Yearly Status Report - 2019-2020

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/2021/04/AQAR-2018-19-Final.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/2021/04/Academic-calendar-2019-20-scaled.jpg

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreviation	Validity	
				Period From	Period To
1	B	2.41	2011	09-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 IQAC	Date & Duration	Number of participants/ beneficiaries
Induction programme for B.A. & B.Sc. First Sem	08-Jul-2019 2	149
Participation in NIRF	06-Dec-2019 5	21
IQAC Meeting	27-Feb-2020 1	13
IQAC Meeting	04-Sep-2019 1	14
Student Progression and Placement Cell (SPC) formed with the objective to create a repository of exemplary quality indicators of the college	30-Oct-2019 1	13
A One Day Workshop Cum Counselling Session on Skill Development Courses	24-Oct-2019 1	94
One day Outdoor Live Leaning program at Kangla (the ancient palace of Meitei ruler) at the heart of Imphal with faculty members and students of 5th Semester (Manipuri Honours)	04-Oct-2019 1	19
A state level 2-Day Workshop on New Trends in Question Setting and Evaluation	13-Sep-2019 2	91
Staff Meeting was held to appraise all the staff about the Revised Assessment & Accreditation Framework of NAAC	12-Sep-2019 1	68
Feedback from Student	20-Aug-2019 28	26

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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 could break the long, hard tradition of headship of Departments by the senior-most after many such resolutions of the Cell and the Staff Meeting. On 12th September, 2019, the Staff Meeting took up the IQAC agenda and unanimously resolved that rotation of departmental headship be implemented as a part of administrative reform required in the Metrics of Criteria 6 of NAAC assessment framework. The meeting also approved the proposed Executive Regulation for Rotation of Headship of Departments.

The Ordinances 130 of the college were compiled and published in book form by the Internal Quality Assurance Cell on 10th July, 2019 to facilitate providing knowledge of functional regulations to staff and stakeholders for increasing efficiency and accountability.

As part of creation of students' welfare facility, a drinking water point was created on 28th December, 2019 in front of the Indoor Stadium of the college. This has also facilitated the local people who resort to regular walking-for-health and the local children playing inside the campus in the evening.

The Oriental College Research Policy was developed with the aim to contribute to capacity building by encouraging the scientific temper and research aptitude of the faculty and the students. It was enacted with the approval of the Principal on 20th March, 2020.

As a part of strategy for knowledge enrichment of learners beyond the limits of course syllabus, extended learning through invited lecture on emerging issues or areas beyond the syllabus of particular major subjects with the view to widen the horizon of knowledge and outlook of the students which has been neglected during the previous years was given emphasis with the initiative of IQAC. During the year 2019-20, 9 (nine) such lecture programmes were organised by the different Departments in different times.

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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
to develop online mode in admission and examination	Started online mode for application forms and fee payments
To pursue the state government for opening of PG classes and of UG course- Computer Science / BCA	Proposal submitted with feasibility information
to organise faculty improvement programmes	Organised: i. workshop on Digitalised Teaching-Learning; ii. Workshop and Training Programme on 'Fostering awareness about the Crop Pest and Useful Insects by using Foldscope Method' iii. Faculty Development programme on CBCS
to develop more smart class rooms under RUSA	Not yet achieved.
to develop CBCS curriculum to be implemented from the next session	i. Workshop on CBCS organised ii. Steering & Drafting Committee formed. iii. required BoSs re-constituted.
to encourage the faculties to take up research work	2 faculties applied under Strides. Not yet approved
to encourage MOU and collaborative venture with industries/corporate bodies	2 MOUs singed with (i) Network Master Software Solution Pvt. Ltd., Imphal on 10/9/2019 and (ii) M/S KETAWN, Imphal on 8/8/2019
to take up specific measure or scheme for welfare and safeguard for girl students and working women of the college	A Committee called 'Oriental College Women Forum' formed along with its constitution containing rules and regulation.
to restructure students mentorship system for more effectiveness	The Draft Student Mentorship Programme is awaited for approval of the next Academic Council.
to reinforce manpower in view of shortage of staff in Central Library	2 Nos. of Assistant Librarian engaged.

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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	2020
Date of Submission	19-Feb-2020
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

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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
BSc	ANTHROPOLOGY HONOURS	07/09/1987	ANT H 610	08/08/2014

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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
BVoc	FASHION DESIGNING	05/09/2019
BVoc	IT- ITES	05/09/2019

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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	EDUCATION (Elective course system since 1963)	Nill
BA	ECONOMICS (Elective course system since 1963)	Nill
BA	ENGLISH (Elective course system since 1963)	Nill
BA	GEOGRAPHY (Elective course system since 1963)	Nill
BA	MANIPURI (Elective course system since 1963)	Nill
BA	HISTORY (Elective course system since 1963)	Nill
BA	POLITICAL SCIENCE (Elective course system since 1963)	Nill
BSc	ANTHROPOLOGY (Elective course system since 1987)	Nill
BSc	BOTANY (Elective course system since 1963)	Nill
BSc	CHEMISTRY (Elective course system since 1963)	Nill
BSc	MATHEMATICS (Elective course system since 1963)	Nill
BSc	PHYSICS (Elective course system since 1963)	Nill
BSc	ZOOLOGY (Elective course system since 1963)	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	08/08/2014	221
Women Empowerment	08/08/2014	221

1.3.2 – Field Projects / Internships under taken during the year		

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology	Nill

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 of the institution 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 by the College. These are analysed applying statistical techniques and the outcome is discussed in the relevant meetings of committees, cells and bodies. Ultimately the detailed findings and resolutions are submitted to the Principal who, if found rational for developing the existing policies, planning or ordinances gives direction to enlist those in the agenda items of the meetings of statutory bodies or councils such as the Academic Council and Governing Body for discussion and final resolution. If the feedback is related to working rules and regulations, the Principal may give approval for the improvement. If it is related to strategies for implementation such as adopting a more effective practice in teaching may be used even without the knowledge of the Principal. Feedback is also collected by the Departments from their students and they make use of it so that maximum benefit of teaching may reach to them. In this way, feedback from stakeholders is utilised for overall development of the College. During the year, two kinds of feedback collected from students during June 20th to July 17th, 2019 on courses , teacher evaluation, teaching learning and programmes of study and during January 10 to 20, 2020 on Examination by IQAC. The analysis and results of the two feedback were submitted to the principal for perusal and necessary action. Based on the indications in the analysis, the semester end additional examination which had been practised since the 2014-15 was discontinued and got approval of the Academic Council.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Botany	70	33	29
BA	Political Science	80	40	37
BA	Manipuri	40	26	26
BA	Economics	30	8	7

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
2019	Nill	Nill	Nill	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
71	7	7	2	2	3

View File of ICT Tools and resources

View File of E-resources and techniques used

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 student Leader selected by the teacher. The student leader arranges for joint discussions of the group about the process of internal evaluation as notified by the Department and their ways of collaboration for improvement. The student leader is responsible for ensuring group information as desired by the teacher. The teacher maintains a registry of the students of the group under him/her for a particular class and is responsible for ensuring internal assessment and improvement of the students relating to the course work. The teacher always tries to maintain a good relationship with the mentees by hearing to their grievances of all kinds and gives guidance or arranges for improvement of the advanced learners and slow learners for better performance. The students are free to talk to their teacher on anything even beyond the curriculum. The study group with a teacher guide is useful in many ways. It enhances collaborative work among the students in active learning- home assignments, project work and seminar. It ensures improvement facilities to students as the teacher's burden is reduced. While following the Students' Study Groups particularly for effective teaching-learning process, the College has recently developed a Student Mentoring Programme, as it is, incorporating the required rules and regulation for implementation from the next academic session after due approval of the Academic Council.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
563	71	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	71	14	Nill	33

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	Kh. Chaobi Devi	Assistant Professor	International Achiever Award 2019 in Performing Arts on 14th July, 2019 from Northeast Biography Forum

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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
BA	Nill	Nill	Nill	Nill

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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
7	1144	0.61

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
UGECO	BA	ECONOMICS HONOURS	2	2	100
UGESL	BA	ENGLISH HONOURS	5	5	100
UGEDN	BA	EDUCATION HONOURS	17	17	100
UGPSC	BA	POLITICAL SCIENCE HONOURS	31	26	83.87
UGBOT	BSc	BOTANY HONOURS	38	37	97.37

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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)

Nil

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

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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
Major Projects	1095	AERB	47.73	12.96
Major Projects	1095	DBT	104	68

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

0.02

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
Workshop Cum Counselling Session on Skill Development	B. Voc. Programme Advisory Board	24/10/2019
Lecture cum Workshop Programme on Skill Development	Botany Department	24/02/2020

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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	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	0	0	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
Nil	Nill

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)
International	PHYSICS	1	1.46
International	PHYSICS	1	2.19
International	GEOGRAPHY	1	2.39
National	PHYSICS	3	0
National	GEOGRAPHY	1	0.48
International	MANIPURI	2	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
Economics	2
English	1
GEOGRAPHY	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	Number of

Title of the Paper	Name of Author	Title of journal	Year of publication		as mentioned in the publication	citations excluding self citation
Repeated Caesarean Section delivery in India	RK. Jeermison	Children and Youth Services Review	2020	2.39	ORIENTAL COLLEGE	Nill
Analysis of trap distribution of a red persistent luminescent materials using thermoluminescence	S. Nabadwip Singh	Luminescence	2020	0	Oriental College	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
Repeated Caesarean Section delivery in India	RK. Jeermison	Children and Youth Services Review	2020	89	Nill	Oriental College
Analysis of trap distribution of a red persistent luminescent materials using thermoluminescence	S. Nabadwip Singh	Luminescence	2020	45	Nill	Oriental College

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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	Nill	17	98	Nill
Presented papers	2	4	3	Nill
Resource persons	Nill	Nill	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	Number of	Number of

	unit/agency/collaborating agency	teachers participated in such activities	students participated in such activities
Celebrated 150th Birth Anniversary of Mahatma Gandhi, the Father of the Nation, with the manual themes (i) Jal Shakti Campus Jal Shakti Gram, (ii) Swachh Campus, and (iii) Tree Plantation.	IQAC	7	60
Awareness Cum Activity Programme on 'Ban of Single Use Plastic'	IQAC in collaboration with Echo Club and Students' Union	4	53
73rd Independence Day celebration	STATE GOVERNMENT	2	38
Hand Sanitizer solution distribution	Department of Chemistry	7	4
Staff and NSS Wings of the college donated 4 Dust Bins, 200 Face Masks and 200 drinking water bottles to the Community Quarantine Centre of Patsoi Assembly Constituency at SAI Complex, Takyelpat, Imphal West district	Staff and NSS Wings	9	50

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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
Donation of 4 Dust Bins, 200 Face Masks and 200 drinking water bottles to the Community Quarantine Centre of Patsoi A/C	Certificate of Appreciation	Community Quarantine Centre, SAI, Imphal (Patsoi A/C)	50

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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
Swachh Bharat Abhiyan	Students Union in association with Alumni Association	One day social service camp	3	50
Ek Bharat Sreshta Bharat movement	EBSB Club	Awareness Programme	11	46
National De-Worming Day programme	National Health Mission, Manipur	De-worming tablet distribution to the students below 18 years of age.	2	7

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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	0	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

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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
M/S KETAWN, Imphal	08/08/2019	Mutual cooperation thereby facilitating intellectual and technological sharing as well as industrial training or internship including placement facility in respect of B. Voc. Programme in Fashion Designing Technology	2
Networkmaster Software Solutions Pvt. Ltd	10/09/2019	Mutual cooperation thereby facilitating intellectual and technological sharing as well as industrial training or internship including placement facility	3

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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
1050000	1050000

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
Seminar halls with ICT 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	Nill	Nill	Nill	Nill	Nill	Nill

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	49	5	0	0	15	3	26	0	0
Added	0	0	0	0	0	0	0	0	0
Total	49	5	0	0	15	3	26	0	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	Nil

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
1090000	1090000	0	0

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)

The college has developed its own policy and procedures for maintaining the academic and the student support facilities. 1. Laboratory: i. Departmental laboratories shall be treated as an asset of the Department concerned. Hence, management and safe custody of the Labs are in the hands of the Department. ii. The Heads of Department (HoDs) shall properly maintain all the equipment and accessories including furniture and functional support materials in a Stock Register. Annual updated Stock Register shall be signed by the HoD with seal of the Department. The same updates shall be endorsed by the Principal. iii. The Department shall develop a list of using procedures, precautions or warning rules/information and the same shall be kept displayed in a proper place for the knowledge of their students. iv. The Department should submit detail report of stock position, including damaged / non-workable or missing items with reasons, as and when it is required by the Principal. v. The above maintenance and utilisation norms and procedures shall apply to all other Labs, such as Bio-Tech Hub, Language Lab etc. 2. Library: i. The Librarian shall keep Visitors' Guides and Library Standard Rules Regulation (Dos Don'ts) displayed in front of the Central Library. ii. Visitor's Register and Special Visitor's Diary shall be kept in the Visitors' Desk. iii. All sections of the Library should have easily visible Section Name Plates. iv. Separate Stock Registers for text books, reference books, unclassified books, Circulation borrowing, newspaper periodical, old damaged books, furniture equipment etc. shall be properly maintained. 3. Sports materials gym khana: i. The physical education teacher shall be the in-charge of maintenance and providing the facilities to students. ii. The PET shall maintain a Stock Register for all items of sports and keep it updated regularly with his/her signature and seal. It shall be countersigned by the Principal at regular intervene. iii. The PET shall prepare a routine for using and playing by students. iv. A display containing a list of rules and regulation for providing the games and sports

facilities to students as per the routine shall be kept in a proper place. v. The PET shall conduct annual games and sports festival of the students. vi. Indoor Stadium, Playground and Swimming Pool are very much parts of the sports sector. So, the PET shall look after these facilities. 4. Computer Centre: i. The Computer Centre shall be in-charge of a teacher having the basic knowledge of computer by an assignment orders of the Principal. ii. The Centre will be open for use or for class on instruction of the Principal. iii. A Stock Register shall be maintained and updated annually by the teacher and it shall be countersigned by the Principal. 5. Classrooms: i. Departmental class rooms shall be under the care of the concerned HoD. ii. The management and use of Departmental classrooms shall be regulated by the Department themselves.

https://www.orientalcollege.edu.in/wp-content/uploads/2021/08/New-Procedures-and-Policies-for-utilising-facilities.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nill	Nill
Financial Support from Other Sources			
a) National	Post matric Scholarship	271	1594200
b) International	Nil	Nill	Nill

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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 implemetation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2020	52	IQAC ALumni Association
Workshop cum counselling session on skill development courses	24/10/2019	94	B.Voc. Program Advisory Board
Open Essay Writing Competition	29/01/2020	47	EBSB Club of the college
Open Quiz Competition	20/02/2020	12	EBSB Club of the college
Co-curricular: Debate, recitation, song, dance choreography competition	24/02/2020	50	OCSU

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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 passedin the comp. exam	Number of studentsp placed
2019	Counselling Session on Skill Development Courses with External Subject Experts	Nill	94	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
9	9	1

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	NIL	Nill	Nill

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	Nill	Nill	Nill	Nill

View File

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

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

Activity	Level	Number of Participants
Outdoor Sports	Institution Level	98
Indoor Sports	Institution Level	60

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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 award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	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 eco-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 asound 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) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Participated in "Foundation Day" celebrated August 8, 2019 with floral tribute to the picture of Late Nongthombam Ibomcha Singh- founder of the College 2. Participated in one-day social service camp organised by the Students' Union of the College as part of the regular activity of Swachh Bharat Abhiyan on September 8, 2019. 3. Participated in the joint meeting of teachers, parents, Students' Union and Alumni Association held on June 9, 2020 with proper COVID SOP to discuss about the nature and strategy of online classes and examination during the outbreak of pandemic.

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. Decentralisation: In Examination System The examination system of the college comprises internal evaluation called Continuous Internal Assessment (CIA) and end external evaluation called Semester End Examination (SEE). The whole system of examination, organisation, conduct, declaration of results and issuance of marks sheets and certificates, is borne by a cell called Examination Cell headed by a Controller who is appointed by the Principal along with other Cell members, including Deputy Controller (Accounts) and Assistant Controllers, to act under his name or approval. The Principal shall sign in the Certificates and allows the Controller to sign in the Mark Sheets. The Controller Examinations is assisted by some Assistant Controllers in charge of different work of examination. Again, the Principal nominates members from the college and outside to constitute a committee called Examination Standing Committee to see the standard of examination results are maintained and approve the same. In the committee, the Controller shall be the ex-officio Member Secretary/Convenor. The Principal is the Chief Controller of examination and the whole examination system is carried out smoothly by organising the limited available manpower in a decentralised structure. ii. Participative Management: Celebration of Foundation Day of the College The college celebrated its Foundation Day on August 8, 2019 with floral tribute to the photo of Late

Nongthombam Ibomcha Singh, the founder of the College, by all the staff (teaching non-teaching), students, members of Alumni Association, members of the NIMS (Nongthombam Ibomcha Singh Memorial Society) and other invitees. The function was presided over by the Principal Dr. S. Ranjit Singh with Shri Kh. Ibochou Singh (President, NIMS) as Chief Guest, Shri L. Mani Singh (Coordinator, IQAC Dean of Students' Welfare) and Shri Kh. Debendra Meetei (Dean of Sciences) as Guests of Honour. After the floral tribute function in the Indoor Hall, a tree-plantation cum care of already planted trees activity was followed inside the campus as a token of respect and gratitude to the departed souls of the founder personalities of the College. The programme was successful. In order to make the celebration foundation day a meaningful as well as a successful one for the year, the Principal raised the matter in the staff meeting and sought suggestion on the modality of the celebration. Later on, when the activities were about to list and chalk out the plan, he consulted the senior faculties and administrative staff for their practical views as well as for involvement of all sections of the employees and local stakeholders for better turn-out and success.

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
Admission of Students	Usually the whole process of admission of students of the college is organised and monitored by the Admission Committee. It decides the norms of selection of candidates to be admitted to the 1st year of the UG degree programmes. For the year, the selection was based on written test and counselling. The reservation policy of the State Government was followed.
Industry Interaction / Collaboration	Two MoUs were signed, one on 8th August, 2019 with M/S KETAWN, Yumnam Leikai, Imphal and another on 10th Sept., 2019 with Networkmaster Software Solutions Pvt. Ltd., Imphal for vocational courses to facilitate intellectual and technological sharing as well as industrial training or internship including placement facility. AERB project on Radio-active Radiation…………………. In the hill districts of Manipur was taken up in Physics Department in collaboration with Radiology Department of RIMS, Imphal. A workshop cum FDP was also organised in collaboration of the two Departments.
Human Resource Management	A drinking water point was created in front of the Indoor Stadium to facilitate both the staff and the students. For effective management of the staff and to maximize performance of the faculties, the policy of rotation of Headship of Departments has been firmly decided in the staff meeting of 12th September, 2019. While teachers are encouraging, for their timely promotion, to participate in OC, RC, FDP etc., the college has developed a research policy in March, 2020 to create research culture amongst the teachers with the aim of improving institutional standard and to increase their own professional development.
Library, ICT and Physical Infrastructure / Instrumentation	Augmentation of Laboratories and Library has given priority during the year. Accordingly, eight Labs. were augmented by adding different items of Laboratory equipment procured under RUSA scheme for Rs.6,00.000/- only on 5th August, 2019. Besides, under the same scheme, about 616 text and reference books of 180 titles were procured for Rs.4,00,000/- and added to the existing library stock. The state government also supplied 333 text and reference books of 252 titles related to different disciplines. 50 pairs of two-seated desk and bench of iron frame topped with Bhutan Ply were also added to the existing class-room furniture.
Research and Development	In order to encourage teachers in research projects and assist young researchers and faculty desiring to take up research projects leading to Ph.D., the college instituted 'Research Guidance and Extension Cell' on 12th March, 2020 replacing the existing Research Committee. The aim is to inspire, guide and coordinate the initiatives of the staff in the areas of research, extension and development. It formulated a research policy on 20th March, 2020 for implementation in the college paving way for further refinement in

	the direction of excellence in research and extension. The research policy was approved in the 6th Academic Council meeting.
Examination and Evaluation	A state level 2-Day Workshop on New Trends in Question Setting and Evaluation was organized from 13 to 14 September, 2019 with two external experts in the College under the sponsorship of DBT, Ministry of Science Technology, New Delhi. The workshop increased uniformity and efficiency of the teachers in question setting for evaluation of students as well as in examining answer scripts.
Teaching and Learning	Under initiative of IQAC, the staff meeting on 12th September, chaired by the Principal, resolved to change, as far as possible, the existing mechanism of teaching-learning process to IT-based mechanism by developing IT-added class-rooms and library on top priority basis utilizing any available source at the earliest. As resolved and notified earlier, nine out of thirteen Departments could organise 'Outdoor-Live-Learning' / learning by field-visit during October-November. The programme of compulsory field-visit, particularly those subjects that haven't reflected it in the syllabus, was started only from this year with the objective of enhancing students' learning through collaboration and active modes.
Curriculum Development	On 12th September, 2019 the Staff Meeting resolved to introduce CBCS from the next academic session 2020-2. A Steering Cum Drafting Committee of CBCS was formed with L. Mani Singh, Coordinator, (IQAC) as Chairman. The process of the curriculum development in this regard was later on strengthened by the Academic Council and approved by the Governing Body of the college. An FDP was also organized on 'Issues on Implementation of Choice Based Credit System in Higher Education Institution' with external resource-person, Prof. E. Bijoykumar Singh, former Director of IQAC Chairman, CBCS Drafting Committee of Manipur University.

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

E-governace area	Details
Planning and Development	Correspondence relating to planning and implementation of academic and infrastructure between the college and the state higher authority are executed in online and paperless mode. Purchasing and tendering or inviting rate quotation are processed online. Pictures are geo-tagged and payments are made through PFMS.
Administration	The college office automation are done partially. Communication with the office of State Higher Education Department and other related offices are effected through Whatsapp App. The College Desk Window Application Management Software developed by the Network Master Software Solutions Pvt. Ltd., Imphal has enhanced efficiency in management of admission, examination, student fee payment and receipt as well as Library management.
Finance and Accounts	The College has followed implementation of e-governance mechanisms in the field of finance and accounts. 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. Sanctions and payments of external funding for promotion of academic and infrastructural facilities are made through PFMS. Payment of salaries and other sanctions are made through NIC.
Student Admission and Support	The College makes use of its website uploading notice of admission, Form and Prospectus for new admission. The entire admission process from notification onwards till the declaration of list of selected candidates is also web based. Students are also allowed to pay their fees for admission and examination in online mode. Post-Matric Scholarship, Scholarship for Economically Backward Students (SC, ST and OBC) etc.- application, verification and payments- were effected through online mode.
Examination	Programme for semester end examinations is uploaded in the institutional website. Important information is shared with students through bulk SMS and WhatsApp Groups. Results of the semester end examinations is also uploaded in the institutional website.

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
2020	NIL	NIL	NIL	Nill
2019	NIL	NIL	NIL	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	Issues on Implementation of Choice Based Credit System (CBCS) in HEI	NIL	29/11/2020	29/11/2020	90	Nill
2019	Digitalised Teaching-Learning in Higher Education Institution	NIL	30/11/2019	30/11/2019	66	Nill
2019	NIL	Computer training programme	12/08/2019	17/08/2019	Nill	6

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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
Short Term Course	1	24/12/2019	30/12/2019	7
Faculty Development Prgrammes	1	26/06/2020	26/06/2020	1
Refresher Course	4	03/02/2020	15/02/2020	15
Refresher Course	1	02/12/2019	17/12/2019	16
Refresher Course	2	19/08/2019	30/08/2019	12
Refresher Course	3	14/10/2019	26/10/2019	13
Refresher Course	3	14/11/2019	27/11/2019	14
Refresher Course	1	09/12/2019	21/12/2019	13
Faculty Development Prgrammes	33	29/11/2019	29/11/2019	1
Faculty Development Prgrammes	2	01/10/2019	06/10/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
69	1	11	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. GPF, 2. Group Insurance Schemes, 3. Medical reimbursement	1. GPF, 2. Group Insurance Schemes, 3. Medical	Emergency medical facility, post-

of self and family members, 4. Maternity leave for lady staff, 5. Medical and special occasion leave facility of Women's Forum. 6. Annual staff excursion at tourist spots as part of the scheme of staff welfare and recreation.	reimbursement of self and family members, 4. Maternity leave for lady staff, 5. Medical and special occasion leave facility. 6. Annual staff excursion at tourist spots as part of the scheme of staff welfare and recreation.	matric scholarship and anti-ragging cell created welfare fund raised from fee collected at the time of admission

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
P. Mangi Devi, Retd. HOD, Department of Botany	60000	Development of Botanical Garden

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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	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1. Participated in "Foundation Day" celebrated August 8, 2019 with floral tribute to the picture of Late Nongthombam Ibomcha Singh- founder of the College 2. Participated in the joint meeting of teachers, parents, Students' Union and Alumni Association held on June 9, 2020 with proper COVID SOP to discuss about the nature and strategy of online classes and examination during the outbreak of pandemic. 3. Participated in one-day social service camp organised by the Students' Union of the College as part of the regular activity of Swachh Bharat Abhiyan on September 8, 2019. 4. International Yoga Day observed in the college on June 21, 2020 in collaboration with Alumni Association with two alumni yoga masters performing demonstration.

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

1. The administrative staff were given computer training. 2. The College provides extra commensurate remuneration for over-time work performed by the support staff. 3. Service promotion norms are applicable to the staff.

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

1. CBCS curriculum was approved by the Academic Council to transform the existing Elective Course system from the next session. 2. Research Policy, 2019 framed for creating research culture among teachers and students and passed by the Academic Council. 3. The state government authority was requested for granting up-gradation of P.G. classes in Life Science, Physics and Chemistry.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
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	Induction programme for B.A. B.Sc. 1st Semester, 2019-20	08/07/2019	08/07/2019	09/07/2019	149
2019	Student feedback collected, analysed and submitted for consideration	20/06/2019	20/06/2019	17/07/2019	16
2019	Workshop on New Trends in Question Setting and Evaluation	13/09/2019	13/09/2019	14/09/2019	90
2020	Workshop on Skill Development	24/02/2020	24/02/2020	25/02/2020	65
2019	Workshop on Digitalised Teaching-Learning in Higher Education Institution	30/11/2019	30/11/2019	30/11/2019	67

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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
Nil	Nill	Nill	Nill	Nill

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 taken up during the year as part of environmental consciousness and sustainability: 1) In order to incorporate newly enrolled students and make them aware of the programme, the Eco Club was reformed and expanded. 2) organized programme on October 2, 2019 with the themes (i) Jal Shakti Campus Jal Shakti Gram, (ii) Swachh Campus, and (iii) Tree Plantation. More than 60 students and teachers were present. 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 started developing and fencing. For this, a resolution was also passed in the Academic Council. 5) All the electric bulbs/tubes in the college were replaced by LED. 6) A one day Awareness Cum Activity Programme on 'Ban of Single Use Plastic' was also organized by the IQAC in collaboration with Echo Club and Students' Union comprising 53 students and some teachers.

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

	locational advantages and disadvantages	engage with and contribute to local community						students and staff
2019	1	Nill	02/10/2019	1	Lending of cutting clearing implements on observance of 150thBirth Anniversary of Mahatma Gandhi	Nill	58
2020	1	Nill	14/02/2020	4	Land levelling of playground voluntarily by local Cricket lovers to whom permission was granted for conducting tournament	Nill	Nill
2020	Nill	1	14/03/2020	1	Nill	Permission for using college playground for festive Holy Dance	Nill

No file uploaded.

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
General Code of Conduct	29/06/2019	It is an 11 point general code of conduct issued by the Principal for a clean and valued academic atmosphere which is to be strictly adhered to by students as well as staff inside the college campus. It is kept hanging against the wall of general classroom near the Gate and also Administrative Block. General code of conduct for students only is also inserted in the college prospectus. It is all about a uniform standard manner, sense of belongingness and responsibility and is aimed to uphold life-long human values and professional ethics.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Floral tribute to the picture of Late Nongthombam Ibomcha Singh- founder of the College on its foundation day	08/08/2019	08/08/2019	42
Floral tribute to the sons of the soil (Vir Tikendrajit, Thangal General and others) who sacrificed their life during the Anglo-Manipuri war, 1891.	13/08/2019	13/08/2019	45
Joined the colourful and pride Republic Day parade of the country by a student contingent	26/01/2020	26/01/2020	37
The teaching staff voluntarily donated their one day salary totaling to an amount of Rs. 2,50,105/- to the Chief Minister' Relief Fund for COVID-19 suffered people of the state	15/04/2020	15/04/2020	71
Donated 4 Dust Bins, 200 Face Masks and 200 drinking water bottles to the Community Quarantine Centre of Patsoi A.C. at the neighbouring SAI Complex, Takyelpat,	21/06/2020	21/06/2020	59

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
1) Eco Club was reformed and expanded to include the 1st year students. 2) Awareness Lecture and Interaction on (i) Water Conservation and Rain Water Harvesting and (ii) Band on Single Use Plastic with external resource person- Shri P. Shambu, Site Engineer, Public Health Engineering Department, Imphal West 13th September, 2019. 3) Awareness Cum Activity Programme on 'Ban of Single Use Plastic' was organized by the IQAC in collaboration with Echo Club and Students' Union on 30th September, 2019. 4) The Botanical Garden by the side of Science block was started developing. Land levelling and fencing completed. 5) All the electric bulbs and tubes in the college were replaced by LED ones.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
BEST PRACTICE I 1. Title of the Practice Collaborative mode of learning methodology 2. Goal The sole aim and objectives of the collaborative mode of teaching-learning approach adopted in the College, in agreement with the spirit of the curriculum, are- i) To promote students' effective learning with teachers and external experts/professionals and other students. ii) To create a suitable learning situation wherein lethargic students' mentality can be converted to seriously active participants. iii) To enable students to self-inculcate problem-solving, critical thinking and reflective thinking skills. 3. The Context As a part of teaching and learning reformation initiated in the College, workshop on the theme of student-centric education and interaction therein with the external resource persons, and also among the teachers gave way to the adoption of collaborative mode of teaching-learning, among other methods, in the College. Field-work / study tour has already been part and parcel of the syllabi of most the subjects offered in the College. In some criteria of internal assessment (like project, quiz, seminar etc.), the practice of 'Study Group' in each class is applied. So, the collaborative type of learning emerges suitably in such curriculum, and is commonly adopted in most Departments of the College. At the initial stage, before actual implementation, there were differences of individual subject interest regarding the applicability of collaborative literary principles irrespective of the goal. Groups of teachers of similar subjects sat and proposed the impasse without affecting the institutional goal of the learning practice that collaborative mode can be fruitfully employed beyond project type in the restricted sense. 4. The Practice Nature of grouping: in spite of student diversity based on sex, social category/merit level, the College generally follow the sequence in enrolment for forming student groups. Every class of a subject must have student groups of 3 to 7 called 'Study-Group' for performing academic activities already displayed the departmental plan at the beginning of the Semester. A student group has a teacher in-charge. Strategy for effective collaboration: apart from the knowledge of departmental tradition, the teacher of study group elaborates the norms and importance of collaborative work, the role of individual and team, the contributing and interactive nature thereby bringing satisfaction of solving problems and widening knowledge. Example of the practice applied by faculty of Manipuri Ancient Literature: The Department organized a one day Outdoor Live Leaning program for 5th Semester (Manipuri Honours) students at Kangla (the ancient palace of Meitei king) at the heart of Imphal on 4th October this year with an external expert. As a part of the program, the teacher instructed the students in a joint session earlier about what each student in groups as well as each group should do during and after the program. In the discussion, three assignments were identified (elements of pre-Hinduism, post-Hinduism, and Kangla Museum) and distributed one to each group randomly for submission of report. It was a whole day program visiting almost all the historical and sacred sites/ monuments inside the ancient palace. The external expert Shri N. Indramani Singh, a renounced archivist and Member of the Kangla Fort Board, interpreted and narrated about the sacred sites/ monuments visiting one by one. The students also interacted with the priests/shamans/caretakers of the shrines. They could not only learnt a lot of ancient Manipuri literature in the midst of living antiquities and contemporary ethnic treasures but also collected and documented a wide range of data. Later on in the class, a seminar session was conducted wherein a representative of each group presented papers based on the collected information and interacted. The teachers could see the skill and changes in the students and assess in the process. Utility: Such a practice rendered the students toiled hard and learned themselves in competitive as well as cooperative mood. It also greatly reduced the number of class lecture hours that teachers would normally take to complete the part of the syllabus. Limitations: collaborative

method is found to be effectively implemented in small size semester classes as student groups each comprising more than 3/4 become saturated in terms of member-contribution. Again, large number of groups of large classes face same problem in terms of teacher-contribution. By and large, many teachers need to be oriented to achieve goal. 5. Evidence of Success The College witnessed a general higher trend of success in getting seats of Master Degree course. Some of the Departments (Manipuri, Physics and Mathematics) even claimed their cent percent admitted records of students for higher studies in most years to be the result of collaborative approach. Efficiency in teaching-learning has been increased in the face of rot -learning among teachers, the use of internet and mobile application in communication and skill updating with students and teachers themselves increased. The collaborative approach increased efficiency in the process of 'continuous comprehensive internal assessment' of students in the College. 6. Problems Encountered and Resources Required The main problems encountered while implementing collaborative learning method, as a student-centric device, for best practice are i) student diversity, ii) teacher diversity and iii) lack of teaching-learning management fund. Teacher diversity, especially in colleges, will be discernible in working- those who used to teach with full of innovation and those who remain teaching without innovation. Most of the latter lack changing mood. They have to be trained and oriented towards new areas/context. Financial support is required in all stages of collaborative learning- formalization, main interacting-learning process, and assessment process. Even there may be wide travelling. 7. Notes (optional) Best Practice II 1.Title: Recording progression and placement of ex-students 2. Goal: The sole objective is to create a repository of ex-students' progression and placement as exemplary quality indicators. 3. Context: The different Departments are given the responsibility of keeping records of their own students' progression to higher studies and placements. But the records collected and maintained by the Departments are found far below expectation. At the same time, the personal data of ex-students is now required to be extended with supporting documents such as valid Identity Card issued by the concerned authority of the institution where he / she is studying or serving. Persons with entrepreneurship or innovation will have to be supported by sufficient documents. The collecting and maintaining records of progression and placement of ex-students is not an easy job as the faculties are engaged in teaching-learning and evaluation process of the college. So there a need to evolve a coordinated system for maintaining a good collection of data in this regards. 4. The practice: The IQAC, in its meeting held on 4th September, 2019, discussed the importance of keeping a huge records of student progression and placement as an area of quality indicator. It suggested creation of a Student Progression and Placement Cell and a Departmental Alumni Association of each Department. In order to ensure involvement of all the staff of the college, the initiative was made listed in agenda items of Staff Meeting held on 12th September, 2019 wherein the same views were reaffirmed. They saw a good result from the coordination of the proposed Cell and the Alumni Associations. The staff meeting resolved the following composition, term, and function of the Student Progression and Placement Cell- Composition: i. the Principal of the college Ex-officio President ii. the Coordinator of IQAC Ex-officio Member iii. a representative of each Department to be empanelled by the HOD Members iv. an Associate Professor of the college (to be nominated by the Principal) Coordinator Term of the Cell: three years Function: i. guiding and helping the students in finding jobs entrepreneurship, ii. keeping up-to-date records of students (reading and pass-outs) who have got jobs entrepreneurship, iii. tracking the progression / performance of students graduated from the college, iv. motivating Department–alumni linkage. Accordingly the Student Progression and Placement Cell was formed with the objective to create a repository of exemplary quality indicators of the college. It developed a Mail/WhatsApp Format for collecting information wherein the recipients are requested to redirect or forward to the address provided after entering the fields. A similar format is also uploaded in the website for response. 5. Evidence of Success: i. Information in the in the format stated receiving in online as well as offline. ii. Feedback is also received from ex-students. iii. Some Departments have formed their own alumni association. iv. Records of the Departments have increased. 6. Problems Encountered and Resources Required: i. Pouring of information is slow, mainly due unavailability of contact address/ mobile number. ii. Nonresponse due to undesired position and lack of awareness. iii. Lack of responsibility of the faculty in contact tracing. iv. There is a need for forming social media group of alumni for increasing strength. 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:

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-PRACTICE-2019-20.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

Extended learning initiative As a part of strategy for knowledge enrichment of learners beyond the limits of course syllabus, the institution is providing value-added, capacity building and Core/Honours supportive courses to the students from time to time in tune with the mission strategy for academic excellence. While continuing the enrichment strategy, another area- extended learning through invited lecture which has been neglected during the previous years is decided, with the initiative of IQAC, to give emphasis. The lecture should be on emerging issues or areas beyond the syllabus of a particular major subject with the view to widen the horizon of knowledge and outlook of the students. During the year 2019-20, 9 (nine) such lecture programmes were organised by the different Departments in different times, particularly with their own students and other interested students in general. Students were invited to participate in interaction with the resource persons. Many encouraging suggestions and advice were given to students. i. An Extension/Invited Lecture Programme was held on 22nd August, 2019 with Dr. Chandrasekhar Mohanty, Principal Scientist, National Botanical Research Institute, CSIR, Lucknow. The lecture benefitted faculty and students of Life Science in their teaching-learning activity. ii. On 20th December, 2019, Mathematics Department organised an extension lecture programme on Application of LPP in Vehicle Routine Problem in the college with Dr. M. Kuber Singh (Associate Professor, Dhanamanjury College of Science) as resource person. The lecture cum interaction with the students was lively. iii. On19th February, 2020, Chemistry Department organized an Interdisciplinary Extension Lecture Programme on "VISION… How Science and Technology will revolutionize the 21st Century" with resource person Prof. N. Rajmuhon Singh of Manipur University. iv. A two- day Lecture Programme was organized by the Department of Botany on Feb. 24-25 on the topics- (a) Commercial cultivation of Medicinal Aromatic Plants in Manipur delivered by Dr. Joyrentomba, Project Co-ordinator of MSME Technology Centre, Imphal, (b) Tissue-Culture Techniques by Dr. Y. Sunitibala Devi, Asso. Prof. G.P. college (c) Techniques of Mushroom Cultivation by N. Ningthemjao Singh, Dy. Director, Horticulture Soil Conservation, Govt. of Manipur and (d) Food processing and Quality Control by H. Simithra Devi, Proprietor, Meira Foods, Imphal. The programme instilled a sense of entrepreneurship skill to the participants. v. On 6th March, 2020, an extension lecture for Science Faculty was held in the Conference Hall of the College on the topic- 'Climate Change' with external resource person Dr. T. Brajakumar Singh, Deputy Director, Directorate of Environment and Climate Change, Manipur. vi. On 7th March, 2020, an extension lecture programme was conducted by Physics Department on Radiation its Effect with external resource person Dr. B. Arunkumar Sharma, Medical Physicist, Radiotherapy Department of RIMS, Imphal. The students of all Semester classes, particularly 5th 6th Semester were benefitted. Feedback from teachers and the students were received. The number of such programme is planning to increase during the next year with participation of all the Departments.

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

1. to take up academic audits 2. to redevelop rainwater harvesting facilities and hand-washing points 3. to approve and implement student mentorship programme 4. To formalise Women Forum of the college with a constitution 5. To take up programmes for developing innovative ecosystem 6. To develop a research policy to enhance teachers taking up research project/work 7. to take up extension service and outreach programmes 8. to initiate collaborative venture and linkage with national level institution/organisation 9. to implement CBCS curriculum from 2020-21 session 10. to redevelop waste management system of the campus 11. to develop digital class rooms under RUSA 12. to persuade completion of the proposed Botanical gardens 13. to

adopt online mode in admission, teaching-learning and examination process 14. to take-up capability enhancement schemes for the students 15. to replace traditional desk-benches by single-seated chair desk 16. to set up Departmental Academic Development Committee along with retired faculties 17. to introduce value-added and life-skill development courses 18. to take up a regular guidance and coaching for competitive examinations 19. to open more employable / entrepreneurship skill courses 20. to initiate students and teachers for mass linking to N-LIST