ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
2015-16

ORIENTALCOLLEGE (AUTONOMOUS)
TAKYEL, IMPHAL

www.orientalcollege.edu.in

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No. 256/ NAAC/OC-2009   Imphal, the 29th October, 2016

To,

        The Director,
        National Assessment and Accreditation Council,
        Bangalore.

        Subject:- AQAR report of the college for the year 2015-2016.
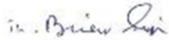
Sir,

        In pursuance of the NAAC directives and as a post –accreditation exercise in quality sustenance activity, I am to submit herewith the Annual Quality Assurance Report (AQAR) of the Oriental College, Takyelpat, Imphal, for the year 2015-2016.

        A copy of the report has been uploaded recently in the college website
www.orientalcollege.edu.in .

        With warm regards.

    Yours faithfully,

 (Dr. Th. Biren Singh)
    Principal
Oriental College, Imphal.

ANNUAL QUALITY ASSURANCE REPORT (AQAR), 2015-16, ORIENTAL COLLEGE

CONTENTS

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 *(2015-16)*

2015-16

1.Details of the Institution

1.1 Name of the Institution

Oriental College (Autonomous)

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/+919402880647

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. M. Singh

Mobile:

+919402880647

IQAC e-mail address:

oriental.dlink@gmail.com

MNCOGN14164

1.3 **NAAC Track ID***)*

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/Aqar 2014-2015.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   <u>10/03/2012</u>   (DD/MM/YYYY)
   ii.   AQAR   <u>19/04/2013</u>   (DD/MM/YYYY)
   iii.   AQAR   <u>25/06/2014</u>   (DD/MM/YYYY)
   iv.   AQAR   <u>03/12/2015</u>(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) [✓]   UGC12B [✓]

        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/CentralGovt. / 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   01

2.5 No. of Alumni   01

2. 6No. of any other stake holder 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   16

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stake holders: No.   04   Faculty   6

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 03

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

    If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC
    Total Nos. | 4 | International | 1 | National | 0 | 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	16

    * *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 organize workshops relating to teaching- learning, examination and evaluation for more improvement of the College. The College organized conference and workshops as a partial fulfillment in transforming the suggestions of GB in to actions. The College got good feed-backs

Part–B

Criterion –I

1.CurricularAspects

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 stake holders* Alumni ☑ Parents ☑ Employers ☐ Student ☐
    (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 40marks 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
48 (regular) +22(Part Time)	12	36		22 part time

2.2 No. of permanent faculty with Ph.D.   ☐ 17

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
12	22	36	00	00	00	22	00	70	22

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	55	05	10
Presented papers	6	03	04
Resource Persons	5		

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

Continuous Internal Assessment (CIA):40,SemEndExam:60,ICTbased teaching, Autonomous/student centered teaching & learning, workshops, Internal seminars, academic counseling.

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

182days

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, Assignment, 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

03071

2.10 Average percentage of attendance of students

94%

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)	112	00	17.85	25	23.32	83.03
B.Sc.(Science)	188	00	5.85	73.93	00	79.79
COP(Mushroom cultivation, Bioinformatics in biodiversity)	18	00	18	00	00	100

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

 The IQAC under the supervision of the Principal organizes 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 behavior 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. Keinahanbi 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
Out lay 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
Out lay 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	03	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 | 04
   who are Ph. D. Guides
   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.
Classrooms	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.4lakh.

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. 75lakh approx.	10932	Rs.21.75 lakh approx.
Reference Books	3000	Rs.0.91 Lakh approx	150	Rs. 0.75lakh 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, through 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.50lakh

   ii) Campus Infrastructure and facilities

   Rs. 1 lakh

   iii) Equipments

   Rs.8 lakh

   iv) Others

   Rs. 1lakh.

   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 counseling 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 organizes 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 counseling 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 counseling 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 organized 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 under taken by the students | 10 |

5.13 Major grievances of students (if any) redressed: <u>Does not arise.</u>

Criterion –VI

6. Governance, LeadershipandManagement

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 in3rdsemester.

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 100students. 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 useful 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. Counseling sessions were held for successful candidates and admission was undertaken according to the available seats.

6.4 Well fare 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.
Nonteaching	The College provides schemes for short-term training and workshop for up gradation of computer literacy programmes to the nonteaching staff.
Students	The College facilitates the students by providing Counseling 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 30days?

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-fare 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 BestPractices

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 ratio 40:60.

7.4 Contribution to environmental awareness/protection

> The College established one Eco-park, one Botanical-Garden, organised environmental awareness programmesfollowedbytree-plantationprogrammes,100studentsof 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.
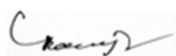>
> Due to the budget crunch of the state government, development work and infrastructure improvement of the college are in as low progress.
>
> About 75% of the teaching staff are Ph.D. holders, 20% are M.Phil. holders and the rest are senior experienced teachers. The UGC approved autonomous status 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: L. M. Singh

Signature of the Coordinator, IQAC

Name: Dr. Th. Biren Singh

Signature of the Chairperson, IQAC

ORIENTAL COLLEGE
(An Autonomous Govt. College affiliated to Manipur University)
Comprehensive Academic Calendar (2015-16)

Sr. No.	Time	Odd Semester (I/III/V)	Even Semester (II/IV/VI)
1	2nd week of May	Notification for admission	
2	4th week of May		Beginning of SEE (including COC/COP)
3	Last week of June	Closing of admission process	
4	1st week of July	Commencement of classes (including COC/COP)	
5	2nd week of July		Declaration of SEE results
6	3rd week of July		Declaration of COC/COP Exam. results
7	8th August	College Foundation Day/ Autonomous Day	
8	2nd week of August	Beginning of CIA	Additional SEE
9	3rd week of August		Addl. SEE results out
10	Middle of October	Completion of CIA	
11	3rd week of October	Submission of Attendance P.C. & CIA scores	
12	4th week of October	Notification for SEE Programme& Exam. Form submission	
13	4th week of October to 1st week of Nov.	Remedial Classes for slow learners	
14	1st week of Nov.	Parent-teachers Meet	
15	4th week of Nov.	Beginning of SEE	
16	2nd week of January		Commencement of classes
17	3rd week of January	Declaration of SEE results	
18	2nd week of February		Annual Sports Meet
19	3rd week of February	Additional SEE	
20	4th week of February		Freshers Social Meet & co-curricular activities
21	1st week of March	Addl. SEE results out	Beginning of CIA
22	4th week of April		Completion of CIA; Submission of Attendance P.C. & CIA scores
23	4th week of April		Notification for SEE Programme& Exam. Form submission (including COC/COP)
24	1st to 2nd week of May		Remedial Classes for slow learners
25	2nd week of May	Notification for admission	
26	4th week of May		Beginning of SEE

Plano faction chalked out by the IQAC in the beginning of the year:

1. To remove hurdles and shortcomings & to pursue towards realization of the previous year's unachievable plan items.
2. To strengthen students' participation in the development of the college by creating a befitting mechanism and giving awareness.
3. To pursue to start PG classes in Zoology, Geography and Anthropology.
4. To open a skill based IT course under RUSA fund in the line of NSQF**.**
5. To take up active monitoring system for (i) Teaching-learning, and (ii) Evaluation processes.
6. To strive for curriculum reformation by the end of 2016-17 session.
7. To intensify feedback mechanism involving all stakeholders for development of curriculum.
8. To strive for developing into Biotech research centre from thepresent DBT Hub.
9. To encourage multidisciplinary study and research centre.
10. To encourage teachers for research and bring out a regular research publication with Index number.
11. To develop Library infrastructure at top priority under RUSA fund.
12. To bring out a regular Annual Academic Bulletin of the institution.
13. To encourage students' research and outreach programs.
14. To create academic atmosphere and echo-friendly campus.
15. To install institutional merit prizes and invite donors.
16. To organize seminars, workshops and conference in order to enhance both teachers and students towards autonomous learning.
17. To provide IT and other teaching-learning aids for effective implementation of continuous internal assessment **(CIA).**
18. To ensure security and all amenities to student hostellers.
19. To encourage and facilitate students for applying scholarships available in the state, central and other non-government agencies.
20. To provide basic computer and internet skill to SC, ST and OBC students**.**

Outcomes achieved by the endoftheyear2014-2015

1. In order to maintain the standard of the affiliating University in matters of examination in the college, the Examination Committee of the college passed, in consonance with the Ordinance-2 of the college, resolutions to regulate double evaluation system whereby Question Papers are set internally which are moderated by external experts from the affiliating university and other sister colleges. Similarly both internal teachers and external experts are involved in answer script evaluation.

2. Two more COCs namely Food Processing and Quality Control, and Communication Skill and Functional English were started from 2015-16 session in addition to the existing COCs.

3. Recognizing the role of students in the development higher education, and students' participation as a best practice, a structural type has been formulated wherein the positive and participative mind can be tapped and turned into life-long learning.

4. The departments deemed to upgrade as PG departments had been motivated for mental and physical preparedness for the same. A road-map has been prepared to achieve the target by 2017-18 session.

5. Recognizing the importance of an IT department in this era of e-governance and digital world, the state Directorate of University and Higher Education has given acceptance to start certificate and diploma courses in IT from 2016-17 session.

6. The Academic Monitoring Committee has been made more powerful by incorporating the Deans of the two faculties - Science and Arts. The Deans are entrusted to regularly monitor attendance of students and to collect feedback on teaching-learning process of the departments under their streams. The Academy Monitoring Committee and the Examination Committee closely see that the CIA (Continuous and Comprehensive Internal Assessment) process is going on as per regulation and ordinance of the college.

7. The college has developed a comprehensive feedback format of its own by adapting the best formats of other institutions in the country.

8. The college encourages teacher's research for increasing knowledge which would contribute to national development as well as for personal API. With this end, the college has decided to have a regular indexed research publication. The annual publication has been planned to start from 2016.

9. The proposal for renovation of the Central Library under RUSA fund was accepted by the Planning Committee. It has been entrusted to the Infra-structure and Building Construction Committee of the college.

10. The eastern portion Science Block and Geography Department had been repaired on priority basis.

11. The college started publishing the Annual Academic bulletin under the aegis of the IQAC.

12. Tree plantation program was organized in the foundation day celebration of the college on 8th August to maintain eco-friendly campus.

13. Talk programs were organized at institutional as well as departmental level with external experts. One state level workshop on autonomous learning and evaluation system, and one international conference on bamboo was organized in connection with the World Bamboo Day.

14. For ensuring security and all amenities of the college hostellers, the local guardian and alumni association has been entrusted to look after them.

15. Repairing and up-gradation of desktops and laptops of the different departments, Library and office have been done.

16. Smart megaphones have been provided to facilitate lecture in big classes.

Challenges Encountered During the Period:

The college experienced the following constraints and limitations.

1. Examination Cell- conduct and arrangement of examination, answer script evaluation, declaration of results- requires enough manpower for smooth and effective implementation of the system. Separate enforcement of examination staff is required.

2. There is a need for a separate infrastructure of examination section for maintaining secrecy and for confidential work.

Problems encountered by the college:

1. Academic and campus infrastructural up gradation plan of the college including examination block cannot achieve the target due to the constraint of being a government college.

2. Shortage of examination support staff.

3. Machines and furniture of Examination office are lacking.

4. Financial resource mobilization is required.