

## 1. Title of the Practice I: Development of Institutional Research Policy

### 2. Objectives of the Practice

The sole objectives of developing the Institutional Research Policy were-

- i) to create and promote a research culture among the staff as well as the students,
- ii) to promote a quality research and publication among faculties by ensuring integrity and ethics,
- iii) to provide consultancy and guidance to faculties desiring to take up research and publication,
- iv) to bring about a periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops,
- v) to encourage inter-and extra- disciplinary research to contribute to the vision for creation of an Integrated Lab in the institution.

### 3. The Context

i. The College is lagging behind in the area of research and research based publication. 47 p.c. of the teaching staff on Roll are Ph.D. degree holders. But among the Ph.Ds., only 19 p.c. are engaged in research and publication; only two are with central sponsored projects while 81 p.c. remain dormant. This 81 p.c. plus 53 p.c. non-Ph.Ds. forms a huge proportion against the number of teachers with research publications. This index of general quality of teachers will not contribute towards achieving institutional goals.

ii. There is no institutional support scheme to encourage teachers to take up research projects, to address their grievances. There is need to provide free consultative and guidance facility to non-Ph.D. teachers.

iii. The Research Committee and IQAC also proposed plans in their meetings to encourage teachers to take up research projects under UGC or other funding agencies. But the plans were unachieved.

So, there is a need to develop a comprehensive research policy.

### 4. The Practice (in about 400 words)?

Instead of the existing Research Committee, a Cell called 'Research Guidance and Extension Cell' comprises all Deans, all HODs, Coordinator of IQAC, 2 teachers each of Arts and Science who are actively involved in research activities was formed on 12<sup>th</sup> March, 2020 with the Principal as its chairman. It formulated the research policy and resolved to pass in the Academic Council in its meeting held on the 6<sup>th</sup> February, 2021 for implementation in the college paving way for further refinement in the direction of excellence in research and extension. The policy shall apply to all faculty- temporary or permanent, staff appointed as part of Research Projects and students who are engaged in research as part of their curriculum.

The college advocates high standard of responsibility and obligations in research. Individual research projects/ research scholars should be free to select the topic of their research, to seek support from any available financial source, and to arrive at their own findings and conclusions. However their methods, findings and conclusion should be available for scrutiny and criticism of peers.

For a regular new faculty who is currently pursuing doctoral studies in a university, a written application shall be submitted to the Principal through the concerned Dean for acceptance as a research scholar in order to avail the privileges and benefits of research under this research policy. However the Principal may accept the candidate as a research scholar on the recommendation of Research Guidance and Extension Cell. The researcher, his work and publication should strictly follow the code of ethics through the Ethics Committee.

Publication of the research in international, peer reviewed and indexed journals with good impact factor are expected. The material component such as equipment and books procured out of the research grant of the funding agency will remain as property of the college after the project is completed.

Other incentives for increasing research activities such as providing seed money, travel grant for lecture/ paper presentation in national/international conference/seminar and innovative project assistance to students are incorporated in institutional research policy. Provision is made to review and revise the policy if necessary in consultation with stakeholders from time to time.

### 5. Evidence of Success

After the approval of Academic Council on the 6<sup>th</sup> February, 2021, two applications for financial assistance for participation with paper presentation were received in the Principal's office. The case was then referred to the Research Guidance and Extension Cell for verification within the provisions of the policy.

During the year two teacher, namely K. Biplob Singha (Assistant Professor of Political Science) and Bidyarani Ningthoujam (Assistant Professor of Geography Department) applied for formalities such as No Objection Certificate for Ph.D. programme in Manipur University as teacher candidate.

In order to orient or update the research related knowledge of the teachers, especially for those who are actively engaged in research work, a workshop programme on Intellectual Property Right was conducted on 3<sup>rd</sup> February, 2021 with Prof. N. Rajmuhon Singh, now Vice-Chancellor of DM University, Imphal and another programme on Code of Conduct in Research and Research Publication is planning to organise in the next year.

### 6. Problems Encountered and Resources Required

The main problems encountered during the year of implementation were-

- i) inability to extend seed money and financial assistant in the form of travelling grant to all the eligible teachers.
- ii) inability to create institutional sponsored projects due to lack of financial sources.
- iii) lack of response from senior teachers to the efforts towards creation of research culture in the College.

So, there is a need of resource mobilisation for increasing research budget.

### 7. Notes (Optional)

Budget allocation for monetary incentives offering to teachers and students for undergoing research and publication as provided in the Research Policy of the College-

Sl. No.	Item for Faculty	Item for Student	Amount
1.	Seed Money for research (for 2 each form Arts and Sc.)		For Arts=Rs.20,000 For Sc. =Rs.30,000 (both for 2 persons)
2.	Travel grant for lecture/ paper presentation in national/international conference/seminar		Upto Rs.10,000 (in a year)
3.		Innovative project assistance (1 each form Arts and Sc.)	For Arts=Rs.2,000 For Sc. =Rs.5,000
			Total= Rs.57,000

## 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](http://www.orientalcollege.edu.in)
- vii. E-mail: [oriental.dlink@gmail.com](mailto:oriental.dlink@gmail.com) / [iqac.oriental@gmail.com](mailto:iqac.oriental@gmail.com)
- viii. Mobile: 9436892023

## 1. Title of the Practice II: Internal Academic Audit 2020

### 2. Objectives of the Practice

The main objectives of taking-up an internal Academic Audit during the year are:

- i. to assess the teaching-learning and evaluation processes carrying on in the Departments to see whether these are strictly followed as per the Ordinances of the College and whether the measures taken up in them are effective to ensure achievement of the POs, PSOs and COs
- ii. to give awareness to the Departments about assessment requirements of NAAC Peer Team.

### 3. The Context

As a part of institutional internal organisation, the Departments function as administrative units responsible for implementation of curriculum and maintaining relevant records of activities and performance of teachers and students. The functioning of the Departments are to be assessed by the NAAC peer team and other external bodies from time to time.

So, there is a need to visit by internal team regularly and see whether the Departments are following the institutional systems and regulations relating to teaching learning and assessments, and are maintaining the records properly. There is also an apprehension that some of the Departments will face inability to present their plans and activities performed to achieve POs, PSOs and COs as well as performance of students in internal and external evaluations etc. Again, this activity of the IQAC will be an exercise to respond to the guidelines and advisory of NAAC on Academic and Administrative Audit (AAA).

### 4. The Practice

The conduct of Academic Audit (Internal) is one of the action plans of the IQAC chalk-out in its previous meeting so as to enable to invite External Academic Audit. It was organized by the IQAC in association with the Academic Audit Committee of the College during December 22 – 23, 2020 as notified and circulated to all by the Principal, particularly the Departments and the offices for necessary preparedness as provided in the Format for Academic Audit uploaded by the IQAC in the WhatsApp '*Oriental Colg. Faculties*'. The Departments were asked to fill the space provided against the questionnaires in the Format in advance for making it readily available to the visiting team.

The Audit Team appointed by the Principal comprised the all Deans as Members and the Coordinator of IQAC as Member-Secretary. One senior member was assigned to act as Chairperson.

The questionnaire format is designed by adapting from the Criterion-Metrics of the SSR of NAAC on the advantage of common preparation on the part of the College. It was a format of Quantitative Metrics. It mainly focussed on teaching-learning and evaluation process, students' progress and placement, activities of the teachers and the Departments towards achieving the POs, PSOs, and COs. The HoDs are also informed to instruct their own staff to be present during the peer team visit, and to arrange some of their students to be available to the visiting team for interaction.

Visiting the Departments for their Presentation and on the spot Data Verification from their own documentation was not random selection or sampling. All the existing Departments were equally covered visiting stream-wise from beginning to the end.

During the visit, the team witnessed unexpected experience that some of the Departments did not pay serious attention to the Metrics available to them twenty days ahead. Many queries requiring a search in the lodged remained unattended. This kind of lack of attention to their internal team will be an inherent limitation of AAA which must be overcome by adopting an effective measure.

After the visit, the Report of Internal Academic Audit was prepared and finally adopted through sittings. It was submitted to the Principal by the Member-Secretary on the 28<sup>th</sup> Dec., 2020 for his kind perusal and necessary follow-up action.

Later on, the Report along with the action taken report was placed in the Academic Council on the 6<sup>th</sup> February, 2021 and got its approval.

#### **5. Evidence of Success**

The Report of Internal Academic Audit was made available to all HoDs. The Principal, taking action on the report, made strict advisory note based on the findings/observation and suggestions/recommendations of the Academic Audit Team for immediate necessary action by all the staff and to report the development from time to time.

The major drawback in the Departments being the lack of proper documentation and recording, the teachers became aware and started installing GPS Map Camera facility in mobile for geotagged pictures of classroom activities.

Another instance of success is about Induction programme for the 1<sup>st</sup> Semester students. In order to record the induction programme wherein the students are made known POs, PSOs and COs and are identified into knowledge levels, the staff meeting decided to organize it Departmentally from January 27 to 29, 2021 during the delayed session due to COVID-19. It also reduced large crowding of students and so was more effective. Some Departments even extended the induction to one or two days more.

Again, most Departments prepared list of their pass-out students along with Identity Cards issued by the institution where they got admission to GP studies and submitted to the IQAC.

#### **6. Problems Encountered and Resources Required**

Being the first of this kind in the College and lack of awareness of its importance and benefit, seriousness of the teachers and other staff towards the visiting Team was the main problem faced during the audit as well as the preparation of report. So, the Team could not bring out ranking, except recommendations for improvement.

#### **7. Notes (Optional)**

#### **8. Contact details**

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- vii. E-mail: [oriental.dlink@gmail.com/](mailto:oriental.dlink@gmail.com) [iqac.oriental@gmail.com](mailto:iqac.oriental@gmail.com)
- viii. Mobile: 9436892023