



Yearly Status Report - 2017-2018

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/2020/09/Oriental-College-AQAR-2016-17.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/2017/04/Academic-Calendar-for-2017-18.jpeg

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
2	B	2.01	2017	23-Jan-2017	31-Dec-2022

6. Date of Establishment of IQAC	06-Nov-2009
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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

Drafting of College Ordinances 3- 30, passed by the Academic Council on 17/08/2017	05-Jul-2017 36	15
IQAC Meeting	08-Jul-2017 1	16
IQAC Meeting	22-May-2018 1	16
In order to familiarise the newly appointed teachers with the functioning of the Autonomous system and procedures followed in the college, the IQAC organised a One Day Orientation/Induction Programme on the topic of teaching-learning and evaluation sys	21-May-2018 1	19
Participation & selection of Best 3 Interns in the 100 (Hundred) hours Swachh Bharat Summer Internship (SBSI) Programme in a Camp organised by NSS Unit I & II	19-Jun-2018 30	55
A two-day induction programme was organized for the newly enrolled students of the college. The programme was conducted in two halls separately for Arts and Science streams.	12-Jul-2017 2	184
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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!!!				
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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	Yes						
Upload the minutes of meeting and action taken report	View File						
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)							
Opening of Certificate Course in IT and ITES (Information Technology and Information Technology Enabled Services)							
Renovation of Central Library of the College with tiled floorings and attached toilets separately for boys and girls with Ramp facility.							
Development of Student Feedback Format especially meant for students of the college.							
Neat and clean campus with waste and plastic free zone campaign,							
Repairing of classrooms conducive to students' learning atmosphere.							
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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							
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achievements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>To Develop Infrastructure - Renovation Of Science Block And Arts Block</td> <td>Arts Block and Science Block has been repaired.</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table>		Plan of Action	Achievements/Outcomes	To Develop Infrastructure - Renovation Of Science Block And Arts Block	Arts Block and Science Block has been repaired.	View File	
Plan of Action	Achievements/Outcomes						
To Develop Infrastructure - Renovation Of Science Block And Arts Block	Arts Block and Science Block has been repaired.						
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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	2018
Date of Submission	30-Apr-2018
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
BSc	UG	Anthropology, Botany, Chemistry, Mathematics, Physics, Zoology	29/05/2018
BA	UG	Education, English, Economics, History, Geography, Manipuri, Political Science	29/05/2018
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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
No Data Entered/Not Applicable !!!				
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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 !!!		
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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
Vocational Course in IT ITES under RUSA	01/08/2017	30

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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 !!!		
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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
The College has developed a Feedback Format used to obtain feedback from students. Feedback from teachers, employers, parents, alumni, visitors, invited members of meetings / sittings of the College Bodies/Committees, Subject Experts are recorded without specific format. Feedback from these stakeholders are collected through informal conversation and interaction, impression and expression. Feedback so collected and recorded are grouped into different aspects of curriculum and implementation practices, and physical setup and organisation followed by the College. These are analysed by the IQAC, Deans' Committee, OCTA and ultimately the detailed findings are submitted to the Principal who, if found rational for omission, addition, modification or amendment, gives direction to enlist those in the agenda items of the meetings of the relevant bodies, councils such as the Academic Council, Governing Body for discussion and final resolution. In this way, feedback from stakeholders is utilised for overall development 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
BA	UG	400	204	185
BSc	UG	300	132	117
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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 (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
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2017	302	0	50	0	0
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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
73	14	13	4	0	0
View File of ICT Tools and resources					
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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 Group, each having a teacher as mentor. Every class of a subject/department has study groups comprising of students ranging from 5 to 15. A group has a Leader as Admin. The teacher maintains a register and is responsible for assessment and improvement of the assigned work relating to the course work. 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 College is planning to introduce student mentoring system by developing the organisation of students study groups using mobile applications and the internet.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
302	73	1:4

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
85	48	37	22	28

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 !!!			
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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
BSc	UG	6th Semester	13/06/2018	25/06/2018
BA	UG	6th Semester	13/06/2018	25/06/2018
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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
0	117	0

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	BA		82	81	98.70
UG	BSc		89	86	96.6
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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

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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 !!!				
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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	268500
Minor Projects	720	UGC-NERO	185000	127500
Major Projects	1080	AERD, Bombay	4773666	2135126
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

3

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 !!!		
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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 !!!				
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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 !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Economics	1
Botany	1

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	Physics	3	0
National	Economics	1	0
National	Manipuri	1	0
National	Botany	1	0
International	Physics	5	0
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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	3
Geography	1
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3.4.4 – Patents published/awarded during the year

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	4	5	3
Presented papers	1	0	2	0
Resource persons	0	0	1	0
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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 !!!			
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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 !!!				
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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
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Swachh Bharat Summer Internship Camp, 2018 at Khamnam Leirak (Lamjaotongba GP, Imphal West)	NSS Unit I and II	4	70
A one day Outreach Awareness Programme on Biotechnology	Advanced Level Institutional Biotech Hub of G.P. Women College in collaboration with Institutional Biotech Hub of Oriental College	12	56
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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 !!!			
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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
5th North East Graduate Congress-2018	Jointly by the University of Science and Technology, Meghalaya and the Regional Institute of Science and Technology, 9th Miles	Group Dance Competition performing Manipuri Folk Dance	2	17
Swachh Bharat	Student Union in collaboration with Alumni Association	Cleanliness programmes in an around College Campus	2	30
69th Republic Day Celebration 2018	State Government	March Past Parade	2	37
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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 !!!			

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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
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No Data Entered/Not Applicable !!!

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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	11/05/2017	Industrial Partner for IT ITes	70

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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
2854000	2854000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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 patially)	Version	Year of automation
INFLIBNET	Partially	SOUL 2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	3128	884109	72	30448	3200
Reference Books	6094	1751530	157	35000	6251	1786530
Journals	9	8600	0	0	9	8600
View File						

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 is developed	Date of launching e-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	1	0	1	1	13	10	0
Added	15	0	0	0	0	0	0	0	0
Total	44	1	1	0	1	1	13	10	0

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

10 MBPS/ GBPS

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
1751953	1751953	2854000	2854000

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 utilising 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
No Data Entered/Not Applicable !!!			
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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 implementation	Number of students enrolled	Agencies involved
Workshop on Career Readiness, Communication and Life Skills Programme for Young Adults	21/03/2018	58	Avenues, Shillong Meghalaya
Yoga and Meditation on International Yoga Day	21/06/2018	89	NSS Units, Manipur University
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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
2017	Career and Counselling Cell	70	89	0	0
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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
14	14	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 !!!					
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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
2017	30	B.A and B. Sc.	English, Education, Economics, History, Geography, Political Science, Manipuri, Anthropology, Botany, Zoology, Chemistry, Physics, Mathematics	Manipur University and Punjab University	M.A and M.Sc
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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
Any Other	15
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	74
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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	National/	Number of	Number of	Student ID	Name of the
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	award/medal	International	awards for Sports	awards for Cultural	number	student
2017	Gold Medal in 7th IBSA Power Lifting Championship	National	1	0	161055	Khwairakpa m Budhinanda
2017	GOLD MEDAL in National Power Lifting Championship	National	1	0	161055	Khwairakpa m Budhinanda
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an annually elected students' body, namely the 'Oriental College Students' Union'. Usually their main function is to utilize the Union Fund realised from Students' Union fees collected from students at the time of admission. The Union prepares an annual budget for executing different activities during an academic session. The main activities are conduct of Annual Sports Meet, Annual Freshers' Meet, Cultural Meet, organisation of debates and other extension activities, arranging student excursions and related study tours. The Union also takes part in the organisation of other extra-curricular activities like maintaining a neat and clean campus, maintenance of good hygiene and sanitation, tree plantation, voluntary blood donation camps, extension activities and outreach programmes. The Union is engaged in sending representatives in the inter-college games and cultural activities performed at the university level. Besides, they also arrange for participation of talented students of the college in the regional youth meets. During the current year, 19 students of the college represented in the North East Graduate Congress organised jointly by University of Science and Technology, Meghalaya and Regional Institute of Science and Technology held at Shillong from 16 -18 February 2018. The Students' Union participate in the various administrative activities of the college and share their might in the overall development of the institution. Some of the bodies and committees of the college like IQAC, Academic Monitoring Committee, Grievances and Redressal committee, Women Cell etc are empanelled with at least one student representative as members. The Students' Union also takes active role in maintaining discipline and decorum among the student community inside the college premises. They also engage in non-formal modes of engagement to inculcate a sense of belongingness and unity among the student community.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

130

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

4500

5.4.4 – Meetings/activities organized by Alumni Association :

No of meeting: 1 Activities: 1) Participation in campus cleanliness 2) Participation in tree planting programme, 3) Maintaining and looking after the college swimming pool

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)

• Organisation of College Function : 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. • Institutional administration : The Principal is the head of the institution in overall administration. In the routine administration, he is assisted by Deans of Faculty. There are three Deans, namely, the Dean of Science, Dean of Arts and the Dean of Students' Welfare. The Deans are appointed for a tenure of three years and they are the academic Heads of their respective schools. Under the Deans are the Heads of Departments. The. Decision of the Heads of Departments/ Board of Studies reaches to the Principal through the Deans. Besides, the head of the institution is assisted by different committees and cells in his overall administration.

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
Curriculum Development	The College has been adopting the curriculum of Manipur University, the affiliating university. After the implementation of autonomous system in the college, development of curriculum to be followed in the College began partially in 2016-2017 meant for 1st and 2nd semester. Subsequent development of curriculum for the 3rd to 6th semester was made in 2017-2018 considering the need-based keeping pace with the emerging trends in higher education. The process of redesigning/development of curriculum, in tune with the institutional objectives, involves submission by Board of Studies (BOS), passed by the Academic Council and approval by Governing Body. The curriculum also has

developed in the extra co-curricular aspects incorporating sports, cultural activities, extension and outreach services etc.

Teaching and Learning

Quality improvement strategies in teaching learning involve increasing use of ICT and management system. During the year, all the 13 departments were provided with 1 Projector each over and above the existing Desktop and Laptop with Printer. Every class has study groups, each comprising of 5 to 15 students with a student leader guided and monitored by a teacher. As part of autonomous learning, students are given Home Assignments and Projects. Seminar, Quiz, Group Discussion and Study Tour methods of teaching learning are used. Extension lectures by engaging external experts are also arranged by the departments. The use of whatsapp groups in mobile phones began and helped in maintaining good relationship between teachers and students, thereby enhancing guidance for improvement of the students.

Examination and Evaluation

(a) Evaluation is done in two stages : Continuous Comprehensive Internal Assessment (CIA) And Semester- End Examination (SEE) in 40: 60 basis. (b) 40 p.c. marks of CIA is broken down into seven items for assessment. (c) 60 p.c. marks of SEE comprises Long Answer, Short Answer (type 1 and 2), Very Short Answer and Objective Type questions representing all the units or modules. (d) Question setting and evaluation involves both external and internal. (e) Centralised evaluation system is followed. (f) Orientation of question setting and answer script evaluation to newly joined teachers. (g) Formation of monitoring squad during the conduct of CIA. (h) Double layers of invigilation for unfair-means-free examination: Invigilator and Supervising Squad.

Library, ICT and Physical Infrastructure / Instrumentation

(a) Library building has been renovated with attached disabled-friendly toilets. (b) 229 texts and reference books have been added to the existing stock. 7 bookshelves have been purchased. (c) Library is partly automated with INFLIBNET. (d) All the classrooms in the Science Block and Arts Block have been repaired/renovated. (e) 15 computers added in

	<p>the Computer Learning Centre. (f) 2 Laboratories, one for Physics and another for Zoology also added. (g) Practical equipment worth Rupees 6.81 lakhs have been installed in the laboratories of the college</p>
Human Resource Management	<p>Since the college is a government college, all the teaching and non-teaching staff are appointed and posted and subject to the service regulations of the State government.</p>
Industry Interaction / Collaboration	<p>a) Career oriented skill development certificate course in Information technology and information technology enabled services (ITITES) introduced in 2017 is run in collaboration with an industry partner called SYNAPX, Imphal. During the course, the students are exposed to IT related industries. (b) The Bio-technology laboratory of the college has collaboration with IBSD Imphal in certain work. Research project undertaken in the Physics laboratory of the college performs research with Radiology Department of Regional Institute of Medical Sciences, Imphal, Manipur Technical University and DST Imphal.</p>
Admission of Students	<p>(a) College prospectus along with application form is uploaded in the institutional website. (b) Wide publication is made in the local newspapers and electronic media. (c) Selection procedure includes written test and counselling. (d) Reservation for ST, SC and OBC are as per the State Government norms in force. (e) Candidates with outstanding sports and cultural activities are duly considered. (f) Differently abled persons are exempted from appearing in written tests for admissions.</p>

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

E-governance area	Details
Administration	<p>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 and other related offices are effected through whatsapp groups.</p>

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, with full installation of 'Collegedesk' software developed in collaboration with a software service and consultancy firm NETWORKMASTER, full electronic and ICT automation of Finance and Accounts is likely to begin from 2019. Disbursal of sanctions pertaining to institutional expenditures are also made through PFMS system of NIC.
Student Admission and Support	The College makes active use of its website and other Web-based content to make advertisements for new admissions as well as renewal of old ones. The entire admission process from notification onwards till the declaration of list of selected candidates is also web based. Many mechanisms of student support in the institution are also web based.
Examination	Programme for semester end examinations is uploaded in the institutional website. Instant information is shared with students through bulk sms. Results of the semester end examinations is published in the institutional website. 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 !!!				
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
2018	One Day Orientation Programme on the topic of teaching-learning and evaluation systems for newly appointed teachers		21/05/2018	21/05/2018	18	0
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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
Orientation Course	4	04/12/2017	31/12/2017	28
Refresher Course	2	05/02/2018	26/02/2018	22
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	0	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Applicable State Government employee schemes	Applicable State Government employee schemes	Scholarships for OBC, SC, ST and minorities

6.4 – Financial Management and Resource Mobilization

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

<p>Internal Audit: The Academic Council and the Governing Body of the College regularly conducts informal audit of the receipts and expenditures pertaining to the annual College budget and oversees whether the expenditures incurred under various heads are spent judiciously / appropriately for the intended purpose. A balance of accounts statement is also published to maintain financial transparency and accountability. External Audit: Annual external audit is conducted by the Office of the Accountant General, Government of Manipur.</p>

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	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals

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	Yes	Office of the Director of University and Higher Education, Govt. of Manipur	No	
Administrative	No		No	

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

- During the year, one Parent-Teacher Association (PTA) Meeting was held to discuss various issues concerning the overall institutional development.
- Parents who are members of PTA actively participate in the important functions of the College and give valuable feedback and suggestions.
- Local guardians came out and participated in the Swachh Bharat Campaign held on 2nd October 2017 and helped the College in maintaining cleanliness.

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

- Periodic participation of support staff, especially ministerial staff engaged in service matters and accounts of the institution in various training programmes held by the Government of Manipur, State Academy of Training.
- Experts are also engaged from time to time to impart knowledge about problems and solutions involving specific areas in their work.
- The College provides extra commensurate remuneration for over-time work performed by the College support staff.

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

1. Development of College curriculum. (stage I – 2016-2017, Stage II – 2017-2018)
2. Opening of Certificate Course in IT and ITES (2017-2018)
3. Renovation of College Central Library Building.

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
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2017	Drafting of College Ordinances 3- 30, passed by the Academic Council on 17/08/2017	12/06/2017	05/07/2017	10/08/2017	15
2018	New Teachers' Orientation Programme	16/05/2018	21/05/2018	21/05/2018	19
2018	Participation selection of Best 3 Interns in the 100 (Hundred) hours Swachh Bharat Summer Internship (SBSI) Programme in a Camp organised by NSS Unit I II	04/06/2018	19/06/2018	28/07/2018	55
2018	A Tree-plantation Programme organised in connection with the World Environment Day	01/06/2018	05/06/2018	05/06/2018	89
2018	Lecture on Yoga and its importance on International Yoga Day	14/06/2018	21/06/2018	21/06/2018	73
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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
No Data Entered/Not Applicable !!!				

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 has an Eco Demonstration Park of its own replete with various botanical plants and species. It has also evolved a culture and practice of tree plantation as a major part of various functions and celebrations held in the institution. Regular interaction and awareness programmes are also conducted in the field of environmental consciousness and sustainability to benefit both teachers, students as well as stakeholders. At present, the college has a solar power plant installed within its premises that cater to nearly 30 percent of the electricity needs. Also, in this direction, the College plans to re-invigorate the existing Eco-Club into a high performing mechanism for greater environmental and alternate energy awareness generation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	0
Ramp/Rails	Yes	4
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	4
Special skill development for differently abled students	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
2018	0	1	19/06/2018	10	Extension and Outreach	Cleanliness, Waste management awareness, Swachh Bharat	77
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachh Bharat,	25/09/2017	02/10/2017	87

Cleanliness and Sanitation			
Lecturer and Practice of Yoga	21/06/2018	21/06/2018	73
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 1) Tree Plantation and caring programme in connection with World Environment Day.
- 2) A luxuriant and species rich Eco-Demonstration park cum Botanical Garden is maintained in the college premise.
- 3) Regular cleaning the campus and Waste collection points are maintained within the college campus.
4. Eco- Club has been renewed and greater thrust has been given to its more active functioning.
5. Solar power plant is installed in the college campus that caters to nearly 30 percent of electricity needs of the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(i) Eco- friendly campus : Goal - Bringing environment consciousness among the students and staff. - Education-in-nature environment Context - The college is located at the periphery of Imphal city and lies in a rural setup. However new offices and government/ non-governmental construction are coming up during the last few decades around the college. The rural setup is being slowly transformed into an urban one. Issues about ecological imbalance due to degradation of green zones and reduction of wasteland have become apparent. People around the campus, the hinterland of the college, have their own consciousness about effects of environmental degradation. Resulting from continuous awareness and lecture programmes about the importance of saving environment by way of afforestation and proper management of wastes and sanitation, students and staffs of the college have become well aware of physical context in and around the college. There is ample opportunity for developing eco-friendly environment to be extended by experts and organisations working on this issue. Practice and innovation - The college already has an Eco- Club of 110 students. It organises and undertakes various activities relating to environmental consciousness in and around the college campus. Tree planting programmes are being held at least once every six months. Many species and varieties of trees and plants including fruit bearing ones grow lineally along both sides of the college campus roads and pathways. An Eco- Demonstration Park has been developed in front of the College Administrative Block. Green meadows roll in between the college building blocks. There develops a pond in the middle of the campus where rain water is harvested and reserved for perennial use of the college. The College has drawn up a plan to develop a Botanical garden adjoining this pond near the Science Block. The College uses renewable energy by installing a solar energy power plant of 9 KVA under the funding of the UGC. All the incandescent electric bulbs inside the college have been replaced by eco- friendly LED bulbs. Waste collecting dustbins are installed at proper points. The college has started plastic-free zone campaign with displays at proper places. The Eco-Club in collaboration with NSS volunteers of the college also regularly conducts cleanliness programmes within the college campus. Evidence of success - There is marked positive transformation in the behaviour of the students and staff in the context of their attitude towards the maintenance of a neat and clean campus. Many teachers and students have

readily volunteered to bring saplings and plant them in the college campus and also look after their maintenance and growth. Constraints - Paucity of funds have been a big constraint on the effort towards achieving an eco-friendly campus in spite of the dedicated will of the stakeholders. (ii) Opening of IT course: Goal - To keep pace with the changing trends in higher education where ICT based teaching and learning, e-governance and information management system. The core objective is to give IT skills to the learners of the college which will help them in pursuing higher learning and enhancing employability. Context - Only traditional subjects in B.A. and B.Sc. undergraduate level are taught in the college. New trends in teaching and administration of higher education requires IT skills and student also need to be imbued with the same skill at the undergraduate level so the college is planning to introduce a course in IT like Computer Sc. Or B.C.A. The college have got the opportunity to open initially a certificate in IT and ITes under RUSA scheme. The college has drawn up a plan to open B.Sc Computer Sc. And B.C.A in the near future taking the opportunity of the existing foundation. Practice and innovation : The college has already a computer centre with 7 functional computers. 15 more have been added during the year. Initially only 30 students are enrolled in the certificate course whose capacity has now increase to 40 in the 2nd enrolment. The curriculum is design by Manipur state RUSA. The course is conducted in collaboration with SYNAPX, and IT services firm. Classes are arranged in the early morning shift to enable the student to attain the normal classes of B.A. and B.Sc. programme. Thus the college working hour extend from 7 to 9 hrs. Evidence of success: The student demand for admission to the course has been high. The selection procedure is by draw of lots. Constraints: Infrastructural demands of the course has remained deficient due to shortage of budget allocation.

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/2020/10/Best-Practices-for-Academic-Year-2017.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

Distinctive area: Unfair means free examination. The college takes great attention in the examination system which is an important area in an autonomous college. The objective is to have an assessment free from influence. The following steps are taken up- a) The sitting arrangement in an examination hall so that no student appearing the same paper may sit in the same desk. Sufficient space between two desks is given. b) Double invigilation is applied- invigilators and supervising invigilators. c) Over and above double invigilation there is flying squad comprising of two senior staff. d) The college prepares a format called Unfair Means Record Format. If any students is found copying that is not allowed by the regulation made in the college ordinance, he or she has to signed in the format duly filled by the invigilator. He or she is warned of subsequent process of penalty based on the records in the format. e) There is a Committee called Standing Unfair Means Committee which will sit and decide the kind of punishment. The student involving in the unfair means and his or her parent will appear in the meeting of the Committee. If the student fails to bring his or her parent will get more severe penalty which may even lead to keep in "withheld" in the declaration of the results of examination. His or her case will not be considered until or unless the parent appears before the Committee. f) Following the examination system relating to this practice of prohibiting the use of unfair means, the college have found success in the innovation.

Provide the weblink of the institution

<http://www.orientalcollege.edu.in/wp-content/uploads/2020/10/Institutional-Distinctiveness-2017.pdf>

8.Future Plans of Actions for Next Academic Year

- Opening of PG classes in Life Science, Physics, Anthropology and Manipuri.
- Opening of Undergraduate course in Computer Science or Computer Application.
- Certificate course in Fishery.
- Construction of one auditorium with modern facility
- Revamping of laboratories.
- Library automation and upgradation by adding e-books and e-journals.
- Providing drinking water to students and staff by creating water points.
- Construction of one boy's toilet and one girl's toilet.
- Maintaining drainage system inside the campus.
- Development of Botanical Garden by the side of science block.
- Retaining wall of the college pond.
- Renovation of the two vehicle parks.
- To organise one seminar and workshop.
- To increase number of teachers taking up research project.
- To organise extension service and outreach programme with NSS wings.
- To encourage the collaborative research with industries.
- To organise awareness programmes on genders issues and gender equality.