



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	L. Mani Singh				
• Phone No.					
• 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/2022/09/AQAR-2020-21-FINAL-new.pdf				
4.Was the Academic Calendar prepared for that year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
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	
Nil	Nil	Nil	Nil	Nil	
8.Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI	View File				
9.No. of IQAC meetings held during the year	3				

<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)		
<p>Rotation of Departmental Headship implemented A major IQAC initiative and contribution to the development of 'Executive Regulation for Rotation of Headship of Departments' of the college led to an administrative Order for rotation of Departmental headship on June 30, 2021. The order shunned the age-long tradition of head by the senior-most till retirement, a system that inherently could degenerate vigor, competitiveness and innovativeness among the faculties creating in turn a mindset in the younger teachers that goes against pro-development.</p>		
<p>A scheme for financial support to students was created and resolved in the IQAC meeting held on 1st November, 2021 with the objectives i. to enhance realization of the institutional Mission for 'producing graduates of global competency in the context of local needs' by giving awareness of the institutional aims & objectives and encouraging to arouse the talents of the students, ii. to institute a cash cum citation award to overall toppers of B.A. Hons. and B.Sc. Hons. with the title "IQAC Merit Award for Toppers in Arts & Science". The scheme was approved in the 7th meeting of Academic Council held on April 30, 2022.</p>		
<p>Policy Document for Resource Mobilisation and Procedures of the College was first developed with the initiative of the IQAC and duly approved by the Academic Council on April 30, 2022.</p>		
<p>The Code of Conduct and Professional Ethics Policy Document of the College was first developed with the initiative of the IQAC and duly approved by the Academic Council on April 30, 2022.</p>		
<p>A two-tier system of Induction Programme was introduced during the</p>		

year. The first tier is at the College Level conducting induction programme for the newly admitted students of 1st Semester in two days- one for the Arts stream and the for the Science stream. The second tier is at the Department Level conducting the induction classes for another two days organized independently by the Departments themselves.

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 External Academic Audit	Not yet achieved
To redevelop rainwater harvesting facilities and hand-washing points	Partly achieved: hand-washing points developed
To set up incubation centre(s) and start-up(s)	Not yet achieved
To regulate, administratively, student welfare and supportive measures / schemes	Started- i. IQAC Merit Award for Toppers in Arts & Science ii. Examination Cell Merit Prizes to Subject Toppers
To take up programmes for developing innovative ecosystem involving all sections of the college	Awareness cum demonstration programme on Creativity & Innovation organised on April 21, 2022
To develop measures for creating research culture among teachers and students	i. Research ethics and code of conduct policy was developed. ii. State Level Workshop cum FDP on Code of Ethics in Research Work, Research Publication and Project Implementation was organised on April 29, 2022 with Prof. Sh. Dorendrajit Singh of Manipur University, Imphal as resource person.
To take up more extension service and outreach programmes during the year	Blood donation camp, NSS activities in neighbouring Khamnam Leirak village
To encourage the Departments and the teachers take up	Not yet achieved

collaborative venture (in research and development) with institutions/organisations of state /national level	
To develop students-industries linkage for internship and placement	Not yet achieved
To develop waste management system of the campus	Not yet achieved
To groom selected, co-curricular talented, students into excellence that may bring laurel to the college	i. Traditional dance troop and patriotic song (group) were given training. ii. In the event of Judo, a girl student won Gold in the national level.
To complete work of the proposed Botanical gardens	The ground was prepared. Some varieties saplings were added. The work is continuing.
To form of Departmental Development Committees involving the ex-faculties & ex-students	Some Departments have formed their Development Committees.
To take-up capability enhancement schemes/programmes for the students	i. Lecture programme on 'Effective Communication Skills' was organized on December 23, 2021. ii. Science students visited IBSD on December 5, 2021 and were allowed to see the on-going research activities and operation of sophisticated equipment.
To create a corporate fund	Not yet achieved
To take up staff training programmes for increasing working efficiency	i. Awareness Programme on Professional Ethics & Code of Conduct held on October 11, 2021. ii. FDP on Code of Ethics in Research Work, Research Publication and Project Implementation conducted on April 29, 2022.
To introduce more value-added and life-skill development	Most core subjects incorporate compulsory value-added /life-

courses	skill development courses.
To develop an institutional policy for student guidance and coaching for competitive examinations	Not yet achieved.
To open more employable / entrepreneurship skill courses	Every core subject is added two compulsory ability / skill enhancement courses.
To encourage or initiate students and teachers to actively resort to e-library resource facilities	N-LIST INFLIBNET annual fee regularly paid. Newly inducted students were registered.
13.Was the AQAR placed before the statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
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
2021	04/03/2022
15.Multidisciplinary / interdisciplinary	
<p>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</p>	

knowledge and methods of different disciplines through which learners can experience from a variety of new knowledge.

This year the college has decided to implement the New Education Policy 2020 (NEP 2020) of the Government from the next academic session, 2022-23. Necessary ordinances of the curriculum based the UGC-LOCF are being actively processed for placing in the next Academic Council. A number of skill/ Value Addition Courses are also being incorporated in the curriculum. Altogether 8(eight) such courses of 2 Credit each are made compulsory for a student to complete a Degree Programme. Hence, the college is providing multidisciplinary learning for the youths.

16.Academic bank of credits (ABC):

Nil.

17.Skill development:

During the year, a Diploma Course on IT & ITES (third batch) is continuing with 50 students from across the Semesters.

Besides, every Subject of Arts and Science Honours Programmes incorporates 4 (four) Skill Enhancement courses of 4 credit each to be opted 2(two) in 3rd and 4th Semester. The skill courses are adopted from the common pool listed by UGC, while a few are added on need-base. Some of these courses are listed below:

i. Anthropology: Museum Method; Tourism Anthropology; Business and Corporate Anthropology

ii. Botany: Bio-Fertilizer; Herbal Technology; Nursery & Gardening; Floriculture

iii. Chemistry: Green Methods in Chemistry; Pharmaceutical Chemistry; Chemistry of Cosmetics & Perfumes

iv. English: Creative Writing; Translation: Principles & Practices

v. Economics: Data Collection and Presentation; Data Analysis

vi. Education: Public Speaking Skill; Lesson Planning

vii. Geography: Remote Sensing; Geographical Information System; Research Method

viii. History: Historical Tourism in India; Oral Culture and Oral

History

ix. Manipuri: Folklore Research and Field Method; Composition and Practice of Translation;

Genres of Literature: Practice and Performance

x: Mathematics: Sets & Logic; Computer Science & Programming; Cryptography

xi. Political Science: Youth and Nation-Building; Panchayati Raj in Practice; Citizens and Rights

xii. Physics: Renewable Energy; Basic instrumentation skills; Basic application of luminescence and dating; Radiation Safety

xiii. Zoology: Apiculture; Aquarium Fish Keeping; Sericulture

From the 1st year of 2022-23 session, the Skill Courses, to be termed as Value Addition Courses (VAC), will be offered as separate curriculum components of flexible Certificate, Diploma and Degree programmes.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

A bilingual mode of classroom delivery is continuing in the college, where Manipuri and English are offered both as Foundation Courses and disciplines of language and literature. Manipuri is taught upto Degree.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The present curricula of the Under-Graduate programmes offered in the college are developed under the guidelines LOCF and CBCS of UGC. Learning outcome-based approach to curriculum development as envisaged by the UGC is adopted. Each programme of Bachelor of Arts and Bachelor of Science has its defined Programme Learning Outcomes and each course has its Course Learning Outcomes.

20.Distance education/online education:

Nil

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 **827**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **144**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **1476**

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 **67**

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	2
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	827
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	144
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	1476
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	13
File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	67
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	85
Number of sanctioned posts for the year:	
4.Institution	
4.1	315
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	23
Total number of Classrooms and Seminar halls	
4.3	27
Total number of computers on campus for academic purposes	
4.4	0
Total expenditure, excluding salary, during the year (INR in Lakhs):	
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.	
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. As the college started implementing the Choice Based Credit System curriculum from the 1st year of the session 2020-21 after obtaining approval of the Academic Council, it ventured to develop the syllabi of defaulted subjects for the 2nd and 3rd	

years. Minor revisions in certain subjects were also made during the year as recommended by the concerned BoSs.

The CBCS curriculum of the college was adopted following the minimum guidelines of UGC. 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 BOSs 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 for 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

1

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
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

The curriculum of UG Science and Arts offered in the college

includes a wide range of knowledge to accomplish and achieve the programme learning outcomes. Areas of environment education such as climate change, pollution, waste management, sanitation, conservation and management of biological resources, forest and wildlife conservation, and sustainable development are included. In some other courses, value-based education including development of humanistic, ethical, Constitutional and universal human values, conduct and professional ethics, peace, love, nonviolence, citizenship values, and life-skills are also incorporated. Human Rights and Duties and Woman Empowerment are also re-introduced on compulsory mode.

Contemporary social issues such as population problems, gender discrimination, poverty, corruption and employment are the thrust areas in the curriculum. Besides, lecture, workshop and competition programmes based on the yearly important days are also performed.

During the year, the following programmes relating to the cross-cutting issues were organised: Professional Ethics and Code of Conduct on October 11, 2021; Talk by Prof. JP Sharma, Delhi University on Youth and Human Ethics on December 5, 2021; Quiz on Human Rights Day on December 10, 2021; World Wildlife Day on March 3, 2022; International Women's Day on March 8, 2022; World Water Day observed on March 31, 2022

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

2

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

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

2

File Description	Documents
List of students enrolled	View File
Any additional information	View File

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

78

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

C. Any 2 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.orientalcollege.edu.in/wp-content/uploads/2022/11/Combine-Feedback-for-Stakeholders.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.orientalcollege.edu.in/wp-content/uploads/2022/11/Combine-Feedback-for-Stakeholders.pdf
Any additional information	View File

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

827

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)

172

File Description	Documents
Any additional information	View File
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	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2022	827	64

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 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	View File
Link for additional Information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/25827/25827_215_493.pdf

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

In addition to the traditional classroom teaching, the institute is using ICT-enabled tools for effective teaching-learning. The college has developed six smart boards for improving teaching-learning. Subsequent efforts are taken by the institute during the year to provide e-learning atmosphere in the classroom. Recently a video recording room has developed to facilitate online teaching-learning.

Blended mode of teaching is recommended. The teachers are using 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 adopt interactive methods for teaching. The major emphasis is on classroom interaction in terms of paper presentations, seminars, debates, group discussions, assignments, quiz etc. using Smart Board. A Computer Centre with browsing facility has been provided to promote independent learning.

During the year, number of online classes have significantly increased using online recourses / platforms such as Google and MOODLE. Teachers are given training with external and internal Master Trainers to familiarise MOODLE learning. 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/ict-facilities/
Upload any additional information	View File

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. Usually the Academic Calendar of a year is placed in the Academic Council as one of the Agenda item for approval.

In order to have all the staff, students and other stakeholders well informed of the academic calendar, institution makes use of college website, WhatsApp Groups, Prospectus and Notice Boards, besides furnishing copies to all academic Heads and offices. It serves as a guidepost for all the Semester or Yearly academic processes of the institution.

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 authority regularly reminds the teachers before the commencement

of a Semester class for ensuring the use of teaching plans. The teaching plan has five components- viz. preparatory step, presentation, recapitulation, application/evaluation and 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

64

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

32

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)

843

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

30

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

0

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

1. Examination Procedures:

The examination procedures generally follow that of the affiliating Manipur University. The schedules are prepared so as to coincide roughly with those of the University. Question Papers are set externally and internally based on approved design with the involvement of moderators. Answer script evaluation is done by external and internal examiners. The institutional procedures of

conducting examination free from unfair means are strictly adhered to inside and outside the examination halls. Normally the results are declared within a month from the last date of examination. The Examination Standing Committee sees whether the examination norms and standard are properly maintained from time to time.

2. Processes Integrating IT:

During the year, online system of examination form filled-up, submission and payment of fees online is adopted to facilitate students residing in far off places. Payment of fees, examination papers and documents are made by the students at home using Android mobile phone.

3. Continuous Internal Assessment System:

Unit test, assignments, quizzes and group discussion are effectively done online in Google apps and MOODLE platform. Seminars and project presentations are also done in Smart Boards in physical mode. Learning being more active, it enhances achieving the learning outcomes effectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.orientalcollege.edu.in/wp-content/uploads/2022/03/Answer-Sheet-Front-Page-and-Instruction-of-Examination-for-1st-Semester-End-Examination-2021.pdf

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	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/POs-PSOs-COs.pdf

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	https://www.orientalcollege.edu.in/wp-content/uploads/2021/12/POs-PSOs-COs.pdf

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

144

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	View File
Paste link for the annual report	Nil

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/wp-content/uploads/2022/12/SSS-Feedback-Report-2021-22.pdf>

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 started developing a research policy in February, 2021 with the approval of the Academic Council for promotion of research. 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 called Research Guidance and Extension Cell is working to implement and develop the provisions under the policy. During the year, the Cell initiated to organise a Workshop cum Faculty Development Programme on Code of Ethics in Research Work, Research Publication and Project Implementation on April 22, 2022. It helped to develop the institutional Code of Ethics for Research.

On the other hand, the college is constantly endeavouring to increase and update the research facilities.

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	View File

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)**

0

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

3.2.2 - Number of teachers having research projects during the year

0

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

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

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

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.

With the objective of creating an innovative ecosystem in the institution, the World Creativity & Innovation Day was organised on April 21, 2022 by the Department of Manipuri in association with IQAC of the college incorporating a programme on "Awareness Cum Demonstration of Food Preparation" with Yumnam (O) Henarita Devi, the Proprietor of Yum Ngamok, Imphal.

The Coordinator, IQAC gave the key-note address focussing on the objectives of organising the World Creativity & Innovation Day, the importance of developing creative idea and innovative quality in life and getting jobs. He also explained the present conception of creativity and innovation and the need for developing an innovative behaviour among all staff and students in the institution.

In the demonstration session, the Proprietor of Yum Ngamok industry, Yumnam Henarita Devi showed a live preparation of fish and chicken fried pickles demonstrating her entrepreneur as the result of creative and innovative practice to the students

present. She offered taste of the Ngamok and the participants were surprised of it. During and after her demonstration, there were hectic interactions from the participants. 45 students and 14 teachers were present.

File Description	Documents
Upload any additional information	View File
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

5

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	
1	
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	
3	
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	
9	
File Description	Documents
Upload any additional information	View File
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)

0

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

1. As a part of special NSS Programme held during December 1- 7, 2021, a rally of Swachhbharat Mission was conducted at Khamnam Leirak of Lamjaotongba Gram Panchayat, Imphal West with a social service in and around the local club and cleaned the village pond. The 40 student volunteers led by four teachers gave message of awareness of public hygiene and sanitation in action. A survey was also conducted for identifying the status of COVID vaccination of the village. It was found that all persons above 18 years of age were vaccinated. The report was also given to the club.

2. A One Day Blood Donation Camp was organised in the college on May 25, 2022 in association with Khamnam Leirak Youth Club and Blood Bank, JN Hospital, Imphal East on the theme- "To save life is the greatest service for Mankind". Altogether 26 students including 2 locals were allowed to donate blood.

Impact: The students were satisfied and cheerful as the villagers appreciated their activities. They were aware of the social responsibility and human value. They felt the pride and happiness of donating blood for saving others life.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.orientalcollege.edu.in/wp-content/uploads/2022/12/NSS-REPORT-on-2021-22.pdf

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

2

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
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)

2

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

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

63

File Description	Documents
Reports of the events	View File
Any additional information	View File

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 2021-22, the total enrolment in all Semesters of B.A. and B.Sc. is 827. The College has 22 theory classrooms and 7 Lab. rooms as on June, 2021 excluding the Computer room. There are 156 desk-benches of four capacity each for Arts and 140 desk-benches of four capacities each for Science. So, the infrastructure is adequate for theory classes. But Practical classes are managed by a grouping system. 4(four) classrooms are replaced by single-seated desk-benches. 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)

11.29

File Description	Documents
Upload audited utilization statements	No File Uploaded
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 : SOUL Inflibnet

Nature of automation (fully or partially): Partially

Version: 2.0

Year of automation: 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	View File
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	View File
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	
3.99	
File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

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

The institution has the following IT facilities:

Particulars

Internet Bandwidth

50 Mbps

Wi-Fi Router

1

Switch

2

Desktop

45

Laptop

15

Smart Board with Projector

6

Projector

8

CCTV

1

Digital Studio with 55in LED Tv

1

Digital Camera

3

Multi-Function Laser Printer

8

Multifunction Inkjet Printer

3

Tablet

2

NLIST Inflibnet Subscription

1

SOUL LMS Software

1

College Desk Software for Office Automation

1

Bulk SMS service

It has developed its IT policy and procedures covering all IT based areas such as IT devices including website, emails and software for teaching-learning-evaluation and office administration, internet, cyber security etc. which are to be continuously updated as per the need in its endeavour to accomplish the vision-mission. This policy shall be effective from January, 2022. The objectives are

i. to ensure proper access to, and use of, the IT infrastructure established by the college, and to prevent their misuse by the users.

ii. to develop strategies for dealing with the various issues of the IT and ICT systems and associated assets.

Iii. to ensure updating IT facilities at par with the emerging trends and increasing the number of dependence on them.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
827	25

File Description	Documents
Upload any additional information	No File Uploaded

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

A. 750 Mbps

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

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 software for editing

E. None of the above

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)**

1129027

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.

Since it is a government college, all the physical- including the land and the campus resources, the structures- and other academic and support facilities available in the college are state government property. So, a new construction, demolition or so in the campus is required to obtain prier permission from the concerned government authority. All academic and academic support facilities made available in the college by the government are allowed to maintain and utilise only for teaching-learning-evaluation purposes and other student support activities in facilities like library, hostel, computer centre, stadium, conference hall, playground, cafeteria etc. Maintenance of the physical assets of the college is also borne, at times, by the government.

The college has developed its own policy and procedures for maintaining the academic and the student 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**

0

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	No File Uploaded
Upload any additional information	No File Uploaded

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

8

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

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

B. Any 3 of the above

File Description	Documents
Link to Institutional website	https://www.orientalcollege.edu.in/internal-quality-assurance-cell/academic-bulletin/
Details of capability development and schemes	View File
Any additional information	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
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

32

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	View File
Any additional information	View File

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

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

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	No File Uploaded
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	No File Uploaded

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 a registered (No. 1732/SR/IW/2022) and functional Alumni Association. The alumni volunteer to care of the campus, join activities for keeping the institution neat and clean and look after the Swimming Pool.

The executive committee of the association regularly visit the college campus in the evening and acts as care taker of the Boys' Hostel and hears the immediate necessities and problems of the inmates. The alumni are always invited in the event of campus social service, celebration of college foundation and other important days. They actively participate and share in all the events. The college authority also seeks their feedback in all important aspects of institution. They also contributed cash or kind at the time of developing infrastructural assets besides voluntary service.

At present, the college Alumni Association has 33 active members.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.orientalcollege.edu.in/wp-content/uploads/2022/12/Alumni-Register-Certificate.pdf

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

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:

Due to paucity of non-teaching staff, 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, the action plans adopted by the IQAC for the year 2021-22 were distributed to 7(seven) groups of teachers students and alumni for participation for timely implementation.

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 second Academic Audit (Internal) was conducted during April 16- 19, 2022.

The Principal issued an Academic & Administrative Audit Re-schedule Circular empanelling to constitute an Academic Audit Team (Internal) comprising the Coordinator of IQAC, two Former HOD and Former Member of Governing Body of the college for conducting academic audit to the different academic units including the

Examination Cell. 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 25th April, 2022. 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.

Being a institution, the state Higher Education Department is at the top of the organisation of the institution. All appointments, promotion, service rules and payment of salary are made by the 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 the programmes and courses being offered in the college, and the institutional decision for developing infrastructure.

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 grouped into two Schools of Study- Science and Arts each with a Dean.

For ensuring proper management of academic, financial and administrative management, the institution constitutes 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, Students' Grievance Redressal 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

B. Any three of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	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 general welfare measures for all regular staff:

- i. GPF,
- ii. Group insurance Schemes,
- iii. Medical reimbursement of self and family members,
- iv. Maternity leave for lady staff,
- v. Medical and special occasion leave facility
- vi. Annual staff excursion at tourist spots as part of the scheme of staff welfare and recreation.

Avenues and activities for career development/progression:

Non-teaching staff are under the purview of state Government employees promotion and Assured Career Progression (ACP) Scheme.

Teaching staff are bound to the Career Advancement Scheme of the Government for career progression and placement. The college encourages participating in the permissible faculty development programmes and courses in time.

During the year, the college organised the following programmes for the benefit of the teachers.

- i. 11th June, 2021: Online National Workshop on Manipuri Culture in Global Context organized jointly with Manipur Folkloristics
- ii. July 12, 2021: Faculty Training Programme on LMS (MOODLE) held
- iii. October 11, 2021: Awareness Programme on Professional Ethics & Code of Conduct held
- iv. December 18, 2021: Hands-on Training of Teachers on ICT held
- v. April 29, 2022: State Level Workshop cum Faculty Development Programme conducted

File Description	Documents
Upload any additional information	No File Uploaded
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

5

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.)

8

File Description	Documents
Summary of the IQAC report	View File
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 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)

0.52

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

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

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)

1. Student Toppers' Merit Prizes instituted

The IQAC scheme for student support was conceptualised into a plan which would contribute something to the institution's larger effort towards materialisation of its Vision-Mission statements. It was ultimately developed into a support scheme for students to be known as "Scheme for Financial Support to Students". It was resolved in its meeting held on 1st November, 2021 to award certificate cum cash to toppers of B.A. and B.Sc.

The same initiative was also followed in the Examination Cell of the college by adopting a scheme for giving prizes to subject toppers.

2. Rotation of Department Headship started

As a major administrative reformation, an administrative Orders for rotation of Departmental Headship based on 'Executive Regulation for Rotation of Headship of Departments' of the college was issued for the first time on 30th June 2021. The orders shunned the age-long tradition of HoD by the senior-most till retirement, a system that inherently could degenerate vigor, competitiveness and innovativeness among the faculties creating in turn a mindset in the younger teachers that goes against pro-development.

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

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

1. Internal Academic Audit, April 16-19, 2022

The academic audit was conducted in the institution by an expert team constituted by the Principal comprising Members of Academic Monitoring and Audit Committee and a Member of Governing Body. The Team visited the Departments and met the staff and students for taking their feedback about the teaching-learning-evaluation process and methodology being followed. The committee also recorded any other issues of the faculty.

The Internal Academic Audit focused on:

- i. Assuring quality of learning process
- ii. Determining learning outcomes
- iii. Assessing teaching and learning process
- iv. Internal assessment and evaluation
- v. Teacher and student feedback

2. Feedback on curriculum delivery system during COVID 19

The IQAC assessed the teaching-learning process and the methodologies adopted to effectively achieve POs and COs through feedback from teachers. The questionnaires:

- i. to assess the online teaching-learning delivery process during the pandemic lockdown,
- ii. to assess effectiveness of teaching-learning methods used in online mode,
- iii. to monitor the nature of online platforms used by the teachers,

iv. to assess for creating more productive IT-based methodologies in teaching-learning,

v. views for a separate Academic Planning and Development Board by setting aside the teaching-learning-evaluation sphere from the purview of Planning Board.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.orientalcollege.edu.in/wp-content/uploads/2022/11/Feedback-for-Stakeholders-2021-22.pdf

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/2022/12/Annual-Report-of-Oriental-College-2021-22-Final.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

In the year 2021-22, the enrolment figure shows that out of 827 students, 428 are boys and 399 are girls. In all aspects and activities of the college, there is gender equity. The college has a Women Form which looks after issues of gender equality and harassment if there be. Every year the Forum organised International Women's Day. During the year, they organised the celebration on March 8, 2022 with Mrs. B. Supriya Devi, Advocate and former General Secretary of All Manipur BAR Association as resource person. Mrs. Supriya delivered a lecture on "Gender Equality Toda for a Sustainable Tomorrow". In the programme, 20 students and 31 teachers were present.

The 58th Annual Students' Meet was organised by Co & Extra-Curricular Activities Committee from 24 to 28 May, 2022. Carom, Chess, Badminton, Table Tennis, Debate, Ex-Tempore Speech, Recitation and Monologue Competitions were the main features. Competitions were held among student groups belonging to Paona House, Tikendrajit House and Thangal House which comprise both boys and girls. All sports events were divided into Boys and Girls in order to compete among themselves. The 1st, 2nd and 3rd position holders were given Certificates.

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

D. Any 1of the above

File Description	Documents
Geotagged Photographs	View File
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)

The college has the following kinds of waste management

i. **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.

ii. **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 by the vacuum truck of Imphal Municipality.

iii. **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. 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.

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

A. Any 4 or all of the above

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

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <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 	<p>B. Any 3 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 555 539 631">File Description</th> <th data-bbox="539 555 1445 631">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 631 539 734">Geotagged photos / videos of the facilities</td> <td data-bbox="539 631 1445 734" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 734 539 878">Various policy documents / decisions circulated for implementation</td> <td data-bbox="539 734 1445 878" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 878 539 949">Any other relevant documents</td> <td data-bbox="539 878 1445 949" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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			
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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										
<p>7.1.6 - Quality audits on environment and energy undertaken by the institution</p>											
<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 	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1554 539 1630">File Description</th> <th data-bbox="539 1554 1445 1630">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1630 539 1774">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1630 1445 1774" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1774 539 1877">Certification by the auditing agency</td> <td data-bbox="539 1774 1445 1877" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1877 539 1980">Certificates of the awards received</td> <td data-bbox="539 1877 1445 1980" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1980 539 2047">Any other relevant information</td> <td data-bbox="539 1980 1445 2047" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	View File	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										

<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 reading materials, screen reading, etc.</p>	<p>A. Any 4 or all of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 696 539 757">File Description</th> <th data-bbox="539 696 1445 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 539 862">Geotagged photographs / videos of facilities</td> <td data-bbox="539 757 1445 862" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 862 539 967">Policy documents and brochures on the support to be provided</td> <td data-bbox="539 862 1445 967" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 967 539 1072">Details of the software procured for providing assistance</td> <td data-bbox="539 967 1445 1072" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1072 539 1137">Any other relevant information</td> <td data-bbox="539 1072 1445 1137" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geotagged photographs / videos of facilities	View File	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	
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Geotagged photographs / videos of facilities	View File										
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										
<p>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).</p>											
<p>The College provides co-education in rural area. Inclusiveness-without differences of sex, caste/class, creed etc., is one of the thrush areas of its vision-mission statement.</p> <p>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.</p> <p>The administrative staff maintain equity while working for, and dealing with, the students irrespective of social category, religion and gender. They readily help the students belonging to OBC, ST, SC and EBC for ensuring scholarships. The students coming from poor and destitute families are treated with leniency.</p> <p>Teachers' practice encourages inclusive growth amongst the</p>											

students. They are committed to impart education to students without any impartiality whatever they be. While preparing study groups, the teachers follow the Roll serial where they can grow cooperatively.

Through NSS programmes and IQAC initiated activities, students are made aware of social responsibility towards inclusiveness. Thus the institution is experiencing a deep seated harmony in its overall process and functioning.

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:

In the curriculum and syllabus, efforts are made to incorporate constitutional values, rights, duties and responsibilities for becoming perfect and responsible citizens. 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 were organised to facilitate sensitisation of the students and the staff towards the constitutional obligations.

i. The staff and the Students' Union organised a Swachth Bharat Campaign on October 2, 2021 with activities of cleaning in and around the college.

ii. The NSS Special Camp conducted from December 1 to 7, 2021 at college campus and at Khamnam Leirak Village conducting Swachth Bharat Rally, Awareness Campaign for health and hygiene, household waste collection drive, cleaning of village pond etc.

iii. International Human Rights Day was observed on December 10, 2021. An open college level Quiz Competition marked the observation.

iv. The Women's Forum of the college organised the International Women's Day on March 8, 2022 with B. Supriya Devi, Advocate as resource person.

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, 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

A. All of the above

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

National and International Commemorative days, events and festivals organised during the year:

i. September 5, 2021: Teachers' Day observed as part of the institutional participation in the yearlong celebration of 75 years of India's Independence- Azadi ka Amrit Mahotsav.

ii. October 2, 2021: Gandhi Jayanti celebrated as part of Swachh Bharat Campaign.

- iii. November 13, 2021: As part of Azadi ka Amrit Mahotsav celebrating 75 years of India's Independence, a national seminar on 'Radiation Safety & Regulatory Aspects in Peaceful Use of Atomic Energy' organised.
- iv. December 10, 2021: International Human Rights Day was observed with an open college level Quiz Competition.
- v. December 21, 2021: World AIDS Day was organised with an awareness programme.
- vi. December 22, 2021: National Mathematics Day observed.
- vii. February 20, 2022: Observed National Science Day with a National Seminar on 'Integrated Approach in Science and Technology for a Sustainable Future'.
- viii. March 3, 2022: World Wild Life Day celebrated with a Workshop on 'Recovering Key Species for Ecosystem Restoration'.
- ix. March 8, 2022: International Women's Day celebrated.
- x. March 31, 2022: World Water Day 2022 was organised.
- xi. April 21, 2022: World Creativity & Innovation Day organised with "Awareness Cum Demonstration of Food Preparation".
- xii. May 31, 2022: World No Tobacco Day organised with Poster Campaign.

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

1. Title of the Practice: Rotation of Head of Department
2. Title of the Practice: Yearly Programmes of Departments

File Description	Documents
Best practices in the Institutional website	https://www.orientalcollege.edu.in/wp-content/uploads/2022/12/Best-Practices-2021-22.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)

Daily Submission of Online Class Report

With the objective of enhancing the achievement of learning objectives and POs and Cos, particularly during the disturbance of physical class in the college due to COVID 19 pandemic, the college authority took up a plan for maximum class for the students. A meeting of all academic officers including Deans and HoDs was also held to apprise his views and to clear any difficulty that the faculties might come across in the implementation. Accordingly, the Principal issued notification on June 15, 2021 to all teaching faculties for submitting online class taken report every day at 6p.m. to his email address stating the date and time of the class, name of the teacher, Semester, syllabus part/topic, and attendance of the students. He directly and closely monitored the teachers taking classes in online modes. The respond of the teachers was satisfactory and the Principal took the responsibility of sorting, analysing and compiling the teachers' class reports Departmentally.

In the staff WhatsApp Group, the Principal chatted that the number of overall classes taken across Departments pouring every day to him exceeded that of offline classes of normal days. He compiled the reports weekly and regularly appraised the concerned higher authority of the state.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Action Plans be taken up for carrying out during 2022-23:

- i. To carry out financial audits of the college by an external competent body
- ii. To carry out environment audit and energy audit by external competent bodies
- iii. Creation of community orientation and incubation
- iv. Seminars /workshops on research methodology, entrepreneurship and skill development
- v. To organise sports and cultural event competitions at state level
- vi. to strengthen e-governance in administration, financial management and examination
- vii. To organise orientation and short term courses as FDP
- viii. To create disabled barrier-free environment
- ix. To develop a scheme for students coaching and career guidance
- x. To take up more extension service and outreach programmes
- xi. To encourage to carry out collaborative venture
- xii. To develop students-industries linkage for internship and training
- xiii. To develop waste management system of the campus
- xiv. To take up capability enhancement schemes/programmes for the students
- xv. To take up staff efficiency improvement programmes

xvi. To introduce more value addition and life-skill development courses

xvii. To draw up a campus landscaping design

xviii. To take up proper maintenance of water bodies and distribution system in the campus

xix. To take up efforts for providing an inclusive and value based environment in the college community

xx. To take up programmes for inculcating professional ethics and adherence to the Code of Conduct among staffs as well as students

xxi. To organise and celebrate important national and international days, events and festivals