able to identify their strengths and weaknesses and also give suggestions to improve their performances as well.**
- **Mentoring programme is being organised department wise in the college. The specific objective of the programme is to identify the slow learners and advanced learners as well. Generally, it aims at minimizing dropout rates, improving academic performance and developing overall personality of individual student.**
- **For the smooth functioning of the programme, students of each semester is equally distributed among the departmentteachers, to ensure adequate individual attention and resolve issues accordingly and effectively.**
- **The programme has built up the confidence level of the students and a bond was created between the mentor and the mentee. Through this programme, teachers were able to understand individual student's problem in the field of education in particular and life in general. Teachers were also able to resolve their issues by suggesting effective measures and solutions.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
504	28

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

In order to improve the learning experiences of students andhelp them to become confident, knowledgeable and skillful, student centric teaching methods are adopted by the institution. This provides new opportunities for learning in strengthening the courses. The student centric methods adopted are:

- Experiential Learning: Both the individual and group setting are included in the experiential learning. By organizing exposure trips and excursions, educational tour, motivational movie show, photography, etc, the college encourages experiential learning. Through this method, students were able to learn more effectively than just attending regular classes. It has encouraged the enthusiastic and curiosity spirit among students, it has also enhanced their knowledge and skills of learning as well.

- Participate Learning: Students are engaged in activity learning viz., group discussions, paper presentation bystudents in seminars and workshops. Activities like drama, poetry writing, skit and play have been encouraged and conducted in the college forholistic development of students. The faculty members make learning participative by motivating and encouraging students participated in group discussions, discussion on questions and answers not only of the subject concerned but also of current affairs. This method has enhanced and improvedlearning experiences, communication skills and critical thinking skills of students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://wgcwilliamnagar.edu.in/co-curricular.html

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

To facilitate learning and make teaching-learning process effective and meaningful, the institution is trying with great efforts to make ICT infrastructure available and accessible to students.

Besides the traditional method of teaching, teachers were encouraged to make use of ICT for the effectiveness of teaching and learning process. In order to catchindividual attention and interest of students, teachers adopted ICT method like power point presentation. Ithas been used by teachers and students on paper presentation and workshop as well. Furthermore, in order to make teaching learning process more effective and lively, online chapter quizzes has been conducted by teachers inside the classroom. Students have actively participated and positive response have been collected from them.

Additionally, to facilitate betterlearning of students, departmental teachers used WhatsApp as one of the platform through which, learning content, study materials, information and relevant documents are being sent to them from their respective departmental group. Teachers also encouraged students to find study materials from reliable websites and sources. Sincere efforts has been taken up by the institution and teachers in inculcating the spirit of enthusiasm and also making education more effective and lively for the students.

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

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

28

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	[View File](#)

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

5

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

193

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.

- **The HEI follows the guidelines given by the affiliating university with regards to the conduct of Internal and External Examinations. Accordingly Examination Committee of the HEI plans and work out the schedule for internal assessment and evaluation. After finalizing the dates, the Committee serves and displays its notice on the notice board a few weeks before the commencement of internal exams.**
- **Internal examinations are conducted prior to the semester examinations (External). While semester examination occupies 75% of the 100 marks in each paper; internal exams carry 25 marks, out of which 15 marks is given for internal (unit) test and 10 marks for home assignment.**
- **With regards to assessment and evaluation of answer scripts and assignments, the faculty members of each department share the responsibility under the supervision of the head of the department. The marks obtained by students is**

displayed on the notice board and the same is uploaded in
the department's WhatsApp group of students and then a copy
is finally submitted to the Exam Committee for uploading in
the NEHU portal.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://wgcwilliamnagar.edu.in/documents/Admissions%20and%20exam%20rules.pdf

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

Institution follows the university examination criteria in this
regard.Internal examination is conducted prior to the external
examination. The examination committee finalizes the date and time
for internal examination anda notice is served and displayed on
the notice board few weeks before the commencement of internal
examinations.

With regards the assessment, and evaluation of answer scripts and
assignment, the faculty members of each department share the
responsibility under the supervision of the head of each
department. The marks obtained by students is displayed on the
notice board and the same is uploaded in the departmental WhatsApp
groups of students and then a copy is finally submitted to the
examination cell for uploading in the NEHU portal.

After evaluation, teachers show the answer scripts and assignment
scripts to the students for self-evaluation and improvement. If
the students are doubtful of the evaluation, the respective
department re-evaluates the reported scripts and resolves the
issue immediately

Even after the final submission of internal marks and the
declaration ofresult; if anomalies detected and corrections
required, the matter is taken up by the Head of Departments and
then application is sent to the controller of examination,
NEHU,through Principal for further action

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/forms/d/e/1FAIpQLS dzBsJfbrHnP1QOklWNBBBhnwVb4lpZ6tErAvgJiHJm 8u6Lxw/viewform?pli=1

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.

The institution offers the programme and course outcomes of the Bachelor of Arts Honours Programmes (Under-Graduate Course) as has been prescribed by the affiliating University, North Eastern Hill University, Shillong , with six honours subjects viz., Economics, Education, English, Garo, History and Political Science. In order to achieve the quality education, the institution make all the teachers and students aware of the programme and course outcomes by displaying it in the website so as to enable the stakeholder to access them at any time. Moreover, hard copy as well as soft copy of the syllabi is made available to both teachers and students. At the beginning of the session, the institution conducts orientation programme for the students to make them aware about the aspects of the semester system how it helps them pursuing for higher studies.

The programme and course outcome of the Bachelor of Arts Under-Graduate enable the students to develop social responsibilities, critical thinking and problem -solving skills. It also provides a student the ability to understand and response to the world's problem.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://wgcwilliamnagar.edu.in/documents/P SO%20&%20COs.pdf
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 institution follows the programme outcome, programme specific

outcome and course outcome of the Bachelor of Arts (Under-Graduate Course) as per the syllabi given by its affiliating university, North Eastern Hill University (NEHU) Shillong. Every department has its own Pos, PSOs and Cos and the institution make sure that these programmes are achieved by following the methods prescribed by the affiliating university. Therefore, in order to attain these programmes, the institution adopted the direct and indirect method.

In the direct method, the college conducted the internal assessment including Internal Test and assignment with a total of 25 marks and the external examination (Theory Programme) conducted by North Eastern Hill University, Shillong which carries of 75 marks. the institution measures the level of attainment of Pos, PSOs and Cos based on the result of the Term End-Semester Examination published by the affiliating university.

In the Indirect method, the college collected feedbacks from students with an objective to understand the impact of teaching-learning process. The institution also conducts extra-curricular activities and skill enhancement programme. Besides these, students pursuing higher studies is another method to measure the attainment of Pos, PSOs and Cos.

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

249

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	[View File](#)
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://wgcwilliamnagar.edu.in/documents/2.7.1%20SSS%20report%20for%202022-23%20A.pdf

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)

0

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)	**No File Uploaded**

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
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

5

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)	<u>View File</u>

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

0

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

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

2

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

- **Rashtriya Poshan Maah -29th September 2022**

The NCC Unit of Williamnagar Government College organized an outreach Programme on 'Poshan Maah' to Megapgre, Samanda, East Garo hills on the 29th September 2022. The main aim of the programme was to disseminate knowledge about nutrients and implementation of healthy dietary habits as well as adopting healthy lifestyles among school going children, pregnant mothers, lactating women. 20 NCC Cadets participated in the Program.

- **Puneet Sagar Abhiyan- 18th August 2022**

The NCC Unit of Williamnagar Govt. College in collaboration with NCC Unit of Loyola College conducted the campaign on the 18th August 2022 in Williamnagar Govt. College. The cadets conducted cleaning drive on the banks of the river Simsang and sensitized the locals about the importance of plastic waste management.

- **Adopt- A- Lake- 7th November 2022**

Inculcating social responsibilility, the college through itsOng?telaigipa Environmental Club, has adopted Memo lake for a period of 5 years which would enable the students, faculties and non teaching staff of the institution to collaborate with the Community in cleaning, maintaining the water bodies and preserving the rich biodiversity of the area. The MoU is signed with the Nokma of Bolkingre on the 14th September, 2022.

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/evsclub.html
Upload any additional information	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

201

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

0

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 campus is spread over large area of over 12.046 acres of land at the centre of the town. The college owns three "Assam type structure", which are being used for Classrooms, Administrative Unit, Library, Professors' common room, Boys and Girls common rooms, College Student's Union Office, Examination Control room and College Office. One of the college buildings includes separate rooms for the office of the IGNOU Study Centre.**
- **The college has a total of eight (08) regular classrooms and three (03) ICT enabled classrooms cum seminar halls. The existing classrooms are internet accessible and the institution provides wi-fi access in the campus.**
- **The institution has altogether twelve (12) functional desktops and eight (08) laptops which are placed incollege office, IQAC room, Exam room, professors' common room, Library and Principal's office room. It has also twelve (12) CCTV cameras with one monitor and three LCD projectors.**
- **In2020 the Government sanctioned rupees twelve(12) crores for the construction of the New College Building including Boys and Girls Hostel. The construction started since 2021 and expecting to complete very soon (vide no. 188/2013/Pt/30-A)**
- **The college has its own library wherein total books at present =11581 on various subjects.**

File Description	Documents
Upload any additional information	[View File](#)
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 campus has a large playground covering an area of about 8250 square meters, which enables the college conduct most of the outdoor events/games. The sports committee of the institution actively works to encourage students to take part in sports activities in the college and also participatein the district, state and National level competitions.**
- **Cultural programs and competitions are usually held during college week by arranging some of the classrooms and some of the competitions are held on the playground by making temporary arrangement. The students often took part in celebrating the important days of the state and the country as a whole. Cultural activities are part and parcel of the institution and so in annual College Week students showcase their traditional songs, dances, and other cultural activities.**
- **Though the college doesnot own a separateSports Complex and Auditorium for sports and cultural activities, it encouragesstudents to take part in most of the cultural and sports events conducted by the institution and other organizations' as well. Recently, the college has sent a proposalfor construction of indoor stadium andauditorium to provide a multipurpose sports arena and to organize celebrations and recreational activities respectively.**

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
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)

8.82493

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
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)

- **As an integral part of teaching-learning process the college library has been providing services to the students and teachers by adding and updating its collection from time to time. It caters the needs of more than 1600 students enrolled in the college. The two existing rooms of the college allotted for books stacking cum reading room for its six disciplines viz. Economics, Education, English, Garo, History and Political Science. With the college funds the college library purchases and renew its existing collections of books and journals.**

- **The institution ispartially automated with the integrated library management system (ILMS) since2021 with KOHA ON CLOUD V3, version 20.11.The incurred expenditure for purchasing books, journals and magazines is being audited and the audit report is attached. AsE- resources subscription is concerned, the college is in temporary affiliation with NEHU and due to this it cannot register to NLIST for accessing E-resources. Till date the college is using the free access E- resources(https://ncert.nic.in/journals-and-periodicals.php) and all books in library are classified per DDC 23rd edition**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://wgc-opac.kohacloud.in/

4.2.2 - The institution has subscription for the **E. None of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-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)	**No File Uploaded**

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)

0.53745

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

6

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- **IT is an essential part of learning and teaching process. Every student deserves the right to digital accessibility. The institution is striving towards establishing more IT facilities and ICT classrooms that will help the teaching-learning process as well as the management of the institution.**
- **At present the college has three ICT classrooms cum seminar halls to facilitate effective teaching learning activities. The existing eight (8) classrooms in the college are internet accessible, the college provides Wi-Fi with bandwidth of 200 mbps and it frequently updates for the smooth functioning of internet flow in the campus.**
- **Recently, the college hasalready sent the proposal for the setting up of language lab to interact, study, experiment with language skills in a practical manner under the supervision of the department of English.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

12

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

8.82493

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
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.

There are severalcommittees in the college to look into the maintenance of infrastructure, sports, library facilities etc. In addition to the above committees' other important committees has also been formed for the overall administration of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://wgcwilliamnagar.edu.in/documents/Different%20Committees%20Latest%20list.pdf

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

160

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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

0

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)	**No File Uploaded**

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://wgcwilliamnagar.edu.in/
Any additional information	View File
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

118

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

118

File Description	Documents
Any additional information	View File
Number of students benefited 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

C. Any 2 of the above

**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**

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

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	**No File Uploaded**

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

13

File Description	Documents
Upload supporting data for student/alumni	*View File*
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	**No File Uploaded**
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.

2

File Description	Documents
e-copies of award letters and certificates	*View File*
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)

- **Williamnagar Government College Students' Union (WGCSU) is the general body of the students of the college. Its membership is compulsory for every student admitted into the college. The office bearers of the Union are elected annually through direct ballot as per J M Lyngdoh Committee recommendation. The term of the office bearers is one year. The following are the various posts of the Williamnagar Government College Students' Union.**

1. **President**
2. **General Secretary**
3. **Secretary, Games & Sports**
4. **Literary cum Magazine Secretary**
5. **Secretary, Girls' Common room**
6. **Secretary, Boys' Common room**
7. **Social Welfare cum Cultural Secretary**

- **The Students' Union of the College plays a prominent role in building a cordial relationship between the college administration, faculty and students. The Union also organizes various sports, debates, cultural programmes, and social services and motivates the students to participate in all the institution's programmes. Apart from this, the Students' Union and respective committees involving faculty members are also allowed to manage and organize the functions like fresher's meet, parting social, annual college week, etc. of the institution.**

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/student-body.html
Upload any additional information	View File

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

16

File Description	Documents
Report of the event	View File
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 'Williamnagar Government College Alumni Association' was formed in a meeting of Alumnion 6th April 2022 where 50 members were present. The Association has office bearers namely President, Vice-Presidents, General Secretary, Accountant, Treasurer, Auditor and other executive members.

Objectives:

- **To encourage, foster and promote organized relations among the alumni.**
- **To provide a forum for the Alumni forexchange of ideas on academic, cultural and social issuesby organizing and coordinating reunion activities of the Alumni.**
- **To conduct workshops, seminars and continued social education sessions and meetings for the purpose of promotion of social service.**
- **To publish or assist in the publication of The WILLIAMNAGAR GOVERNMENT ALUMNI ASSOCIATION newsletter, books or journals by members/association.**
- **To assist needy students by contributing to their academic requirements such as books allowances and financial contribution in most necessary circumstances.**

The term of the office bearer shall be of 3 years and there will be election for new office bearers at the end.Fund shall be raised by subscription of membership fees and donation. The fund

collected from Alumni shall be utilised for the welfare of the college students

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/alumni.html
Upload any additional information	View File

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

Vision:To foster intellectual growth and develop responsible citizens of the society.

Mission:To ensure educational, social, and cultural values in the society.

Nature of Governance: The decisions of the Government and Directorate is executed by the Principal, in consultations with the faculty for the development and day-to-day working of the institution.

Perspective Plan:The IQAC, WGC takes initiatives to prepare the Perspective Plan through consultations with the stakeholders namely, the Principal, faculties, various Committees, students, and all other stakeholders and in accordance with the Government orders and the instructions from the affiliating university.

Participation of Teachers in Decision making Bodies:The teachers are involved in decision making processes both in teaching and administrative activities through various committees constituted. In implementation of mission and vision, teaching contents and

students' assessment, the teachers first plan and decide on the strategic and desired objectives to be followed before the academic session starts.

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/about-college.html
Upload any additional information	View File

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

The Principal decentralises his powers and adopts participative management in administrative and academic processes.

1. The Heads of Departments and the Academic council in consultation with colleagues, lead and supervise the academic procedures in the institute.
2. The teaching staff of the Institution are involved in defining policies and procedures, framing guidelines, rules, and regulations relating to admission, discipline, grievance, finance, examination etc.
3. The Head of The Department acts as the agent of the Principal and discharges his duty and responsibility in the smooth functioning of the academic and administrative process in the Institution.
4. Various committees are constituted to look into the different aspects of the college.

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/index.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

On 7th November 2022, the 'Ong'telaigipa' Environmental Club in collaboration with the EBSB, Cleanliness and Beautification Committee, NCC and NSS Units, WGC adopted Memo Lake, Bolkinggre, East Garo Hills District as part of the "Adopt-a-Lake" Community

Outreach Programme of the Institution for a period of 5 years.An MoU was signed between the Institution and the Nokma (Village Head) of Bolkinggre, East Garo Hills, stating that the Institution has adopted Memo Lake for a period of 5 years to conduct various academic activities pertaining to environmental conservation. The Outreach Programme instils values for the students to play an integral role in the community, with regards to environmental preservation which is of utmost importance in this day and age. Students, are therefore given the opportunity to learn outside the classroom and also engage in social activities with the community members. Furthermore, by adopting Memo Lake, the Institution believes in reaching out and engaging with the community as a significant responsibility inHigher Education.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://wgcwilliamnagar.edu.in/documents/Report%20on%20Adopt-a-Lake%20Community%20Outreach%20Programme%20cum%20Cleaning%20Drive.pdf
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 Advisory Committee of the college constituted by the Governor of Meghalaya has thirteen members in all, comprising of Chairman, Vice Chairman, Secretary, Two Teachers Representatives, E.E. PWD(Building),E.E.PHE, E.E.MeCEL, Williamnagar Division, District Sports Officer, Two prominent local educationist/citizens, Two NEHU representatives.
- The Principal makes decisions under the directives from the Directorate and in consultation with the Advisory Board. He appoints the faculty to variouscommittees and supervisestheir duties for quality and effective administration of the college. The committees with the Heads ofDepartments, the IQAC coordinator, the office staff, and the Principal ensure the smooth functioning of the college.
- Various committees and cells are constituted by the Principal to assist him for the smooth and efficient management of activities. The convenors along with the

members are actively involved and perform their duties to ensure that quality teaching learning process is enriched.

- **Service Rules, Procedures, Recruitment and Promotion Policies for the teaching staff in the college is implemented by the Directorate of Higher and Technical Education, in accordance with the provision of the rules and regulations as prescribed by the State Government of Meghalaya.It also complies with the directives of UGC and instructions of the affiliating University.**

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/whos-who.html
Link to Organogram of the Institution webpage	https://wgcwilliamnagar.edu.in/img/Organogram.jpg
Upload any additional information	View File

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	View File
Any additional information	View File
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

The institution has some welfare measures for both teaching and non-teaching staff in accordance with the Meghalaya Service Rule 2019:

1. Welfare measures for teaching Staff:??????????????

- **New Pension Scheme (NPS)**
- **Option for Reimbursement in Mediclaim.**
- **Option to avail Maternity leave for female staff.**
- **Casual Leaves, Earn Leaves, Medical advancement, etc.**
- **Career Advancement Scheme for Teaching faculty.**

2.Welfare measures for non- teaching staff:

- **New Pension Scheme (NPS)**
- **Option for Reimbursement in Mediclaim.**
- **Option to avail Maternity leave for female staff.**
- **Casual Leaves, Earn Leaves, Medical advancement, etc.**

File Description	Documents
Paste link for additional information	https://megfinance.gov.in/NPS_Pathshala.html
Upload any additional information	View File

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	View File
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

0

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)	**No File Uploaded**

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

3

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

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

The HEI follows PBAS for Career Advancement of Teaching Faculty as per UGC rules endorsed by the affiliating university North Eastern Hill University, Shillong, Meghalaya and approaved by the Government of Meghalaya. This system is applicable for only the

faculty members drawing UGC scale of pay by fulfilling UGC Norms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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 institution conducted financial audit for the financial 2022-2023, the report of which are duly attached.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)	**No File Uploaded**

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

Being a government college, mobilisation of funds is confined to the conductof the State Government. The Institution has utilized grants/funds received from the StateGovernment and Central

Government Agencies (RUSA) for the student's welfare programmes. The Institution frames strategies for resource mobilization wherein resources will be utilized to plan broad academic activities, administration, logistic, and developmental activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

As per the guidelines of the NAAC, the IQAC Steering Committee of Williamnagar Government College was constituted on 5/April/2018 to ensure quality improvement in teaching learning, improvement of infrastructure, library, IT facilities, promote coordination and cooperation among students, departments, administration, evaluations and overall functioning of the college in the best interest of the students.

Practices institutionalised as a result of IQAC initiatives:

1. **The IQAC has initiated the Feedback System for both Teachers and Students to improve the teaching learning processes. The students feedback system on teaching-learning and courses are communicated to the IQAC to take measures for improvement. The teachers' feedback system also obtains feedback from teachers on the courses so as to improve the quality of education.**
2. **The IQAC conducts workshops for teachers and staff and holds regular meetings to offer teachers new ideas and promote better teaching practices.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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 College has reviewed its teaching learning process, structures, and methodologies by preparing Teaching Plans for both ODD semesters and EVEN semesters annually through IQAC set up, as per norms and records the incremental improvement in various activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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)

D. Any 1 of the above

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

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 institution promotes gender equity for the students of the college, as well as for the faculties and non-teaching staff.**

- **The institution provides facilities that would cater to the safety of female students and teachers. CCTV cameras have been installed in the buildings of the campus to ensure the safety and security of female students as well as for the female staff.Furthermore, a separate common room is provided for the female students of the institution.**
- **Mentoring programme is implemented in the college, therefore, faculties are encouraged to counsel female mentees on various gender issues raised by them,**
- **The college also have a Women Cell that was constituted on 8th March, 2021 under the guidelines of "Internal committee for sexual harassment of women at work place" Act 2013, to address issues pertaining to female students, as well as to encourage the college to adhere to principles of gender equality and safety. The Cell has also put forth an annual gender sensitization plan for the next academic year.**

File Description	Documents
Annual gender sensitization action plan	https://wgcwilliamnagar.edu.in/documents/Annual%20gender%20sensitization%20Action%20Plan%202023-24.pdf
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	https://wgcwilliamnagar.edu.in/ashc.html

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

- Implementing effective solid waste management practices in the institution is crucial for promoting environmental sustainability and maintaining a clean and healthy campus. Bins are provided clearly labeled bins for different types of waste segregation, such as recyclables, non-recyclables, and organic waste. These bins are strategically placed in easily accessible locations throughout the campus. Thereafter, the local waste management services provided by the Williamnagar Municipal Board collects waste from the college on a weekly basis.
- The Worl Environment Day 2023 was of celebrated through various programmes, including an e-waste recycling activity held on the 2nd June, 2023 organized by the Environmental Club of the Institution. The faculties and students of the Institution were encouraged to bring their electronic waste to the college campus and the e-waste were collected and delivered to J S Enterprise, an E-waste collection unit. A total of 249 Kgs of e-waste was generated by the Institution, comprising of computers, printers, photocopy machines, ceiling fans, electric kettle, computer accessories, LED bulbs, miscellaneous items, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://wgcwilliamnagar.edu.in/documents/Effective%20solid%20waste%20management.pdf
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   D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:

    C. Any 2 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	[View File](#)
Any other relevant documents	[View File](#)

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

    D. Any 1 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	[View File](#)

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-

    E. None of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

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 institution promotes equality in the context of gender and culture, as evident from the student population consisting of a large proportion of both men and women who are from diverse social groups of tribals and non-tribals. Being a government institution, the staffs and the students are encouraged to have equal respect for all cultures, region, linguistic and socio-economic diversities, thereby creating a community of unity in the institution,**
- **The programmes of the college week also include cultural activities, whereby students are encouraged to display their culture in the form of folk songs and cultural dance. The cultural programmes highlight the significance of culture in the growth and development of the students and also promote a sense of respect for each other's culture.**
- **The Institution also sensitizes the students, faculties, and non-teaching staffs on National Constitutional obligations through the unfurling of the National Flag by the Principal every year on Republic Day, 26th January and on Independence Day, 15th August respectively.**
- **The NCC and NSS Units, and the Ong'telaigipa Environmental Club of the college have also participated in various programs engaging with the community.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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

- The Institution undertakes multifaceted initiatives to instill values aligned with responsible citizenship, as articulated in the Constitution. Civic engagement is promoted through student-led clubs such as NCC and NSS; the Electoral Literacy Club and the organizing awareness campaigns such as Legal Awareness Program such as Cyber-crime and cyber security and the Election Awareness Program has been conducted. These programs delved into constitutional principles, encouraging critical thinking about fundamental rights and duties.

- Leadership development is also implemented to nurture students into effective and responsible leaders. These activities aim to enhance interpersonal skills, decision-making abilities, and a sense of social responsibility. The Students' Union serves as a platform for leadership development and practical understanding of democratic processesLeadership development is also implemented to nurture students into effective and responsible leaders.

- The College also has an Environment Club, whereby environmental preservation and sustainability initiativesundertaken.

- By incorporating these activities, the Institution actively contributes to shaping responsible citizens who embody the constitutional principles of justice, liberty, equality, and fraternity. Likewise, the institution has been able to contribute to the holistic development of students through these practices, nurturing a generation of responsible citizens who value and uphold the principles enshrined in the Constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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   **C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	**No File Uploaded**

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

National days and constitutional milestones are commemorated in the Institution, thereby reinforcing patriotism and a commitment to democratic ideals. Besides World Environment Day, International Day of Yoga, International Womens Day etc are celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

1. Library facilities and digitization:Institution contributes toenhanced learning environment, academic resources, and academic success by procurring books, periodicals and newspapers, library automation and computers with internet facilities.All these streamlinelibrary operations, reduces wait times, and enhances the overall efficiency of resource management. Further, the library has been expanded through Digital Collections of subscriptions of journals and online databases to provide students and faculties with access to a vast array of academic resources. This ensures that the library remains a relevant and valuable hub for information in the digital age. The library also has comfortable and collaborative spaces to encourage interaction and engagement among students.

2. Comprehensive Continuous Student Support Services through Mentoring Program:Comprehensive Continuous Student Support Services through Mentoring Programs in the college aim to provide holistic guidance, fostering academic success and personal development. Mentors (faculty members) offer tailored support, aiding students in goal-setting, academic planning, and career exploration. The program addresses diverse challenges, including cultural transitions and interpersonal skills. The success of this best practice is measured through improved academic performance, enhanced well-being, and increased student engagement, ultimately contributing to a supportive and thriving college community.

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

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

ADOPT-A-LAKE COMMUNITY OUTREACH PROGRAMME

The Adopt-a-Lake Community Outreach Program of the college involves a collaborative effort to preserve and enhance the ecological health of Memo Lake. The Institution plays a vital role in environmental stewardship by taking on such initiatives. The program encompasses a range of activities aimed at conservation, restoration, and community engagement. The students, faculty, and local community collaborates on activities related to the lake ecosystem, thus promoting hands-on learning. The restoration efforts include tree plantations and shoreline cleaning drives. Involving students in these activities not only contributes to environmental sustainability but also instills a sense of responsibility and environmental consciousness. Therefore, educational outreach is another crucial aspect whereby, the college is able to educate the local community about the importance of lake conservation. This promotes environmental responsibility among students and community members alike. Therefore, The Adopt-a-Lake Community Outreach Program is a comprehensive approach that integrates hands-on conservation efforts, educational outreach, and community engagement to contribute to the sustainable management of local water bodies.

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

- **The Academic calendar and daily class routine for the college is prepared in conformity with the Academic calendar of the University.**
- **The master routine is prepared by the Academic Council & Academic Calendar Committee in consultation with the HoDs of different departments.**
- **The departmental routine is prepared by the various HoDs of the concerned department based on the syllabus and units/topics are distributed among the teachers.**
- **The allotment of classes, distribution of course plan and timely completion of the course is henceforth collectively worked out among different departments in the college in accordance with the academic calendar.**
- **Each department has its own teaching plan for the effective delivery of the curriculum.**
- **Students are encouraged to take up assignments to build up their thinking capacity and problem solving abilities. Internal Tests are also conducted timely to evaluate their performances.**
- **Apart from the regular classes, remedial classes are also organized. Students are also encouraged to use the library services.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://wgcwilliamnagar.edu.in/documents/Master%20Routine%202022-23a.pdf

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

- **External Examination is held for seventy-five (75) marks out of the total of hundred (100) for each paper and Internal Examination comprising Assignments and Class/Unit Tests is held for the remaining twenty-five**

- (25) marks in each paper. Out of total 25 marks for Internal Assessment, 15 marks is given for internal unit test and 10 marks is given for assignment bases on the curriculum.
- The External Examination is conducted in the college by the affiliating university and the Internal Examination/Assessment which include assignments, and class tests are conducted internally by each department of the college.
- The internal test question paper and assignment topics, prepared by individual teacher is submitted to the Head of Department for verification. While preparing question papers, teachers make sure that they follow the standards prescribed by the affiliating University.
- With regards to assessment and evaluation of answer scripts and assignments, the faculty members of each department share the responsibility under the supervision of the head of the department. The marks obtained by students is displayed on the notice board and also uploaded in the department's WhatsApp group of students and then a copy is finally submitted to the Exam Committee for uploading in the NEHU portal.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://wgcwilliamnagar.edu.in/calendar.html

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	D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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

1

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)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

218

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

218

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

- **To sensitize students about the environment and sustainability, a mandatory course on environmental studies isin the curriculum by the affiliating University. Further, the institute also organizes a number of activities for students on environment such as observation of environment day, planting trees, cleaning drives, Swatch Bharat Abhiyan, Jal Jivan Abhiyan, Anti-Tobacco day etc.**
- **To give awareness to students on important issues relating to professional ethics and inculcate gender and human values, the institution organizesawareness programs and workshops. The institution organizes programmes such asInternational Yoga Day, International Womens Day and other regional and national commemorative days involding teachers, NCC, NSS student volunteers and other students to promote healthy attitudes and habits.**
- **The institute also has the Ong'telaigipa Environmental Club, which has adopted a community owned lake. The 'Adopt-a-Lake' community outreach programme of the institute enables the students, faculties and non-teaching staff of the institution to collaborate with the community in cleaning, maintaining the water bodies and preserving the rich biodiversity of the region. The club has relentlessly pursued its good work of spreading awareness among students and members of the community about the threats to the environment and the need to promote sustainability through its various activities.**

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	<u>View File</u>

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

Nil

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)	**No File Uploaded**

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

Nil

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

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	`C. Any 2 of the above`

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

1.4.2 - Feedback process of the Institution may be classified as follows	`B. Feedback collected, analyzed and action has been taken`

File Description	Documents
Upload any additional information	[View File]
URL for feedback report	https://wgcwilliamnagar.edu.in/documents/teachers_feedback_on_curriculum_2023.pdf

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

504

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

504

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

- **To assess the learning levels of the students the institution conducts internal assessment such as internal test and assignment. The main objective of the assessment is to assess the knowledge, skill,performance, and progress of students with regards to their academic syllabus. Based on the performance of the students, teachers were able to identify their strengths and weaknesses and also give suggestions to improve their performances as well.**
- **Mentoring programme is being organised department wise in the college. The specific objective of the programme is to identify the slow learners and advanced learners as well. Generally, it aims at minimizing dropout rates, improving academic performance and developing overall personality of individual student.**
- **For the smooth functioning of the programme, students of each semester is equally distributed among the departmentteachers, to ensure adequate individual attention and resolve issues accordingly and effectively.**
- **The programme has built up the confidence level of the students and a bond was created between the mentor and the mentee. Through this programme, teachers were able to understand individual student's problem in the field of education in particular and life in general. Teachers were also able to resolve their issues by suggesting effective measures and solutions.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
504	**28**

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

In order to improve the learning experiences of students andhelp them to become confident, knowledgeable and skillful, student centric teaching methods are adopted by the institution. This provides new opportunities for learning in strengthening the courses. The student centric methods adopted are:

- **Experiential Learning: Both the individual and group setting are included in the experiential learning. By organizing exposure trips and excursions, educational tour, motivational movie show, photography, etc, the college encourages experiential learning. Through this method, students were able to learn more effectively than just attending regular classes. It has encouraged the enthusiastic and curiosity spirit among students, it has also enhanced their knowledge and skills of learning as well.**

- **Participate Learning: Students are engaged in activity learning viz., group discussions, paper presentation bystudents in seminars and workshops. Activities like drama, poetry writing, skit and play have been encouraged and conducted in the college forholistic development of students. The faculty members make learning participative by motivating and encouraging students participated in group discussions, discussion on questions and answers**

not only of the subject concerned but also of current affairs. This method has enhanced and improvedlearning experiences, communication skills and critical thinking skills of students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://wgcwilliamnagar.edu.in/co-curricular.html

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

To facilitate learning and make teaching-learning process effective and meaningful, the institution is trying with great efforts to make ICT infrastructure available and accessible to students.

Besides the traditional method of teaching, teachers were encouraged to make use of ICT for the effectiveness of teaching and learning process. In order to catchindividual attention and interest of students, teachers adopted ICT method like power point presentation. Ithas been used by teachers and students on paper presentation and workshop as well. Furthermore, in order to make teaching learning process more effective and lively, online chapter quizzes has been conducted by teachers inside the classroom. Students have actively participated and positive response have been collected from them.

Additionally, to facilitate betterlearning of students, departmental teachers used WhatsApp as one of the platform through which, learning content, study materials, information and relevant documents are being sent to them from their respective departmental group. Teachers also encouraged students to find study materials from reliable websites and sources. Sincere efforts has been taken up by the institution and teachers in inculcating the spirit of enthusiasm and also making education more effective and lively for the students.

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

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

28

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	[View File](#)

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

5

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)	<u>View File</u>

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

193

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

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.

- **The HEI follows the guidelines given by the affiliating university with regards to the conduct of Internal and External Examinations. Accordingly Examination Committee of the HEI plans and work out the schedule for internal assessment and evaluation. After finalizing the dates, the Committee serves and displays its notice on the notice board a few weeks before the commencement of internal exams.**
- **Internal examinations are conducted prior to the semester examinations (External). While semester examination occupies 75% of the 100 marks in each paper; internal exams carry 25 marks, out of which 15 marks is given for internal (unit) test and 10 marks for home assignment.**
- **With regards to assessment and evaluation of answer scripts and assignments, the faculty members of each department share the responsibility under the supervision**

of the head of the department. The marks obtained by students is displayed on the notice board and the same is uploaded in the department's WhatsApp group of students and then a copy is finally submitted to the Exam Committee for uploading in the NEHU portal.

File Description	Documents
Any additional information	View File
Link for additional information	https://wgcwilliamnagar.edu.in/documents/Admissions%20and%20exam%20rules.pdf

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

Institution follows the university examination criteria in this regard.Internal examination is conducted prior to the external examination. The examination committee finalizes the date and time for internal examination anda notice is served and displayed on the notice board few weeks before the commencement of internal examinations.

With regards the assessment, and evaluation of answer scripts and assignment, the faculty members of each department share the responsibility under the supervision of the head of each department. The marks obtained by students is displayed on the notice board and the same is uploaded in the departmental WhatsApp groups of students and then a copy is finally submitted to the examination cell for uploading in the NEHU portal.

After evaluation, teachers show the answer scripts and assignment scripts to the students for self-evaluation and improvement. If the students are doubtful of the evaluation, the respective department re-evaluates the reported scripts and resolves the issue immediately

Even after the final submission of internal marks and the declaration ofresult; if anomalies detected and corrections required, the matter is taken up by the Head of Departments and then application is sent to the controller of examination, NEHU,through Principal for further action

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://docs.google.com/forms/d/e/1FAIpQL SdzBsJfbrHnP1QOklWNBBBhnwVb4lpZ6tErAvgJiH Jm8u6Lxw/viewform?pli=1

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.

The institution offers the programme and course outcomes of the Bachelor of Arts Honours Programmes (Under-Graduate Course) as has been prescribed by the affiliating University, North Eastern Hill University, Shillong , with six honours subjects viz., Economics, Education, English, Garo, History and Political Science. In order to achieve the quality education, the institution make all the teachers and students aware of the programme and course outcomes by displaying it in the website so as to enable the stakeholder to access them at any time. Moreover, hard copy as well as soft copy of the syllabi is made available to both teachers and students. At the beginning of the session, the institution conducts orientation programme for the students to make them aware about the aspects of the semester system how it helps them pursuing for higher studies.

The programme and course outcome of the Bachelor of Arts Under-Graduate enable the students to develop social responsibilities, critical thinking and problem -solving skills. It also provides a student the ability to understand and response to the world's problem.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://wgcwilliamnagar.edu.in/documents/ PSO%20&%20COs.pdf
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 institution follows the programme outcome, programme specific outcome and course outcome of the Bachelor of Arts (Under-Graduate Course) as per the syllabi given by its affiliating university, North Eastern Hill University (NEHU) Shillong. Every department has its own Pos, PSOs and Cos and the institution make sure that these programmes are achieved by following the methods prescribed by the affiliating university. Therefore, in order to attain these programmes, the institution adopted the direct and indirect method.

In the direct method, the college conducted the internal assessment including Internal Test and assignment with a total of 25 marks and the external examination (Theory Programme) conducted by North Eastern Hill University, Shillong which carries of 75 marks. the institution measures the level of attainment of Pos, PSOs and Cos based on the result of the Term End-Semester Examination published by the affiliating university.

In the Indirect method, the college collected feedbacks from students with an objective to understand the impact of teaching-learning process. The institution also conducts extra-curricular activities and skill enhancement programme. Besides these, students pursuing higher studies is another method to measure the attainment of Pos, PSOs and Cos.

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

249

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
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)

<u>https://wgcwilliamnagar.edu.in/documents/2.7.1%20SSS%20report%20for%202022-23%20A.pdf</u>

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)

0

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)	**No File Uploaded**

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
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

5

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

0

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

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

2

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

- **Rashtriya Poshan Maah -29th September 2022**

The NCC Unit of Williamnagar Government College organized an outreach Programme on 'Poshan Maah' to Megapgre, Samanda, East Garo hills on the 29th September 2022. The main aim of the programme was to disseminate knowledge about nutrients and implementation of healthy dietary habits as well as adopting healthy lifestyles among school going children, pregnant mothers, lactating women. 20 NCC Cadets participated in the Program.

- **Puneet Sagar Abhiyan- 18th August 2022**

The NCC Unit of Williamnagar Govt. College in collaboration with NCC Unit of Loyola College conducted the campaign on the 18th August 2022 in Williamnagar Govt. College. The cadets conducted cleaning drive on the banks of the river Simsang and sensitized the locals about the importance of plastic waste management.

- **Adopt- A- Lake- 7th November 2022**

Inculcating social responsibilility, the college through itsOng?telaigipa Environmental Club, has adopted Memo lake for a period of 5 years which would enable the students, faculties and non teaching staff of the institution to collaborate with the Community in cleaning, maintaining the water bodies and preserving the rich biodiversity of the area. The MoU is signed

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with the Nokma of Bolkingre on the 14th September, 2022.
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File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/evsclub.html
Upload any additional information	View File

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

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0
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File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

201

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

0

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 campus is spread over large area of over 12.046 acres of land at the centre of the town. The college owns three "Assam type structure", which are being used for Classrooms, Administrative Unit, Library, Professors' common room, Boys and Girls common rooms, College Student's Union Office, Examination Control room and College Office. One of the college buildings includes separate rooms for the office of the IGNOU Study Centre.**
- **The college has a total of eight (08) regular classrooms and three (03) ICT enabled classrooms cum seminar halls. The existing classrooms are internet accessible and the institution provides wi-fi access in the campus.**
- **The institution has altogether twelve (12) functional desktops and eight (08) laptops which are placed incollege office, IQAC room, Exam room, professors' common room, Library and Principal's office room. It has also twelve (12) CCTV cameras with one monitor and three LCD projectors.**
- **In2020 the Government sanctioned rupees twelve(12) crores for the construction of the New College Building including Boys and Girls Hostel. The construction started since 2021 and expecting to complete very soon (vide no. 188/2013/Pt/30-A)**
- **The college has its own library wherein total books at present =11581 on various subjects.**

File Description	Documents
Upload any additional information	[View File](#)
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 campus has a large playground covering an area of about 8250 square meters, which enables the college conduct most of the outdoor events/games. The sports committee of the institution actively works to encourage students to take part in sports activities in the college and also participatein the district, state and National level competitions.**
- **Cultural programs and competitions are usually held during college week by arranging some of the classrooms and some of the competitions are held on the playground by making temporary arrangement. The students often took part in celebrating the important days of the state and the country as a whole. Cultural activities are part and parcel of the institution and so in annual College Week students showcase their traditional songs, dances, and other cultural activities.**
- **Though the college doesnot own a separateSports Complex and Auditorium for sports and cultural activities, it encouragesstudents to take part in most of the cultural and sports events conducted by the institution and other organizations' as well. Recently, the college has sent a proposalfor construction of indoor stadium andauditorium to provide a multipurpose sports arena and to organize celebrations and recreational activities respectively.**

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
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)

8.82493

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)

- As an integral part of teaching-learning process the college library has been providing services to the students and teachers by adding and updating its collection from time to time. It caters the needs of more than 1600 students enrolled in the college. The two existing rooms of the college allotted for books stacking cum reading room for its six disciplines viz. Economics, Education, English, Garo, History and Political Science. With the college funds the college library purchases and

renew its existing collections of books and journals.

- **The institution ispartially automated with the integrated library management system (ILMS) since2021 with KOHA ON CLOUD V3, version 20.11.The incurred expenditure for purchasing books, journals and magazines is being audited and the audit report is attached. AsE- resources subscription is concerned, the college is in temporary affiliation with NEHU and due to this it cannot register to NLIST for accessing E-resources. Till date the college is using the free access E- resources(https://ncert.nic.in/journals-and-periodicals.php) and all books in library are classified per DDC 23rd edition**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://wgc-opac.kohacloud.in/

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	**E. None 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)	**No File Uploaded**

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)

0.53745

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

6

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- **IT is an essential part of learning and teaching process. Every student deserves the right to digital accessibility. The institution is striving towards establishing more IT facilities and ICT classrooms that will help the teaching-learning process as well as the management of the institution.**
- **At present the college has three ICT classrooms cum seminar halls to facilitate effective teaching learning activities. The existing eight (8) classrooms in the college are internet accessible, the college provides Wi-Fi with bandwidth of 200 mbps and it frequently updates for the smooth functioning of internet flow in the campus.**
- **Recently, the college hasalready sent the proposal for the setting up of language lab to interact, study, experiment with language skills in a practical manner under the supervision of the department of English.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

12

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

8.82493

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

There are severalcommittees in the college to look into the maintenance of infrastructure, sports, library facilities etc. In addition to the above committees' other important committees has also been formed for the overall administration of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://wgcwilliamnagar.edu.in/documents/Different%20Committees%20Latest%20list.pdf

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

160

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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

0

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)	**No File Uploaded**

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	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://wgcwilliamnagar.edu.in/
Any additional information	View File
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

118

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

118

File Description	Documents
Any additional information	View File
Number of students benefited 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	C. Any 2 of the above

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

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	No File Uploaded

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

13

File Description	Documents
Upload supporting data for student/alumni	View File
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	No File Uploaded
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.

2

File Description	Documents
e-copies of award letters and certificates	View File
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)

- **Williamnagar Government College Students' Union (WGCSU) is the general body of the students of the college. Its membership is compulsory for every student admitted into the college. The office bearers of the Union are elected annually through direct ballot as per J M Lyngdoh Committee recommendation. The term of the office bearers is one year. The following are the various posts of the Williamnagar Government College Students' Union.**

1. **President**
2. **General Secretary**
3. **Secretary, Games & Sports**
4. **Literary cum Magazine Secretary**
5. **Secretary, Girls' Common room**
6. **Secretary, Boys' Common room**
7. **Social Welfare cum Cultural Secretary**

- **The Students' Union of the College plays a prominent role in building a cordial relationship between the college administration, faculty and students. The Union also organizes various sports, debates, cultural programmes, and social services and motivates the students to participate in all the institution's programmes. Apart from this, the Students' Union and respective committees involving faculty members are also allowed to manage and organize the functions like fresher's meet, parting social, annual college week, etc. of the institution.**

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/student-body.html
Upload any additional information	View File

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

16

File Description	Documents
Report of the event	View File
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 'Williamnagar Government College Alumni Association' was formed in a meeting of Alumnion 6th April 2022 where 50 members were present. The Association has office bearers namely President, Vice-Presidents, General Secretary, Accountant, Treasurer, Auditor and other executive members.

Objectives:

- **To encourage, foster and promote organized relations among the alumni.**
- **To provide a forum for the Alumni forexchange of ideas on academic, cultural and social issuesby organizing and coordinating reunion activities of the Alumni.**
- **To conduct workshops, seminars and continued social education sessions and meetings for the purpose of promotion of social service.**
- **To publish or assist in the publication of The WILLIAMNAGAR GOVERNMENT ALUMNI ASSOCIATION newsletter, books or journals by members/association.**
- **To assist needy students by contributing to their academic requirements such as books allowances and financial contribution in most necessary circumstances.**

The term of the office bearer shall be of 3 years and there will be election for new office bearers at the end.Fund shall be raised by subscription of membership fees and donation. The

fund collected from Alumni shall be utilised for the welfare of the college students

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/alumni.html
Upload any additional information	View File

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

Vision:To foster intellectual growth and develop responsible citizens of the society.

Mission:To ensure educational, social, and cultural values in the society.

Nature of Governance: The decisions of the Government and Directorate is executed by the Principal, in consultations with the faculty for the development and day-to-day working of the institution.

Perspective Plan:The IQAC, WGC takes initiatives to prepare the Perspective Plan through consultations with the stakeholders namely, the Principal, faculties, various Committees, students, and all other stakeholders and in accordance with the Government orders and the instructions from the affiliating university.

Participation of Teachers in Decision making Bodies:The teachers are involved in decision making processes both in

teaching and administrative activities through various committees constituted. In implementation of mission and vision, teaching contents and students' assessment, the teachers first plan and decide on the strategic and desired objectives to be followed before the academic session starts.

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/about-college.html
Upload any additional information	View File

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

The Principal decentralises his powers and adopts participative management in administrative and academic processes.

1. The Heads of Departments and the Academic council in consultation with colleagues, lead and supervise the academic procedures in the institute.
2. The teaching staff of the Institution are involved in defining policies and procedures, framing guidelines, rules, and regulations relating to admission, discipline, grievance, finance, examination etc.
3. The Head of The Department acts as the agent of the Principal and discharges his duty and responsibility in the smooth functioning of the academic and administrative process in the Institution.
4. Various committees are constituted to look into the different aspects of the college.

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/index.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

On 7th November 2022, the 'Ong'telaigipa' Environmental Club in collaboration with the EBSB, Cleanliness and Beautification

Committee, NCC and NSS Units, WGC adopted Memo Lake, Bolkinggre, East Garo Hills District as part of the "Adopt-a-Lake" Community Outreach Programme of the Institution for a period of 5 years.An MoU was signed between the Institution and the Nokma (Village Head) of Bolkinggre, East Garo Hills, stating that the Institution has adopted Memo Lake for a period of 5 years to conduct various academic activities pertaining to environmental conservation. The Outreach Programme instils values for the students to play an integral role in the community, with regards to environmental preservation which is of utmost importance in this day and age. Students, are therefore given the opportunity to learn outside the classroom and also engage in social activities with the community members. Furthermore, by adopting Memo Lake, the Institution believes in reaching out and engaging with the community as a significant responsibility inHigher Education.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://wgcwilliamnagar.edu.in/documents/Report%20on%20Adopt-a-Lake%20Community%20Outreach%20Programme%20cum%20Cleaning%20Drive.pdf
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 Advisory Committee of the college constituted by the Governor of Meghalaya has thirteen members in all, comprising of Chairman, Vice Chairman, Secretary, Two Teachers Representatives, E.E. PWD(Building),E.E.PHE, E.E.MeCEL, Williamnagar Division, District Sports Officer, Two prominent local educationist/citizens, Two NEHU representatives.
- The Principal makes decisions under the directives from the Directorate and in consultation with the Advisory Board. He appoints the faculty to variouscommittees and supervisestheir duties for quality and effective administration of the college. The committees with the Heads ofDepartments, the IQAC coordinator, the office staff, and the Principal ensure the smooth functioning of

- the college.
- **Various committees and cells are constituted by the Principal to assist him for the smooth and efficient management of activities. The convenors along with the members are actively involved and perform their duties to ensure that quality teaching learning process is enriched.**
- **Service Rules, Procedures, Recruitment and Promotion Policies for the teaching staff in the college is implemented by the Directorate of Higher and Technical Education, in accordance with the provision of the rules and regulations as prescribed by the State Government of Meghalaya.It also complies with the directives of UGC and instructions of the affiliating University.**

File Description	Documents
Paste link for additional information	https://wgcwilliamnagar.edu.in/whos-who.html
Link to Organogram of the Institution webpage	https://wgcwilliamnagar.edu.in/img/Organogram.jpg
Upload any additional information	View File

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	View File
Any additional information	View File
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

The institution has some welfare measures for both teaching and non-teaching staff in accordance with the Meghalaya Service Rule 2019:

1. Welfare measures for teaching Staff:??????????????

- **New Pension Scheme (NPS)**
- **Option for Reimbursement in Mediclaim.**
- **Option to avail Maternity leave for female staff.**
- **Casual Leaves, Earn Leaves, Medical advancement, etc.**
- **Career Advancement Scheme for Teaching faculty.**

2.Welfare measures for non- teaching staff:

- **New Pension Scheme (NPS)**
- **Option for Reimbursement in Mediclaim.**
- **Option to avail Maternity leave for female staff.**
- **Casual Leaves, Earn Leaves, Medical advancement, etc.**

File Description	Documents
Paste link for additional information	https://megfinance.gov.in/NPS_Pathshala.html
Upload any additional information	View File

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	View File
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

0

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)	**No File Uploaded**

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

3

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
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

The HEI follows PBAS for Career Advancement of Teaching Faculty as per UGC rules endorsed by the affiliating university North Eastern Hill University, Shillong, Meghalaya and approved by the Government of Meghalaya. This system is applicable for only the faculty members drawing UGC scale of pay by fulfilling UGC Norms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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 institution conducted financial audit for the financial 2022-2023, the report of which are duly attached.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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)	**No File Uploaded**

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

Being a government college, mobilisation of funds is confined to the conductof the State Government. The Institution has utilized grants/funds received from the StateGovernment and Central Government Agencies (RUSA) for the student's welfare programmes. The Institution frames strategies for resource mobilization wherein resources will be utilized to plan broad academic activities, administration, logistic, and developmental activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

As per the guidelines of the NAAC, the IQAC Steering Committee of Williamnagar Government College was constituted on 5/April/2018 to ensure quality improvement in teaching learning, improvement of infrastructure, library, IT facilities, promote coordination and cooperation among students, departments, administration, evaluations and overall functioning of the college in the best interest of the students.

Practices institutionalised as a result of IQAC initiatives:

   1. The IQAC has initiated the Feedback System for both Teachers and Students to improve the teaching learning

processes. The students feedback system on teaching-learning and courses are communicated to the IQAC to take measures for improvement. The teachers' feedback system also obtains feedback from teachers on the courses so as to improve the quality of education.

2. The IQAC conducts workshops for teachers and staff and holds regular meetings to offer teachers new ideas and promote better teaching practices.

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

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 College has reviewed its teaching learning process, structures, and methodologies by preparing Teaching Plans for both ODD semesters and EVEN semesters annually through IQAC set up, as per norms and records the incremental improvement in various activities.

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

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)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
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 institution promotes gender equity for the students of the college, as well as for the faculties and non-teaching staff.**
- **The institution provides facilities that would cater to the safety of female students and teachers. CCTV cameras have been installed in the buildings of the campus to ensure the safety and security of female students as well as for the female staff.Furthermore, a separate common room is provided for the female students of the institution.**
- **Mentoring programme is implemented in the college, therefore, faculties are encouraged to counsel female mentees on various gender issues raised by them,**
- **The college also have a Women Cell that was constituted on 8th March, 2021 under the guidelines of "Internal committee for sexual harassment of women at work place" Act 2013, to address issues pertaining to female students, as well as to encourage the college to adhere to principles of gender equality and safety. The Cell has also put forth an annual gender sensitization plan for the next academic year.**

File Description	Documents
Annual gender sensitization action plan	https://wgcwilliamnagar.edu.in/documents/ Annual%20gender%20sensitization%20Action% 20Plan%202023-24.pdf
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	https://wgcwilliamnagar.edu.in/ashc.html

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	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
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

- **Implementing effective solid waste management practices in the institution is crucial for promoting environmental sustainability and maintaining a clean and healthy campus. Bins are provided clearly labeled bins for different types of waste segregation, such as recyclables, non-recyclables, and organic waste. These bins are strategically placed in easily accessible locations throughout the campus. Thereafter, the local waste management services provided by the Williamnagar Municipal Board collects waste from the college on a weekly basis.**
- **The Worl Environment Day 2023 was of celebrated through various programmes, including an e-waste recycling activity held on the 2nd June, 2023 organized by the Environmental Club of the Institution. The faculties and**

students of the Institution were encouraged to bring their electronic waste to the college campus and the e-waste were collected and delivered to J S Enterprise, an E-waste collection unit. A total of 249 Kgs of e-waste was generated by the Institution, comprising of computers, printers, photocopy machines, ceiling fans, electric kettle, computer accessories, LED bulbs, miscellaneous items, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://wgcwilliamnagar.edu.in/documents/Effective%20solid%20waste%20management.pdf
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 | **D. Any 1 of the above** |

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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: | **C. Any 2 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	[View File]
Any other relevant documents	[View File]

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	**D. Any 1 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	[View File]

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	**E. None 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 institution promotes equality in the context of gender and culture, as evident from the student population consisting of a large proportion of both men and women who are from diverse social groups of tribals and non-tribals. Being a government institution, the staffs and the students are encouraged to have equal respect for all cultures, region, linguistic and socio-economic diversities, thereby creating a community of unity in the institution,**
- **The programmes of the college week also include cultural activities, whereby students are encouraged to display their culture in the form of folk songs and cultural dance. The cultural programmes highlight the significance of culture in the growth and development of the students and also promote a sense of respect for each other's culture.**
- **The Institution also sensitizes the students, faculties, and non-teaching staffs on National Constitutional obligations through the unfurling of the National Flag by the Principal every year on Republic Day, 26th January and on Independence Day, 15th August respectively.**
- **The NCC and NSS Units, and the Ong'telaigipa Environmental Club of the college have also participated in various programs engaging with the community.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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

- **The Institution undertakes multifaceted initiatives to instill values aligned with responsible citizenship, as articulated in the Constitution. Civic engagement is promoted through student-led clubs such as NCC and NSS; the Electoral Literacy Club and the organizing awareness campaigns such as Legal Awareness Program such as Cyber-crime and cyber security and the Election Awareness Program has been conducted. These programs delved into constitutional principles, encouraging critical thinking about fundamental rights and duties.**

- **Leadership development is also implemented to nurture students into effective and responsible leaders. These activities aim to enhance interpersonal skills, decision-making abilities, and a sense of social responsibility. The Students' Union serves as a platform for leadership development and practical understanding of democratic processesLeadership development is also implemented to nurture students into effective and responsible leaders.**

- **The College also has an Environment Club, whereby environmental preservation and sustainability initiativesundertaken.**

- **By incorporating these activities, the Institution actively contributes to shaping responsible citizens who embody the constitutional principles of justice, liberty, equality, and fraternity. Likewise, the institution has been able to contribute to the holistic development of students through these practices, nurturing a generation of responsible citizens who value and uphold the principles enshrined in the Constitution of India.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
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	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
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	[View File](#)
Any other relevant information	**No File Uploaded**

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

National days and constitutional milestones are commemorated in the Institution, thereby reinforcing patriotism and a commitment to democratic ideals. Besides World Environment Day, International Day of Yoga, International Womens Day etc are celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

1. Library facilities and digitization:Institution contributes toenhanced learning environment, academic resources, and academic success by procurring books, periodicals and newspapers, library automation and computers with internet facilities.All these streamlinelibrary operations, reduces wait times, and enhances the overall efficiency of resource management. Further, the library has been expanded through Digital Collections of subscriptions of journals and online databases to provide students and faculties with access to a vast array of academic resources. This ensures that the library remains a relevant and valuable hub for information in the digital age. The library also has comfortable and collaborative spaces to encourage interaction and engagement among students.

2. Comprehensive Continuous Student Support Services through Mentoring Program:Comprehensive Continuous Student Support Services through Mentoring Programs in the college aim to provide holistic guidance, fostering academic success and personal development. Mentors (faculty members) offer tailored support, aiding students in goal-setting, academic planning, and career exploration. The program addresses diverse challenges, including cultural transitions and interpersonal skills. The success of this best practice is measured through improved academic performance, enhanced well-being, and increased student engagement, ultimately contributing to a supportive and thriving college community.

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

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

ADOPT-A-LAKE COMMUNITY OUTREACH PROGRAMME

The Adopt-a-Lake Community Outreach Program of the college involves a collaborative effort to preserve and enhance the ecological health of Memo Lake. The Institution plays a vital role in environmental stewardship by taking on such initiatives. The program encompasses a range of activities aimed at conservation, restoration, and community engagement. The students, faculty, and local community collaborates on activities related to the lake ecosystem, thus promoting hands-on learning. The restoration efforts include tree plantations and shoreline cleaning drives. Involving students in these activities not only contributes to environmental sustainability but also instills a sense of responsibility and environmental consciousness. Therefore, educational outreach is another crucial aspect whereby, the college is able to educate the local community about the importance of lake conservation. This promotes environmental responsibility among students and community members alike. Therefore, The Adopt-a-Lake Community Outreach Program is a comprehensive approach that integrates hands-on conservation efforts, educational outreach, and community engagement to contribute to the sustainable management of local water bodies.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. **Maintenance of Green Campus.**
2. **Rain Water HarvestingPlant**
3. **Functional Solar Energy Plant**
4. **Completion of New Academic Block**

5. Introduction of Science & Commerce streams
6. Enhancement of Library facilities.
7. Smart Classrooms