



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		ORIENTAL COLLEGE (AUTONOMOUS)
Name of the head of the Institution		Dr. S. Ranjit Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03852452358
Mobile no.		9436892023
Registered Email		oriental.dlink@gmail.com
Alternate Email		ranjitdmcsc@gmail.com
Address		Takyel, Imphal West, Manipur
City/Town		Imphal
State/UT		Manipur
Pincode		795001
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	20-Jan-2014
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	L. Mani Singh
Phone no/Alternate Phone no.	03852452358
Mobile no.	9402880647
Registered Email	iqac.oriental@gmail.com
Alternate Email	mslaishram9@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.orientalcollege.edu.in/wp-content/uploads/2016/11/IQAC-2015-16.pdf
--	---

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://www.orientalcollege.edu.in/wp-content/uploads/2020/01/Academic-Calendar-2016-17.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.41	2011	08-Jan-2011	07-Jan-2016

6. Date of Establishment of IQAC

06-Nov-2009

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Open Essay Competition	26-Aug-2016 1	74

[View File](#)

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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

No

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

Initiated, persuaded and given approval by the state government for opening IT & ITes certificate course from 2017 for the benefit of the students of the college.

The IQAC initiated or organised workshops and staff meetings in connection with improvement of teaching learning and evaluation processes.

A new separate comprehensive academic calendar with necessary compliance to that of the affiliating University and state Government was frame and passed in the Academic Council for the first time to be followed in our Autonomous College.

As part of Green Campus Campaign of the College, a tree-plantation programme was carried out with staff and Students' Union and NSS wings.

IQAC initiated and ventured for bringing out the first Annual Academic Bulletin of the College published in September, 2016

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
To organise workshop on question settings and evaluation	Achieved and benefited the teachers
To organise trainings of teachers on the used of ICT in Teaching-learning	Achieved and benefited the teachers
To organise tree-plantation programmes in and around the college campus	Carried out
To organise students' social responsibility programmes	Two programmes carried out
To organise extension programmes	One programmed carried out
To motivate the departments to conduct extension lecture programmes	Out of thirteen departments, six departments carried out
To motivate teachers to take up research work under UGC, DST, and other funding agencies.	One teacher applied major research project in the BARC Bombay and three MRP under UGC
To persuade the state government for opening BCA/Bio-technology subjects in the college	Applied and persuading for opening the new courses
To motivate teachers to apply for research guide-ship in the affiliating University	One teacher got guide-ship
To organise coaching classes for competitive exams in the college.	Process is on, not yet achieved
View File	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	04-Nov-2017
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
No file uploaded.			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BA	Certificate course in ITes	17/09/2016	ITes	17/09/2016
BSc	Certificate course in ITes	17/09/2016	ITes	17/09/2016
No file uploaded.				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

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

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Right Duties	01/07/2016	188
Women Empowerment	01/07/2016	188
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes

Parents	Yes
---------	-----

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

Feedback Obtained

Realising the importance of feedback in the overall planning and development in higher institutions, the college is maintaining a feedback gathering system separately relating the different categories of stakeholders - students, teachers and non-teaching staff, alumni and parents, employer and related higher authorities, affiliating University, visitors and local well-wishers. The methods of gathering feedback currently used are feedback format, visitor's note-book, verbal reflections / suggestions / views, keeping complain/suggestion box, written or verbal complain/grievance etc. The college feedback format is meant for the students. Such format is usually distributed randomly to the outgoing students for collecting their views and experiences about the overall spheres and activities of the institution. The feedback so gathered and noted contains valuable information, negative or constructive, and acts as guidepost for change towards better development by removing the inconsistency and incompatibility from time to time in the path of achieving the institutional objectives. The feedback is incorporated timely in particular discussion of decision making meetings. The feedback gathered from students are processed taking out the negative or suggestive ones and their frequency. The outcome is put up to the notice of the Principal. The Principal, if he thinks necessary, then places the emerging matter before the Deans' Committee for taking decision of correction, modification or even deletion of the existing rule and regulation. If required, the matter is kept for enlisting in the agenda items of the next sitting of the Academic Council or the Governing Body of the college. A case in point is the removing of an enrichment course, namely, Communicative and Functional English which was previously added in the list of papers taught in Semester 1 in addition to general language foundation course with the objective grooming the local youths of the region generally weak in English. It could not give the desired impact on the objective rather it caused burdensome to students. The use of feedback could also remove possible friction while implementing the curriculum. It thus enhanced effectiveness in transforming it. Feedback is gathered from parents, alumni, employers, academicians, entrepreneurs, local industrialists and other stakeholders through visits, lecture and interaction during meetings, workshops etc. organised in the college in which they are invited. The views and suggestions were used in decision making process of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	UG	300	112	90
BA	UG	400	105	98

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2016	188	0	50	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
71	12	9	4	0	0

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

No file uploaded.

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

The College does not have a Student Mentoring System as conceptualised. Instead, it has students' Study Groups, each having a teacher as mentor. Every class of a subject/department has such study groups comprising of students ranging from 5 to 15. A group has a leader as Group Leader chosen from amongst them. The teacher maintains a register and is responsible for assessment and improvement of the assigned work relating to the course work in competitive mood with other student groups of the same class. He/she maintains a relationship of mentor-mentee and guides or arranges the advanced learners for better performance and slow learners for improvement. The teacher hears all kinds of student grievances and does anything he/she could do even beyond the curriculum. The group leader represents his/her group, a link between the teacher and the group. The student leader is responsible for arranging interaction time with their teacher-in-charge, and for full participation of the students. The group leader represents his/her group in Departmental seminars and presents paper prepared by the group. Thus inter-group competition of a class and interaction among students themselves is held in every department. In addition, the college is planning to introduce student mentoring system by constituting a committee and organising a workshop on the system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
492	50	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
63	50	13	0	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	5th Sem	19/12/2016	10/02/2017
BSc	UG	5th Sem	19/12/2016	10/02/2017
BA	UG	3rd Sem	19/12/2016	13/02/2017
BSc	UG	3rd Sem	19/12/2016	13/02/2017
BA	UG	1st Sem	19/12/2016	13/02/2017
BSc	UG	1st Sem	19/12/2016	13/02/2017
No file uploaded.				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
3	444	0.67

2.6 – Student Performance and Learning Outcomes

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

<http://www.orientalcollege.edu.in/wp-content/uploads/2020/07/Programme-Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BSc		188	150	79.79
UG	BA		112	93	83.03
No file uploaded.					

2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency

No Data Entered/Not Applicable !!!

No file uploaded.

3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	720	UGC-NERO	285000	202500
Minor Projects	720	UGC-NERO	185000	127500

No file uploaded.

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

No file uploaded.

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

No file uploaded.

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Manipuri	1	2.5
International	Chemistry	1	2.5

No file uploaded.

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

Department	Number of Publication
------------	-----------------------

Manipuri	2
History	1
Physics	2
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	4	2	54
Presented papers	0	4	0	0
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Social Service Camp on the Theme Youth for Nation	NSS Units and Sangaiprou Kabui Village	2	52
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachhta Bharat	NSS wings and Alumni Association	Cleanliness and Awareness	4	56
No file uploaded.				

3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
--------------	--------------------	--------------------	---

SYNAPX, Imphal	11/05/2017	Industrial Partner for IT ITes	50
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Inflibnet	Partially	soul	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3063	874100	65	10000	3128	884100
Reference Books	5884	1726530	120	25000	6004	1751530
Journals	9	8600	0	0	9	8600
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	156	0	0	0	156	0
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
---------------------	--------------------	--------------------------	----------------------

		is developed	content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	29	1	0	0	1	1	13	0	0
Added	0	0	0	0	0	0	0	0	0
Total	29	1	0	0	1	1	13	0	0

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

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

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

Since it is a government college, physical and academic facilities and support systems are provided by the State government. Insufficient facilities available in the college and the maintenance of the existing facilities that may arise are informed from time to time to the higher authority of the state government requesting to provide the same in time. In most cases, they turn a deaf ear because of paucity/lack of funds in their side. Almost all the laboratories are lacking in support staff like Laboratory Attendants and Laboratory Assistants arising from retirement or expiry. Even the Central Library and the Administrative Office of the College had remained understaffed for long. Not every year the state Government gives meagre amount of money for procurement of laboratory equipment and accessories, library books and classroom furniture. In most cases, the academic facilities are provided in kind. Even then the college ventures for maintaining the infrastructural development from other available funding sources like UGC, DBT, RUSA etc. Minor and Major research projects of the teachers are encouraged for laboratory, library and other academic infrastructural facilities. The normal procedure and policies for maintaining and utilizing physical, academic and support facilities is through discussion and resolutions of purchase committee, infrastructure and building committee etc. Tender notices are widely circulated using print electronic media for rate

quotations for supply, repair, renovation and new construction.

<http://www.orientalcollege.edu.in/wp-content/uploads/2020/07/Procedure-and-Policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Post-metric Scholarship for OBC and Minorities	136	68000
b) International	Nil	0	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga meditation on International Yoga day	21/06/2017	84	Yoga and nature Cure Assn., Imphal
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Guidance for Competitive Exams by History Club of the College	30	0	0	0
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	24	B.A., B.Sc	English, Education, Economics, History, Geography, Political Science, Manipuri, Anthropology, Botany, Zoology, Chemistry, Physics, Mathematics	Manipur University,	M.A., M.Sc.
No file uploaded.					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports Meet	Institutional	85
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Students' Participation in Academic and Administrative activities The college has an elected body of students named Oriental College Students' Union (OCSU). As per the Constitution of the union, the Principal is the President and one of

the senior teacher is appointed by the Principal to be the Vice-President. The elected representatives to the Union led by General Secretary play active role in various activities, regular and special, organised and performed in the college. They organise fresher's meet, annual games and sports, social and cultural programs, debate and extension programs, teacher's day, annual excursion etc. They also arrange for participation of their college students to inter-college competitions like sports and cultural items. The students' union take part in State and National functions and activities like Republic Day march past parade, Swachhta Bharat Abhiyan, Van Mahotsav etc. As leaders of the student community, they hear to their fellow students and play leadership role in placing individual as well as group grievances before the concerned authority for early solution. The student representatives hold meetings discussing about matters relating to organisation of regular activities, common problems of students in following teaching-learning and evaluation process or grievances and student welfare matters for bringing their views and resolutions to the notice of the authority. Suggestions and views of students are considered valuable and recorded for use at the time of making decision and policy. Recognising the active role of students' union and student representatives or leaders overall functioning, particularly academic and administrative aspects, the institutional authority has taken up policies for bringing students' involvement in many areas by incorporating them in certain committees or bodies, and in the organisation of activities of the college. The institution also encourages participation of the students in all development activities including planning and implementation. The following bodies have student representatives: 1. Echo Club of the College 2. Anti-Rigging Anti-Alcoholism Committee of the College 3. Women Cell of the College 4. Student Grievance Redressal Cell 5. Magazine Publication Sub-Committee 6. Extra-Curricular Committee 7. College Foundation Day Observation Committee Besides, the students are also taking part in the following activities: • They involve in campus cleanliness and social service. • They help to keep the College echo-friendly. • They help in maintaining banned and intoxicating substances free campus. • They help in persuading the Govt. authority for providing the required infrastructure and staff of the College. • They support in keeping a sound academic atmosphere. • They help the College authority ensuring regularity and punctuality of the teachers by lodging complains against teachers who fail to keep it. • They support in observing the dos and don'ts by the students inside the campus including student dress code of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

No Data Entered/Not Applicable !!!

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

16500

5.4.4 – Meetings/activities organized by Alumni Association :

No. of Meeting:1 Activities: 1) Approach foot path construction (34 feet X 3 feet) from campus road to computer centre. 2) Dust pit construction-2 nos. 3) Social service in and around college campus.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Two practices of decentralization and participative management 1) Institution of Deanship The college did not have Deanship before. But the relevance and administrative efficiency and effectiveness of the creation of Deanship felt concomitant with the drafting of the college ordinances for autonomous institution. Institution of Deanship began from 2016. The college has only two streams of studies, namely Arts and Science which came to be known as School/Faculty of Arts and School/Faculty of Science. Accordingly two Deanship were created and made appointment from amongst the senior Associate Professors of the respective schools. Tenure, power and functions have been regulated adapting from the ordinance of the affiliating Manipur University. The offices of Deanship were created. Each one becomes academic officer of the concerned faculty. Under the Dean of Science six Departments are placed. The Dean of Arts has 7 Departments for coordination. Structure of Decentralization and participative management: All academic matters come from Heads of Department through their respective Dean. The Dean, after close discussion and observation with the Heads of Department, comes to the Principal who have easy briefing of the Dean. Making of decision becomes easy and instant at the Principal's end. As a case in point, controversy in the class routine due to collision of classes was solved at the Dean's level where the Heads of Department discuss the matter with the Dean and settled. The Principal was only given information of it. But for a matter that requires discussion with the Principal due to its magnitude and complexity, the solution or settlement will come in a joint sitting of all Heads and the Dean. 2) Specific College Event Organisation: Deans coordinate and supervise the academic activities performed in their respective schools In a college function, there is a Core Committee headed by The Principal and all Heads of Departments as members. Various sub committees dealing with different aspects of the function also exist under the Core Committee. Such sub-committees, namely Publicity and Media Relations Committee, Logistics Committee, Reception Committee, Publication Committee, Catering Committee etc. are headed by a senior teacher of the college and he/she is assisted by an average of seven to eleven member teachers. Student representatives are also empaneled in these sub-committees. Whenever necessary, alumni and parent representatives are also find representation in such subcommittees.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	The Departments that opening COP/COC programmes have industry interactions with industries like Salai Holdings Pvt. Limited, Kangla Food Products Pvt. Limited. An MOU was signed with SYNAPX, Imphal as industry partner for IT ITes certificate course started in September, 2016 in the college. Every department has motivated for an Industrial Visit during every academic session.
Human Resource Management	The staff and faculty members are

placed according to their respective posts and treated and they work with satisfaction. In the departments, the senior-most teacher among the same status acts as Head of the department and he/she takes the responsibility to assign duties to his/her colleagues in such a fashion that each teacher can exercise his/her duty at the college in conformity with working hours under prescribed UGC rules. In case of vacancy/vacancies the Government is requested to send substitutes at the earliest. In case of urgency, temporary engagement of staff is performed by utilizing the college fund.

Research and Development

A research committee has been constituted with the Principal as chairman to perform the following activities. The committee encourages to get a sanction for study leave for the faculty members to undergo research work leading to Ph. D. and M. Phil. It takes initiatives to conduct faculty development programs in the college inviting experts in various fields for the benefit of the teachers. It encourages the staff members to undertake research projects with internal and external funding. It encourages the faculty members to publish books and research articles in the national/international journals or peer refereed journals.

Teaching and Learning

At the beginning of every academic year the college academic calendar is designed and distributed to all the faculty and students. The members of faculty are instructed to prepare the lesson plan stating their plan and execution of the syllabus. They are reviewed by the HOD every week and the Principal reviews every month. A combination of old method of lecture and autonomous learning methods is used in most of the classes and the teachers are motivated to use ICT supported methods and multimedia presentations for teaching and learning.

Curriculum Development

From the academic session 2014-15, when implementation of Autonomous status following UGC guidelines started, the college began to develop its own curriculum partially from that of the affiliating University. Incorporation of value added courses to the then existing curriculum and introduction of

Honours degree program of Arts and Science began from the semester I of 2014-15 session. During 2016-17 the curriculum of its own was developed by way of addition and omission upto 30 percent of the exiting syllabi of core and elective courses, and began to implement from semester I of 2016 onwards.

Examination and Evaluation

During 2016-17, an important reform was made an added to check use of unfair means during examination. As initiated by the Examination Standing Committee, a format for recording used of unfair means in the examination hall was adopted wherein the Invigilator should get signature of student indulging in malpractices with record(s) of evidence after reminding the students the rule that he/she should present himself/herself with a parent/guardian before the Examination Standing Committee on a date fixed by it after the examination failing which will cause to keep his/her examination result in Withheld.

Library, ICT and Physical Infrastructure / Instrumentation

During 2016-17, the college central library building was renovated under RUSA scheme of infrastructure (1st Phase). Besides, six new steel book shelves were added to accommodate the increasing text and reference books. 10 nos. of computer with setting table were added to the computer center of the college under RUSA scheme of Vocationalisation. Laboratory equipment and accessories worth about rupees sixty thousand were added to 6 departments (Anthropology, Botany, Chemistry, Geography, Physics Zoology) under laboratory grants of the state government.

Admission of Students

- College prospectus along with application form is uploaded in the institutional website.
- Wide publication is made in the local newspapers and electronic media.
- Selection procedure includes written test and counselling.
- Reservation for ST, SC and OBC are as per the State Government norms in force.
- Candidates with outstanding sports and cultural activities are duly considered.
- Differently abled persons are exempted from appearing in written tests for admissions.

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

E-governance area	Details
Administration	E-governance mechanisms are partially implemented in the field of general administration. Employee's detailed data is kept computerised. Instant communication with teachers and students are made through Bulk SMS. Communication with the office of State Higher Education Department is effected through whatsapp groups.
Finance and Accounts	At present, the College has not made any significant implementation of e-governance mechanisms in the field of finance and accounts. However, payment of salaries for employees are made using Vertigo Software link to NIC of the government through state Treasury office. Disbursal of sanctions pertaining to institutional expenditures is also made through PFMS system of NIC.
Student Admission and Support	The College make use of its website to display for new admission as well as re-admission of old ones. The entire admission process from notification onwards till the declaration of list of selected candidates is also published in the website.
Examination	Examination Programme and results for semester end examinations are uploaded in the institutional website. Instant information is shared with students through bulk sms. Examination Hall Ticket and mark sheets including certificates are processed in computer software.
Planning and Development	So far implementation of e-governance has not been fruit fully extended in the area of planning and development of the college.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	3-day Workshop on curriculum development in autonomous college		10/08/2016	12/08/2016	68	0

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP- Research Methodology for Faculty in Social Sciences	1	22/12/2017	23/12/2017	2
FDP: Research Methodology Project Evaluation for College Teachers	1	06/09/2017	06/09/2017	1
Orientation Course-Indian Institute of Entrepreneurship	1	10/07/2016	16/07/2016	7
Short Term Course- Forensic Science	1	12/01/2016	18/01/2016	7
Orientation Course- UGC sponsored Orientation Programme	1	04/12/2017	31/12/2017	27

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF and Group Insurance Schemes medical reimbursement of self and family members maternity leave for lady staff medical and special occasion leave facility Women's Forum	GPF and Group Insurance Schemes medical reimbursement of self and family members maternity leave for lady staff medical and special occasion leave facility	Emergency medical facility post-matric scholarship anti-ragging cell placement cell career guidance scheme student-related camp and annual excursion programme etc. youth festival annual prize distribution (culture and sports) separate Boys' and Girls' Common Rooms

6.4 – Financial Management and Resource Mobilization

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

Internal audit: Receipts and expenditure related to academic and administrative activities are reviewed and discussed by the Academic Council and the Governing Body of the college at the meetings with budget agenda. The college does not conduct any other internal audit relating to financial matters. External audit: The College maintains Bills Book, Cash Book, Movement Register, Appropriation Register, Resolution Books, Receipt Books, and different files with appropriate code numbers for the purpose of official documents record. External audits relating to financial matters are done by Government Local Audit and A.G. Audit teams. The external audits are the normal annual process of the agencies of the government.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

1. Attended College Foundation Day as invitees and gave encouraging feedback.
2. Joint cleanliness and tree plantation programme in the college campus.
3. Visited college and gave moral support for autonomous status in the college.

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

1. Encouraged to join account training course conducted by State Academy of

Training, Imphal. 2. Permitted to undergo academic qualification up-gradation.
3. Immediate forwarding staff to the government for promotion as and when eligible.

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

Post Accreditation priority initiatives are- 1. Infrastructural development mainly classroom and laboratories 2. Development of ICT based teaching learning. 3. Augmentation of library facility.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Open Essay Competition	10/08/2016	26/08/2016	26/08/2016	74
2016	Green Campus Campaign	24/06/2016	26/06/2016	26/06/2016	38
2016	Workshop on curriculum development	29/07/2016	10/08/2016	12/08/2016	68
2016	Swachhtha Bharat	06/10/2016	09/10/2016	09/10/2016	34
2017	Social Service camp at Sangaiprou Village	17/06/2017	19/06/2017	19/06/2017	52
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture and interaction programme on Challenges to Women Empowerment.	30/03/2016	30/03/2016	25	29
Lecture programme on Women's Rights and Movement in	17/04/2017	17/04/2017	30	23

Manipur.

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

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

? The college is using a solar energy power plant of 9kVA under the UGC. It accounts for about 50 p.c. of the power requirement in the college. ? Replaced all incandescent electric bulbs by eco-friendly LED and CFL bulbs. ? It has an Echo Club having 100 members. ? It has an Echo Demonstration Park. ? It has declared the campus No Plastic Zone since July, 2012. ? It takes up programme every year for planting and caring tree plants.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	No	0
Ramp/Rails	Yes	5
Braille Software/facilities	No	0
Rest Rooms	Yes	5
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Dos and don'ts inside the college	13/05/2016	It is a 10 point code of conduct issued by the Principal to be strictly adhered to by students as well as staff inside the college campus for a clean and sound academic atmosphere. It is kept hanging against the wall of general classroom near the Gate. It is all about a uniform standard

manner, sense of belongingness and responsibility. General code of conduct for students only is also inserted in the college prospectus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Imparting Human Rights and Duties as value added course	01/07/2016	31/12/2016	187
No file uploaded.			

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

Regular programme for planting and caring trees in the campus involving staffs, Echo Club, NSS, and Alumni.

Use of renewable energy (solar) and conservation of energy by replacing all incandescent electric bulbs by eco-friendly LED and CFL bulbs.

Hazardous waste management by maintaining pits and bins and regular collection by paid green van.

No Plastic Zone declared and daily pick-up service of plastic pieces etc. activated.

Creation of Echo Demonstration Park and Botanical Garden within the campus.

Awareness and lecture programmes organise regularly for students and staffs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Internal Evaluation **Goal:** The sole aim and objectives of internal evaluation process and activities followed in the College, in agreement with the spirit of the curriculum, are- i) To promote students' effective learning in order to achieve learning outcomes. ii) To create a suitable learning situation wherein the learning process can be more active. iii) To ensure full participation of students in the learning process itself, thereby improving percentage of attendance. **The Context:** As a part of teaching-learning and examination reformation initiated in the College with the implementation Autonomous status under the UGC guidelines, workshops and interaction programmes organised on the theme of student-centric education with the external resource persons, and also active deliberations held among the faculty members on the local issues of lack of students' involvement in teaching-learning process and low percentage of student attendance. It gave way to the reformation of examination in the College wherein continuous and comprehensive internal evaluation system was the main thrust area which has still been neglected in the affiliating curriculum. The whole system of evaluation is, thus, divided into two different parts- continuous and comprehensive internal assessment (CIA) and Semester End Examination (SEE) in the ratio of 40:60. **SEE.** **The Practice:** CIA is conducted by the Departments themselves following their own programme. With the commencement of session, tentative programmes are kept displayed in the Departmental notice boards. The CIA begins about one month after the beginning of Semester class. The components of the CIA are Periodical/Unit Tests (10 marks), Home Assignment (5 marks), Project-work (5 marks), Quiz (5 marks), Seminar (5 marks), Group

Discussion (5 marks) and Class Attendance (5 marks). Every student must score 40 p.c. marks of the CIA (40 marks) otherwise he/she is not allowed to appear in the Semester End Examination for the remaining 60 marks of a course of 100 marks. Class attendance of students is counted and submitted month-wise to the Controller of Examinations through the concerned Dean. A student's attendance p.c. is calculated based on number of actual working days of the Department.

Final Semester attendance is counted upto a date fixed by the examination office circulated well in advance as per its schedule of examination events.

The distribution of attendance p.c. range and marks of this component is: 75-79.9 2marks 80-84.9 3marks 85-89.9 4marks 90 and above 5marks. Utility: Such a practice tend to increase the students' attendance and active learning hour.

It arouses learning potentials of students and enhances behavior change.

Learning being more active, it enhances achieving the learning outcomes effectively. Weak students can also improve their performance in the process of continuous internal evaluation and this facilitates for a better final score.

It encourages students to work in competitive as well as cooperative mood. It also greatly reduced the number of class lecture hours that teachers would normally take to complete the part of the syllabus. Limitations: The Department where the faculty is understaffed and similarly where the number of student is large, the process of internal assessment faces problem in terms of teacher-contribution mainly towards improvement of students' performance. Lack of sincerity and cooperation among teachers at necessary situation are reported.

The practical aspect of CIA needs to be regularly monitored whether the

Departments are strictly following the procedure, whether any situation of incompatibility or inconsistency arises while in action or students are in full confidence of the system. Evidence of Success: Students' attachment to college and the good teacher-student relationship have significantly increased. Average

percentage of student attendance has improved. Results of Semester End

Examinations have shown improvement. The College witnessed a general higher

trend of success in getting seats of Master Degree course after the reformation. Efficiency in teaching-learning has been increased in the face of traditional rote learning among teachers as well as students by discussion and interaction inherent in the new system the use of internet browse updating

knowledge and gathering information increased and mobile application in communication and skill updating between students and teachers realised. The collaborative approach in projects and assignments increased efficiency in the process of CIA. Problems Encountered and Resources Required: Main problems

encountered while implementing continuous comprehensive internal assessment system in the college as a way of student-centric device are i) culture-lag situation occurred mainly on the part of the educators who are long accustomed to only lecture cum class note delivery system, ii) need for proper orientation and refreshing programmes like workshop on the system for changing mind-set,

iii) lack of seminar/conference hall in the Departments: Seminars, group discussions and quizzes are somehow arranged in the classroom. 2. Title of the

best practice: Initiatives to prevent unfair means in examination Goal: The

sole aim and objectives of preventive initiatives taken up during examination against the use of unfair means in the College, are- i) To ensure an unfair means free examination. ii) To enhance achievement of learning outcomes as well as graduate attributes visualised in the mission statement. The Context: In

spite of regulations provided in the Ordinances of the college, and stringent practical procedure for curbing the use of unfair means in examination, such malpractices have been an unnoticed regular feature or are reported in spite of stringent rules and regulations for curbing it. So there is a need to develop and enforce a more effective measure in addition to the existing practice to

make unfair means free examination. The new preventive initiative was developed by IQAC of the college and adopted from the even semester end examination of

2017. The Practice: While following the normal procedure for preventing disorderly conduct and use of unfair means in examinations, the new practice is

designed to deal with reported cases of using unfair means in place of the existing norms. It embraces teachers, students and parents in our attempt to get rid of malpractices in examinations. The practice involves the use of two formats- i. Format for Recording Unfair Means in Examination Hall and ii. Format for Self-Declaration for Unfair Means Committed during Examination as given below. In the examination hall, the Invigilator in duty will announce in the beginning making the students aware of the procedure with the formats above against whoever is found indulging in unfair means of any kind such as copying from book or notes, copying from or helping to another, using mobile or electronic gadgets, possession of non-permitted material etc. In case a student is caught red handed, the invigilator will seize the forbidden document, if any, that the student is using, record the required details in the format, ask to put his/her signature and allow him/her to continue the examination as usual. While doing all these, the invigilator reminds that he/she must be present along with a parent or guardian before the Unfair Means Standing Committee of the college on a date fixed by it after the examination programme is over failing which his/her results of the examination will not be declared or be kept as Withheld. In the meeting of the committee, the records of malpractice entered in the format will be placed before the parents or guardians, and it will decide the befitting penalty as per norms of the college. If requested to condone only for this time, the student will be asked to sign in the declaration format witnessed by the parents present as well as the committee member(s). Utility: The new regulation for preventing use of unfair means involving a mechanism to record identity, proof of committing the malpractice, signature of conscience and settle penalty witnessed by parents distracted students from conducting dishonest and prohibited behavior and activities in examination hall. In the subsequent days of the examination programme, reports of indulging in unfair means became rare. Limitations: Copying from answer page of a class mate and video watch are rare but cannot be easily documented in the record format. Again dishonest conducts like going out of the hall with a copy of parts of question paper and consulting books inside toilet cannot be controlled. Evidence of Success: Immediate evidence of success was seen in the next day of examination when all the students carried on examination attentively. After about half of the duration of the shift, a few students were seen sitting instead of attempting the questions. Later on they left the examination hall one by one after handing over their answer scripts. So it is clearly noticed that those students who are always looking for unfair means are less attentive, dishonest and therefore weak students. The practice taken up to dispel such bad habits of students during examination is expected to bring change in the behaviour of such students and excite them towards successful learners. Problems Encountered and Resources Required: i. The main problem would be the sitting of Unfair Means Standing Committee within a limited number of days- between the end of examination and well before the declaration of results. ii. Another hurdle came across at the time of settlement of penalty for different wrongs committed.

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

<http://www.orientalcollege.edu.in/wp-content/uploads/2020/09/Best-Practice-of-2016-17.pdf>

7.3 – Institutional Distinctiveness

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

Opening of Diploma course in IT reflects local need based priority area to groom our students for job markets as well as higher studies and research. It would largely contribute to accomplish institutional vision of providing

employable skills. The college endeavoured, and successfully opened a skill development, vocational course namely Information Technology and Information Technology Enabled Service (IT ITES) under the scheme of RUSA 1.0. The reasons for choosing IT course were i. it is fundamental skill every student should possess in the present context and ii. the college has a vision requiring to open Computer Application programme at UG level. The objective is providing the students the skill equivalent to level 4 and 5 of NSQF. For the present, it is one year course comprising two semesters of 90 credit each for awarding diploma certificate. It aims to provide the students basic computer operations, concept on networking, data storage and retrieval in networked environment, internet and its uses, typing tutor, presentation tools, word processors in data entry operations and management, exposing to Microsoft Word/open source and its tools, electronic spreadsheet in data entry operations and its management, exposing to Microsoft Excel/open source office, basic IT based accounting and entrepreneurship, graphic designing tools for website designing using Adobe Photoshop, understanding HTML, CSS, programming syntax structures, PHP, concept on SQL/Maria DB, website development, deployment and hoisting. In addition to the computer skill, the programme tends to groom the students with basic communication skill, management concept and organisation behaviour as well as business correspondence. The college undertook MOU with an IT firm called SYNAPX, where Intern was carried out. Industry visits of the student was organised in collaboration with the partnership firm. The first batch enrolled 32 students of the college based on the minimum infrastructure facility. In the final examination, 28 students appeared and all have passed. Most of our general students have now become aware of the programme and shown desirous of joining it. In the coming year, with the expansion of Computer Laboratory by adding some more computer sets, the number of enrolment is expected to increase.

Provide the weblink of the institution

<http://www.orientalcollege.edu.in/wp-content/uploads/2020/09/Institutional-Distinctiveness-of-2016.pdf>

8.Future Plans of Actions for Next Academic Year

1. to open at least one course in IT / BCA
2. to upgrade PG classes in Life Science (Botany Zoology), Anthropology, Physics and Chemistry
3. to develop infrastructure - renovation of Science Block and Arts Block
4. to renovate Central Library building
5. To construct new classrooms, at least 4 (Four)
6. To organise seminars, workshops, conferences on current issues of academic autonomy
7. to provide more ICT devices to increase number of students and teachers using them in teaching and learning
8. full automation of Administrative Block and college Central Library
9. to have Institutional Management System
10. to provide campus Wi-Fi internet service
11. to organise Lectures / Interaction programmes to enhance knowledge and skill among the students
12. to create neat and clean, plastic free zone inside the campus
13. to repair the approach roads and pathways within the campus
14. to renovate the existing Girls Toilet and increase the number of girls' toilet
15. to create active participation of Alumni and Parents in the development of the college
16. to provide safe drinking water to college students and employees
17. to construct an Auditorium
18. to organise outreach programmes involving teachers and the students
19. to create two parking areas for two wheelers and four wheelers
20. to install four Smart Classes