



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone No. of the Principal	03852452358
• Alternate phone No.	
• Mobile No. (Principal)	9436892023
• Registered e-mail ID (Principal)	oriental.dlink@gmail.com
• Address	Takyel, Imphal West, Manipur
• City/Town	Imphal
• State/UT	Manipur
• Pin Code	795001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	20/01/2014
• Type of Institution	
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	L. Mani Singh				
• Phone No.	03852452358				
• Mobile No:	9402880647				
• IQAC e-mail ID	iqac.oriental@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/AQAR-2019-20-FINAL.pdf				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/ACADMIC-CALENDAR-2020-21-scaled.jpg				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.41	2011	09/01/2011	07/01/2016
Cycle 2	B	2.01	2017	11/01/2017	31/12/2022
6.Date of Establishment of IQAC			06/11/2009		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Department of Botany, Chemistry, Physics, Mathematics and Zoology	Star College Scheme	DBT	05/03/2019	10400000	
8.Provide details regarding the composition of the IQAC:					

<ul style="list-style-type: none"> • Upload the latest notification regarding the composition of the IQAC by the HEI 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Workshop Series on Career Opportunities and Guidance initiated on 9th September, 2020 for conducting every year with the aim of benefitting the final Semester and recently passed-out students.	
Academic Audit (Internal) conducted focussing on teaching-learning, evaluation and student progression & placement during 22-23 December, 2020 after prior information of the Audit Team Visit to the Departments for preparation as per the questionnaire format.	
The CBCS curriculum developed for all the existing subjects adopting the UGC guidelines and introduced from the first year of 2020-21 session with the Coordinator of IQA as the Chairperson of the CBCS curriculum development committee.	
The Oriental College Women's Forum was formally formed with motto: women are human and its Constitution enacted on the 4th March, 2021, the International Woman's Day. The objectives are i. To create a platform where women can raise their voice vis-à-vis men. ii. To unite and contribute towards realising the vision-mission of the college. iii. To help each other of the woman community in achieving academic excellence at the national and international level. iv. To work together towards sustaining dignity and respect of working women. v. To forge and sustain a gender parity and gender amity	

environment in the college. vi. To take up and carry out activities for increasing efficiency and skill of working women and girl students.

A new Students Mentoring system, with the structure- Teacher Mentor/Advisor, Student Mentor and Student Mentee- was developed for better effectiveness and adopted from 2020-21 session.

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To take up academic audits	Internal academic audit performed. External audit not yet performed.
To redevelop rainwater harvesting facilities and hand-washing points	Partly achieved with one taped water hand-washing point and another point with sanitisation facility.
To approve and implement student mentorship programme	A new Mentorship system of the college formed & approved by A.C., and implemented.
To formalise Women Forum of the college with a constitution	Its Constitution formed. Executive Committee formed & celebrated IWD.
To take up programmes for developing innovative ecosystem	NOT YET ACHIEVED
To develop a research policy to enhance teachers taking up research project/work	Research Policy formed and approved by A.C. Administrative implementation delayed.
To take up extension service and outreach programmes	i. Online COVID 19 Poster Campaign Designing Competition organized on 16th August, 2020 & the prize winning posters displayed for public utility. ii. organised State Level Workshop Series on Career Opportunities and Guidance started on 9th September, 2020 iii. organized First Aid Training and Dissemination of Youth Red Cross Programme in

	collaboration with Indian Red Cross Society, Manipur State Branch on Feb. 13, 2021.
To initiate collaborative venture and linkage with national level institution /organisation	NOT YET ACHIEVED
To implement CBCS curriculum from 2020-21 session	Achieved in all courses of B.A. & B.Sc. Honours Programmes
To redevelop waste management system of the campus	Partly achieved with installation of collection points.
To develop digital class rooms	Six smart board facilities added to existing one. Yet, only 3 are operational.
To persuade completion of the proposed Botanical gardens	NOT YET COMPLETED
To adopt online mode in admission, teaching-learning and examination process	i. State Govt. started centralized online registration and submission of form by admission seekers in web-portal from August 1-31, 2020. ii. started teaching through WhatsApp & online platforms. iii. Online examination fee payment & form submission of 6th, 4th and 2nd Semester End Examinations 2020 (June) and conduct of online Exams. for 4th and 2nd Semester completed during October - November, 2020.
To take-up capability enhancement schemes for the students	i. Conducted program on Effective Communication Skills & Personal Brand on 18th February, 2021 ii. organised Skill Enhancement Workshop cum Training Program on BIOFLOC on 27th March, 2021.
To replace traditional desk-benches of wood & ply by academic conducive modern	Installed two hundred Nos. single-seated steel chair attached with folding writing

classroom component.	pad in Sept., 2020.				
To take up measures/ programmes for enhancement of human resource	i. organized State Level Workshop cum Faculty Development Program on IRP held on February 3, 2021. ii. organized a Seven Day Online National Workshop on "Manipuri Culture in Global Context" jointly with Manipur Folkloristics.				
To introduce more value-added and life-skill development courses	NOT YET ADDED MORE				
To take up a regular guidance and coaching for competitive examinations	Started by organising the 1st State Level Lecture cum Workshop Series on Career Opportunities and Guidance started on 9th September, 2020.				
To open more employable / entrepreneurship skill courses	NOT YET ADDED MORE				
To encourage or initiate students and teachers to actively resort to e-library resource facilities	Increased registration and login through N-LIST website				
13. Was the AQAR placed before the statutory body?	No				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Name of the statutory body	Date of meeting(s)	Nil	Nil
Name of the statutory body	Date of meeting(s)				
Nil	Nil				
14. Was the institutional data submitted to AISHE ?	Yes				
<ul style="list-style-type: none"> Year 					

Year	Date of Submission
19/02/2020	19/02/2020

15.Multidisciplinary / interdisciplinary

The College introduced Choice Based Credit System curriculum following the guidelines of the UGC from 2020-21 session. The new curriculum aims at providing a wider learning flexibility to students and to incorporate interdisciplinary approach in all Undergraduate (Honours) programmes. Students are allowed to study courses across all programmes, particularly in Generic Elective Courses. Skill Enhancement Courses are identified in all disciplines offered in the college. Environmental Studies as an ability enhancement compulsory course offers in the form of integrating knowledge and methods of different disciplines through which learners can experience for emergence and advancement of new knowledge.

16.Academic bank of credits (ABC):**17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile**

1.Programme	
1.1	2
Number of programmes offered during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1	718
Total number of students during the year:	
File Description	Documents
Institutional data in Prescribed format	View File
2.2	166
Number of outgoing / final year students during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3	1254
Number of students who appeared for the examinations conducted by the institution during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1	13
Number of courses in all programmes during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.2	68
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File
3.3 Number of sanctioned posts for the year:	85
4. Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	479
4.2 Total number of Classrooms and Seminar halls	23
4.3 Total number of computers on campus for academic purposes	25
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	1777810
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Design and Development	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.	
<p>Curricula of the thirteen different subjects are developed by the different Boards of Studies as are recommended by a curriculum designing and development committee for institutional uniformity and standard. During the year 2020-21, the college have developed and started implementing the Choice Based Credit System curriculum from the 1st Semester of the session after obtaining approval of the Academic Council. The CBCS curricula of BA and BSc Honours courses of the college are adopted following the minimum guidelines of UGC for adoption of CBCS in Undergraduate Colleges. The syllabi of most of the courses are also adapted from those of the UGC.</p>	

Relevance to Local, Regional, National and global Needs: The syllabi duly reflect the important aspects of the changing needs of the society at local / regional, national and global level as well as the recent trends in the subjects. The BOSSs are instructed to incorporate need-based contents relating to local and regional level upto 20-25 p.c. in the possible courses.

As the curriculum development is very much linked to the incorporation of learning outcomes as well as needs assessed through feedback from stakeholders, so the revision is also a part of the development incorporating course outcomes.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/POs-PSOs-COs.pdf

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	No File Uploaded
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

1

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

2

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Apart from the syllabus, the students are made operational through students' union, NSS, Youth Red Cross, Echo Club etc. They

participate and help in organising programmes. The Students' Union plays an important role in adhering the students to the Code of Conduct of the college.

The following programmes were carried out as parts of the overall curriculum for inculcating the students in professional ethics, gender, human values, environmental and sustainability.

1. Online painting competition on 'COVID 19 Poster Campaign Designing' on 16th August, 2020.
2. Post-COVID 19 social service for cleaning campus and rooms on 29th November, 2020.
3. Awareness programme on Social Evils of Corruption on 9th December, 2020.
4. Lecture programme on Gender Inequality in Contemporary India on 2nd January, 2021.
5. First Aid Training and Dissemination programme with Indian Red Cross Society on 13th February, 2021.
6. International Women's Day organised by Women's Forum on 8th March, 2021.
7. Essay Competition on '75th Years of India's Independence: My Vision' on 12th March, 2021.
8. 57th Annual Sports Meet conducted by the Students' Union during April 19-21, 2021.
9. Inter-House Debating Competition on "Development of Society is in the Hands of Students" on 21st April, 2021.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during

the year

0

File Description	Documents
List of value-added courses	No File Uploaded
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

0

File Description	Documents
List of students enrolled	No File Uploaded
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

38

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

D. Any 1 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/Teacher-Feedback-Data-and-analysis-report.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

C. Feedback collected and analysed

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/Teacher-Feedback-Data-and-analysis-report.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

718

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

242

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The Departments identify student leaning levels into two- Advanced Learners and Slow Learners in two stages.

The first stage is the identification of their knowledge levels of previous understanding of the course and the readiness of grasping what is taught in the initial classes. The teachers usually have a preconceived mind that the students are of mixed intelligence due to certain factors and backgrounds. At this stage, the teachers commonly adopt orientation or bridge course type class for some initial classes before continuing on the syllabus.

The second stage of identification of knowledge levels of students is undertaken towards the end of the Semester courses. Here the identification of slow learners and advance learners are done by the teachers based on the scores of continuous internal assessment (CIA) scheme. There is no hard rule to divide students into the two categories. The teacher decides who will be included in the slow learner group.

The programmes adopted for improving the slow learners are, in addition to the ones adopted in the first stage, remedial or extra classes to be arranged by the different Departments before the Semester End Examination and providing reading materials for their own study.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2020	718	70

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The college practices teaching methodology for imparting education through student centric approaches. The syllabus of a course is designed to incorporate tutorial, project work, field-work, educational study tour/field/industry visit and practical learning. In a course of 4 or 6 credits, 1 credit is assigned to tutorial classes or 2 credits to practical classes. Problem solving methodologies are incorporated in the tutorial and practical part of the syllabus. Field work, project work and study tour are also reflected wherever possible.

The components of Continuous & Comprehensive Internal Assessment (CIA) of the college comprise i. Unit/ periodical test, ii. Home assignment, iii. Project, iv. Seminar, v. Quiz and vi. Group Discussion which the students have to clear for qualifying to appear in the Semester End Examination.

Written assignments or reports are submitted by students as academic reports after trial-error interaction with the teacher also help them to develop writing skills and presentation. Similarly, seminars help students present their assignments before the entire class and the practice helps them overcome stage fear and develop oratory prowess.

Co-curricular activities such as sports, debate, ex-tempore, cultural items, essay writing, open quiz etc. are encouraged for enhancing learning experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The institute is following ICT enabled teaching in addition to the traditional classroom education. The college has developed smart classes for improving teaching-learning. Subsequent efforts are taken by the institute during the year to provide e-learning atmosphere in the classroom. In addition to existing one, six smart boards have been installed in different classrooms. Side by side with chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources and platforms for effective teaching-learning as well as to expose the students for advanced knowledge and practical learning. Departments are furnished with LCD, Projector, Computers- both Desktop and Laptop to facilitate more effective teaching.

Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of paper presentations, seminars, debates, group discussions, assignments, quiz, viva and laboratory work. A Computer Centre with browsing facility has been provided to promote independent learning.

During the year, number of online class has significantly increased using online recourses / platforms such as Google and MOODLE classes. Students have achieved familiarity in online teaching-learning activities and getting educational use of internet resources.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.orientalcollege.edu.in/teaching-learning/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues**2.3.3.1 - Number of mentors**

13

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar:

Academic calendar of the institution is prepared in compliance with those of the affiliating University and relevant notifications of the State Government. The Academic Calendar of this year, 2020-21 was prepared tentatively for Odd (I, III & V) and Even Semester (II, IV & VI) separately following the advisory of the UGC issued during COVID 19 pandemic.

In order to have all the stakeholders well informed of the academic calendar, institution makes use of college website, WhatsApp Groups, Prospectus and Notice Boards.

Teaching Plan:

The institution follows a model of basic teaching plan with a general aim of providing maximum learning benefit to students, which ultimately would contribute to achieve the POs and COs. The college authority regularly reminds the teachers before the commencement of a Semester class for ensuring the use of teaching plans.

The teaching plan of the college has, in general, five components-(i) preparatory step, (ii) presentation, (iii) recapitulation,(iv) application/ evaluation and (v) assignment of homework. The teacher sets the aims of the plan of teaching the topic or unit of the course. The teachers themselves can add specific objectives and parameters according to the course objectives and outcomes.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

70

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

33

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1185

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

14

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

3

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Examination Procedures:

The examination programmes are notified and conducted as per the Academic Calendar of the college. Question Paper setting and answer script evaluation are done involving external and internal teachers. The procedures for unfair means examination are strictly adhered to. Normally the results are declared within a month from the last date of examination. A committee called Examination Standing Committee sees whether the examination norms and standard are properly maintained from time to time.

Continuous Internal Assessment System:

The components of the CIA are unit tests, home assignment, project, quiz, seminar, group discussion and attendance. A student must score a minimum 40 p.c. of every component in order to qualify for appearing in the SEE.

Integrating IT:

During the year, online system of examination form filled-up and

submission is adopted to facilitate students residing in far off places and payment of fees online using Google forms and website of the college. As decided by the Examination Standing Committee in its meeting held on 25th September, 2020, online examination of 2nd & 4th SEE, 2020 (June) was conducted during 21-30 October, 2020. The examination was declared on January 22, 2021 which was made delayed due to COVID 19 pandemic situation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.orientalcollege.edu.in/1st-semester-examination-time-table-december-2021-new/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Programme Outcomes (POs) are statements that describe what the students graduating from the institution's educational programmes should be able to do. POs are thus the broad expectations that a student should possess at the time of graduation. The institution follows the general POs that graduated students are expected to possess. So, the curricula of B.A. and B.Sc. degree programmes provided in the college are developed with the objectives that the students should be able to achieve critical thinking, effective communication, social interaction, effective citizenship, values and ethics, environmental and sustainability knowledge, self-directed and life-long learning. In addition to the POs, some Programme Specific Outcomes (PSOs) are also added.

Course Outcomes (COs) of the 13 subjects offered in the college are statements that describe what students should be able to do at the end of a course. Every course has its specific stated objectives and outcomes that should be accomplished by learners at the end of the course duration.

POs and COs are uploaded in the website and distributed to all the Departments for reaching to faculties and students. The Departments also manage to keep their own course outcomes displayed in their office / class room premises for the students.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Measurement for level of attainment of POs and COs is done through formative as well as summative methods of assessment. The former is conducted during improvement of a course. The purpose is to monitor the learning level to provide ongoing feedback for improvement. Summative assessment involves making judgements about efficacy of a programme or a course. The purpose is to evaluate learning at the end of a semester or a course or a programme by comparing a learners scores against a benchmark.

Continuous Internal Assessment comprising Unit-test, Assignment, Project, Seminar, Group Discussion and Quiz helps to know the attainment of COs. Teachers take up strategies for improvement in the assignments. Through the seminars and group discussions, the thinking process, knowledge of subject matters and communication skill of the students are also assessed. Co-curricular activities like sports, debate, ex-tempore speech and participation in NSS, social and cultural programmes also help to ensure POs relating to social interaction, effective citizenship, values and ethics. Semester End Examinations for the courses provide summative assessment.

Analysis of students' performance in internal tests and semester-end examinations is done to know the levels of attainment of the outcomes. The Semester End Examination results combine both the marks of CIA and SEE.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

166

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.orientalcollege.edu.in/wp-content/uploads/2022/06/Annual-Report-of-the-Institution-2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://www.orientalcollege.edu.in/student-satisfactory-survey-sss/>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college has a research policy duly passed in the Academic Council held on the 6th February, 2021. The research policy aims to contribute to capacity building encouraging scientific temper and research aptitude of the faculties and the students by implementing advanced research methodologies and by providing standard norms for conducting research in an effective and safe manner. 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.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.orientalcollege.edu.in/wp-content/uploads/2022/07/Research-Policy-.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)****1438640**

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year**1**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides**3**

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**1**

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.aerb.gov.in/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Nil.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

2

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	https://www.orientalcollege.edu.in/research-2/research-guides/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

2

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

NIL

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

During the first wave of COVID 19, a Community Quarantine Centre of Patsoi Assembly Constituency was opened at SAI Complex, Takyelpat, a neighborhood of the college. On 21st June, 2020, the college donated 4 Dust Bins, 200 Face Masks and 200 drinking water bottles for the benefit of frontline workers and COVID-19 patient inmates of the Centre. About 50 NSS volunteers and Students' Union representatives and 9 teaching staff including the Principal participated in the donating event. The Centre committee members and volunteers were waiting at the gate for our arrival as was informed for the event. Both sides were cheerful at the moment of handing over the items and accepted documentation of the event. All our team felt proud of

presenting the little things that would do something good to the needy locals and bush their moral to fight the pandemic. A Certificate of Appreciation was also issued to the college by Shri Khuraijam Tombi Singh, Convener of Community Quarantine Centre, SAI, (Patsoi A/C) on 23rd June, 2020.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

9

File Description	Documents
Reports of the events organized	No File Uploaded
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

423

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

0

File Description	Documents
Copies of documents highlighting collaboration	No File Uploaded
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	No File Uploaded
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

In 2020-21, the total enrolment in all Semesters of B.A. and B.Sc. is 718. The College has 22 theory classrooms and 7 Lab. rooms as on July, 2020 excluding the Computer room. There are 156 desk-benches of four capacity each for Arts and 140 desk-benches of four capacity each for Science. So, the infrastructure is adequate for theory classes. But Practical classes are managed by a grouping system.

There are additional 200 single-seated desk-benches common for both the streams. This is largely used during examinations.

There are six functioning Smart Boards besides White Boards. There

is a Computer Room having 25 PCs. All the 13 Departments are also provided with a computer, a laptop and a printer each. All the existing Laboratories are provided with minimum requirements of the undergraduate curriculum. The Labs of Botany, Chemistry, Physics and Zoology are upgraded with facilities for some higher and research studies. The existing Bio-Tech Hub also contributes to the teaching-learning facility of Botany, Chemistry and Zoology.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Games and sports activities are a regular feature of the College. Cultural events performed by students form a part in the programme of annual fresher meet. These are the two mega events of the students in the College.

The College provides facilities to students both for indoor and outdoor games. The facilities available in the College are mainly of Carom, Chess, Table Tennis, Badminton, Volleyball, Basketball, football, Cricket, Shot put and Discus throw. Fitness and health training light and heavy equipment are also provided. Tread Mill with vibrator, Multi Gym (6 Unit), Exercise Bike, Dumbbell, Skipping Rope, and complete weightlifting and training set are also provided.

The college Swimming Pool measuring 50x21x3m and the Indoor stadium measuring 30x24m were simultaneously inaugurated on the 8th August, 2014.

For facilities of cultural activities, the required items are provided on hiring from local facilitators. Training of cultural items like dance and instruments for performing in the stage in groups is also given to students by engaging local master trainers.

Students are allowed to use the facilities of games and sports during their off classes and at the time of annual sports meet and tournaments.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

4996024

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

SOUL Inflibnet

Partially**2.0****2014**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

D. Any 1 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.059

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

1.94

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
718	25

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

E. <5 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development:
 Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and

E. None of the above

software for editing	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

288979

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The College has its Policy and Procedures for maintaining and utilizing physical, academic and support facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

140

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

E. None of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	No File Uploaded
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

59

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

28

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college has an elected body of students named Oriental College Students' Union (OCSU). The Constitution of the Union provides the following positions:

1. President (ex-officio Principal)

2. Vice-President (nominated by the Principal from amongst the senior teachers)
3. General Secretary (elected student)
4. Finance Secretary (elected student)
5. Games & Sports Secretary (elected student)
6. Magazine Secretary (elected student)
7. Social & Cultural Secretary (elected student)
8. Debate Secretary (elected student)
9. Boys' Common Room Secretary (elected student)
10. Girls' Common Room Secretary (elected student)

The positions are filled annually by election through secret ballots franchising by students of an annual academic session. The Constitution lays down the various rules and regulations for the election including the criteria for candidature.

The Union led by General Secretary play active role in various activities, regular and special, organised and performed in the college. The different Secretaries also organise the activities under their charge within the academic calendar. They organise fresher's meet, annual games and sports, social and cultural programs, debate and extension programs, teacher's day etc. Student leaders are also empanelled in various committees of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

1

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to

the development of the institution through financial and other support services

The college has an Alumni Association. Registration of Alumni Association is under process. But the alumni volunteer to care of the campus, join activities for keeping the institution neat and clean and look after the Swimming Pool.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

i. Governance

The College is following the general system of the State Government and the Manipur University to which it is affiliated. However, for effective operation and control of the undergraduate education to achieve the goals set out in its Vision-Mission statements, the Administration adopts specific procedures and policies. Ordinances have developed for effective planning and implementation of the academic programmes and the curriculum being offered in the College. Efforts are made by the Principal to work sincerely and responsively all the different committees and organs of the institution by way of participative, consultative and power sharing management.

ii. Perspective plans

The College set out Perspective plans for short term (2020-22), intermediate term (2020-24) and long term (2020-30) in tune with the vision-mission statements.

iii. Participation of the teachers in decision making bodies

Being the main functionary for carrying out the academic programmes, and taking them as stakeholders, teachers are always consulted and empanelled to constitute the different bodies, cells and committees. Staff meeting is usually held before the beginning of Semester classes to hear teachers' grievances and suggestions for smooth conduct of classes and discuss. The Principal also gives advisories in the meeting.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

i. Decentralisation:

On July 2, 2020, Dr. Sarat Pebamcha, Associate Professor (Physical Education & Sports) was appointed as finance and accounts in-charge of the administrative office of the college in addition to his normal duties. He is entrusted, in addition to his normal duty, to oversee the Government Accounts realised from different fees collected from students and to maintain accounts and transaction register. It proves to be a helpful practice for smooth and speedy administration carrying on by the Principal in the institution where there is shortage of administrative staff, particularly in account section. By the by, Dr. Sarat Pebamcha is acting in the capacity of an Account Officer assisting the Principal in the latter's financial administration of the institution.

ii. Participative Management:

With the initiative of the Principal, a joint meeting of the teachers, parents, alumni and student representatives was held on 9th June, 2020 in the classroom of Geography Department for making decisions regarding (i) possibility of opening classes and (ii) mode of initiating examination process which has been delayed due to the Lockdown started from March, 2020.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Internal Academic Audit:

One of the Vision Statements of the institution is 'enhancement of quality, sustainable in continuity'. Here the main areas of reflection are teaching-learning and examination. So Academic Audit is taken to be one of the important strategies to be pursued for enhancing quality. Before External Academic Audit by any agency or body, the institution adopted to undergo the same internally. Accordingly the first Academic Audit (Internal) was conducted during December 22-23, 2020.

The Principal issued an Office Memorandum on December 7, 2020 empanelling to constitute an Academic Audit Team (Internal) comprising the Dean of Science, the Dean of Arts and the Coordinator of IQAC for conducting academic audit to the different academic units including the Examination Cell and for submitting the report within the first week of January, 2021. The Principal and the team members finalised the format of parameters and questionnaires of the audit and the same was distributed to all Heads of Department and offices in advance.

The Report of the Academic Audit (Internal) was submitted on December 28, 2020. And later on, the Principal initiated action-taken on the recommendation / suggestions based on the report of the Audit Team.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Description:

Since the it is a government college, the state Higher Education Department is at the top of the organisation of the institution. All appointments, promotion and salaries are made by the state government. All kinds of property belong to the government, and are developed and maintained by it. Common admission dates and student fees, excepting University fees, are decided by the state government. It gives approval for programmes and courses being offered in the college.

Internally, the Principal is the head of the institution. The major organs of the institution are i. Central Administrative Office, ii. Admission Cell, iii. Examination Cell, iii. IQAC, iv. Library, v. thirteen different Departments, which are divided into two Schools of Study- Science and Arts each with a Dean.

For ensuring proper management of academic, financial and general administrative affairs, the institution maintains different bodies and committees- statutory and nonstatutory- following the UGC guidelines of Autonomous Colleges and the College Ordinances. Counselling, Guidance and Placement Cell, Research Guidance & Extension Cell, Students' Welfare Committee, Women's Forum, Students' Union, Code of Conduct & Ethics Committee, Disciplinary Committee, Joint Consultative Forum etc.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.orientalcollege.edu.in/about-us/organogram/
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

D. Any one of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

List of welfare measures under the State Government:

1. GPF
2. Group insurance Schemes,
3. Medical reimbursement of self and family members,
4. Maternity leave for lady staff.

Avenues for career development/progression under the State Government following the UGC regulations/scheme for career advancement are followed in the college as it is a government college. All appointments, including transfer and posting of teaching and non-teaching employees.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

19

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Office of the Accountant General, Manipur and State Treasury regularly conduct financial audit at different times in the College also as in other state government colleges and offices. But during the year, no such government audit teams came. It may be due to COVID 19 pandemic situation.

Similarly, there was no internal financial audit during the year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Annual statements of accounts

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Resource Mobilisation and Procedures

The institution is following a well-established financial management

system ensuring accountability and transparency in which the internal management and the state government are the main regular sources. The policy for resource mobilisation and procedures aims to identify the resources available for institutional programs and activities and to widen the resource base for the attainment of the institutional goals.

The general Policy Statements are-

i) The resource base that supports the effective implementation and achievement of the institutional strategic plans, goals and overall growth is diversified and expanded.

ii) The resources available for programme priorities, research and faculty development, infrastructure up-gradation and maintenance, governance and welfare policies in addition to budget allocation are identified and analysed.

iii) The current funding avenues, resource potential and external support are analysed and stated.

iv) Accountability and transparency in financial management are always ensured.

The regular sources of fund are-

i) The income generated from Admission and Examination Fees

ii) Fund released by the State Government for salaries and other allowances of the staff, development and maintenance of infrastructure

In addition, grants from central government such as RUSA, DBT etc. are also received from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during

the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

i. Development of Research Policy

With determined initiative of the IQAC, the first institutional Research Policy was developed and implemented from March, 2020. It was approved by the Academic Council on the 6th February, 2021.

The policy aims to contribute to capacity building by encouraging scientific temper and research aptitude of the faculties and the students, by implementing advanced research methodologies and by providing standard norms for conducting research in an effective and safe manner. A number of incentives for increasing research activities are provided in the policy. It is uploaded in the website and began to facilitate the faculties.

ii. Curriculum Reformation:

The CBCS curriculum has been introduced from the first year of 2020-21 session for all the existing B.A. Honours and B.Sc. Honours courses by adopting the UGC guidelines for CBCS. This is a kind of gradual shift from the existing curriculum with 7-Point Grading System which was reformed during 2014-15.

The new curricula & syllabi of thirteen Departments are developed by their BoSs following the institutional curriculum framework and guidelines recommended by the Steering Cum Drafting Committee of CBCS for uniformity and standard in all the courses at par with other HEIs of the affiliating University.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.orientalcollege.edu.in/wp-content/uploads/2021/11/CBCS-Ordinance.pdf

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

i. Internal Academic Audit:

An Academic Audit (Internal) was conducted during December 22-23, 2020. The Principal to constituted an Academic Audit Team comprising

the Dean of Science, the Dean of Arts and the Coordinator of IQAC as Chairman, Member and Member-Secretary respectively for audit to the different academic units including the Examination Cell. The format of parameters and questionnaires of the audit was distributed to all Heads of Department and offices in advance.

The Report of the Academic Audit (Internal) was submitted on December 28, 2020. Later on, the Principal initiated action-taken on the recommendation / suggestions based on it.

ii. Feedback on CBCS:

Feedback from teachers using Google format using iqac.oriental@gmail.com

was collected during May, 2021 on curriculum and curriculum delivery aspects. The questionnaires include teachers' practical experience of CBCS system, value-added and life-skill courses, entrepreneurial and vocational courses, teaching methods, students' reactions etc. Results are significant as the survey was conducted after implementation of CBCS from the first year of 2020-21. The feedback is thus expected to contribute to forge a more effective teaching learning in achieving course outcomes. The analysis and the result of the survey was sent to the Principal for further action in this regard.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.orientalcollege.edu.in/wp-content/uploads/2022/06/Annual-Report-of-the-Institution-2020-21.pdf
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. A lecture programme on Gender Inequality in Contemporary India was organized on 22nd January, 2021 by the Dept. of Political Science under the initiative of the IQAC with Shri K. Biplob Singha, Assistant Professor of Political Science as Resource Person. The function was presided over by the Principal with the Coordinator of IQAC and the Deans of the College on the dais. Shri Singha presented his lecture with power point on the various aspects of gender disparity issues at global, national and local context. His lecture greatly benefitted the students. About fifty students, reading as well as passed-out, were present in the programme.

2. The Oriental College Women's Forum was formally formed with motto: women are human and its Constitution enacted on the 4th March, 2021 with the objectives-

i. To create a platform where women can raise their voice vis-à-vis men.

ii. To unite and contribute towards realising the vision-mission of the college.

iii. To help each other of the woman community in achieving academic excellence at

the national and international level.

iv. To work together towards sustaining dignity and respect of working women.

v. To forge and sustain a gender parity and gender amity environment in the college.

vi. To take up and carry out activities for increasing efficiency and skill of working women and girl students.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

E. None of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

- **Solid waste management:** The waste management system of the College consists of maintaining collecting bins and dumping pits. Room and veranda bins are smaller and portable whereas street / campus bins are larger and fixed. The waste collected in these bins are taken out and dumped in the shallow pits. The waste, then, are collected by the Municipality or private waste collecting agency for transportation to state dumping sites.
- **Liquid waste management:** The waste from toilets or wash rooms is drained into septic tanks. The faecal sludge in the tanks is removed when needed. The desludging of the pit latrines is done by the vacuum truck of the Imphal Municipality for transportation to their disposal site.
- **Biomedical waste management:**
- **E-waste management:**

- **Waste recycling system:** The water emptied from the Swimming Pool of the College is reused for sanitary purposes. A large pool is maintained between the Academic and the Administrative Blocks which provides the main source of water for sanitary, gardening and other purposes of the College. The water of the Swimming Pool is emptied into the central pool from time to time for recharging from the Filtration Plant. With the help of water pumping motor, the requirement of water for sanitary purpose is managed through the central pool.
- **Hazardous chemicals and radioactive waste management:**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	E. None of the above
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File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	E. None of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution

<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of</p>	E. None of the above
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reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The Oriental College provides co-education in rural area. Its vision-mission statement nurtures a thrush area- 'The curriculum structure is to meet the future challenges of this fast changing world, ensuring dynamic and purposeful learning without differences of sex, caste/class, creed etc..'

It provides an equitable, rationale and fairly inclusive environment to students to grow their inherent capacity fully. Students belonging to societies of different socio-economic, racial and cultural affinities congregate and form a community with a sense of belongingness and learning fraternity following the common institutional code of conduct and procedures.

The administrative staffs maintain equity and amity while working for, and dealing with, the students in the office irrespective of social category, religion and gender. They readily help the OBCs, STs, SCs and EBCs for ensuring scholarships.

Teachers' practice encourages inclusive growth amongst the students. While preparing SGs, the teachers follow the Roll serial motivating their students towards an inclusive learning environment where they can grow cooperatively. Teachers make extra efforts to help students who are "differently-abled students" studying commonly in Arts.

Through NSS programmes and IQAC activities, students are made aware of social responsibility where they inculcate the core values of teamwork, unity and social amity among diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

For students, efforts are made to inculcate in them the values for becoming perfect and responsible citizens by reflecting in the different courses of study. Human Rights and Duties and Women Empowerment have been introduced since 2014-15 session as value-added compulsory courses.

Besides, the following activities and programmes organised during the year are expected to facilitate sensitisation of the students and staff.

1. As a part of participation of Swachh Bharat Abhiyan, a one day Social Service Camp was organized on 29th November, 2020. Clearing/trimming, cleaning/sweeping, disposal of waste, caring of plants with protective fencing etc. were performed.
2. A lecture programme on Gender Inequality in Contemporary India was organized on January 22, 2021 that analysed various aspects of gender disparity issues at global, national and local context.
3. A programme on First Aid Training and Dissemination of Youth Red Cross organized on February 13, 2021 with a team of Indian Red Cross Society gave various kinds of first aid training with elaborate demonstration. The student participants got hands-on training during the demonstration.
4. The college also took part in yearlong celebration of 75 years of India's independence. It facilitated a sense of arousing nationalism and patriotism.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1.International Yoga Day 2020 2.World AIDS Day 2020 3.International Anti-Corruption Day 4.International Women's Day 2021 5.75 years of India's independence 6.57th Annual Sports Meet 2020-21

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best practices

I: Development of Institutional Research Policy. The sole objectives are 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 encourage inter-and extra- disciplinary research to contribute to the vision for creation of an Integrated Lab in the institution. The context is that College is lagging behind in the area of research and research based publication and there is a need to develop a system of encouragement and support. The provisions in the policy have started showing initiative on the part of the teachers.

II: Internal Academic Audit 2020. The main objectives are to see whether the teaching-learning and evaluation processes are strictly followed as per the Ordinances of the College and whether the measures taken up are effective to ensure achievement of the POs, PSOs and COs and to give awareness to the Departments about assessment requirements of NAAC Peer Team. It was organized by the IQAC during December 22-23, 2020 as notified and circulated to all by the Principal using a questionnaire format adapted from NAAC relevant metrics. The report was greatly useful.

File Description	Documents
Best practices in the Institutional website	https://www.orientalcollege.edu.in/wp-content/uploads/2022/05/Best-Practices-2020-21-1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Introduction of CBCS Curriculum

The Choice Based Credit System has been introduced in the College from the First Year of 2020-21 session by following the guidelines of University Grants Commission for adoption of the same. The primary institutional requirements for implementing CBCS curriculum for its UG Programmes of B.A. Honours and BSc. Honours are linked to its thrust area that "The curriculum structure to meet the future challenges of this fast changing world, ensuring dynamic and purposeful learning without differences of sex, caste/class, creed etc." In its path towards the goal, the College has already adopted the Marks converted to Letter Grades and Grade Points in Seven Scale system. But it has started creating difficulty to our passed-out

students in their quest for jobs and admission outside the state in the face of 10-Point Scale system. So it has given impetus to our target to implement credit system by way of adopting the CBCS curriculum of the UGC. It provides a wider option for choice and flexibility to students than the existing imposed limited elective system.

File Description	Documents
Appropriate link in the institutional website	https://www.orientalcollege.edu.in/curriculum-syllabus/
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Action plans for 2021-22

1. To take up EXTERNAL academic (teaching-learning & evaluation) audit
2. To redevelop rainwater harvesting facilities and hand-washing points
3. To take up start-up and incubation centres
4. To regulate, administratively, student welfare and supportive measures / schemes
5. To take up programmes for developing innovative ecosystem involving all sections of the college
6. To develop measures for creating research culture among teachers and students
7. To take up more extension service and outreach programmes during the year
8. To encourage the Departments and the teachers take up collaborative venture (in research and development) with institutions/organisations of state /national level
9. To develop students-industries linkage for internship and placement
10. To develop waste management system of the campus
11. To groom selected, co-curricular talented, students into excellence that may bring laurel to the college
12. To complete work of the proposed Botanical gardens (as passed in AC)
13. To materialise the formation of Departmental Development Committees involving the ex-faculties & ex-students (as passed in AC)
14. To take-up capability enhancement schemes/programmes for the students

15. To create a corporate fund (as passed in AC)
16. To take up staff (teaching & non-teaching) training programmes for increasing working efficiency
17. To introduce more value-added and life-skill development courses
18. To develop an institutional policy for student guidance and coaching for competitive examinations
19. To open more employable / entrepreneurship skill courses
20. To encourage or initiate students and teachers to actively resort to e-library resource facilities

NAAC