ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC 2014-15

ORIENTAL COLLEGE (AUTONOMOUS)
TAKYEL, IMPHAL

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The Annual Quality Assurance Report (AQAR) of the IQAC, Oriental College

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(2013-14)* | 2014- 15 |

1. Details of the Institution

1.1 Name of the Institution | Oriental College, Takyel, Imphal |

1.2 Address Line 1 | Takyel, Imphal West |

Address Line 2 | Nil |

City/Town | Imphal |

State | Manipur |

Pin Code | 795001 |

Institution e-mail address | oriental.dlink@gmail.com |

Contact Nos. | +919774154998/+919436038102 |

Name of the Head of the Institution: | Dr. Th. Biren Singh |

Tel. No. with STD Code: | 0385-2452358 |

Mobile:

+919774154998

Name of the IQAC Co-ordinator:

L. Gopeswar Sharma

Mobile:

+919436038102

IQAC e-mail address:

oriental.dlinkiqac@gmail.com

1.3 **NAAC Track ID** *)*

MNCOGN 14164

OR

1.4 **NAAC Executive Committee No. & Date:**
    (This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

EC/54/A&A/02 & 08/01/2011

1.5 Website address:

www.orientalcollege.edu.in

Web-link of the AQAR:

http://www.orientalcollege.edu.in/iqac/aqar/Aqar2014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.41	2011	07/01/2016
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : 　　DD/MM/YYYY 　06/11/2009

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i.   AQAR   10/03/2012 _____ (DD/MM/YYYY)
  ii. AQAR   19/03/2013 _____(DD/MM/YYYY)
  iii. AQAR   25/06/2014 _____ (DD/MM/YYYY)
  iv. AQAR   03/12/2015 _____ _____ (DD/MM/YYYY)

1.9 Institutional Status

  University   State ☐ Central ✓ Deemed ☐ Private ☐

  Affiliated College   Yes ✓   No ☐

  Constituent College   Yes ☐   No ✓

  Autonomous college of UGC   Yes ✓   No ☐

  Regulatory Agency approved Institution   Yes ☐   No ✓

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education ✓   Men ☐   Women ☐

                        Urban ☐   Rural ✓   Tribal ☐

  Financial Status Grant-in-aid | Govt. College | UGC 2(f) ✓   UGC 12B ✓

                        Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

  Arts ✓   Science ✓ Commerce ☐ Law ☐   PEI (Phys. Edn.) ☐

  TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

  Others   (Specify) | COP & COC |

1.11 Name of the Affiliating University *(for the Colleges)* | Manipur University |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University | University

University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (*Specify*)	
UGC-COP Programmes	Yes		

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	17

2.10 No. of IQAC meetings held :   03

2.11 No. of meetings with various stakeholders: No.   06   Faculty   12

Non-Teaching Staff Students `02` Alumni `04` Others `02`

2.12 Has IQAC received any funding from UGC during the year?   Yes `✓` No `☐`

If yes, mention the amount   `Rs.3,00,000/-`

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. `5` International `1` National `1` State `1` Institution Level `2`

(ii) Themes   `Paper setting & evaluation, Teaching Methodology, International Bamboo Conference cum Workshop`

2.14 Significant Activities and contributions made by IQAC

`Towards the autonomous /student centred teaching and learning, best practices in evaluation and examination`

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the previous year *

Plan of Action	Achievements
20	17

Attach the Academic Calendar of the year as Annexure. Attached as Annexure-I

2.15 Whether the AQAR was placed in statutory body   Yes `✓` No `☐`

Management ☐ Syndicate ☐ Any other body ┌ Governing Body of the College ┐

Provide the details of the action taken

> The AQAR was placed in the Governing Body (GB) and in the GB meeting it was discussed minutely. The GB appreciated the outcome of the College and also suggested to organise workshops relating to teaching- learning, examination and evaluation for more improvement of the College. The College organised conference and workshops as a partial fulfilment in transforming the suggestions of GB into actions. The College got good feed- backs

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				02
Diploma				02
Certificate				04
Others				03
Total	02			**11**

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : Elective option✓
    (ii) Pattern of programmes:

Pattern	Number of programmes
✓Semester	2
Trimester	
Annual	4(COP & COC)

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☐ Students ☑
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☑ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure: Enclosed Annexure-II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Yes, the system of Continuous Internal Assessment(CIA) of 40 marks and Semester End Examination of 60 marks is introduced in each course. Moreover, value added courses, Hons supportive courses are also introduced in addition to the courses prescribed by the affiliating University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Communication Skills and Functional English; Food Processing and Quality Control.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54(regular) +22(Part Time)	16	38		22 part time

2.2 No. of permanent faculty with Ph.D.   18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
16	13	38	00	00	00	22	00	76	13

2.4 No. of Guest and Visiting faculty and Temporary faculty   01   Nil   01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	55	08	60
Presented papers	6	03	
Resource Persons	5		

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Continuous Internal Assessment(CIA):40, Sem End Exam:60,ICT based teaching, Autonomous/student centered teaching & learning, workshops, internal seminars, academic counselling.

2.7 Total No. of actual teaching days during this academic year

> 180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> Off-line OMR supported Unit Test,Assingment, Project Work,Quiz, Group Discussion, Double evaluation,MCQ , short and essay type are initiated in Examination & Evaluation.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

38	38	76

2.10 Average percentage of attendance of students

> 91%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Arts)	94	00	07	50	25	87.23
B.Sc (Science)	85	00	10	52	00	72.94
COP(Mushroom cultivation, Bioinformatics in biodiversity)	62	00	62	00	00	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC under the supervision of the Principal organises workshops, seminars and staff meetings in connection with the improvement of teaching and learning processes. It also monitors the activities of the departments regarding timely implementation of college calendar, timely conduct of CIA components, syllabus cover, extension works by the departments, use of ICT in classes, taking feedback from the

students and the behaviour change of the students. In sum, the contribution of the IQAC is to transform each student into a self learner.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	07
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	26
Others	76

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	08	00	01
Technical Staff	08	06	00	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> With the initiatives of the IQAC, a Research Committee (RC) was constituted with Dr. Kh. Keinyahanbi Devi, Associate Prof.(Physics) as convener to promote research activities in the College. The committee considered the possibilities to initiate teachers to undertake research work departmentally and/or inter-departmentally, independently and/ or in collaborate under funding agencies. As a result of this initiative, 3(three) teachers have completed their Minor Research Projects(MRP) and 6(six) teachers have applied for Minor Research Projects (MRP) under UGC and some teachers have published and some are going to publish research papers. The teachers with Ph.D. of the college extend consultancy to research scholars at free of cost.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	01	00
Outlay in Rs. Lakhs	00	Rs.22,75,080/-	Rs. 27,58,500/-	Not yet

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	00	03	03
Outlay in Rs. Lakhs	6.20	Nil	6.20	submitted

3.4   Details on research publications

	International	National	Others
Peer Review Journals	08	02	Nil
Non-Peer Review Journals	Nil	01	03
e-Journals	Nil	Nil	Nil
Conference proceedings	02	01	04

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	05	Atomic Energy Regulatory Board(AERB), Mumbai.	Rs.27,58,500/-	Rs.22,75,080/-

Minor Projects	02	UGC	Rs.4,20,000/-	Rs.4,20,000/-
Interdisciplinary Projects	Nil	Nil	Nil	nil
Industry sponsored	Nil	Nil	Nil	nil
Projects sponsored by the University/ College	Nil	Nil	Nil	nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	nil
Any other(Specify)	Nil	Nil	Nil	nil
Total	07	AERB and UGC	Rs.31,78,500/-	Rs.26,95,080/-

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books   02

ii) Without ISBN No.   Nil

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy   Yes   CPE   Applied   DBT Star Scheme   No

INSPIRE   No   CE   No   Any Other (specify)   No

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	01	Nil	Nil	Nil	02
Sponsoring agencies	Salai Holdings Pvt. Ltd.	Nil	Nil	Nil	Directorate of University & Hr. Edn., Govt. of Manipur

3.12 No. of faculty served as experts, chairpersons or resource persons   15

3.13 No. of collaborations   International   01   National   Nil   Any other   Nil

3.14 No. of linkages created during this year   01

3.15 Total budget for research for current year in lakhs :

From Funding agency | Rs.10,47,540/- | From Management of University/College | |

Total | Rs.10,47,540/- |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	nil
	Granted	nil
International	Applied	nil
	Granted	nil
Commercialised	Applied	nil
	Granted	nil

3.17 No. of research awards/ recognitions   received by faculty and research fellows
       of the institute in the year

Total	International	National	State	University	Dist	College
03	Nil	Nil	Nil	03	Nil	

3.18 No. of faculty from the Institution
        who are Ph. D. Guides | 04 |
      and students registered under them | 04 |

3.19 No. of Ph.D. awarded by faculty from the Institution | nil |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | nil | SRF | nil | Project Fellows | nil | Any other | nil |

3.21 No. of students Participated in NSS events:

University level | 100 | State level | 100 |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | 20 | State level | 20 |

National level | | International level | |

3.23 No. of Awards won in NSS:

University level | 10 | State level | 50

National level | nil | International level | nil

3.24 No. of Awards won in NCC:

University level | nil | State level | nil

National level | nil | International level | nil

3.25 No. of Extension activities organized

University forum | nil | College forum | 02

NCC | nil | NSS | 02 | Any other | 01

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Cleanliness programmes to the local areas of the College and tree plantation inside and outside the College campus.

- Organised institutional lecture programmes in connection with social responsibilities of the students and teachers in the areas of drug abuse and disaster management.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.5acres	Nil	Nil	7.5acres.
Class rooms	23	02	UGC +College	25
Laboratories	06	02	UGC	08

Seminar Halls	02	Nil	Nil	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00	35	DBT &UGC	35
Value of the equipment purchased during the year (Rs. in Lakhs)	00		UGC,DBT, and State Govt	Rs. 8lakh.
Others	120 pairs of desks &bench	100 pairs of desks& bench, White boards,chairs,tables,almirhs	UGC, Govt.& College	Rs.4 lakh.

4.2 Computerization of administration and library

> Partly computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10732	Rs.20lakh approx.	200	Rs.1. 75 lakh approx.	10932	Rs.21.75 lakh approx.
Reference Books	3000	Rs.0.91 Lakh approx	150	Rs. 0.75 lakh Approx.	3150	Rs.1.66 lakh appro.
e-Books	400					
Journals	14	Rs. 0.35 lakh	Nil	Nil	14	Rs.0.35 lakh
e-Journals	4,000,thr ough INFLIB NET				14,000	
Digital Database						
CD & Video	25					
Others (specify)	5(local & National Dailies)	Rs.0.062 lakh				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	35	10	01	01	01	03	13	04
Added	02	Nil	Nil	Nil	Nil	Nil	Nil	nil
Total	37	10	01	01	01	03	13	04

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

Some teachers are permitted to undergo computer training at DOEACC(Department of Electronics And Accreditation of Computer Courses) and computer learning classes are provided at the College.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs. O.50 lakh

   ii) Campus Infrastructure and facilities   Rs. I lakh

   iii) Equipments   Rs.8 lakh

   iv) Others   Rs. 1 lakh.

Total :   Rs.10.50Lakh

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC conducted counselling sessions of the students (new &old) to enhance awareness about the student support provided by the College.

5.2 Efforts made by the institution for tracking the progression

> The College has implemented fresh autonomous status and laid down its own ordinances, in addition to the existing rules and regulations of the State Govt and University, for all-round improvement in infrastructure, in teaching –learning , in examination and evaluation, etc. Efforts have been made to follow those ordinances. The College strictly monitors admission process, teaching and learning process, examination process, teachers' duties, students' attendance in classrooms and their activities outside the classrooms. It also organises workshops & seminars for improvement of education in quality, conducts periodical meetings with the Heads of Department for assessing feedbacks of teachers and students, taking feedback from the students for assessing the target of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
773	Nil	Nil	Nil

(b) No. of students outside the state

02

(c) No. of international students

Nil

Men

No	%
400	51.75

Women

No	%
373	48.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
308	18	197	252	04	779	41	13	121	593	05	773

Demand ratio   1:0.773   Dropout 0.0 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

No. of students beneficiaries Nil

5.5 No. of students qualified in these examinations

NET Nil   SET/SLET Nil-   GATE NIL   CAT Nil

IAS/IPS etc Nil   State PSC Nil   UPSC Nil   Others Nil

5.6 Details of student counselling and career guidance

The IQAC constituted a team teachers consisting of 6(six) teachers from Science faculty and 7(seven) teachers from Arts faculty. Under the prescribed norms of the College, these teachers conducted student counselling sessions for Science stream and Arts stream separately. The prescribed norm relates to the teaching-learning and evaluation system, dos and don'ts, etc., of the College The career guidance cell of the college conducted career guidance sessions for the students of the College. This cell also organised Invited Talk programmes with Experts from outside the College.

No. of students benefitted 773

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	20		

5.8 Details of gender sensitization programmes

In 1st Semester the College introduced "Women Empowerment" as a compulsory non-credit value added course carrying 100 marks.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 12 | National level | 00 | International level | 00 |

No. of students participated in cultural events

State/ University level | 10 | National level | 00 | International level | 00 |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 02 | National level | 00 | International level | 00 |

Cultural: State/ University level | 00 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	65	
Financial support from other sources	13	
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | 01 | National level | 01 | International level | 01 |

5.12   No. of social initiatives undertaken by the students | 10 |

5.13 Major grievances of students (if any) redressed: Does not arise.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision: Knowledge is freedom.
>
> Enhancement of quality, sustainable in continuity
>
> 1. Transformation of the acquired knowledge into productive activities to carter emerging local needs.

6.2 Does the Institution has a management Information System

> Yes, the institution installed "Bulk SMS Wi-Fi" as a management Information system and Wi-Fi facility in the campus of the college

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

> The curriculum prescribed by the affiliating University was developed partially by introducing two value added courses in 1st &2nd semesters and one honours supportive course in 3rd semester.

6.3.2   Teaching and Learning

> Teaching and learning is substantially improved by introducing two ICT supported class rooms and changing the old teacher- centred teaching -learning method to student- centred/autonomous teaching- learning method as far as practicable.

6.3.3   Examination and Evaluation

> Examination and Evaluation is improved by introducing the system of continuous internal assessment (CIA) and semester end examination system for each semester.

6.3.4   Research and Development

> Some teachers are carrying on research works with or without financial aids from funding agencies. Sustainable development of research facilities have been maintained in the institution.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is one Central Library with the capacity of 100 students. Standard text and reference books are provided in the library, ICT infrastructure and Inflibnet facility, through which e-books & e-journals can be opened, have been installed in the library.

6.3.6 Human Resource Management

The non-teaching staff were assigned to their respective works and teachers are also allocated their duties by the respective Heads. Teachers were allowed to participate refresher/orientation/workshop courses at different Institutions inside or outside the state for improvement of knowledge from time to time. Mechanisms were provided for the students to use full college time inside the classrooms/library/concerned departments.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty and staff is done by the State Government. The institution requests the Government to fill up the vacant posts of the College in time.

6.3.8 Industry Interaction / Collaboration

The Institution organised an International Conference cum Workshop on Bamboo in collaboration with Salai Holdings Pvt. Ltd.

6.3.9 Admission of Students

The College conducted Entrance test for admission to B.A./B.Sc. 1st semester. Counselling sessions were held for successful candidates and admission was undertaken according to the available seats.

6.4 Welfare schemes

Teaching	In addition to the existing welfare schemes of the State Govt, the Institution provides schemes such as: availability of semester wise calendar to the teachers; availability of space and facilities of the Institution to the teachers for their research work at the college, given permission to the teachers for participating refresher/orientation/workshop courses inside or outside the state; extension of cooperation among the teachers when unwanted events happened to an individual teacher of the college.
Non teaching	The College provides schemes for short-term training and workshop for up gradation of computer literacy programmes to the non teaching staff .
Students	The College facilitates the students by providing counselling cell, guidance cell, students' union, free access of internet within the college campus, students' support cell.

6.5 Total corpus fund generated

Rs.3,09,200/-

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Council	Yes	Academic Audit Committee
Administrative	Yes	AG,Imphal & Govt audit	Yes	Finance Committee

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

For Examination reforms, the College introduced Continuous Internal Assessment(CIA) and Semester End Examination system(SEES) in the ratio of 40:60 in theory as well as in practical portions. The CIA comprises OMR format question series technique, group discussion, project work and quiz, and the SEES consists of short, very short and essay type questions.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

To promote autonomy in the Colleges the University did not inter-fere the admission process, accounts and arrangement of holding University examinations at the affiliated colleges. It encourages some colleges to become autonomous ones.

6.11 Activities and support from the Alumni Association

Alumni Association extends its support physically and/or morally to the activities of the College, e.g. in the activities of cleanliness, protection from unwanted elements, minor repairing of furniture, etc. of the College.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association made discussions for a smooth and healthy academic atmosphere at the College. It supports the decision of the college for good services.

6.13 Development programmes for support staff

Electrification, water supply, sanitation, campus beautification, extension of class rooms, etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> The College undertook programmes such as tree plantation, preservation of eco-park, rain water harvesting, make the campus free from unused papers and plastic- polythenes, etc.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Introduction of the concept of autonomous learning, project work, group discussion and participation of teachers to students' activities, motivation of belongingness to the College by the students and the staff

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> Details of ATR in Annexure- iii.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> 1) Introduction of CIA and Semester End Examination in the ratio40:60, and

7.4 Contribution to environmental awareness / protection

> The College established one Eco-park, one Botanical- Garden, organised environmental awareness programmes followed by tree-plantation programmes, 100 students of eco club members.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> The College is a Government College, so, development work, improvement of infrastructure, faculty recruitment, staff salaries etc., bear by the state Government. It acquired an adequate space, sustainable class-rooms, science laboratories, library building, playground, Indoor stadium, swimming pool, boys' hostel, girls' hostel, Biotech Hub building, separate boys' & girls' common rooms, etc.
>
> Due to the budget crunch of the state government, development work and infrastructure improvement of the college are in a slow progress.
>
> About 75% of the teaching staff are Ph. D. holders, 20% are M.Phil. holders and the rest are senior experienced teachers. The UGC approved autonomous status to the College. The College got local supports and the alumni association extend its cooperation to the college activities.
>
> In view of the strict and heavy study of the students, below averaged students may miss their position to get admission to the college and this may have minimum effect to the number of students in the college. This is our supposition. Or, Unwanted & unreasonable disturbance to the academic atmosphere from outside the college.

8. **Plans of institution for next year**

> Up gradation of curriculum based on local needs and opening of B.Voc courses are main plans of the College, to introduce CBCS

Name: *Laimayum Gopeswar Sharma*   Name: *Dr. Th. Biren Singh*

_____   _____
        Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure i

Academic Calendar of Oriental College

	Programme	Date
1	Date of publication of admission Notice	18th May
2	Starting of issue of application form & prospectus	20th May
3	Last date of submission of application form	30th May
4	Admission test	5th June-15th June
5	Last date of admission without fine	20th June
6	Date of commencement of classes	1st July
7	Session starts	1st July
8	Final CIA report (Continuous Internal Assessment)	31st Oct
9	End Semester Examination	By the end of December

Academic Calendar for 2nd Semester

	Programme	Date
1.	Session Start	1st week of Feb
2.	CIA	1st April - 30th April
3.	Final CIA report	22nd May
4.	Addl. CIA	23rd May-25th May
5.	Form Fill-up	26th May-30th May
6.	End Semester Examination	2nd June - 17th June
7.	Addl. End Semester Exam	26th -28th June
8.	Final Result	By the end of June

Annexure ii

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement.

As preparatory practice with the approval of the Manipur University Academic Council, college has implemented 40:60 CIA and End Semester Examinations for 2014 session. IQAC established and environment of students centred teaching learning and evaluation method. To test the real test of the autonomous learning or students centred learning. IQAC convent many discussions and debates for autonomous learning. Through discussions and debates to implement the fresh autonomous status from the year 2014 itself. Members began to work on available data and information from internet and other resource persons. The college was celebrating year long Golden Jubilee celebration in 2014, and the closing days of the celebration that was 8th August, 2014. The Fresh autonomous was implemented by the V.C. of Manipur University by unfolding the autonomous stone. The college website has been updated from stagnancy to dynamics.

Details plan of action for the year 2014-2015:

1. Reformation of teaching learning and evaluation system form out of surface learning to autonomous learning.

2. To provide an academic atmosphere which is vibrant creative and constructive.

3. Constant academic discussion and deliberation in order to translate the vision of the college into reality.

4. To start more career oriented courses.

5. To open new courses at under graduate and to start post graduate classes.

6. Development of Infrastructure especially in terms of class rooms & laboratory from RUSA fund.

7. To modernise and revamp the library.

8. To introduce more teaching aids to improve the teaching learning process.

9. To encourage innovative practices.

10. To organise more seminars, workshops, etc. to spread among others, the issue of the necessity of academic autonomy.

11. ICT training for teaching and non teaching staff of the College.

12. Full automation of the Administrative block & Central library.

13. To implement the autonomous learning skills by the faculty members.

14. To implement the examination reforms with accountability, transparency and responsibility.

15. To start 2 more COC which was granted by UGC from the 2015-16 session?

16. To work towards opening of Life science P.G. programme in the nearest future.

17. To introduce Bulk SMS for students and parents for effective communication

18. To introduce compound Wifi-internet service.

19. To organise more seminars, workshops, conferences, etc.

20. To organise more workshops, lectures, interaction programmes to enhance the knowledge of autonomous learning and assessment.

Outcomes achieved by the end of the year 2014-2015

1. Under the supervision of the Manipur University, the teaching learning and evaluation methods are reformed to autonomous or student centred learning method.

2. The academic council of the Manipur University approved our proposal of 40 :60 continuous internal assessment and end semester assessment.

3. Introduce continuous Internal Evaluation (CIA) for 40 marks and 60 marks for Semester End Examination.

4. College introduce grading system at the 7 point scale

5. Teachers are reoriented in evaluation and autonomy learning system by conducting workshop under the Government sponsorship.

6. Confirmed to open two more career oriented courses from 2015 June session under the U.G.C scheme of COC.

7. The Academic Council of the College forwarded its recommendation to the GB for opening of PG and to take necessary plan for research guide in the college.

8. The college become autonomous from the 2014-15 sessions. Hence the college is conducting autonomous and affiliated semester

9. The first and second semester have been conducted successfully

10. Food processing and quality control and communicative and functional English lab have been established for 2 more COC's.

11. Institutional and departmental preparations are important for the successful implementation of autonomous teaching and evaluation reforms. IQAC concentrated on them and conducted a 3 day workshop on technique of paper setting and evaluation; and a 2-day workshop on "Teaching Methodology based on Autonomous learning" which was sponsored by the Directorate of the Hr. Edn. Govt. of Manipur.

12. Botany Dept. has been extended by renovating one more laboratory cum classroom

13. An indoor stadium and a swimming pool have been inaugurated by the Hon'ble Edn. Minister, Govt. of Manipur and by the Hon'ble Social Welfare and Cooperation, Minister, Manipur

14. The laboratory of Physics Dept. has been improved with more infrastructural materials.

15. One laboratory of Environmental Dosimetry Laboratory has been established for major research project sponsored by AERB, Mumbai in Physics Dept.

16. Zoology laboratory, Departmental office and class room have been shifted to the Eastern block as the previous one has been damaged.

17. Hand on workshops have been organised in Institutional Bio-Tech hub.

Student's response could not be utilised effectively as regards the end semester feedback system. It is imperatively felt that that the feedback be collected monthly by the Dean. The doubt and inhibition of the new students need to be redressed by maintaining a mechanism of confidentiality. IQAC faced a big hurdle in the form of teachers not co-operating timely. Strict disciplinary action could not be initiated as it is not under the jurisdiction of IQAC. A need for objective approach and understanding is highly felt.