YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   ORIENTAL COLLEGE

- Name of the Head of the institution   Dr. SYED EQBAL AFZAL

- Designation   PRINCIPAL

- Does the institution function from its own Yes
  campus?

- Phone no./Alternate phone no.   0612- 632345

- Mobile No: 9431036609

- Registered e-mail   orientalcollege11@gmail.com

- Alternate e-mail   afzalsyed@yahoo.com

- Address   ORIENTAL COLLEGE, GUZRI BAZAR,
                                             PATNA CITY

- City/Town   PATNA

- State/UT   BIHAR

- Pin Code   800008

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution   Co-education

- Location   Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **PATLIPUTRA UNIVERSITY**

- Name of the IQAC Coordinator **Dr. FARHAT JABIN**

- Phone No. **0612- 632345**

- Alternate phone No.

- Mobile **9431622862**

- IQAC e-mail address **ociqac@gmail.com**

- Alternate e-mail address **drfarhatjabin@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://orientalcollege.in/Dynamic_Img/38ea7aa2-7ace-43ca-a2ec-0b62da04ed62.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://orientalcollege.in/Dynamic_Img/5ab5fedf-3b82-4f55-86a4-8e06cf63ea6b.jpg

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.92**	**2020**	**08/01/2020**	**07/01/2025**

6.Date of Establishment of IQAC **26/03/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year   `01`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `No`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`Arrangement of Online teaching -learning process during the Covid-19 out-break,`

`Review of the functioning of the various units of the College as a part of quality enhancement through periodic review of the teaching-learning process at the end of each Semester and collecting feedback from the students on curriculum`

`The teachers are encouraged and allowed to participate in the seminars / refresher courses/ induction meet programmes/FDP etc.`

`To get approval of the newly appointed teachers in different subjects from the affiliating University`

`Appointment of new IQAC Co-Ordinator and composition of new IQAC along with the different Committees and Cells`

12.Plan of action chalked out by the IQAC in 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
Emphasis upon teaching through smart classes and online mode.	During the Covid-19 outbreak, our faculty members took online classes and most of them used ICT tool for better teaching.
Introduction of Vocational Courses like Biotechnology, BCA, B.Ed. and P.G. Courses in some of the departments.	Under process
Appointment of qualified teachers on all sanctioned posts.	Initiated and under process
Encouraging the faculty members to publish research papers in UGC CARE listed Journals or refereed journals and author Books	Three faculty members have published their research papers in reputed journals and three faculty members authored Books.

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	ORIENTAL COLLEGE
• Name of the Head of the institution	Dr. SYED EQBAL AFZAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0612- 632345
• Mobile No:	9431036609
• Registered e-mail	orientalcollege11@gmail.com
• Alternate e-mail	afzalsyed@yahoo.com
• Address	ORIENTAL COLLEGE, GUZRI BAZAR, PATNA CITY
• City/Town	PATNA
• State/UT	BIHAR
• Pin Code	800008
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• Financial Status	Grants-in aid
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• Alternate phone No.	
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• IQAC e-mail address	`ociqac@gmail.com`
• Alternate e-mail address	`drfarhatjabin@yahoo.com`
3.Website address (Web link of the AQAR (Previous Academic Year)	https://orientalcollege.in/Dynamic_Img/38ea7aa2-7ace-43ca-a2ec-0b62da04ed62.pdf
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• if yes, whether it is uploaded in the Institutional website Web link:	https://orientalcollege.in/Dynamic_Img/5ab5fedf-3b82-4f55-86a4-8e06cf63ea6b.jpg

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8.Whether composition of IQAC as per latest NAAC guidelines	`Yes`
• Upload latest notification of formation of IQAC	<u>View File</u>
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been uploaded on the institutional website?		
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	25/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1	**18**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**1345**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**0**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**1187**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**30**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**55**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**17**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**Rs. 68,74,103/-**
4.3 Total number of computers on campus for academic purposes	**20**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Oriental College, Patna follows the academic calendar provided by Patliputra University. The college prepares Academic Schedule for each session in accordance with the Calendar provided by the university. Following are the various means through which it executes the curriculum:

Prospectus: Composite information regarding curriculum is provided to students through the prospectus at the very first step of entry.

Academic Calendar: With the commencement of each academic session the institution charts the academic calendar of the college in line with the academic calendar of the University.

Induction Meet: Students are given all college related information during induction meet.

Advisory Committee Meeting: It consists of heads of various departments headed by the Principal which prepares policies after strategizing the best methods to successfully implement the curriculum.

Departmental Meeting: 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.

Lesson Plan: The Faculty members prepare an active plan for their classroom teaching for the entire year before the academic year commences.

Internal Quality Assurance Cell (IQAC): The quality of the education imparted to students is monitored and ensured through IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.ppup.ac.in/academic-calender

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is released by the affiliating university (Patliputra University) and is to be followed in totality by our college. The university publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days as per

university norms. The university academic calendar provides a wide framework for the general functioning of the college.The Academic Calendar specifies the following events:

1. Admission/Registration Dates

2. Commencement of Classes

3. End Semester Examination Schedule

Evaluation of the students is the responsibility of the affiliating university which has an annual system of examination. However, the college also follows a periodical evaluation system conducted through organization of assignment, tests, seminars, projects, etc. The main examinations of the university comprises of written examination, practical and viva-voce examination. The exam results are declared on university website.. 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.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://www.ppup.ac.in/academic-calenderhttp://orientalcollege.in/Dynamic_Img/5ab5fedf-3b82-4f55-86a4-8e06cf63ea6b.jpg

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Oriental College, Patna Cityadheres to the curriculum prepared by the parent university. The Humanities and Social Sciences curriculum includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights, etc,. Similarly, the Science streams deal with issues of environment, global warming, afforestation, flora and fauna and sustainability etc. The Commerce programme includes topics on the business ethics, professional etiquette and moral values, ethics in business, fair pricing and competition and moral business practices etc. Understanding the extreme need of citizen , the university includes a compulsory paper named General and Environmental Studies . Environmental Protection Policy Acts as well as legislations related to environment are also included in the syllabus.There are specific committees and cells that make a collective effort to sensitize the students on areas of concern like Gender equality, Human rights, Environmental issues, etc.

1. Students' Grievance Committee:

2. Anti- Ragging Committee:

3. Human Rights:

4. Gender Sensitization Cell:

The NSS Unit of the college strives to establish a bond with the community at large through different kinds of awareness programmes on current social issues.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

118

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://orientalcollege.in/Dynamic_Img/90c600a7-d88b-4cb3-a4c8-09792817371e.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2000

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

585

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are assessed through personal interaction in the introductory session, during classrooms lectures and through conducting class tests, assignments, tutorials, etc; on the basis of which slow and advanced learners are identified. Common courses in English, doubt clearing sessions, periodical revisions, frequent on-the-spot oral and written tests, quizzes on study topics are some of the ways in which issues regarding learning level variations are addressed and optimized. Study groups are formed combining learners of varying levels to address the issue of knowledge and skill gaps. Repeat facility in Lab-sessions, Lectures for explication of tough topics,availability of the faculty, hand-outs, lecture note-taking, E-links, Bridge-Courses, Bi-lingual explanations are also found to do good. Faculty uses technology, models, charts, boards, slides, and simulations online in support of lecture method.The Mentor-Mentee system is followedto assist both the advance and slow learners.

Though the number of advance learners is few, more concentration is given to them through different activities such as giving challenging assignments innovative projects and taking seminars. Organising Group Discussion, Special lectures on current and burning issues, Debate, Essay, Quizzes, Painting and other competitions for their improvement. Departments through a combination of academic and co-curricular activities encourage the advanced learners.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4080	30

File Description	Documents
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 participative learning process includes Group Discussions, Debates, Seminars, Workshops, Quiz programmes and taking part in the study tours and the competitions conducted for bringing out the hidden talents of students. Experiential learning helps the students to learn the subject or acquire the knowledge with practical experiences. The practical classes, examinations conducted in the laboratories, the knowledge gained through attending the trainings and the data collection for carrying out projects, the duties and responsibilities assigned to the students by the Departments for conducting Seminars / Conferences, involving them to make arrangements for organising the Department functions enhance the organizing ability and leadership quality of the students. Teachers of the humanities and commerce streams use problem-based learning which enables students to learn more effectively. The assignments and projects, practical classes, computer based learning and knowledge acquisition training in the use of application software, delivering speeches in the meetings and attending the quiz programmes and cultural events as groups, will help the students to trace the problems and discover the methods to be applied in solving them. Brainstorming sessions are periodically held to put the students to the thinking mode and facilitate creativity in class.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers of Oriental College try to make conscious efforts to use ICT tools to enhance the teaching learning process and thus maximize the learning outcomes of the curriculum. The college has ICT Enabled Classrooms having Desktops, Smart-Boards, Laptops, Projectors which helps in the e-learning process. The college has an Automated Library which enables the students to find the location of the books easily. The library provides accessibility to e-resources vide INFLIBNET to teachers and students. The college have been subscribing to NLIST from 2011 onwards Teachers and students are registered NLIST users.The college has well equipped Computer Labs.. Teachers supplement traditional teaching with lectures using power-point, videos, slides etc. WhatsApp groups are formed for every class for better communication and accessibility of teachers and the students. During the Covid19 Lockdown period, students were kept in constant contact through these Whatsapp groups and emails. Audio & Video recordings of lectures and soft copies of class notes were distributed through these media. Online classes are conducted through online platforms like Google Meet, Zoom, Whatsapp etc. The college campus is Wifi-enabled so that teachers and students can freely access the internet.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://orientalcollege.in/Dynamic_Img/87d69c1f-5fa5-493a-b80a-52ae17fc1ec1.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

17.83

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution uses assessment and evaluation both as an indicator for evaluating Students' performance. The institute follows the guidelines and regulations adhered to the Patliputra University, Patna. An examination committee is constituted to coordinate the internal and external examination activities. There is provision of one time examination in graduation courses, therefore no mechanism has been developed for the internal assessment. Though the college organises class tests, terminal tests and sent-up tests for their improvement. All the assessments like class test, unit test, presentation and assignments, project works, departmental seminars, group discussion, question – answer session are very transparent and robust. Slow learners are permitted to improvise their marks by rewriting the examination if they have scored less. The college has full-fledged office of the Controller of Examination. The drafting and printing of question papers is monitored by the internal examination controller and the adherence to schedule is ensured as part of the measures to ensure robustness. The students are provided with question paper patterns and model question papers and parameters of evaluation are also communicated to the students. Practical and oral examinations conducted by the University are evaluated by internal and external examiners appointed by the University.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college maintains its transparency, its efficiency within time-frame. The student is made clear about every grievance in his mind at the University level. For this process, some re-evaluation fee is charged from the student and evaluation process is again repeated. The college has to follow the instructions of the university. If students have any problem, the principal of the college communicate to the concerning authority (Controller of Exams or other offices) of university about the grievances of the students. All grievances regarding evaluation marks awarded for the students are redressed by the Examination committee. The

College student's grievance committee and office staff involve solving the grievances of students from the University. The College sets up a Student's Grievance Redressal Committee comprising four teachers as members, one teacher as convener and the Principal as chairman. For greater transparency the university notifies the examination schedule and gives required time for the students to register for the exam. As a drive for efficiency, centralized evaluation camps are held after the last examination is over. On completion of the evaluation work and tabulation, the Board of Examiners meets to approve of the result.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Though the College does not have clearly stated learning outcomes, these are expressed in various forms/activities.The Program-Outcomes and Course-Outcomes are adopted for all programs. The learning outcomes of the courses offered are highlighted at the outset in the College Prospectus, so that students know the objectives of the courses and what is expected from them in terms of learning outcomes. The Admission Committee also helps in making the students understand the courses to be undertaken so that they can decide which programmes/courses suit them best. Further, students are briefed about POs and COs of the programmes in which they have enrolled by teachers of their respective departments during the Student Induction programme at the beginning of each Academic Session. The college Communicate regularly with their students through College website, college notice board, Newspapers, sending e-mail and also through letter and telephone as required.The Programme outcomes and Course outcomes of each department are made available along with the syllabus on the college website as well. Session wise and Paper wise expected outcomes are clearly laid out so that student understand what is expected of them when they graduate.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://ppup.ac.in/ug-programmes
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Though the curricular is designed by the Patliputra University, Patnaand the college has no rights to change it then too we try our best to impart the knowledge in a better way.The IQAC has been established in the college for the purpose of making quality assessment and preparing quality report every year. Teachers work in accordance with the program objectives, program outcomes, Program specific outcome and course outcomes. Tutorials and laboratory hours are fixed.The faculty members are encouraged to conduct surprise tests, quizzes, etc. The College aims to make its students employable. The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work. At the academic level the teachers try to improve the results and enhance the intellectual capacity of the students.The syllabus is completed on time and revision is also conducted. Besides the regular studies extra curriculum activities like N.S.S. and N.C.C. are also provided to the students.Career Counseling Cell / Placement Cell in the college help in developing the personality of the students.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1069

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
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)

http://orientalcollege.in/Feedback.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

03

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

07

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities in the surrounding communities through NSS/NCC to promote a strong college-neighbourhood linkage and inculcate in them a deeper meaning of humanity, awareness of self and surrounding, empathy and tolerance, besides other positive attributes that would make them fine citizens of the nation and the world. Following programmes were carried on during the year :

• World Environment Day Observance: Tree plantation and eco awareness activities. , In order to bring awareness about environment pollution, garbage disposal, waste management, use of LED bulb, solar light are also the part our such activities.

• Promoting minimum Plastic Use

• Cleanliness drives by NSS Volunteers inside and around the college campus.

• Swacchch Bharat Abhiyan Mission

• Community Service during Covid Outbreak:

• Constitution day (Samvidan Divas)

• Human Rights Day

• Teachers Day

• International Yoga Day etc.

The extension activities and community experience followed by guided reflection enhances their social commitment together with personal, civil and academic learning. It all make our students very responsible sensitive and conscious citizen.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

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

The college is well equipped with infrastructure to facilitate teaching through modern tools and techniques. 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 ICT infrastructure includes two smart class rooms. 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. A well maintained library with INFLIBNET, Text books, Reference books, Journals, Magazines, and Newspapers etc is available for the students.The college has taken initiatives to install a solar plant on the roof of the college to save the electricity. A Generator is installed to ensure uninterrupted power supply in the campus. The College Campus is under CCTV surveillance. All the information related to the college is made available through the College Website. Apart from the main building, Sarfaraz Manzil (Sabra Block) is a part ofCollege situated at Pani Tanki Road, Patna City. It has six rooms including a big hall. Four rooms are for classes, one for office and one as staff room.

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

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

The College shows equal amount of interest in sports activities along with academics. One Multipurpose outdoor playground having facility to play Badminton, Volley Ball, and also have facility to play Indoor games like Table tennis, Chess, Carom Board etc. while other outdoor games like cricket, football etc., playground of Mohammedan Anglo Arabic Senior Secondary School, is utilized. Our college organizes an Annual Sports Meet to encourage participation and competition amongst the students of our college. The college provides the students with the latest practice equipments needed for respective sport category. Our college has one small Gymnasium with few gym equipments like Rings, Horizontal bar, Parallel bar etc. Girls and Boys are given separate timings to use the gymnasium. Days of national importance and greatness such as Independence Day and Republic Day are celebrated with utmost enthusiasm. Every year on the 21st of June, we organize a yoga program at our college in celebration of International Yoga Day and celebrate the activity, which is well known to refresh one's mind and rejuvenate the mind and body naturally, which is extremely essential for the optimal functioning of the students and faculty members.

File Description	Documents
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 such as smart class, LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://orientalcollege.in/Dynamic_Img/93c0fa9b-068c-43bc-8623-c9d6be242ad1.1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3,02,503/-

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The library of the college has a valuable collection of books on diverse subjects. It has 8,863 good and useful books of different subjects covering various disciplines. Software for Library Management (AutoLIB Library Management system of LMS Version 1.0.0.0.) has been purchased and installed in the library. The record/catalogue of books is completely computerized and it utilizes Auto LIB software to streamline the data. The books manually maintained in accession register are being entered through the above software. Bar coded technology library automation system with web OPAC system has been introduced in the library. The issuance and returning of books is purely managed by an integrated Library Management system Software named Auto LIB version 1.0.0.0 where the books and student college identity cum

library cards are scanned by their bar code for library circulation operations, thus ensuring Soft records of the information of every student who utilizes the library. The entire data of the books is added in the ILMS. The college is also a member of INFLIBNET-NLIST programme for accessing E-resources in library. An MoU is also signed with Khanquah Munemia's library which contains 28000 printed books, 1000 manuscripts and number of periodicals.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

00

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has Computer Lab with twenty computers. The college ensuresthat it uses latest version of software on its computers. To ensure that our students are kept abreast of latest technologies, our computers are regularly updated and latest antivirus is installed to keep the systems run at maximum capacity.The college has hired professional services for the annual maintenance of computers installed in the College. IT facility in library and office has been also updated on regular interval by the hired agency. The college has a dynamic website. Some of the deployed ICT tools and other technological learning resources are listed here: LCD Projectors Fax Machine EyeRIS System Automated library with OPAC system. Library is equipped with INFLIBNET facility Printing and photo copier services Softcopy of study materials Smart Class Rooms CCTV Besides these, computer facility is also available to the Account office, library as well as Principal's office. The college has a dynamic website. The College has also generator and inverter for uninterrupted power supply. The college provides and updates its IT facilities by taking the connection of MODEM (Jio and Airtel).

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

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

3,02,503/-

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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

The College ensures regular maintenance and upkeep of all infrastructural facilities. Furniture and equipment are purchased on regular basis. IT machines and softwares are continuously upgraded.The cleaning of the classrooms and the laboratories are strictly maintained. 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. All computers in the college have UPS facility with Server Windows monitored and Antivirus updated regularly and full system backup of MS Office done every quarter. The institution uses the buyback facility for UPS batteries which is cost effective and environment friendly. The College website has updated regularly.Electrical and Plumbering related maintenance is also done regularly.All laboratory equipments are serviced by authorised service persons.The college has a dynamic website. The College comprises 17 well furnished class rooms, one computer lab (20 Computers) along with 10 Laboratories. The ICT infrastructure includes two smart class rooms. In addition, there are Staff rooms, Canteen, Gymnasium, NCC room, Girls Common room, Rest room, Reading room, Store room, IQAC/NAAC room, Ramp and Parking Space.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2208

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

`00`

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

            C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`00`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`00`

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)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

`01`

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

`00`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`00`

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 grievances or problem arises. The representative of the student can meet through their HOD's 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 co curricular and extra-curricular activities. It will be responsible for all technical, cultural, literary and sports activities organized in the college premises.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Oriental College has fully functional Alumni Association which came into existence since March, 2016 and ever since, it has been acting as a connecting link between the college and its ex-students. Though we do not have a registered alumni organization, the passes out students continue to be involved in one or the other. The Oriental College Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution and achieve its vision. Even though the association is relatively young, its activity has been very promising. The Alumni have been very active in trying to contribute to the growth on the following areas: Fund raising, Job placement, Career guidance, Enriching infrastructure, Mentorship and scholarship, Motivation & inspiration, Emotional bondage, Social networking, Social activities, etc. Another area of the alumni contribution has been donations in kind like books to the library, water dispensers, games material etc. Every year college conducts Alumni Meet and tries to take feedback from students about their present positions & working culture. Till now The College takes pride of producing several luminaries working in different fields. The college has set up an Alumni Fund for the smooth functioning of the Alumni Association.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College is permanently affiliated to Patliputra University, Patna (Bihar) and is directed by the Education Department, Govt. of Bihar. The curriculum, workload, and academic matters are followed as per the guidelines of Patliputra University, Patna (Bihar). Service matters go according to Bihar State Rules, formulated by the Government. The College is managed by the Governing Body. The prime body of the Governing Body is Mohammdan Education Committee (M.E.C.). Its members are elected by the general body as per bye-laws. These members, visit the College regularly to plan, monitor and evaluate the performance of the institution. The plans and decisions of the management are implemented in the college by the Principal who is the ex-officio member of our Governing Body. The Internal Quality Assurance Cell (IQAC) is composed of all the stakeholders and conduct meetings regularly to take necessary decisions and initiatives to ensure the improvement in the overall quality of education. The college has different committees, and cells comprising of teachers from different departments for effective functioning. Our perspective plans includes empowering the rural and underprivileged public through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes through NSS.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal is the administrative head of the institution. However, for effective administration and efficient implementation of the academic activities, efforts to decentralize the management are being made through Academic Council, IQAC, NSS units, Heads of Departments, and several committees and cells comprising of Teaching Faculties, non-teaching staff as members.

The college also ensures participative management by involving the Faculty members, Non-teaching members, students, Alumni, External peer representatives and Parents.

A Case Study– A serious concern observed by the college was to control the use of tobacco and tobacco products within the campus area. This practice has assumed quite a serious situation and demand urgent attention.As a solution to this, the Principal took initiative towards tobacco-free campus. Any form of tobacco (Cigarette, Khaini, Gutkha, Biri, Pan-masala, Ganja etc.) is strictly prohibited. At several places in campus such prohibition has been displayed. Strict vigilance is kept on the tobacco users in the college campus area. As a result, the "tobacco-free Campus" programme became a reality The success of this joint venture of making tobacco free the college campus speaks for itself the commitment as well as decentralised and participative management system prevailing in the institution. .

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Development plans of the institution are in tune with Vision &

Mission 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.The college NSS and NCC units are platforms formed at the college level to train students in leadership and social awareness skills. In order to achieve the central objective of quality education, the faculties of the college plan their sessions in advance well before the beginning of the session. Even though the college has serious infrastructure inadequacy yet the effort is not to let classes suffer. The time-tables are prepared well in advance for all courses much before the beginning of each session. The faculty continuously participates in various faculty development programs and research oriented projects to keep themselves updated. The students and the faculty are provided with a 360 degree feedback mechanism.The faculty are also mentoring the students and becoming facilitators. We are also exploring introduction of new courses. The college also plans to introduce PG courses in different subjects.

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

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

The Government, UGC and the University provide the rules and norms, finance and the curriculum, along with its transaction methods and evaluation system which directs the functioning of the institution. The governance of the College is overseen by a Governing Body (GB) which is the executive authority for the general supervision and control of the affairs of the College. The Principal is responsible for the execution of the formulated policies and plans in the college, and he receives support and guidance from various bodies functioning under him. The following are the various eminent bodies which aid the Principal in implementing the plans in the institution:

IQAC

Department Level Monitoring Committee

Cells and Committees

OCTA (Oriental College Teachers Association)

Office –

Service rules – As the college comes under the affiliated system, it is governed by the rules of Bihar State University Service which is formulated by the Government of Bihar.

Recruitment and promotional policies – The recruitment of teaching and non-teaching faculty members of the institution is as per Government norms.

Grievance Redressal Mechanism – The College has a Grievance Redressal Cell formulated with the aim of redressing the grievances of the stakeholders.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://orientalcollege.in/CollegeCommittee.aspx
Upload any additional information	**No File Uploaded**

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution offers complete support and guidance to its stakeholders for fulfilling their various personal needs.

• The Management and the Principal grants leave for research work.
• Duty Leaves are acknowledged for officially sanctioned seminars and workshops.

• The college exercises autonomy regarding the membership and operation of various staff associations.

• Staff Association, headed by its Secretary, is committed to ensure staff welfare and extend its help to members and their families through collective participation.

• Children of the staff are given priority during admission in the Management Quota, provided they have merit.

• Canteen and recreational facilities are made available for the staff.

• Financial help is offered for the families of deceased staff.

• The Management of the college grants travelling allowances (AC 2tier) for faculties to attend Seminars/Conferences if their papers are accepted.

• Provision for Personal Loan to staff members.

• Festival advance: On occasion of festivals like Holi, Eid, Diwali etc. the employee is eligible to take advance money if he or she desires.

• Employee Provident Fund: This scheme is available to all staff members which includes gratuity and pension contribution.

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

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

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

`00`

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 programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

`00`

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

06

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](View%20File)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Our institution practices an effective self appraisal system which has been implemented for rating the performance of both faculty and non-teaching staff. This is enabled through the IQAC which provides the appraisal through the HODs and students' feedback. Every academic year, a self appraisal is prepared by all the faculty members as per the format given by the UGC.The assessment of lab staff is based on their ability to hold practical on day-to-day basis and to look after the state of the art instrument in different labs. The appraisal for non-academic employees is done annually to ascertain how they interact with students, their peer group, their discipline and sincerity. They are marked according to their attitude towards their work, sense of responsibility, communication skills and abilities to adhere to time schedule, inter-personal relations, strategic planning, decision-making ability, and also on how they take the initiative to deal with new rules. They are evaluated on the basis of leaves taken, maintaining official records, files and papers in an orderly manner and retrieval of papers with honesty and integrity. Such regular self-appraisals motivate the teaching and non-teaching staff to improve their overall academic/ administrative performance.

File Description	Documents
Paste link for additional information	**Nil**
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 Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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. The funds received from the UGC are properly utilized, and timely Utilization Certificates along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. Errors and omissions occurring in the accounts books and registers are initially detected by the Head Accountant and the Principal. If any irregularities found in the audit report it is rectified and re-audited accordingly.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college ensures optimal utilisation of available resources for its benefit with the help of the Principal, Purchase-Committee and the Head-Accountant. Being a deficit-grant minority college, the salary and other allowances for both teaching and non-teaching staff is fulfilled by the state government through bank transactions. The college receives funds from the state government under various special heads and this is utilised for the same purpose in the best possible way. The development fund of the college, given by either the UGC or the management, is managed by the Head-Accountant with the help of the Purchase-Committee. This is used for the general development of the college, which includes improving infrastructure of the institution, beautification of the campus, fulfilling the necessary departmental requirements such as computers, printers, proper internet facility, laboratory equipments, and sufficient number of benches and desks for the students every year. The examination fee which is collected from the students is fixed by the Patliputra University, Patna and the same is remitted in the University. The college has well established Accounts-Section under the control of Bursar, Prof.-in-Charge and Secretary, Governing Body of the college. It monitors effective and efficient use of financial resources in the college.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Implementation of e-teaching-learning process by using the latest ICT tools and teaching-aids: It takes constant effort from the IQAC's end to motivate teachers to constantly update their teaching methodologies and skills with the changing times. The introduction of e-teaching-learning and evaluation process enhances the quality of knowledge management of the students. An online meeting was held by the IQAC to conduct online classes during the outbreak of COVID-19. The objective of the meeting was to guide and assist the teachers to better equip themselves with a set of skills that would help them in taking online classes in the backdrop of the dreaded COVID pandemic, like how to make videos

and develop e-content for online lectures and making them accessible to students.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. For improving attendance and results of the students various initiatives are taken on the advice of IQAC. IQAC facilitated teaching -learning reforms through review of results and feedback form. The performance of the students in university examinations is analyzed. Every year final year students fill the students' feedback form. It is being reviewed by the department and IQAC, so that necessary steps can be initiated for teaching learning and evaluation reforms. Implementation of Blended Learning (offline and online learning). Formation of Whatsapp groups. Implementation of online learning through online platforms like Google Meet, Zoom etc.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

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

There is a Genders Sensitization and Women Empowerment Cell in the college. It organizes gender equity promotion programmes and looks upon grievances, complaints any discrimination related to gender. The cell creates awareness programmes through lectures, seminars, talks, workshops, debates etc. It also facilitates gender sensitive environment, enabling women and men to maximum of their potential in equal way. For strict security measures, CCTV cameras are installed in the college to take account of any ragging or eve-teasing on the premises. The CCTV cameras are also used for surveillance in those areas of the college where monitoring is needed such as corridors, canteen, entry gate etc. Our institution has special cell for providing better and proper counselling for girl students to develop their personality and job career. The college uses specific methods and tools as well as calls guest experts for counselling of girl students. Our college has a separate common room for girl students. It has seating capacity of 20-30 girl students with attached washrooms. Girl students use the items of indoor games like Carrom, Ludo, Chess, Newspapers, Magazines, etc.

In 2020, during the Covid-19 pandemic necessitated lockdown, the College organized online lectures on Mental Health, Women Empowerment etc.

File Description	Documents
Annual gender sensitization action plan	Online lectures on Mental Health, Women Empowerment etc.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	CCTV cameras, Genders Sensitization and Women Empowerment Cell, Counselling Cell, Common Room

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

C. Any 2 of the above

File Description	Documents
Geo tagged 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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college is very much conscious about waste management right from its collection, transportation, disposal, treatments, and recycling. Wastes are segregated as solid, liquid and e-waste, and provisions are made to dispose it appropriately.

Solid Waste Management

There are dustbins in the college premises at various fixed locations. The Patna Municipal Corporation's van collects the garbage of the college on the daily basis for disposal, treatment and recycling.

Liquid Waste Management

The college has a well planned drainage system for liquid waste management system. The building and constructions department of the college always looks after and maintains it.

E-waste Management

All types of e-waste such as old computers, printers, monitors, mother boards, lap-tops, projectors, CFLs etc. are collected and stored in a very safe place thereafter deliver to an authorized agency for further disposal. The college has arrangement of by-back system for old batteries.

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

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   C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination.

Our college is undertaking various initiatives in the form of celebration of days of Eminent personalities, National Festivals and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. Two important national festivals, Republic Day and Independent Day are celebrated every year with great fervour.

The college promotes social responsibilities and leadership roles among its students and staff through :

- Organizing Community Services and participation of the staff and students through NSS programmes .
- Organizing Awareness Programme in the topics related to Human Rights, Women issues, Legal aids, Human Development etc. with the staff and students of the college.
- Organizing of extra co-curricular activities, cultural and literary programmes. The programmes undertaken by the college in the above process promotes social justice and responsibilities, leadership qualities, communication skills and citizenship roles and such activities help the staff and students in the community orientation, communal harmony, national development and integration.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The college curriculum is framed with courses like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students.

The institute hoists the flag during national festivals and inspires students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

The National Cadet Corps (NCC) unit of the college is dedicated to creating a 'sense of patriotic commitment' for national development. Our college has an active National Service Scheme (NSS) unit where students engage in community service programmes.

The College conducts several Government endorsed programmes like Swachch Bharat Abhiyan campaign, Azaadi ka Amrit Mahotsavcelebration,, Constitution Day, International Day of Yoga, World Environment Day etc. Several outreach programmes about awareness on Human Rights, Women's Rights, Legal Aids, Gender Equity, Women Empowerment, HIV-AIDS, Disastrous Management etc. are conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to 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 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 4. Annual awareness programmes on Code of Conduct are organized — **C. Any 2 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 programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	*View File*

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

Our Collegeobserves several nationally and internationally significant occasions to educate the students on the history, traditions and practices of India in engaging and participatory ways.

The college celebrates Independence Day with much fanfare. The Republic Day is marked in college with various programmes.

Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept, observed nationally as Teacher's Day, is celebrated at both the

department and college level.

On 2nd October, the birth anniversary of Mahatma Gandhi, programmes by the NSS, familiarize students with the life and philosophy of Gandhiji. Since its launch on 2nd October 2014, as part of the Swachh Bharat Abhiyan, the college undertakes several measures to enlighten students about the importance of hygiene and sanitation.

Our college also celebrates International Yoga Day,acknowledging the transnational role of Yoga, an ancient Indian knowledge system, in promoting physical and mental health.

International Women Day is celebrated on 8th March by Gender Sensitization and Women Empowerment Cell.

On 25th January, National Voter's Day, NSS unit of our college, strives to spread awareness about the importance of elections and the role of citizens as voters.

Our Hindi Department observes Hindi Diwas on 14th September every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - I

Title : Use of ICT-Tools in teaching

Objective : Usage of ICT-tools in teaching.

The Context : Teachers need to train and acquire new skill sets as regards using computer assisted ICT tools and other audio-visual

teaching aids so that the quality of their teaching is enhanced.

The Practice : Computer assisted teaching-learning process by using SMART Board, LCD Projector, Laptop Computers, Audio-Visual Aids, Internets etc.

Evidence Of Success: Student's Classroom experience is improved and completion of syllabi on time.

Problems Encountered and Resources required: Routine Maintenance of the ICT tools is needed.

Best Practice - II

Title – Conservation of fuel

Objectives and context:We are facing fuel crisis and the cost of fuel is rising rapidly. Burning fuels produce harmful substances which affect our health in a bad manner.Thus it is extremely important to conserve fuel and protect our environment.

Practice:- Our college decided to observe "A vehicle free day" thrice in a month. It is notified that all students and staff will come to the college by bicycle thrice in a month.

Problems Encountered :None

Evidence of Success :Approximately every month nearly 1000 litre of Fuel (Petrol) is saved.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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. 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. 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.
- Creating an environment of intellectual competence, scientific temper, environment consciousness, and awareness towards social responsibilities.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Oriental College, Patna follows the academic calendar provided by Patliputra University. The college prepares Academic Schedule for each session in accordance with the Calendar provided by the university. Following are the various means through which it executes the curriculum:

Prospectus: Composite information regarding curriculum is provided to students through the prospectus at the very first step of entry.

Academic Calendar: With the commencement of each academic session the institution charts the academic calendar of the college in line with the academic calendar of the University.

Induction Meet: Students are given all college related information during induction meet.

Advisory Committee Meeting: It consists of heads of various departments headed by the Principal which prepares policies after strategizing the best methods to successfully implement the curriculum.

Departmental Meeting: 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.

Lesson Plan: The Faculty members prepare an active plan for their classroom teaching for the entire year before the academic year commences.

Internal Quality Assurance Cell (IQAC): The quality of the education imparted to students is monitored and ensured through IQAC.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://www.ppup.ac.in/academic-calender

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is released by the affiliating university (Patliputra University) and is to be followed in totality by our college. The university publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days as per university norms. The university academic calendar provides a wide framework for the general functioning of the college.The Academic Calendar specifies the following events:

1. Admission/Registration Dates

2. Commencement of Classes

3. End Semester Examination Schedule

Evaluation of the students is the responsibility of the affiliating university which has an annual system of examination. However, the college also follows a periodical evaluation system conducted through organization of assignment, tests, seminars, projects, etc. The main examinations of the university comprises of written examination, practical and viva-voce examination. The exam results are declared on university website.. 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.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://www.ppup.ac.in/academic-calenderhttp://orientalcollege.in/Dynamic_Img/5ab5fedf-3b82-4f55-86a4-8e06cf63ea6b.jpg

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Oriental College, Patna Cityadheres to the curriculum prepared by the parent university. The Humanities and Social Sciences curriculum includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights, etc,. Similarly, the Science streams deal with issues of environment, global warming, afforestation, flora and fauna and sustainability etc. The Commerce programme includes topics on the business ethics, professional etiquette and moral values,

ethics in business, fair pricing and competition and moral business practices etc. Understanding the extreme need of citizen , the university includes a compulsory paper named General and Environmental Studies . Environmental Protection Policy Acts as well as legislations related to environment are also included in the syllabus.There are specific committees and cells that make a collective effort to sensitize the students on areas of concern like Gender equality, Human rights, Environmental issues, etc.

1. Students' Grievance Committee:

2. Anti- Ragging Committee:

3. Human Rights:

4. Gender Sensitization Cell:

The NSS Unit of the college strives to establish a bond with the community at large through different kinds of awareness programmes on current social issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

118

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://orientalcollege.in/Dynamic_Img/90c600a7-d88b-4cb3-a4c8-09792817371e.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2000

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

585

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are assessed through personal interaction in the introductory session, during classrooms lectures and through conducting class tests, assignments, tutorials, etc; on the basis of which slow and advanced learners are identified. Common courses in English, doubt clearing sessions, periodical revisions, frequent on-the-spot oral and written tests, quizzes on study topics are some of the ways in which issues regarding learning level variations are addressed and optimized. Study groups are formed combining learners of varying levels to address the issue of knowledge and skill gaps. Repeat facility in Lab-sessions, Lectures for explication of tough topics,availability of the faculty, hand-outs, lecture note-taking, E-links, Bridge-Courses, Bi-lingual explanations are also found to do good. Faculty uses technology, models, charts, boards, slides, and simulations online in support of lecture method.The Mentor-Mentee system is followedto assist both the advance and slow learners.

Though the number of advance learners is few, more concentration is given to them through different activities such as giving challenging assignments innovative projects and taking seminars. Organising Group Discussion, Special lectures on current and burning issues, Debate, Essay, Quizzes, Painting and other competitions for their improvement. Departments through a combination of academic and co-curricular activities encourage the advanced learners.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4080	30

File Description	Documents
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 participative learning process includes Group Discussions, Debates, Seminars, Workshops, Quiz programmes and taking part in the study tours and the competitions conducted for bringing out the hidden talents of students. Experiential learning helps the students to learn the subject or acquire the knowledge with practical experiences. The practical classes, examinations conducted in the laboratories, the knowledge gained through attending the trainings and the data collection for carrying out projects, the duties and responsibilities assigned to the students by the Departments for conducting Seminars / Conferences, involving them to make arrangements for organising the Department functions enhance the organizing ability and leadership quality of the students. Teachers of the humanities and commerce streams use problem-based learning which enables students to learn more effectively. The assignments and projects, practical classes, computer based learning and knowledge acquisition training in the use of application software, delivering speeches in the meetings and attending the quiz programmes and cultural events as groups, will help the students to trace the problems and discover the methods to be applied in solving them. Brainstorming sessions are periodically held to put the students to the thinking mode and facilitate creativity in class.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers of Oriental College try to make conscious efforts to use ICT tools to enhance the teaching learning process and thus maximize the learning outcomes of the curriculum. The college has ICT Enabled Classrooms having Desktops, Smart-Boards, Laptops, Projectors which helps in the e-learning process. The college has an Automated Library which enables the students to find the location of the books easily. The library provides accessibility to e-resources vide INFLIBNET to teachers and students. The college have been subscribing to NLIST from 2011 onwards Teachers and students are registered NLIST users.The college has well equipped Computer Labs.. Teachers supplement traditional teaching with lectures using power-point, videos, slides etc. WhatsApp groups are formed for every class for better communication and accessibility of teachers and the students. During the Covid19 Lockdown period, students were kept in constant contact through these Whatsapp groups and emails. Audio & Video recordings of lectures and soft copies of class notes were distributed through these media. Online classes are conducted through online platforms like Google Meet, Zoom, Whatsapp etc. The college campus is Wifi-enabled so that teachers and students can freely access the internet.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://orientalcollege.in/Dynamic_Img/87d69c1f-5fa5-493a-b80a-52ae17fc1ec1.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

17.83

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution uses assessment and evaluation both as an indicator for evaluating Students' performance. The institute follows the guidelines and regulations adhered to the Patliputra University, Patna. An examination committee is constituted to coordinate the internal and external examination activities. There is provision of one time examination in graduation courses, therefore no mechanism has been developed for the internal assessment. Though the college organises class tests, terminal tests and sent-up tests for their improvement. All the assessments like class test, unit test, presentation and assignments, project works, departmental seminars, group discussion, question – answer session are very transparent and robust. Slow learners are permitted to improvise their marks by rewriting the examination if they have scored less. The college has full-fledged office of the Controller of Examination. The drafting and printing of question papers is monitored by the internal examination controller and the adherence to schedule is ensured as part of the measures to ensure robustness. The students are provided with question paper patterns and model question papers and parameters of evaluation are also communicated to the students. Practical and oral examinations conducted by the University are evaluated by internal and external examiners appointed by the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college maintains its transparency, its efficiency within time-frame. The student is made clear about every grievance in his mind at the University level. For this process, some re-evaluation fee is charged from the student and evaluation process is again repeated. The college has to follow the instructions of the university. If students have any problem, the principal of the college communicate to the concerning authority (Controller of Exams or other offices) of university about the grievances of the students. All grievances regarding

evaluation marks awarded for the students are redressed by the Examination committee. The College student's grievance committee and office staff involve solving the grievances of students from the University. The College sets up a Student's Grievance Redressal Committee comprising four teachers as members, one teacher as convener and the Principal as chairman. For greater transparency the university notifies the examination schedule and gives required time for the students to register for the exam. As a drive for efficiency, centralized evaluation camps are held after the last examination is over. On completion of the evaluation work and tabulation, the Board of Examiners meets to approve of the result.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Though the College does not have clearly stated learning outcomes, these are expressed in various forms/activities.The Program-Outcomes and Course-Outcomes are adopted for all programs. The learning outcomes of the courses offered are highlighted at the outset in the College Prospectus, so that students know the objectives of the courses and what is expected from them in terms of learning outcomes. The Admission Committee also helps in making the students understand the courses to be undertaken so that they can decide which programmes/courses suit them best. Further, students are briefed about POs and COs of the programmes in which they have enrolled by teachers of their respective departments during the Student Induction programme at the beginning of each Academic Session. The college Communicate regularly with their students through College website, college notice board, Newspapers, sending e-mail and also through letter and telephone as required.The Programme outcomes and Course outcomes of each department are made available along with the syllabus on the college website as well. Session wise and Paper wise expected outcomes are clearly laid out so that student understand what is expected of them when they graduate.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://ppup.ac.in/ug-programmes
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Though the curricular is designed by the Patliputra University, Patnaand the college has no rights to change it then too we try our best to impart the knowledge in a better way.The IQAC has been established in the college for the purpose of making quality assessment and preparing quality report every year. Teachers work in accordance with the program objectives, program outcomes, Program specific outcome and course outcomes. Tutorials and laboratory hours are fixed.The faculty members are encouraged to conduct surprise tests, quizzes, etc. The College aims to make its students employable. The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work. At the academic level the teachers try to improve the results and enhance the intellectual capacity of the students.The syllabus is completed on time and revision is also conducted. Besides the regular studies extra curriculum activities like N.S.S. and N.C.C. are also provided to the students.Career Counseling Cell / Placement Cell in the college help in developing the personality of the students.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1069

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
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)

<u>http://orientalcollege.in/Feedback.aspx</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

03

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

| published in national/ international conference proceedings per teacher during the year |

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

07

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities in the surrounding communities through NSS/NCC to promote a strong college-neighbourhood linkage and inculcate in them a deeper meaning of humanity, awareness of self and surrounding, empathy and tolerance, besides other positive attributes that would make them fine citizens of the nation and the world. Following programmes were carried on during the year :

• World Environment Day Observance: Tree plantation and eco awareness activities. , In order to bring awareness about environment pollution, garbage disposal, waste management, use of LED bulb, solar light are also the part our such activities.

• Promoting minimum Plastic Use

• Cleanliness drives by NSS Volunteers inside and around the college campus.

• Swacchch Bharat Abhiyan Mission

• Community Service during Covid Outbreak:

• Constitution day (Samvidan Divas)

• Human Rights Day

• Teachers Day

- **International Yoga Day etc.**

The extension activities and community experience followed by guided reflection enhances their social commitment together with personal, civil and academic learning. It all make our students very responsible sensitive and conscious citizen.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`00`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`00`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

`00`

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

The college is well equipped with infrastructure to facilitate teaching through modern tools and techniques. 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 ICT infrastructure includes two smart class rooms. 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. A well maintained library with INFLIBNET, Text books, Reference books, Journals, Magazines, and Newspapers etc is available for the students.The college has taken initiatives to install a solar plant on the roof of the college to save the electricity. A Generator is installed to ensure uninterrupted power supply in the campus. The College Campus is under CCTV surveillance. All the information related to the college is made available through the College Website. Apart from the main building, Sarfaraz Manzil (Sabra Block) is a part ofCollege situated at Pani Tanki Road, Patna City. It has six rooms including a big hall. Four rooms are for classes, one for office and one as staff room.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)

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

The College shows equal amount of interest in sports activities along with academics. One Multipurpose outdoor playground having facility to play Badminton, Volley Ball, and also have facility to play Indoor games like Table tennis, Chess, Carom Board etc. while other outdoor games like cricket, football etc., playground of Mohammedan Anglo Arabic Senior Secondary School, is utilized. Our college organizes an Annual Sports Meet to encourage participation and competition amongst the students of our college. The college provides the students with the latest practice equipments needed for respective sport category. Our college has one small Gymnasium with few gym equipments like Rings, Horizontal bar, Parallel bar etc. Girls and Boys are given separate timings to use the gymnasium. Days of national importance and greatness such as Independence Day and Republic Day are celebrated with utmost enthusiasm. Every year on the 21st of June, we organize a yoga program at our college in celebration of International Yoga Day and celebrate the activity, which is well known to refresh one's mind and rejuvenate the mind and body naturally, which is extremely essential for the optimal functioning of the students and faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	[NIL](NIL)

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://orientalcollege.in/Dynamic_Img/93c 0fa9b-068c-43bc-8623-c9d6be242ad1.1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3,02,503/-

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library of the college has a valuable collection of books on diverse subjects. It has 8,863 good and useful books of different subjects covering various disciplines. Software for Library Management (AutoLIB Library Management system of LMS Version 1.0.0.0.) has been purchased and installed in the library. The record/catalogue of books is completely computerized and it utilizes Auto LIB software to streamline the data. The books manually maintained in accession register are being entered through the above software. Bar coded technology library automation system with web OPAC system has been introduced in the library. The issuance and returning of

books is purely managed by an integrated Library Management system Software named Auto LIB version 1.0.0.0 where the books and student college identity cum library cards are scanned by their bar code for library circulation operations, thus ensuring Soft records of the information of every student who utilizes the library. The entire data of the books is added in the ILMS. The college is also a member of INFLIBNET-NLIST programme for accessing E-resources in library. An MoU is also signed with Khanquah Munemia's library which contains 28000 printed books, 1000 manuscripts and number of periodicals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

00

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has Computer Lab with twenty computers. The college ensuresthat it uses latest version of software on its computers. To ensure that our students are kept abreast of latest technologies, our computers are regularly updated and latest antivirus is installed to keep the systems run at maximum capacity.The college has hired professional services for the annual maintenance of computers installed in the College. IT facility in library and office has been also updated on regular interval by the hired agency. The college has a dynamic website. Some of the deployed ICT tools and other technological learning resources are listed here: LCD Projectors Fax Machine EyeRIS System Automated library with OPAC system. Library is equipped with INFLIBNET facility Printing and photo copier services Softcopy of study materials Smart Class Rooms CCTV Besides these, computer facility is also available to the Account office, library as well as Principal's office. The college has a dynamic website. The College has also generator and inverter for uninterrupted power supply. The college provides and updates its IT facilities by taking the connection of MODEM (Jio and Airtel).

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

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

3,02,503/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

The College ensures regular maintenance and upkeep of all infrastructural facilities. Furniture and equipment are purchased on regular basis. IT machines and softwares are continuously upgraded.The cleaning of the classrooms and the laboratories are strictly maintained. 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. All computers in the college have UPS facility with Server Windows monitored and Antivirus updated regularly and full system backup of MS Office done every quarter. The institution uses the buyback facility for UPS batteries which is cost effective and environment friendly. The College website has updated regularly.Electrical and Plumbering related maintenance is also done regularly.All laboratory equipments are serviced by authorised service persons.The college has a dynamic website. The College comprises 17 well furnished class rooms, one computer lab (20 Computers) along with 10 Laboratories. The ICT infrastructure includes two smart class rooms. In addition, there are Staff rooms, Canteen, Gymnasium, NCC room, Girls Common room, Rest room, Reading room, Store room, IQAC/NAAC room, Ramp and Parking Space.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2208

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and	**C. 2 of the above**

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

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)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**D. Any 1 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

01

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

`00`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`00`

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 grievances or problem arises. The representative of the student can meet

through their HOD's 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 co curricular and extra-curricular activities. It will be responsible for all technical, cultural, literary and sports activities organized in the college premises.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Oriental College has fully functional Alumni Association which came into existence since March, 2016 and ever since, it has been acting as a connecting link between the college and its ex-students. Though we do not have a registered alumni

organization, the passes out students continue to be involved in one or the other. The Oriental College Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution and achieve its vision. Even though the association is relatively young, its activity has been very promising. The Alumni have been very active in trying to contribute to the growth on the following areas: Fund raising, Job placement, Career guidance, Enriching infrastructure, Mentorship and scholarship, Motivation & inspiration, Emotional bondage, Social networking, Social activities, etc. Another area of the alumni contribution has been donations in kind like books to the library, water dispensers, games material etc. Every year college conducts Alumni Meet and tries to take feedback from students about their present positions & working culture. Till now The College takes pride of producing several luminaries working in different fields. The college has set up an Alumni Fund for the smooth functioning of the Alumni Association.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College is permanently affiliated to Patliputra University, Patna (Bihar) and is directed by the Education Department, Govt. of Bihar. The curriculum, workload, and academic matters are followed as per the guidelines of Patliputra University, Patna (Bihar). Service matters go according to Bihar State Rules, formulated by the Government. The College is managed by the Governing Body. The prime body of the Governing Body is

Mohammdan Education Committee (M.E.C.). Its members are elected by the general body as per bye-laws. These members, visit the College regularly to plan, monitor and evaluate the performance of the institution. The plans and decisions of the management are implemented in the college by the Principal who is the ex-officio member of our Governing Body. The Internal Quality Assurance Cell (IQAC) is composed of all the stakeholders and conduct meetings regularly to take necessary decisions and initiatives to ensure the improvement in the overall quality of education. The college has different committees, and cells comprising of teachers from different departments for effective functioning. Our perspective plans includes empowering the rural and underprivileged public through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes through NSS.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal is the administrative head of the institution. However, for effective administration and efficient implementation of the academic activities, efforts to decentralize the management are being made through Academic Council, IQAC, NSS units, Heads of Departments, and several committees and cells comprising of Teaching Faculties, non-teaching staff as members.

The college also ensures participative management by involving the Faculty members, Non-teaching members, students, Alumni, External peer representatives and Parents.

A Case Study- A serious concern observed by the college was to control the use of tobacco and tobacco products within the campus area. This practice has assumed quite a serious situation and demand urgent attention.As a solution to this, the Principal took initiative towards tobacco-free campus. Any form of tobacco (Cigarette, Khaini, Gutkha, Biri, Pan-masala, Ganja etc.) is strictly prohibited. At several places in campus such prohibition has been displayed. Strict vigilance is kept

on the tobacco users in the college campus area. As a result, the "tobacco-free Campus" programme became a reality The success of this joint venture of making tobacco free the college campus speaks for itself the commitment as well as decentralised and participative management system prevailing in the institution. .

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Development plans of the institution are in tune with Vision & Mission 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.The college NSS and NCC units are platforms formed at the college level to train students in leadership and social awareness skills. In order to achieve the central objective of quality education, the faculties of the college plan their sessions in advance well before the beginning of the session. Even though the college has serious infrastructure inadequacy yet the effort is not to let classes suffer. The time-tables are prepared well in advance for all courses much before the beginning of each session. The faculty continuously participates in various faculty development programs and research oriented projects to keep themselves updated. The students and the faculty are provided with a 360 degree feedback mechanism.The faculty are also mentoring the students and becoming facilitators. We are also exploring introduction of new courses. The college also plans to introduce PG courses in different subjects.

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

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

The Government, UGC and the University provide the rules and norms, finance and the curriculum, along with its transaction methods and evaluation system which directs the functioning of the institution. The governance of the College is overseen by a Governing Body (GB) which is the executive authority for the general supervision and control of the affairs of the College. The Principal is responsible for the execution of the formulated policies and plans in the college, and he receives support and guidance from various bodies functioning under him. The following are the various eminent bodies which aid the Principal in implementing the plans in the institution:

IQAC

Department Level Monitoring Committee

Cells and Committees

OCTA (Oriental College Teachers Association)

Office –

Service rules – As the college comes under the affiliated system, it is governed by the rules of Bihar State University Service which is formulated by the Government of Bihar.

Recruitment and promotional policies – The recruitment of teaching and non-teaching faculty members of the institution is as per Government norms.

Grievance Redressal Mechanism – The College has a Grievance Redressal Cell formulated with the aim of redressing the grievances of the stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://orientalcollege.in/CollegeCommittee.aspx
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution offers complete support and guidance to its stakeholders for fulfilling their various personal needs.

• The Management and the Principal grants leave for research work. • Duty Leaves are acknowledged for officially sanctioned seminars and workshops.

• The college exercises autonomy regarding the membership and operation of various staff associations.

• Staff Association, headed by its Secretary, is committed to ensure staff welfare and extend its help to members and their families through collective participation.

• Children of the staff are given priority during admission in

the Management Quota, provided they have merit.

• Canteen and recreational facilities are made available for the staff.

• Financial help is offered for the families of deceased staff.

• The Management of the college grants travelling allowances (AC 2tier) for faculties to attend Seminars/Conferences if their papers are accepted.

• Provision for Personal Loan to staff members.

• Festival advance: On occasion of festivals like Holi, Eid, Diwali etc. the employee is eligible to take advance money if he or she desires.

• Employee Provident Fund: This scheme is available to all staff members which includes gratuity and pension contribution.

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

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

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

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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 programs organized

by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

`00`

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

`06`

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Our institution practices an effective self appraisal system which has been implemented for rating the performance of both faculty and non-teaching staff. This is enabled through the IQAC which provides the appraisal through the HODs and students' feedback. Every academic year, a self appraisal is prepared by all the faculty members as per the format given by the UGC.The assessment of lab staff is based on their ability to hold practical on day-to-day basis and to look after the state of the art instrument in different labs. The appraisal for non-academic employees is done annually to ascertain how they interact with students, their peer group, their discipline and sincerity. They are marked according to their attitude towards their work, sense of responsibility, communication skills and abilities to adhere to time schedule, inter-personal relations, strategic planning, decision-making ability, and also on how they take the initiative to deal with new rules. They are evaluated on the basis of leaves taken, maintaining official records, files and papers in an orderly manner and retrieval of papers with honesty and integrity. Such regular self-appraisals motivate the teaching and non-teaching staff to improve their overall academic/ administrative performance.

File Description	Documents
Paste link for additional information	Nil
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 Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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. The funds received from the UGC are properly utilized, and timely

Utilization Certificates along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. Errors and omissions occurring in the accounts books and registers are initially detected by the Head Accountant and the Principal. If any irregularities found in the audit report it is rectified and re-audited accordingly.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college ensures optimal utilisation of available resources for its benefit with the help of the Principal, Purchase-Committee and the Head-Accountant. Being a deficit-grant minority college, the salary and other allowances for both teaching and non-teaching staff is fulfilled by the state government through bank transactions. The college receives funds from the state government under various special heads and this is utilised for the same purpose in the best possible way. The development fund of the college, given by either the UGC or the management, is managed by the Head-Accountant with the help of the Purchase-Committee. This is used for the general development of the college, which includes improving

infrastructure of the institution, beautification of the campus, fulfilling the necessary departmental requirements such as computers, printers, proper internet facility, laboratory equipments, and sufficient number of benches and desks for the students every year. The examination fee which is collected from the students is fixed by the Patliputra University, Patna and the same is remitted in the University. The college has well established Accounts-Section under the control of Bursar, Prof.-in-Charge and Secretary, Governing Body of the college. It monitors effective and efficient use of financial resources in the college.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Implementation of e-teaching-learning process by using the latest ICT tools and teaching-aids: It takes constant effort from the IQAC's end to motivate teachers to constantly update their teaching methodologies and skills with the changing times. The introduction of e-teaching-learning and evaluation process enhances the quality of knowledge management of the students. An online meeting was held by the IQAC to conduct online classes during the outbreak of COVID-19. The objective of the meeting was to guide and assist the teachers to better equip themselves with a set of skills that would help them in taking online classes in the backdrop of the dreaded COVID pandemic, like how to make videos and develop e-content for online lectures and making them accessible to students.

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

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

recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. For improving attendance and results of the students various initiatives are taken on the advice of IQAC. IQAC facilitated teaching -learning reforms through review of results and feedback form. The performance of the students in university examinations is analyzed. Every year final year students fill the students' feedback form. It is being reviewed by the department and IQAC, so that necessary steps can be initiated for teaching learning and evaluation reforms. Implementation of Blended Learning (offline and online learning). Formation of Whatsapp groups. Implementation of online learning through online platforms like Google Meet, Zoom etc.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	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

There is a Genders Sensitization and Women Empowerment Cell in the college. It organizes gender equity promotion programmes and looks upon grievances, complaints any discrimination related to gender. The cell creates awareness programmes through lectures, seminars, talks, workshops, debates etc. It also facilitates gender sensitive environment, enabling women and men to maximum of their potential in equal way. For strict security measures, CCTV cameras are installed in the college to take account of any ragging or eve-teasing on the premises. The CCTV cameras are also used for surveillance in those areas of the college where monitoring is needed such as corridors, canteen, entry gate etc. Our institution has special cell for providing better and proper counselling for girl students to develop their personality and job career. The college uses specific methods and tools as well as calls guest experts for counselling of girl students. Our college has a separate common room for girl students. It has seating capacity of 20-30 girl students with attached washrooms. Girl students use the items of indoor games like Carrom, Ludo, Chess, Newspapers, Magazines, etc.

In 2020, during the Covid-19 pandemic necessitated lockdown, the College organized online lectures on Mental Health, Women Empowerment etc.

File Description	Documents
Annual gender sensitization action plan	Online lectures on Mental Health, Women Empowerment etc.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	CCTV cameras, Genders Sensitization and Women Empowerment Cell, Counselling Cell, Common Room

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged 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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college is very much conscious about waste management right from its collection, transportation, disposal, treatments, and recycling. Wastes are segregated as solid, liquid and e-waste, and provisions are made to dispose it appropriately.

Solid Waste Management

There are dustbins in the college premises at various fixed locations. The Patna Municipal Corporation's van collects the garbage of the college on the daily basis for disposal, treatment and recycling.

Liquid Waste Management

The college has a well planned drainage system for liquid waste management system. The building and constructions department of

the college always looks after and maintains it.

E-waste Management

All types of e-waste such as old computers, printers, monitors, mother boards, lap-tops, projectors, CFLs etc. are collected and stored in a very safe place thereafter deliver to an authorized agency for further disposal. The college has arrangement of by-back system for old batteries.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	<u>View File</u>

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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination.

Our college is undertaking various initiatives in the form of celebration of days of Eminent personalities, National Festivals and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. Two important national festivals, Republic Day and Independent Day are celebrated every year with great fervour.

The college promotes social responsibilities and leadership roles among its students and staff through :

- **Organizing Community Services and participation of the staff and students through NSS programmes .**
- **Organizing Awareness Programme in the topics related to Human Rights, Women issues, Legal aids, Human Development etc. with the staff and students of the college.**
- **Organizing of extra co-curricular activities, cultural and literary programmes. The programmes undertaken by the college in the above process promotes social justice and responsibilities, leadership qualities, communication skills and citizenship roles and such activities help the staff and students in the community orientation, communal harmony, national development and integration.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The college curriculum is framed with courses like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students.

The institute hoists the flag during national festivals and inspires students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

The National Cadet Corps (NCC) unit of the college is dedicated to creating a 'sense of patriotic commitment' for national development. Our college has an active National Service Scheme (NSS) unit where students engage in community service programmes.

The College conducts several Government endorsed programmes like Swachch Bharat Abhiyan campaign, Azaadi ka Amrit Mahotsavcelebration,, Constitution Day, International Day of Yoga, World Environment Day etc. Several outreach programmes about awareness on Human Rights, Women's Rights, Legal Aids, Gender Equity, Women Empowerment, HIV-AIDS, Disastrous Management etc. are conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to 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 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 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 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 programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

Our Collegeobserves several nationally and internationally significant occasions to educate the students on the history, traditions and practices of India in engaging and participatory ways.

The college celebrates Independence Day with much fanfare. The Republic Day is marked in college with various programmes.

Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept,

observed nationally as Teacher's Day, is celebrated at both the department and college level.

On 2nd October, the birth anniversary of Mahatma Gandhi, programmes by the NSS, familiarize students with the life and philosophy of Gandhiji. Since its launch on 2nd October 2014, as part of the Swachh Bharat Abhiyan, the college undertakes several measures to enlighten students about the importance of hygiene and sanitation.

Our college also celebrates International Yoga Day,acknowledging the transnational role of Yoga, an ancient Indian knowledge system, in promoting physical and mental health.

International Women Day is celebrated on 8th March by Gender Sensitization and Women Empowerment Cell.

On 25th January, National Voter's Day, NSS unit of our college, strives to spread awareness about the importance of elections and the role of citizens as voters.

Our Hindi Department observes Hindi Diwas on 14th September every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - I

Title : Use of ICT-Tools in teaching

Objective : Usage of ICT-tools in teaching.

The Context : Teachers need to train and acquire new skill sets as regards using computer assisted ICT tools and other audio-visual teaching aids so that the quality of their teaching is enhanced.

The Practice : Computer assisted teaching-learning process by using SMART Board, LCD Projector, Laptop Computers, Audio-Visual Aids, Internets etc.

Evidence Of Success: Student's Classroom experience is improved and completion of syllabi on time.

Problems Encountered and Resources required: Routine Maintenance of the ICT tools is needed.

Best Practice - II

Title – Conservation of fuel

Objectives and context: We are facing fuel crisis and the cost of fuel is rising rapidly. Burning fuels produce harmful substances which affect our health in a bad manner. Thus it is extremely important to conserve fuel and protect our environment.

Practice:- Our college decided to observe "A vehicle free day" thrice in a month. It is notified that all students and staff will come to the college by bicycle thrice in a month.

Problems Encountered : None

Evidence of Success : Approximately every month nearly 1000 litre of Fuel (Petrol) is saved.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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. 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. 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.
- Creating an environment of intellectual competence, scientific temper, environment consciousness, and awareness towards social responsibilities.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To introduce P.G. courses in some of the departments.
- Construction of a multi-storied building for Examination/ Seminar/lecture etc. accommodating at least 1000 people
- Appointment of qualified teachers on all sanctioned posts.
- Appointment of well-versed and competent Non-teaching staff.
- Construction of a toilet and wash basin attached to IQAC

room.
- Construction of toilets and wash basins for boys and girls separately at each floor.
- Modernization of Laboratories.
- Enhancement of ICT facilities.
- More MoUs with institutions/ universities/ industries/ national and international bodies etc.
- Expansion of Girls Common Room.
- Renovation and expansion of Gymnasium facility.
- Improvement of Health Care Centre in the campus.
- Providing separate rooms to those departments which are running without room.
- To conduct greater number of seminars and workshops of National and International importance at our campus.
- Increasing number of publication in UGC CARE List, Scopus Indexed Journals.
- To strengthen the participation of Parents-Teachers-Association and Alumni in the academic and social activities of the Institution.
- To enhance the counselling services to the students .
- Institutional Collaboration with Private Placement Agencies for enhancing Placement.
- Achieve academic excellence by improving the pass percentage and encouraging the students to pursue higher studies and pass the UGC and other competitive examinations.