Yearly Status Report - 2018-2019

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	**principal@orientalcollege.edu.in**
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)	https://www.orientalcollege.edu.in/wp-content/uploads/2020/12/AQAR-2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.orientalcollege.edu.in/wp-content/uploads/2017/04/Academic-Calendar-for-2018-19.jpeg

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.41**	**2011**	**08-Jan-2011**	**07-Jan-2016**
2	**B**	**2.01**	**2017**	**11-Jan-2017**	**31-Dec-2022**

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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Student Feedback	21-Jun-2019 4	20
State Level Open Written Quiz Competition	24-Feb-2019 1	36
IQAC Meeting	25-May-2019 1	14
First Penmanship Contest (institutional level) organized on the theme	08-Aug-2018 1	45
IQAC Meeting	17-Nov-2018 1	13
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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
Botany, Chemistry, Physics, Zoology & Mathematics departments	'Star College' Scheme	DBT	2019 1095	10400000
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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)

The IQAC ventured to bring out the ordinances of the college passed in different times in book form to make it available to all institutional functionaries and

stakeholders. The Coordinator compiled the Oriental College Ordinances No. 1 to 30 into a single soft copy and published in book form for the first time with 100 copies on behalf of the Cell and the College. It was released on July 2, 2018 by the Principal in his office chamber.

* Annual Academic Bulletin 2018-19 IVth Issue compiled and published by the IQAC was released on 31st July, 2019.

* A 1-Day Educational and Career Counselling Programme organised in the college on 12th September, 2018 in association with the Aptech Learning, Imphal functioning under the ageist of Aptech, Mumbai, as part of their scheme of "Youth Development Program". The Managing Director of the Imphal Centre Mr. Rohi Y. delivered lecture and information to the participating students on educational and career oriented programmes focussing on Aviation, Hospitality and IT sector. Seven teachers and 64 students were present. There witnessed an active interaction with the students as the expert invited to them.

* A 1-Day State Level Faculty Development cum Workshop programme on 'Text and Narrative: Reflections on Quantitative Research Methodology' was organised on 28th June, 2019 in Collaboration with Department of Economics, M. B. College, Imphal with resource person Prof. A. Bimol Singh (Centre of Political Science Studies, J.N. University, Delhi. The opening function was presided by Shri L. Mani Singh, Coordinator of IQAC of the college with Prof. A. Bimol Singh as Chief Guest. Altogether 40 teachers participated in the programme.

*Under the initiative of IQAC, the NSS Units and the Students' Union jointly organised an awareness programme in relation with the International Day Against Drug Abuse and Illicit Trafficking on 26th June, 2019 in the Conference Hall of the College. 47 students and 9 teachers were present. Kh. Debendra Meetei, Dean of Science, and Dr. M. Phalguni Singh, Asst. Prof. of Chemistry delivered lectures on the issue. The Coordinator of IQAC presided over the programme.

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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

Plan of Action	Achivements/Outcomes
Development of Botanical Garden by the side of science block	Grid fencing work is completed
Maintaining drainage system inside the campus	started - work is going on
Construction of one boy's toilet and one girl's toilet	achieved
Providing drinking water to students and staff by creating water points	achieved
Library automation and upgradation by adding e-books and e-journals	partly, not yet fully upgraded
Revamping of laboratories	yes under RUSA & DBT Star College
Construction of one auditorium with	not yet achieved

modern facility	
Opening of Undergraduate course in Computer Science or Computer Application	not yet achieved
Opening of PG classes in Life Science, Physics, Anthropology and Manipuri	not yet achieved
To apply for CPE and DBT Star College to bush up the dream of interdisciplinary research centre	Got financial assistant under DBT Star College in March, 2019
[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	2019
Date of Submission	25-Feb-2019
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
BA	nil	nil	Nill
BSc	nil	nil	Nill
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
Nill	Nill	Nill	IT-ITES	16/10/2018
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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

BA	NIL	Nill
BSc	NIL	Nill
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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
BA	NIL	Nill
BSc	NIL	Nill

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 RIGHTS AND DUTIES	02/07/2018	242
Women Empowerment	10/01/2019	193
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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
BA	NIL	Nill
BSc	NIL	Nill
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	No

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

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	209	180
BSc	UG	300	80	62
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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
2018	562	Nill	72	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
72	14	13	4	Nill	Nill
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
562	72	1:8

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	72	13	12	32

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
2019	Dr. S. Nabadwip Singh,	Assistant Professor	3rd Prize for Poster Presentation in the 6th International Conference on Luminescence its Applications, January 7-10, 2019, Raipur
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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	UGBOT	I/III / December 2018	21/12/2018	25/02/2019
BA	UGEDN	I/III / December 2018	21/12/2018	25/02/2019
BA	UGECO	V December 2018	21/12/2018	07/02/2019
BSc	UGBOT	VI June 2019	21/06/2019	27/06/2019
[View File](#)				

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
2	547	0.36

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)

https://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
UGBOT	BSc	Botany	6	6	100

		Honours			
UGANT	BSc	Anthropology Honours	5	3	60
UGMSL	BA	Manipuri Honours	11	9	81.82
UGPSC	BA	Political Science Honours	11	9	81.82
UGGEG	BA	Geography Honours	24	20	83.33
UGEDN	BA	Education Honours	10	9	90
UGESL	BA	English Honours	10	8	80
UGECO	BA	Economics Honours	6	5	83.33
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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
National	Nil	NIL	Nill	Nil
International	Nil	Nil	Nill	Nil
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
Major Projects	1095	AERB	47.73	14.23
Major Projects	1095	DBT	104	68
Minor Projects	365	DBT	6	6

Minor Projects	365	DBT	8	2

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

0.05

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
NIl	Nil	Nill

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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
Nil	Nil	Nil	Nill	Nil

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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
Nil	Nil	Nil	Nil	Nil	Nill

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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
BOTANY DEPARTMENT	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	1	Nill
International	EDUCATION	1	Nill

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
GEOGRAPHY	2
Manipuri	1
PHYSICS	1

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award

Nil	Nill	0	Nill

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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
NIL	NIL	NIL	Nill	0	NIL	Nill

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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
NIL	NIL	NIL	Nill	Nill	Nill	NIL

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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	10	30	Nill
Presented papers	1	3	Nill	Nill

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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)
NIL	NIL	NIL	0

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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
NIL	NIL	NIL	0	0

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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
An awareness programme in	NSS Units and Students Union of	9	47

relation with the International Day Against Drug Abuse and Illicit Trafficking	the College		
Career Counselling Programme as part of scheme of "Youth Development Program".	Aptech Learning, Imphal functioning under the ageist of Aptech, Mumbai	7	64
College student contingent sharing march-past in the Independence day celebration	State Government	2	36
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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
NIL	NIL	NIL	Nill
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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 activites	Number of students participated in such activites
Independence Day Parade	State Government	College student contingent sharing march-past in the Independence day celebration	2	36
Swachhta Hi Seva	NSS Units Students Union of the College	Cleaning in and around the College campus on 2nd October 2018.	11	58
Swachhta Bharat Abhiyan	Staffs Students Union of the College	College social service as part of the Swachhta Bharat Abhiyan on 8th Auguest 2018	12	50
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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

NIL	NIL	NIL	0
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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
NIL	NIL	NIL	Nill	Nill	0
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
NIL	Nill	NIL	Nill
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
115	115

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
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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
CollegeDesk	Partially	1.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**3200**	**914557**	**56**	**10976**	**3256**	**925533**
Reference Books	**6251**	**1786530**	**188**	**39024**	**6439**	**1825554**

[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
NIL	**NIL**	**NIL**	**Nill**

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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	**44**	**1**	**1**	**0**	**1**	**1**	**13**	**10**	**0**
Added	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**49**	**1**	**1**	**0**	**1**	**1**	**13**	**10**	**0**

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

0 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
NIL	**Nill**

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 incurredon maintenance of physical facilites
7.2	**7.2**	**114.3**	**114.3**

 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)

   Procedures and policies for maintaining and utilizing facilities 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
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Post-matric scholarship for OBC Minorities/EBC	159	795000
b)International	Nill	Nill	Nill
View File			

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
Educational and Career Counselling Programme	12/09/2018	64	Aptech Learning, Imphal
Yoga and Meditation Programme	21/06/2019	64	NSS Units I II
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 passedin the comp. exam	Number of studentsp placed

2018	Educational and Career Counselling Programme	Nill	64	Nill	Nill

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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
7	7	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	Nill	Nill

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	8	B.A.	MANIPURI	Manipur University	MA Manipuri
2018	1	B.A.	ECONOMICS	D. M. University	MA ECONOMICS
2018	1	B.A.	ENGLISH	Manipur University	MA ENGLISH
2018	3	B.A.	HISTORY	Manipur University	MA HISTORY
2018	2	B.A.	POLITICAL SCIENCE	IGNOU	MA POLITICAL SCIENCE
2018	3	B.SC	ANTHROPOLOGY	Manipur University	MSC ANTHROPOLOGY
2018	1	B.SC	ZOOLOGY	Manipur University	MSC ZOOLOGY
2018	1	B.SC	PHYSICS	Manipur University	MSC PHYSICS
2018	2	B.SC	CHEMISTRY	MANIPUR UNIVERSITY & D.M.U	MSC CHEMISTRY
2018	2	B.SC	MATHEMATICS	MANIPUR UNIVERSITY & D.M.U	MSC MATHEMATICS

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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	4

No file uploaded.

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

Activity	Level	Number of Participants
Inter Moral Sports Meet	Institutional	60
Social and Cultural Programme (Spring Meet)	Institutional	70

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	International	Nill	Nill	Nill	NIL

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,Swachchta 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:

0

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

150000

5.4.4 – Meetings/activities organized by Alumni Association :

i. regularly looked after Boys' Hostel by deputing its Secretary as care-taker and guide. ii. repaired furniture including desks and benches, doors and windows as well as power circuits. iii. being authorized by the college authority, Alumni Association developed facilities for starting swimming class in the college Swimming Pool from 2nd September, 2018 and gave training about 100 boys and girls during the year. iv. helped in maintaining the college campus neat and clean, including regular cleanliness activities in and around the Founder's memorial park. v. served in security arrangement and as locker of bags and mobile phones of candidates during examinations, students' union election and such other major events in the college.

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)

i. Participative management: Annual games and sports meet as annual students' week is a regular event of the college. However, the name Annual Inter Moral Sports Meet was first used in 2018-19 event of 55th games and sports activities of the students' union performed during March 2 to 10, 2019. It was performed under the direction of the Principal of the college with an opening function presided by Shri L. Mani Singh (Coordinator, IQAC and V.P. , Students' Union), with Dr. S. Ranjit Singh (Principal) as Chief Guest and Kh. Debendra Meetei (Dean of Science) and Dr. Kh. Aruna Devi (Dean of Arts) as Guests of Honour. The Principal called a meeting of all Deans, Heads of Department (HODs) and Secretaries of the Students' Union wherein the detail programme of the games and sports event proposed by the Extra- and Co-curricular Committee was discussed and finalized. The programme comprised various items of outdoor and indoor games, namely, football, volleyball, cricket, javelin throw, discus

throw, shot-put throw, carom, table tennis, badminton etc. for both boys and girls. Besides, some social and cultural items were also added in competitive mode. The sport event was arranged to compete among different Houses belonging to different Semester classes. Each House was placed under a senior faculty with two or three subordinates for effective coordination. The group of Houses of Science and Arts streams was supervised by the respective Deans. Again the different items of the game events were carried out with a teacher-in charge for each. A number of teachers were also assigned to work as referee / ampere / judge/jury, recorder, time-keeper etc. Some student leaders and local members of Alumni also involved as facilitators and in different capacities. The whole programme was smooth and successful. ii. Practice of decentralization: There are three Deans, namely, Dean of Science, Dean of Arts and Dean of Students. All Departments- the centres of studies- have Heads (HOD). Efforts are made for not to lapse the institution of these offices. The Deans of Faculty are treated as academic officers of their respective faculty. So, Deans are allowed to deal with the academic affairs of Arts or Science faculty under their office. During the year under report, there was some complains by students of some Departments (mainly English, Economics and Mathematics) about grievances in the class routine. The real matter was also confirmed by the Principal from the concerned HODs. The Principal, then, requested the Deans to deal with the grievances of students across Departments at their own level for resolution at the earliest. The Deans, in turn, arranged to call meetings of HODs under their own jurisdiction to decide on the issues arising out in the class routine. In the process, the Deans ultimately redressed the student grievances. Thereafter, the class routines of Arts and Science are separately, but coordinately, prepared in the concerned office of the Dean along with Heads of Department involved and obtained approval of the Principal.

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	During the year, the following development strategies were adopted in the curriculum: i. Industry visit was incorporated in the curriculum of ITITES certificate course introduced during the previous year. The field / industry visit was conducted on 10th July, 2018 at IT Park (Mantri Pukhri), Imphal West district of Manipur. ii. The college decided to adopt the national policy of incorporation of skill development in higher education. So, the college applied for opening Bachelor of Vocation Programme in certain courses of local and regional importance. Subsequently, the UGC conveyed approval for opening the following skill courses: 1. Tourism Hospitality Management 2. Fashion Designing 3. Aquaculture 4. IT-ITES (Information Technology- IT enabled services)

Teaching and Learning	Quality improvement strategies in teaching learning involve increasing use of ICT and management system. During the year, i. all the 13 departments were provided with 1 Projector each over and above the existing Desktop and Laptop with Printer. ii. Study tour methods of teaching learning and extension lectures by engaging external experts were given more emphasis. So, the Departments arranged and conducted accordingly. iii. The use of WhatsApp groups in mobile phones began and helped in maintaining good relationship between teachers and students, thereby enhancing students' learning and teachers' guidance for improvement of the students. iv. Augmentation of Laboratory equipments could be achieved under the RUSA scheme.
Examination and Evaluation	Evaluation is done in two stages : Continuous Comprehensive Internal Assessment (CIA) and Semester End Examination (SEE) in 40: 60 basis. New strategy for improvement of examination and evaluation were: i. Orientation of question setting and answer script evaluation to newly joined teachers. ii. Formation of monitoring squad during the conduct of CIA. iii. Double layers of invigilation for unfair-means-free examination: Invigilator and Supervising Squad.
Research and Development	The Planning Board of the college suggested to provide logistic support to faculty engaged in research for innovation and quality improvement.
Library, ICT and Physical Infrastructure / Instrumentation	(a) Library building has been renovated with attached disabled-friendly toilets. (b) 244 texts and reference books have been added to the existing stock. (c) As a part of library and office automation, a college desk window application management software was developed by NetworkMaster Software Solutions Pvt. Ltd., Imphal during July 16 to September 6, 2018. (f) 2 Laboratories, one for Physics and another for Zoology also developed. (g) Practical equipment worth Rupees 6.81 lakhs have been installed in the laboratories of the college.
Human Resource Management	Since the college is a government college, all the teaching and non-

	teaching staff are appointed and posted and are subject to the service regulations of the State government. The work allocation of the non-teaching staff is made by the Principal from time to time based their capability and skill for convenience of administration.
Industry Interaction / Collaboration	(a) Vocation certificate course in Information technology and information technology enabled services (ITITES) introduced in 2017 is running in collaboration with an industry partner called SYNAPX, Imphal. As part of the course, the students was exposed to IT industry called IT Park, Mantri Pukhri, Imphal West on 10th July, 2018. (b) Research project undertaken in the Physics laboratory of the college under the major project funding of AERB, Bombay is performing research in collaboration with Radiology Department of Regional Institute of Medical Sciences, Imphal.
Admission of Students	(a)Selection of students for admission is done by an Admission Committee. (b) College prospectus along with application form is compiled and printed every year and uploaded in the institutional website. (c) Prospectus and Application Form for admission are made available online for the college website. (d) Wide publication is made in the local newspapers and electronic media. (e) Selection procedure includes written test and counselling. (f) Reservation for ST, SC and OBC are as per the State Government norms in force. (g) Candidates with outstanding sports and cultural activities are duly considered for admission, (h) Differently abled persons are exempted from appearing in written tests for admissions.

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

E-governace area	Details
Planning and Development	Implementation of e-governance has not been fruitfully extended in the area of planning and development of the college. However, dissemination and sharing of information regarding planning and development of the college are done using WhatsApp and other online Apps. Institutional website is also used for uploading to the public domain.

Administration	Administrative office automation are done partially. Communication with the office of State Higher Education Department and other related offices are effected through whatsapp groups. As a part of office automation, a college desk window application management software was developed by Network Master Software Solutions Pvt. Ltd., Imphal during July 16 to September 6, 2018 at the cost of Rs.88,000/- for enhancing management of admission, examination, student fee and financial accounting and college Library management.
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 the installation of 'Collegedesk' software developed in collaboration with a software service and consultancy firm NETWORKMASTER, some areas of receipts and payments work are more effective and speedy. Disbursal of sanctions pertaining to institutional expenditures is 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. Students fee is allowed to pay online.
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.

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	Name of the professional body for which membership	Amount of support

		support provided	fee is provided	
2018	Nill	Nill	Nill	Nill

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)
2019	Quantitative Research Methodology	Nil	28/06/2019	28/06/2019	40	Nill
2018	Nil	Training on College Desk Software	10/07/2018	14/07/2018	Nill	7

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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
Refresher Course	1	22/10/2018	11/11/2018	20
ORIENTATION COURSE	1	16/02/2019	07/03/2019	21
ORIENTATION COURSE	1	15/11/2018	15/12/2018	31

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
72	72	12	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. GPF, 2. Group Insurance Schemes, 3. Medical reimbursement of self and family members, 4. Maternity leave for lady staff, 5. Medical and special occasion leave facility of Women's	1. GPF, 2. Group Insurance Schemes, 3. Medical reimbursement of self and family members, 4. Maternity leave for lady staff, 5. Medical and special occasion leave facility. 6. Annual	Emergency medical facility, post-matric scholarship and anti-ragging cell

Forum. 6. Annual staff excursion at tourist spots as part of the scheme of staff welfare and recreation.

staff excursion at tourist spots as part of the scheme of staff welfare and recreation.

6.4 – Financial Management and Resource Mobilization

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

Yes, Internal and External Financial Audit done regularly. 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.

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
NIL	0	NIL

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6.4.3 – Total corpus fund generated

0

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	Directorate of University and Higher Education, Govt. of Manipur	Yes	Governing Body of the College
Administrative	No	Nill	Yes	Governing Body of the College

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 academic and other aspects of the college. • Parents were invited to participate in important functions of the College and shared their valuable feedback and suggestions. • Local guardians came out and participated in campus cleanliness activity performed in the College.

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

1. The college support staff, particular the administrative and library staff were encouraged to join career opportunity programmes. 2. Experts were also engaged from time to time to impart knowledge to the needy staff. 3. The College provides extra commensurate remuneration for over-time work performed

	by the non-teaching staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)
1. Introduction of curriculum based on Choice Based Credit System from 2020. 2. Opening of B.Voc programmes from the next academic session. 3. Developing more ICT enabled classes.

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
2019	State Level Open Written Quiz Competition was organized in the college in collaboration with History Club of the college	24/02/2019	24/02/2019	24/02/2019	36
2019	The World Environment Day on the theme- Air Pollution	05/06/2019	05/06/2019	05/06/2019	45
2019	The International Yoga Day observed with meditation and yoga practice	21/06/2019	21/06/2019	21/06/2019	78
2019	International Day Against Drug Abuse and Illicit Trafficking	26/06/2019	26/06/2019	26/06/2019	56
2019	State Level Faculty Development cum Workshop programme on Quantitative Research	28/06/2019	28/06/2019	28/06/2019	40

	2018	Methodology				
	2018	Industry visit programme at IT Park, Mantri Pukhri with students of IT ITES Vocational Course	10/07/2018	10/07/2018	10/07/2018	29
	2018	College desk window application management software for enhancing management of admission, examination, student fee and financial accounting and college Library management.	16/07/2018	16/07/2018	20/07/2018	8
	2018	Penmanship Contest on the theme 'Handwriting for Excellence'	08/08/2018	08/08/2018	08/08/2018	45
	2018	Educational and Career Counselling Programme organised in the college in association with the Aptech Learning, Imphal functioning under the ageist of Aptech, Mumbai, as part of their scheme of "Youth Development	12/09/2018	12/09/2018	12/09/2018	71

Program"			

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
Workshop on Gender Equality: Nature and issues	06/04/2019	06/04/2019	37	15

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 following initiatives were taken up during the year in continuation of the usual practice of environmental consciousness and the sustainability: 1) In order to incorporate newly enrolled students and make them aware of the programme, the Eco Club was reformed and expanded. 2) The usual tree plantation and care programme in the campus of the college was organised on the theme-post-plantation care. New plantation and care of the existing plants were taken up on 5th June, 2019 with the observance of the World Environment Day. 3) The existing Eco Garden was clean with grass cutting machine and the plants were taken care of the ground. 4) The Botanical Garden by the side of Science block was planned to develop. For this, a resolution was also move in the Academic Council and passed. 5) All the electric bulbs/tubes in the college were replaced by LED.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nill
Rest Rooms	Yes	2
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students

locational advantages and disadvantages	engage with and contribute to local community						and staff
2019	1	1	24/03/2019	1	Permission to local for using college playground	Lack of proper ground for performing festival	2
2019	1	1	11/02/2019	7	Permission to local for using college playground	Lack of proper ground for organising tournaments	2

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
General Code of Conduct to be followed by the Staffs and Students	29/06/2019	It is an 11 point general code of conduct to be strictly adhered to by students as well as staff inside the college campus issued by the Principal for a clean and valued 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
Swachhta Hi Seva	02/10/2018	02/10/2018	90
Swachhta Bharat Abhiyan	08/10/2018	08/10/2018	72
Meditation and Yoga practice	21/06/2019	21/06/2019	78

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

1) In order to incorporate newly enrolled students and make them aware of the programme, the Eco Club was reformed and expanded. 2) The usual tree plantation

and care programme in the campus of the college was organised on the theme-post-plantation care. New plantation and care of the existing plants were taken up on 5th June, 2019 with the observance of the World Environment Day. 3) The existing Eco Garden was clean with grass cutting machine and the plants were taken care of the ground. 4) The Botanical Garden by the side of Science block was planned to develop. For this, a resolution was also move in the Academic Council and passed. 5) All the electric bulbs/tubes in the college were replaced by LED bulbs/tubes.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I 1.Title: Students' participation in campus management 2. Goal: The sole aim is to instil a sense of belongingness of the institution and its property. It also aims at creating a habit of following common norms for proper disposing of waste and arousing cooperative responsibility of keeping the campus neat and clean, and creating an eco-friendly campus. 3. Context: The college is used to clean the floor of buildings regularly by salaried sweeper, and the campus by students and staff on notification by the Principal for cutting and cleaning or by engaging wage earners when needed to do so. The NSS Wings of the college also clean the campus at times during their yearly programmes. In spite of the activities carried on in the college, the campus is not free from waste materials of different kinds including dry-leaves. Simply doing social service when required and organising cleanliness day have helped to achieve the desire effect only for a few days. So there is a need to evolve a system that would bring the educational campus neat and clean, and a green zone. Chalking out action plan and action taken started during the previous session. 4. The practice: The campus management involves evolving a system of behaviour pattern to be strictly followed by all the individuals of the institution. The college has already followed a mechanism for adhering to codes of conduct and rules and regulations by all staff, students and visitors and is kept displayed in the campus, and also at Central Library and at Hostels. But in reality things are seen different the walls, doors and windows of buildings and the pavement area are seen defiled due to unscrupulous use for board and display. So the college has adopted a mechanism to change behaviour of the students towards keeping the campus neat and clean throughout and regular cleaning and trimming the green zones. There are three main organisations of students- Oriental College Students' Union (OCSU), NSS Units and Echo-Club. Of these, OCSU is formed by elected representatives and is most active during their tenure. Therefore they are the first target group to sensitise and aware of their responsibility for keeping the college neat and clean and taking part in proper management of the campus. They are guided by the Vice-President of the union and the Convenor of co-curricular committee. The steps taken up for participation of all- staff, students and alumni- in keeping with the objectives are: i. collaborative approach involving OCSU, NSS, Echo-Club and alumni association while organising activities of cleanliness and tree plantation ii. organising awareness programmes on plastic free zone, waste management, rain-water harvesting, Swachchta Bharat Abhiyan etc. iii. initiation of monthly discussion programme on campus management and students' code of conduct with elected Secretaries of OCSU vi. display at specific points of the campus about dos and don'ts v. dispersing dustbins or waste-bins at proper places vi. motivating student leaders to play as a role model and to motivate others The students' union representatives led by the General Secretary began to see if any student attending classes neglecting the college uniform, and the requested their fellow students to uphold the unity and belongingness of the college community. They showed themselves the same by picking up pieces of waste to put in dust-bin as they happened to see on the way. 5. Evidence of Success: The students' union of 2018-19 installed, using

the common pull of their budget, six tin-drums for use as waste-bins and four sitting slabs for resting at places of the campus. They even organised cleaning services jointly with student volunteers of NSS and Echo Club at times on Sundays or holidays. Department level social service with the guidance of the faculty has become a common event, especially at the time when the syllabus is about to complete. Number of students participating in activities organised by the college observing national and international days has increased. 6. Problems Encountered and Resources Required: The practice could not go beyond the areas of academic blocks, approach roads and footpaths, adjacent pavements and green zones. It fails to cover other areas and aspects of campus management. There are complaints against the students who are actively involved in the activities for their irregularity in joining classes and continuous internal evaluation which he/she should not escape. Display requires innovative techniques for good result. The use of paper and synthetic sheet for display not only averse to neatness and echo friendliness but also lacks attractiveness and effectiveness. So the use of electronic and digital technology is required. 7. Notes (Optional): BEST PRACTICE II 1. Title: Publication of Annual Chronological Events 2. Goal: To understand all staff, students and other stakeholders who are directly related to the college about the institutional practices and outcomes. To facilitate instant reporting of the college data to peer bodies like NAAC, NIRF, AISHE etc. 3. Context: Most of the staff and faculty do not have knowledge of most practices and the performances of the college they do not know even the common rules and regulations or ordinances that are outside the classroom delivery. Again, teachers' participation in college events is also poor. So a considerable gap of knowledge about the institution among its functionaries is discernible. Secondly, compiling and publication of all events in an academic year, including Academic Calendar, admission events and enrolment data, commencement of class and examination events, induction of students/teachers, workshops and seminars, extension and outreach programmes, staff development or welfare programmes etc. will be a good information to stakeholders as well as an authentic data for submission of AQAR of NAAC, AISHE, NIRF etc. 4. The practice: Compilation of annual student enrolment and examination data including Career Oriented Courses and faculty positions of different Departments, analysed statistically, from 2011-12 was made in September, 2016 by the Coordinator of IQAC as official ready reckoner. It was useful in many purposes. Later on it was updated and published as academic bulletin for free distribution to Departments and all other organs/offices of the college. With this venture, the idea of compiling annual chronological events came and started working on it in 2017-18 taking the bulletin period from June to July. But it could cover data of a few aspects of the academic institution. The issue of Annual Academic Bulletin (July, 2019) was more holistic and satisfactory. A wide range of activities of the college were able to incorporate chronologically from July, 2018 to June, 2019 such as i. Comparative student enrolment figures and trends including structure based on sex and social criteria of the present and previous year ii. Examination results of the current and previous years, comparative view, subject-wise pass p.c., trend of results iii. Teaching and non-teaching staff position iv. Important decisions, policies adopted and action taken v. All activities organised and performed: augmentation of infrastructure and learning resources, repairing/renovation and campus management, staff and student welfare activities, workshop/lecture/FDP/awareness programmes, extension and outreach programmes etc. 5. Evidence of Success: The Departments are benefitted by the information of subject-wise pass percentage while maintaining Departmental progress records and updating Departmental profile. Similarly, the section of chronological events in the Bulletin helps in writing faculty profile- records of participation in activities performed in the college. Many of the data contained in the annual publication are used in preparing AQAR of NAAC as well as in filling the fields of AISHE, NIRF etc. It got encouraging feedback from

faculty. Suggestion for incorporating research based articles and bringing out in offset print to make it a good publication was also received. It encourages the faculty as well as the Departments to participate or perform activities. If an event is found missing in the annual publication, they ask for not covering their activities. 6. Problems Encountered and Resources Required: The annual publication containing student enrolment, examination, staff and events/activities of the college is still remained as a compilation of office computer prints. There is a need to bring out properly as a bulletin of an institution. But the college doesn't have printing press. So, it has to depend on offset printing and binding firm outside. Here the main problem is unavailability of fund. So there is need to create financial sources for setting up a printing press, which may also be useful in other activities of the college, if such a useful venture of publishing chronological events as bulletin is to continue in future. Another hurdle that must be overcome is the need for a team work. The Coordinator of IQAC alone will not be able to continue smoothly the publication work in addition to executing multipronged activities and assignments. Sparing of staff is a problem in the college now. 7. Notes (Optional): 8. Contact details i. Name of Principal: Dr. S. Ranjit Singh ii. Name of institution: Oriental College iii. City: Imphal Pin 795001 iv. Accredited Status: B (2.01) Cycle II v. Work Phone : 03852452358 Fax: 03852452358 vi. Website: www.orientalcollege.edu.in vii. E-mail: oriental.dlink@gmail.com/ iqac.oriental@gmail.com viii. Mobile: 9436892023

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

https://www.orientalcollege.edu.in/wp-content/uploads/2021/04/Best-Practices-2018-2019.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

The college is now completing 58 years of existence. For long it has been moving towards realising its vision of 'enhancement of quality…' and 'transformation of the acquired knowledge into productive activities to cater to emerging local needs…' with few courses of Science and Arts undergraduate programmes. In its quest for 'participation in the development process of the nation…' by setting the mission 'to impart and spread knowledge through higher education to the learners coming from economically backward families', the college had taken up strategy to add value-added and career oriented courses a decade ago. These courses have contributed to provide skill for livelihood to some of the graduates who are not benefitted to that extent by the knowledge gained through the study of general degree courses. Then the college has decided to adopt the national policy of incorporation of skill development in higher education and the UGC scheme of vocation programme. Accordingly the college applied, during the year under report, for opening Bachelor of Vocation Programme in certain courses of local or regional importance. The University Grants Commission has approved the College on July 30, 2019 for offering Bachelor of Vocation (B. Voc. Degree) Programme from 2019-20 in four specialised Sector trades under the National Skill Qualification Framework (NSQF). The approved B. Voc. specialised courses are 1. Tourism Hospitality Management 2. Fashion Designing 3. Aquaculture 4. IT-ITES (Information Technology- IT enabled services) This would be more beneficial to the students as there are options in the programme for Diploma, Advanced Diploma and Degree certificates. So, the students are given awareness and encouraged to pursue vocational courses side-by-side general B.A. / B.Sc. degree courses. The UGC has also allowed pursuing duel degree programmes. The college is expecting that the students would be benefitted in future life by the additional skill

imparted in the college. And this would surly contribute to reducing unemployment situation of the youths of the nation.

Provide the weblink of the institution
https://www.orientalcollege.edu.in/wp-content/uploads/2021/04/Institutional-Distinctiveness-2018-19.pdf

8.Future Plans of Actions for Next Academic Year

1. to reinforce manpower in view of shortage of staff in Central Library, 2. to open more vocation courses under UGC scheme 3. to restructure students mentorship system for more effectiveness 4. To organise awareness programmes on social issues and gender equality. 5. To encourage MOU and collaborative venture with industries/corporate bodies 6. To create facilities in order to encourage teachers taking up research project 7. to take up extension services and outreach programmes 8. to organise seminars / workshops on examination reformation 9. to develop CBCS curriculum to be implemented from 2019-20 10. to maintain clean and pollution free campus 11. to develop digital class rooms under RUSA 12. to create drinking water point for students 13. to initiate online mode in admission and examination fee payments 14. to organise faculty improvement programmes 15. to initiate replacement of 4/5 seated to single seated chair cum desk 16. to organise Faculty development / short term programme 17. To encourage teachers taking up more research project 18. To pursue the state government for opening of PG classes 19. to pursue opening of Undergraduate course in Computer Science or Computer Application 20. to students and teachers to take facilities of INFLIBNET and MOOG