



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	ORIENTAL COLLEGE
Name of the head of the Institution	Syed Eqbal Afzal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0612-632345
Mobile no.	9431036609
Registered Email	orientalcollege11@gmail.com
Alternate Email	afzalsyed@yahoo.com
Address	ORIENTAL COLLEGE, GUZRI BAZAR, PATNA CITY
City/Town	Patna
State/UT	Bihar
Pincode	800008

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. SHAKEEL AHMAD KHAN
Phone no/Alternate Phone no.	06122235748
Mobile no.	9135196665
Registered Email	shakeel5610@yahoo.com
Alternate Email	ociqac@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://orientalcollege.in/Dynamic_Img/d9ff683d-fc65-4ad9-8dca-a43ca5939acc.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ppup.ac.in/academic-calender

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.92	2020	08-Jan-2020	08-Jan-2025

6. Date of Establishment of IQAC	26-Mar-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Induction Meet	25-May-2019	387

	01	
Renovation of Washroom for Girls	15-Jul-2019 69	1000
Purchasing of Wheel Chair	15-Jul-2019 01	30
Decision and Approval by the Manegment with regard to Guest Faculty Appointment to meet Teaching Requirements	27-Jul-2019 01	2000
Construction of Ramp & Rest Room	02-Aug-2019 15	30
Painting, White-Washing & Repairing of the entire Campus	06-Aug-2019 90	4000
Installation of R O Water Purifiers & LED Bulbs in the Campus	02-Nov-2019 05	2000
Indoor Sports	30-Nov-2019 01	104
Arranged Lecture on Medicinal Plants with Anti Cancer Properties	17-Dec-2019 01	50
Debate on Comparative Criticism	27-Jan-2020 01	35
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 00	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No

Upload the minutes of meeting and action taken report	No Files Uploaded !!!																								
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No																								
12. Significant contributions made by IQAC during the current year(maximum five bullets)																									
Painting, WhiteWashing Repairing of the entire Campus Purchasing of Wheel chairs Installation of R O Water Purifiers LED Bulbs in the campus Appointment of Guest teachers in the different departments NAAC ACCREDITATION																									
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year																									
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Appointment of Guest Faculty</td> <td>Three Guest faculties joined in the Department of Sociology, Hindi Zoology</td> </tr> <tr> <td>Up Gradation of Home Science Department</td> <td>Construction of Sink & Slab, availability of Fridge</td> </tr> <tr> <td>Installation of R O Water purifiers & LED Bulbs</td> <td>Six R O water purifiers installed at different places in the campus & hundred LED Bulbs were replaced at different points</td> </tr> <tr> <td>Painting, White-washing & Repairing of the entire Campus area</td> <td>Plan Completed</td> </tr> <tr> <td>Proposal to start IGNOU & MANOU Study Centres</td> <td>Under Process</td> </tr> <tr> <td>Proposal to start Post Graduation courses</td> <td>Under Process</td> </tr> <tr> <td>Renovation of Washroom for Girls</td> <td>Plan completed</td> </tr> <tr> <td>Filling up the all vacant posts teaching & Non -teaching both</td> <td>Under process</td> </tr> <tr> <td>Purchasing of Computers</td> <td>Six Computers purchased</td> </tr> <tr> <td>Establishment of language Lab</td> <td>Under consideration</td> </tr> <tr> <td colspan="2">No Files Uploaded !!!</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Appointment of Guest Faculty	Three Guest faculties joined in the Department of Sociology, Hindi Zoology	Up Gradation of Home Science Department	Construction of Sink & Slab, availability of Fridge	Installation of R O Water purifiers & LED Bulbs	Six R O water purifiers installed at different places in the campus & hundred LED Bulbs were replaced at different points	Painting, White-washing & Repairing of the entire Campus area	Plan Completed	Proposal to start IGNOU & MANOU Study Centres	Under Process	Proposal to start Post Graduation courses	Under Process	Renovation of Washroom for Girls	Plan completed	Filling up the all vacant posts teaching & Non -teaching both	Under process	Purchasing of Computers	Six Computers purchased	Establishment of language Lab	Under consideration	No Files Uploaded !!!	
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14. Whether AQAR was placed before statutory body ?	No																								
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes																								

Date of Visit	03-Dec-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The IQAC of the Institution reviews all the requirements of different departments, NCC/NSS, Office and others. On the very basis of these requirements The IQAC of the institution prepares the agenda in consultation with the Principal. In the meeting of IQAC all agendas are discussed and it is considered with all angles. After reaching on consensus the IQAC passes the resolution in its meeting on important works and initiatives related to quality enhancement. Resolutions and initiatives are put up before the Principal. The Principal discusses it with the Secretary of the Governing Body. The Secretary prepares the agenda for the G.B. meeting and put it before the G.B. The G.B. members discuss all the agenda and take decisions on it. The decisions (Resolutions) put up before the Principal for proper execution within time frame. Action taken report on the decisions of the G.B. is put up in the next Meeting.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Oriental College, Patna City is an affiliated college under Patliputra University, Patna. The responsibilities of processes, system and structure for curriculum design and development is on University. Being an affiliated college to the Patliputra University, Patna, the college has to follow the curriculum prescribed by the University. The curriculum and strategies are implemented keeping the mission and vision in mind. The action plan includes the implementation of Academic Calendar, preparation of Work Diary, and motivational strategy for advanced learners and remedial classes for slow

learners. Special classes are arranged if required. With the commencement of each academic session the college IQAC, and other committees in consultation with heads of different departments under the Chairmanship of Principal / Professor In-charge charts the academic calendar of the college in line with the academic calendar of the University. Number of holidays is provided to us by affiliating university. The class routine is prepared in consultation with the departmental heads. The departmental heads operationalize the curriculum by distributing the topics and chapters among the available resource potential of the teachers and fixed the responsibilities as who, how and when to be carried out. The college also takes as a challenge to implement and execute the planned curriculum. The college provides class room facilities as per routine to all the departments as well as contingencies for practical classes. Books for seminars, new equipments for lab and class room teaching learning materials are provided to all the departments as per needs. Participation of teachers in workshops/seminars provides opportunities for them to comprehend with curriculum and changes introduced in the existing curriculum. The teachers are encouraged to participate in the orientation / refresher courses / workshops and other training programmes for updating their knowledge and improving teaching skill. The college provides teaching tools such as computers, LCD projectors, and other ICT equipment to boost up teaching - learning process. The Principal/ Professor In charge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. The stakeholders including the students and their parents are given counselling at the commencement of the program in order to Familiarize them with the curricular and behavioural aspects. Parent-Teacher and Alumni meetings are held regularly to appraise the curricular aspects and students' performance. The college principal takes surprise checks to ensure that the classes are held regularly. Printed study materials are also given to the students. This is supplemented by group discussion, seminars and projects. The quality of the education imparted to students is monitored and ensured through IQAC. Regular feedback obtained from stakeholders with respect to the quality of enrichment programs are monitored and evaluated by IQAC and necessary remedial measures are incorporated in the futures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	09/03/2020	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Nil	09/03/2020
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	09/03/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course

Number of Students

0

0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	09/03/2020	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany Hons.	10
BA	History Hons.	10
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The student feedback is very important to strengthen the quality of teaching learning environment and to look for opportunities to improve teacher's performance in classroom engagement with student to bring excellence in teaching and learning. To get an overall idea on the syllabi of various courses offered by the university, the college maintains an institutional level feedback report. At the end of the each session, pre printed academic feedback forms are given to the students to assess the quality of academic culture. Students are asked to fill up the forms sincerely and after obtaining their response, Heads of every department analyse it and consider their suggestions, recommendations, limitations and criticism. They send their recommendations to the IQAC for further action for the improvement and enrichment of academic atmosphere. The institution collects feedback from the alumni at the the time of Alumni Meet Programme. Alumni feedback is also collected through College Website and other online mode. The IQAC analyse their feed bak and make suitable improvement in the light of their suggestions and recommendations. Parents feedback is also taken by the different departments at the time of Parents -Teachers Meet every year. They give their suggestions about overall development of the institution specially for the curriculum, extra curricular activities, infrastructural development and effective mode of teaching and learning. Their suggestions are keenly discussed in the meeting of IQAC and tried to implemet for the betterment of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics, Chemistry, Botany, Zoology & Maths Hons	640	485	485
BA	History, Sociology, Political Science, Economics, Psychology, Urdu, English, Hindi, Home Science, Philosophy, Persian & Arabic	800	774	774
BCom	Accounts Hons	560	560	560
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1819	0	38	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	30	11	2	2	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In recent years, Mentoring System has emerged as a strong response to the plight of students at-risk. The institution offers a highly-efficient Mentoring system through which a group of students are assigned to a faculty member at the commencement of the program. Mentors meet their students and guide them with their studies and extra-curricular activities. They also provide advice relating to selection of major, career guidance and personal problems. The institution has an integrated mentoring system where the faculty acts as a link between the students and the institution and perform the following functions-

- Mentors are assigned to monitor and guide students all through the years.
- Mentors coordinate with the parents regarding the progress of the students.
- Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest. The scheme is adapted for the value additions to the students like –
- Bridging the gap between the teachers and students. ?
- Creation of a better environment in college, where students can approach teachers ? for both educational and personal guidance.
- Enhancement of knowledge

base for both teachers and students alike, due to ? effective two-way communication. • Motivation for higher studies and entrepreneurship. • Advice and support for improvement in academic performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1819	38	1 : 48

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
55	38	17	0	38

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Md. Danish Shabbir	Assistant Professor	Best Paper Award
2020	DR. MOHSIN RAZA	Assistant Professor	AKBAR RAZA JAMSHED AWARD
2020	DR. MD.RABBAN ALI	Assistant Professor	COVID-19 WARRIORS AWARD
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	03	III	14/10/2019	02/12/2019
BSc	02	III	14/10/2019	02/12/2019
BA	01	III	14/10/2019	02/12/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The examination and evaluation are major components of our education system. The whole education process of teaching and learning ends with the examination. The entire efforts put in by the teacher on the teaching and the student on learning is focused on getting best results in examination. The Institution is (Permanently affiliated and approved by Govt. Of Bihar) under Patliputra University, Patna. Therefore we completely follow the Evaluation system of the University. There is no provision of CIE- continuous internal evaluation in graduation courses in Patliputra University, Patna. The institution has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institution level. A system of Internal Evaluation is achieved by regular Unit tests, Terminal examinations and Sent-up Examinations as well as regular classroom assessment programs.

Testing modules range from the oral to the written including quizzes, viva, project reports, written assignments, chart preparations, etc. In most departments student evaluation is also through practical, group discussions, seminars, and science talk competitions. The students can see their evaluated answer- sheets and discuss the same with concerned faculty. Remedial measures are taken by conducting tutorial classes to clarify doubts and re- explaining the critical topics. Students are encouraged to solve previous years University Exam question papers. Monitoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams is also an important assessment programme of our institution. These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management, enhanced writing skills and individualized attention resulting in refining their cognitive, psychomotor and affective domains of learning. This has significantly enhanced the pass percentage and academic excellence of students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is released by the affiliating university (Patliputra University) and is to be followed in totality by our college. The college is committed to excellence by giving complete focus in priority basis in maintaining academic calendar to achieve the set goal of academic excellence. The university academic calendar provides a wide framework for the general functioning of the college. It provides plan for the academic year to students and teachers. The new academic session of the college begins in the first week of July. Admission forms for the U.G. programmes are made available from mid-June and the process of admission to the U.G. programmes commences in July and is completed up to the first week of August. Each department has to prepare its own time-table in co- ordination with the central time-table committee in accordance availability of time and space. Each department prepares the time-table giving a clear distribution of workloads of the teachers. The time-table also has a provision for the tutorials classes. Evaluation of the students is the responsibility of the affiliating university which has an annual system of examination. The main examinations of the university comprises of written examination, practical and viva-voce examination. The final evaluation of students is done according to the university schedule. Towards the end of each session, examinations are conducted by the university and evaluation is carried out. The exam results are declared and marks sheets are issued and displayed on university website by the affiliating university. It will not be possible always to adhere to this calendar fully and completely, efforts are taken to conform. Due to unforeseen reasons, the institution may have to bring about changes in the schedule given by the university. The schedules are strictly followed by all the departments and completed by the entire department well in time as per calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.orientalcollege.in/Dynamic_Img/201920ef-e8b1-4c7e-89bd-5ba22ffa7272.A.,%20B.Sc.%20and%20B.Com%20Course%20Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

02	BSc	Hons	184	184	100
01	BA	Hons	593	589	99.32
03	BCom	Hons	316	315	99.68
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<u>NA</u>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	Nil	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	09/03/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	09/03/2020	Nil

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	09/03/2020

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	01	

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
DEPARTMENT OF POLITICAL SCIENCE	1
DEPARTMENT OF URDU	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	Psychology	2	00
National	Commerce	2	00
International	Commerce	2	00
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
DEPARTMENT OF URDU	2
DEPARTMENT OF PSYCHOLOGY	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	0	Nil	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	0	0	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	29	32	0	0
Presented papers	3	9	0	0
Resource persons	0	Nil	1	1
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Population Day (11.07.2019)	NSS	6	40
World Environment Day (04.06.2019 -	NSS	5	34

05.06.2019)			
Matdata Jagrukta Seminar (03.05.2019)	NSS	8	70
World water Day	NCC Oriental College	0	20
Combined Annual Training Camp-XIII (CATC-II)	NCC Oriental College	0	30
Combined Annual Training Camp-XIII (CATC-XIII)	NCC Oriental College	0	10
International Day of Yoga (IDOY)	NCC Oriental College	0	95
Participation in Yuva Kaushal Diwas	NSS	3	15
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	0	0
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	09/03/2020	09/03/2020	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	09/03/2020	Nil	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11875000	2563131.28

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Auto Lib	Fully	1.0.0.1	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11000	200000	0	0	11000	200000
Reference Books	100	15000	0	0	100	15000
e-Books	1	5900	0	0	1	5900
Library Automation	1	150000	0	0	1	150000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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Nil	Nil	Nil	09/03/2020
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	37	1	1	0	0	1	18	70	0
Added	0	0	0	0	0	0	0	0	0
Total	37	1	1	0	0	1	18	70	0

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

70 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1068000	127824	14470000	741279

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

All physical facilities including Classrooms, Laboratories, and Computers etc. are made available for all the students admitted in the college. The facilities in the classrooms are regularly used by the students. Sometime this is also made available for other governmental organizations like Public Service Commission for conducting examinations. Every laboratory is assigned with a faculty-in-charge and lab assistants. Lab assistants are responsible for the proper upkeep of the stock on a day-to-day basis. The cleaning of the classrooms and the laboratories are done by the staff appointed by the management. For annual repairs, the college gives the maintenance contract to local experts. The College Garden is maintained by the department of Botany. All computer allied service matters are solved using the contract with the system distributors and service persons. The ICT Smart Class Rooms and the related equipments are maintained with Annual Maintenance Contract of the corresponding service providers. The institution uses the buyback facility for UPS batteries which is cost effective and environment friendly. The College website has updated regularly by the College admin and the web designer. Electrical and Plumbing related maintenance is done with the help of mechanical assistants appointed in the College and local skilled persons. All laboratory equipments are serviced by authorised service persons from the respective distributor. IT facility in library and office has been also updated

on regular interval by the hired agency. Stock verifications are done at the end of every academic year and reports are submitted to the principal. The college has a dynamic website. The college and its different department run under able guidance of Principal and different committees. The college has several committees for the decision making and implementing the different support facilities. The in-charges of different academic and other support facilities make the policies related to this and implement it in best possible and suitable ways. The stress is put to gain maximum output in view of an all round development. The college is well equipped with infrastructure to facilitate teaching through modern tools and techniques and has constantly taking steps to enhance such facilities. The College comprises 17 well furnished class rooms, one computer lab (20 Computers) along with 10 Laboratories viz 2 each for Physics, Chemistry, Botany Zoology and one each for Psychology and Home Science. The College has ICT enabled classes to facilitate modern Computational learning to the Student. The ICT infrastructure includes two smart class rooms for enhanced teaching and learning Skills. In addition, there are Staff rooms, Canteen, Gymnasium, NCC room, Girls Common room, Rest room, Reading room, Store room, IQAC/NAAC room, Ramp for Handicapped Students and Parking Space. Our college has a separate common room for girl students where they pass their leisure period with their peer group, share their thoughts and enjoy leisure time.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	09/03/2020	0	Nil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	20

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	0	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
No file uploaded.	

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

Activity	Level	Number of Participants
Indoor sports	College Level	104
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	National	0	0	0	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A Student council is a group of representatives through which students of college get involved in the affairs of the institution actively. Students' Council through students represents their interests, problems views in front of institute administration for the smooth working. At present our institution does not have any registered and active student council that represent the

students on the academic and administrative bodies of the institution but our management give due weightage to the students when there is any grievance or problem arises. The representative of the student can meet through their HODs to the Management. Though students are not involving in the decision making process of the institution but the college has adopted the policy of co-opting talented students in consultation and decision making process of academic activities, teaching learning facilities and over all discipline in the college campus. The same will be registered in future so that the council will provide a common platform to students for cocurricular and extra-curricular activities. It will be responsible for all technical, cultural, literary and sports activities organized in the college premises.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

90

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college ensures a system of decentralised and participative management where information flows and decision making process is systemized and operation autonomy results in maximum productivity and quality performance. The decisions and plans of the management and the Principal towards the vision and mission of the institution are implemented through the teachers, students and the non-teaching staff. Everyone is free to express their suggestions and the valuable ones are considered and the best is implemented in the college through its various cells and bodies. The management authorities regularly undertake the review of working of the college in its meeting . The necessary guidance and directives are issued through these meetings. The Principal, Heads of the departments, teaching and non teaching faculty along with student concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to the aims and objectives of the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The faculty continuously participates in various faculty development programs

and research oriented projects to keep themselves updated. Most of the faculty members usually go to attend National International level seminar and also present their research papers. The institution also organize seminar, conferences, workshops ets to improve the knowledge and awareness among students.

Teaching and Learning

The college envisages a continuous drive to improve the quality of academic activities and infrastructure of the institution. Our perspective plans includes empowering the rural and underprivileged population through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes through NSS and NCC that instill social responsibility, civic sense and environment awareness in students.

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

E-governance area	Details
Student Admission and Support	AS PER PATILIPUTRA UNIVERSITY, ONLINE STUDENT ADMISSION AND SUPPORT
Examination	AS PER PATILIPUTRA UNIVERSITY, EXAMINATION SYSTEM
Finance and Accounts	AS PER PATILIPUTRA UNIVERSITY

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nil	Nil	09/03/2020	09/03/2020	0	0
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	0	09/03/2020	09/03/2020	0
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

6.4 – Financial Management and Resource Mobilization

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

Accounts of the Funds received other than the management contributions are prepared in the College office and audited as per the norms of the UGC, Government of Bihar and Patliputra University, Patna. For effective check on the accounts the two tier system is followed: The Internal Audit and The External Audit. Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entitys strategic risk management and internal control system. The internal auditor checks receipts with fee receipts and payments with vouchers and necessary supporting. He also ensures that all payments are duly authorized. The internal audit committee consists of Accountant, Office Superintendent and the internal auditor. The external auditor conducts statutory audit at the end of financial year. The account department of the college conduct internal and external financial audit regularly. The account department maintains the records of all the receipt and maintain the income and expenditure and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded. The account section is overall under control of Bursar and Prof.-in-Charge and Secretary, Governing Body of the college. The college sets its income and expenditure audited by reputed Chartered Accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

Nil

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

Nil

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

Appointment of regular teaching non-teaching staff Purchasing of more computers To start vocational and P. G. courses

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Nil	09/03/2020	09/03/2020	09/03/2020	0
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	09/03/2020	09/03/2020	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
15.91

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	30
Rest Rooms	Yes	30
Physical facilities	Yes	15
Any other similar	Yes	30

facility

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	03/07/2019	01	Mafil-e-Miladun Nabi	Communal Harmony	335
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	09/03/2020	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachhata Abhiyaan	24/09/2019	24/09/2019	45
No file uploaded.			

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

Gardening Tree Plantation Use of bicycle and Public transport as conveyance by the college staff Students at least once in a week Plastic free Zone Tobacco, Gutkha Smoking free Zone Solid, Liquid e-Waste Management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: - Thought for the day **Objective:** - The main objective of such practice in our college is to inculcate social, moral, personal, educational and political values among the students. It has been observed that such values are seriously lacking among today's young generation across rural and urban settlements which cause great hindrance among them in leading a successful life. These values are very much helpful for overall personality development of the students. It will also promote the sense of nationality among the students.

The Context: - Deterioration of human values has become a phenomenon in many nations, including India. It's depressing to see the newspaper early in the morning to witness various murder and rape cases. Programs telecasting about various ill-treatments of woman and deaths and accidents score a greater a viewing rate as compared to any discovery channel or something useful. The increasing practice of doing everything just for the sake of money has killed the minute pieces of kindness. The main cause for the rise of such uncivilized grounds of terror and hatred is just the result of inappropriate educational values right from the childhood and nil importance to human values which need to be imbibed to the student at an early level. This trend of decline in human values does not only pose serious threat to the future course of development of the country but even for its survival, respect and authority itself. Though, change in human values in younger generation is inevitable with time but the decline in younger generation is at an alarming rate. Degraded moral values

have become a fashion for them. The need of the hour is to acknowledge the magnitude of imparting good values in them so that they can differentiate between right and wrong. It devolves on the parents, teachers and society to imbibe the desired human values in the younger generation. The Practice: - A White -Board is hanged at the gate of the Principal Chamber. Every day one thought for the day is written on the board so that every student, teachers and the college staff could see that easily. Students are also encouraged to write down the thought for the day. The Principal of the college has strictly instructed to maintain this practice so that better human values could inculcate among students and other college staff as well. It is always tried that every morning at least one good thought must be displayed on the college white board. The Vice Principal of the college takes pain to maintain this practice regularly. Evidence of Success: -Because of this practice, earmarked improvement has been noticed among the behaviour of the students and other college staff as well. Discipline and punctuality is specially improved among the students. Problems Encountered and Resources required: - As this practice is hassle free practice, so no problem is encountered during the implementation of this practice. A white-board, Blue or Black Marker Pen and a piece of cloth or duster is only requirement for the successful implementation of this practice. Best Practice - II Title - Conservation of fuel Objectives and context: Almost for everything we depend on fuel from cooking to automobile. Fuel plays an indispensable role in life. Without fuel, it is impossible to image life but currently we are facing fuel crisis and the cost of fuel is rising rapidly. Burning fuels can produce energy and harmful substances that can be mixed in the air which will affect our health in a bad manner. They also cause harm to plants and animal's environment gets suffering and global warming makes its way. Thus it is extremely important to conserve fuel and protect our environment. Fuel can be conserved by proper and planned use of vehicles. Vehicle must not be used for shorter distances bicycle and walking must be encouraged. These methods provide physical exercise to our body and maintain proper health, saving fuel can save our money too. The awareness of fuel conservation must be spread for better future. Practice:- Keeping all these things in mind the entire college staff with the leadership of our principal decided to observe thrice in a month "A vehicle free day". In our college it is notified that teachers, non-teaching staff members and students will come to the college by bicycle thrice in a month for environment protection and we strictly follow this instruction. So, all teachers, non-teaching staff and students will not use the vehicle to come to college. The college has dedicated space for the bicycle stand and free pass is made available to students to encourage them to come on cycle instead of carbon emitting vehicles. A sensible approach regarding transport system has reduced the number of fossil fuel engines running around, making the campus more nature friendly. The college is located on the main road in Patna City. Public transport system is available round the clock at college gate. Most of the college staff and students use public transport to attend the college due to its availability and suitability. The ever motivating teaching staff also opts the system of "share a cab" in which four or five members coming from the same route pool a car for their commuting, thus cutting down the possible emission level to almost one fourth. Teaching and non teaching staff and student who stay nearby places come by walking those who stay far away from the college use public transportation to attend the college due to its availability and suitability. Problems Encountered: During implementation of this practice, no problem encountered, every one readily agreed positively for implementing this practice. The Students, teachers, non-teaching staff and the Principal also follow this practice and contribute the environment. Evidence of Success: Approximately every month nearly 1000 litre of Fuel (Petrol) is saved and it is a bit of contribution towards energy conversation and environment. By this way we are saving fuel and contributing a little in the reduction of pollution. It has

also helped everybody to understand more about the moral responsibility of every citizen.

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

http://www.orientalcollege.in/Dynamic_Img/8a45df94-8cc9-4bee-8d63-b3e471b9ce76.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution imparts general education for all in general and for the female section in particular. The college keeps a vigil eye on each and every opportunity to empower the females of today who feel unsecured and unsafe in the present scenario. Empowering females of today to participate fully in economic life across all sectors is essential. The college has chalked out special plans to promote gender equality by ensuring health, safety and well-being of female students. They are projected and promoted to give out their skills by taking the community services into consideration. They are prepared to face and meet the challenges of present scenario by giving their best. The college provides platform to the female students to chisel their latent talent in all the fields. The following steps have been taken for the women empowerment in the college. Organizing programs to build self-esteem and confidence. Awareness programs related to health and hygiene. Legal rights awareness program. Arrange talks about issues like gender equality. Arrange talks related to value based education. Training program for making safety and security. Teaching skills to do the best for community or society. Providing quality educations in all disciplines. Bringing more and more of those deprived into the fold of formal and higher education. Committed to provide a healthy blend of tradition and modernity in education and looks for innovative pedagogy in teaching research and extension activities. Creating an environment of intellectual competence, scientific temper, environment consciousness, and awareness towards social responsibilities. Educating the new generation in contemporary knowledge and skill to meet the challenges of nation building. Inculcating a sense of moral values, national pride and universal brotherhood among students. The college has created a special niche for itself in the past more than two decades. Our institution has always stood for the cause of humanity. The vision behind the establishment of the institution was very philanthropist. The founders of this institution were of the view to have on open access to learning in respective of caste, colour and creed with specific focusing on Muslim Minority Community. The college is built and stands on the core values of nationalism, dedication, commitment to social cause and integrity. Service before self in all academic and administrative affairs of the college. The values are explicitly reflected in the ethos of the college in its quest for excellence, student centric approach, women centric practices, social outreach, promotion of use of technology and international co-operation as it serves the cross section of the society. The college follows a three-fold system with academic, co-curricular and extra-curricular programmes. The academic design is based on enhancing and empowering the knowledge base of the students. In addition to a dynamic curriculum, umpteen opportunities are provided to the students for their holistic growth and actualization of their potentials.

Provide the weblink of the institution

www.orientalcollege.in

8.Future Plans of Actions for Next Academic Year

1- Introduction of Vocational Courses like Biotechnology, BCA, B.Ed. and P.G. Courses in some of the departments. 2- Construction of a multi-storied building for Examination/ Seminar/lecture etc. accommodating at least 1000 people 3- Appointment of qualified teachers on all sanctioned posts. 4- Appointment of well-versed and competent Non-teaching staff. 5- Construction of a toilet and wash basin attached to IQAC room. 6- Construction of toilets and wash basins for boys and girls separately at each floor. 7- Emphasis upon teaching through smart classes and online mode. 8- Providing Computers and Projectors in every department. 9- Making Principal's Chamber more spacious with all modern facilities. 10- Providing quality Desks and Chairs to the students. 11- More MoUs with institutions/ universities/ industries/ national and international bodies etc. to fulfill academic and technological requirements. 12- Expansion of Girls Common Room. 13- Renovation and expansion of Gym. 14- Improvement of Health Care Centre in the campus. 15- Providing Hostel facility to out station students. 16- Providing separate rooms to those departments which are running without room. 17- Arrangement of more classrooms for running the classes smoothly. 18- Organizing International level Seminar/ Conference in the College Campus. 19- Preparation of Event/ Extra-curricular Calendar. 20- Emphasis to make campus more eco-friendly.