



YEARLY STATUS REPORT - 2021-2022

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**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- 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. **8709336628**
- 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))

http://orientalcollege.in/Dynamic_Img/82c125e3-b032-408e-ba6b-2f6cb25472fd.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://orientalcollege.in/Dynamic_Img/bdb9e7d8-9dbb-4fe1-bb84-afc0e56f8a71.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 03

- 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)

1.Timely Submission of Annual Quality Assurance Report (AQAR) to NAAC 2. Conducted regular meetings of Internal Quality Assurance Cell (IQAC) 3. Adoption of new teaching-learning method through blended mode (Online and offline) 4. Started the Study Centre of Maulana Azad National Urdu University. 5. Promotion of Research & Development

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
To mark and celebrate the important days	Many important days like, International Women day, Environment Day, Teachers Day, Health day International Yoga Day etc. wre celebrated
Promotion of Research and development	More number of good quality of publication (Books & Research articles)
To promote faculty development	Teachers have participated in Orientation programmes, Refrher Courses, Short Term Courses as required for CAS.
Service regularization (with pay-band) of teaching & non-teaching employees of the college from the affiliating university	Salary with pay-band started for the newly appointed teachers and non-teaching employees
Appointment of qualified teachers and non-teaching staff on all sanctioned posts.	Post advertised and process started

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

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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://orientalcollege.in/Dynamic_Img/bdb9e7d8-9dbb-4fe1-bb84-afc0e56f8a71.jpg				
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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	
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• Upload latest notification of formation of IQAC			View File		
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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	10/02/2023
15.Multidisciplinary / interdisciplinary	
Oriental College, Patna is affiliated to Patliputra University, Patna. Being an affiliated college, Course curriculum and contents are designed by the parent university, which is yet to	

implement the Multidisciplinary/interdisciplinary approach fully with the objective of NEP- 2020. The institution is carving out the way for the fruitful implementation of multidisciplinary and interdisciplinary education in order to develop the all-round capacities of the students, which will definitely enable our students to develop the skills required in 21st century. While more clarity will be visible in coming days on how the multidisciplinary and interdisciplinary approach to education being proposed in the Policy shape up, the institution welcomes the change and ready to implement the same.

16.Academic bank of credits (ABC):

Provisions of Academic bank of Credit proposed in the NEP 2020 is to facilitate multiple entries and exit points in the academic programs. This is an innovative idea to earn and deposit credits through National schemes like SWAYAM, NPTEL, etc. leading to credit transfer and accumulation which will help the students to get the program completed. The institutional preparedness in implementation of Academic Bank of Credits solely depends upon the guidelines of the affiliated University (Patliputra University) and Higher Education Department, Govt. of Bihar. Oriental College does not fulfil the requirements of ABC yet but it will abide by the regulations of the affiliating university for implementation of Academic Bank of Credits in the in view of NEP 2020. Registration under the ABC to permit its learners to avail multiple entries and exits during the chosen program will be implemented by Patliputra University and the Institution will follow accordingly.

17.Skill development:

The National Education Policy (NEP) 2020 has given special emphasis on acquiring various skills to attain the goal of Samagra Shiksha. With the changing needs in the workforce, academic institutions are required to train and equip students with the current needs of job markets. In order to make the students ready for the job market and build their core competencies to face real-life challenges they must have the required knowledge, skills, and abilities both professionally and life skills. Oriental College is yet to start any Skill Development Course (Certificate/Add-on) but shall start soon with programmes like Painting, Fashion-designing, Karate, Sewing & Knitting, etc. The college also encourages the soft skill development of the students by arranging talks, interactive sessions and lectures by eminent persons from different fields also.

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

The institute actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture. Even before the NEP 2020, the College promoted the use of Indian language, culture and value system. The college has made several efforts to integrate Indian knowledge system in its curriculum. We have adopted three language systems for running the under graduate programmes and other activities. We use English as an international language, Hindi as the national language and Urdu as a state language in our curriculum. All the degree courses are taught trilingual in the institution since its inception. Trilingual mode of teaching and delivery is ensured at the time of recruitment of faculty. Subjects like Indian Constitution, Ethics & Value system of Indian culture, Environment Eco-system, etc. are offered in order to inculcate sense of national integration, culture and civic sense among the student community. Our College has provision of various committee activities which contribute to sensitizing students to cross-cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics for development of creative and divergent competencies. To preserve and spread Indian culture and tradition we organize various activities such as traditional day celebrations, Mehandi, Rangoli, Madhubani-Painting, Mushaira etc. The college also celebrates many commemorative days like observance of Hindi Diwas, International Women's Day, Voters Day etc. to make students aware of Indian culture and heritage.

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

Oriental College, Patna City has well defined Program Outcomes and Program Specific Outcomes for each program. The Program Outcomes and Program Specific Outcomes are satisfied through the teaching-learning process and the additional programs conducted at the Institute. As the part of curriculum, each course has defined Course Outcomes (CO) which are mapped to POs and PSOs. Emphasis is laid on a clearly articulated idea of what students are expected to know and learn through the curriculum and how much they are able to achieve. Apart from regular classroom teaching, there are tutorial classes and the mentor-mentee system that gives priority to outcome- based education. Variety of approaches in teaching Learning process like lectures, seminars,tutorials/workshop/practical and project based learning field work are being adopted.Students are made aware of the Course Outcomes and Programme outcomes through classroom

discussion, expert lectures, practical and displayed on the website.

20.Distance education/online education:

The Distance Education system came into existence with the objective of bringing of those students who are not able to pursue traditional education. This education system allows such students to find convenient time to study without interfering with their already busy schedule. Realizing the need of the time, our institution also started Distance Education Study Center of Maulana Azad National Urdu University, since January, 2022. Undergraduate and Post-graduate education is provided to the students of B.A., B.Com. M.A. and Diploma & Certificate Course through this study center. M. A. in Urdu, English, History, Hindi, Arabic & Islamic Studies and Diploma in Journalism & Mass Communication & Teach English and Certificate Course in Functional English and Certificate Course in Proficiency in Urdu through English are specially taught through this study center. The pandemic has increased awareness and reach of online education. During the Covid pandemic, online classes were conducted very effectively by all the faculty members in all programs, helping the students to study e-contents for all subjects. Study materials were uploaded by the faculty members on college website. Even after the college resumed several online practices are still exercised. Our college is the member of NLIST - INFLIBNET, so the College library subscribes to INFLIBNET which provides unparalleled access to Scholarly Content at the click of a button. Textbooks, reference books, research journals, and a lot of supplementary reading materials can be accessed very easily.

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 1690

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 1198

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 29

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 55

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	18
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1690
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1198
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	View File

3.2	55
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	36,86,553/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
Total number of computers on campus for academic purposes	

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	https://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. 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	View File
Link for Additional information	https://www.ppup.ac.in/academic-calender

1.1.3 - Teachers of the Institution

B. Any 3 of the above

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

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 is a Muslim Minority Degree College that strictly follows and adheres to the promotion of equality and propagation of ethical values to inculcate an atmosphere of inclusivity and sustainability. Oriental College, Patna City adheres 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. 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. 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

126

File Description	Documents
Any additional information	View File
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)	View File
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	NIL

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

772

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, etc. 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 are also found to do good. The trilingual mode of teaching-learning is adopted for concept clarification, explanations, and interactions in the classroom. The Mentor-Mentee system is followed to assist both the advance and slow learners. Special importance and attention is given to the slow learners by personalized counseling, study materials and books are issued to the slow learners to cope with the advanced learners. The advanced learners also offer support and cooperation to the slow learners by sharing their notes and guiding them. 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.

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
4264	29

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 college lays emphasis on student-centric teaching-learning process by adopting a right blend of conventional and modern methods of teaching-learning. 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, enhance first-hand knowledge of their specific subjects, develop skills and are better able to connect theories and knowledge acquired and enhanced in the classroom to real world situations. Problem solving methodologies enable the students to analyze situations and issues, improve communication modes, think critically and creatively, work collaboratively, acquire new knowledge, and find new solutions. 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.

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 extensive use of ICT tools by teachers promotes higher-order thinking skills, presentation of ideas in an innovative way. Besides the conventional mode of teaching, all full-time teachers of this college use ICT enabled tools, like PowerPoint presentations, YouTube, interactive digital white-boards, Google-meet, Zoom, etc, to promote e-learning. 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 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 between teachers and the students. Online classes are conducted through online platforms like Google Meet, Zoom, Whats-App etc. The college campus is Wi-fi enabled which helps the teachers and students to stay connected to the internet and learn and teach the updated information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

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

29

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

29

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**

29

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**

18.10

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 and sent-up tests for their improvement at its own level. 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. The academic performance of the students is continuously evaluated through class-test, viva, and assignments regularly. Teachers guided them to enhance their quality.

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 timeframe. 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 officers) 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 six 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.

The Program-Outcomes and Course-Outcomes are adopted for all programs. The college ventilates the learning objectives through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by the teachers. 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. The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes so that better result can be achieved

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://orientalcollege.in/Dynamic_Img/201920ef-e8b1-4c7e-89bd-5ba22ffa7272.A.,%20B.Sc.%20and%20B.Com%20Course%20Outcomes.pdf
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.

The institution assesses the Programme/Course outcomes by what the students attain by the end of the Programme/Course. The course outcomes focus on the major Skills, Knowledge, Attitude and Ability of the students acquired after the completion of the course. Teachers work in accordance with the program objectives, program outcomes, Program specific outcome and course outcomes. Summative assessment helps in judging a student's learning outcomes after the course has been completed. This includes submission of Projects, assignments and examinations. 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

1155

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

08

File Description	Documents
Any additional information	View File
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

04

File Description	Documents
Any additional information	View File
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. Multifarious activities in the Institute involving the students with the objective of sensitizing them about various social issues and strengthening community participation for holistic development are carried out inside the campus under the banner of NSS. NSS volunteers address social issues which include cleanliness, tree plantation, Promoting minimum Plastic Use, water conservation,

garbage disposal, waste management, use of LED bulb, solar light etc. and they are also instrumental for celebration of traditional and cultural activities. The Ministry of Culture, Govt. Of India has introduced one major event "Rashtragaan" for celebrating 75 years of Independence. The students must sing and upload the National Anthem to the given link and show their patriotism. National Cadet Corps(NCC) of Oriental College trains young students to live a life of discipline and service to society through various activities.

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

08

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

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

299

File Description	Documents
Report of the event	View File
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 of College 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

02

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

00

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)	View File

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

12

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 ensures that 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. 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 provides and updates its IT facilities by taking the connection of B-FIBRE (TP LINK ARCHER C20 S/N-2224456004936 2337, 1070, 1070, 1077, CAT 6 CABLE, ONU,UNL).The College has also generator and inverter for uninterrupted power supply.

File Description	Documents
Upload any additional information	View File
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	View File

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)

13,50,000/

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)	View File

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. A caretaker supervises the day-to-day maintenance of the institution's infrastructural facilities. A Purchase Committee approves purchases for the maintenance and upgrade of the college. IT-machines and soft-wares 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 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 Plumbing related maintenance is also done regularly. The power generator is serviced annually. All laboratory equipments are serviced by authorized service persons. The college water tanks are cleaned annually and proper upkeep of the RO water plant is maintained. Rainwater harvesting system has been established in the college to conserve water. The college undertakes regular maintenance of the solar grid power plant.

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

391

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

02

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)	View File

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

D. 1 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)	View File

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

28

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

28

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

00

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	No File Uploaded

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.**

01

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 coopting 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

01

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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)	View File

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 exstudents. 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 E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Oriental College is Muslim Minority Institution permanently affiliated to Patliputra University, Patna. The College is established with the mission and vision of empowering the underprivileged and marginalised population through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes. To implement this vision the Institution obtains the needed collaboration of a supportive management, a dedicated and united teaching and

nonteaching staff. The College is managed by the Governing Body. The prime body of the Governing Body is Mohammdan Education Committee (M.E.C.). 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 Principal is Head of the institution, assisted by Vice Principal, IQAC-Coordinator, Academic Heads of various Departments. The College promotes a culture of decentralization and ensures participative management through various committees and cells. The curriculum, workload, and academic matters are followed as per the guidelines of Patliputra University, Patna. All important information is communicated through regular meetings of the HODs with the Principal. The HODs along with other faculty members, work to chalk out the action plan for well-planned and effective delivery of curriculum.

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.

Decentralization and participative management is visible in various institutional practices including the admission process, distribution of responsibility to Heads of department, distribution of NAAC work among teaching staff etc., The College has a participatory approach in matters of regular functioning of each committee. Each Committee headed by the Principal, consists of Coordinator and members who work for the planning and implementation. Various committees such as IQAC, Steering-Committee for NAAC, Development-Committee, UGC-Cell, Purchase-Committee, Research-Cell, Library-Advisory-Committee, Anti-Ragging Cell, Student-Grievance Cell, Gender-Sensitization Cell, Placement-Cell. Editorial-Board, Cultural-Committee, Sports-Committee, Media-Cell, RTI-Cell, IPR-Cell, Counselling-Cell, OBC/Minority Cell, Teacher-Parent Association, Alumni-Association, NSS and NCC unit chalk out the strategic plan of events and activities to support the growth and development in key areas. CASE STUDY: Conducting University Examination The College conducts Annual exams for UG Courses as per the exam schedule notified by Patliputra University, Patna. The University examination was conducted by distributing different

activities among teaching and non-teaching staff. University provides the schedule for practical and theoretical examinations. According to the schedule provided by the University, Principal delegates authority to the Controller of Examination to assign invigilation duty to the faculty members. Conducting University examination in an organized manner reflects the practice of decentralization and participative management.

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

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 is guided by several policies approved by the Governing Body. College Management prepares an Institutional Strategic and Development plan in consultation with members of the Governing Body. 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 which is the executive authority for the general supervision and control of the affairs of the College. The appointment of staff is done by the governing body in accordance with UGC guidelines which is further concurred and approved by the Parent University & Govt. of Bihar. The service rules of Patliputra University are applicable in terms of promotion, salary disbursement, etc. The Organizational Structure of the College consists of the Governing body, the Principal, Vice Principal, IQAC, and various academic and administrative committees which functions according to the vision and mission of the college. The Governing Body of the College holds regular meetings to discuss issues relating to finance, infrastructure, faculty recruitment and all other matters related to the overall development of College. The Principal is responsible for the execution of the formulated policies and plans in the college. The IQAC of the College monitors the internal quality of the institution.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in **B. Any 3 of the above**
areas of operation Administration Finance

and Accounts Student Admission and Support Examination

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 College has effective welfare measures for teaching and non-teaching staff 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. • 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, Parking facilities, Staff room and staff rooms, Facilities such as ramps, Bank facilities, Wi-Fi enabled campus, INFLIBNET, wheelchair are provided. • Financial help is offered for the families of deceased staff. • The Management of the college grants travelling allowances (AC 3tier) 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. • Retirement Benefits and Provident fund benefits are as per the University Rules. Gratuity and Encashment of Earned Leave is provided after superannuation.

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

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

02

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	View File
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-today 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. The Principal holds frequent meetings with the HODs, teaching and non-teaching staff and thus assesses professional accountability.

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 conducts Internal and External financial audit regularly. The account department maintains the records of all the receipt and maintains the income and expenditure and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded. The bills and vouchers of the revenue expenditure and records with the concerned Department of the capital expenditure are verified. The account section is overall under control of Bursar, Prof.-in-Charge and Secretary, Governing Body of the college. The institution has formed a Purchase Committee to ensure a proper procedure for purchases whereby quotations are called for and prices are compared. 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 utilization 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. Governing Body of the Institution allocates the needed fund for the infrastructure augmentation, academic and physical facility development in its annual budget. 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

IQAC of the College endeavours to enhance a culture of quality consciousness in all processes of teaching, learning and administration. Internal Quality Assurance cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by 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. During the Covid-19 pandemic, online classes were conducted very effectively by all the faculty members in all programs, helping the students to study e-contents for all subjects. Study materials were uploaded by the faculty members on college website. Even after the college resumed several online practices are still exercised as implementation of Blended Learning (offline and online learning). Another important aspect dealt with the IQAC was to start a Distance Education Study Center of Maulana Azad National Urdu University, since January, 2022. B.A., B.Com., M. A. in Urdu, English, History, Hindi, Arabic & Islamic Studies and Diploma in Journalism & Mass Communication & Teach English and Certificate Course in Functional English and Certificate Course in Proficiency in Urdu through English are specially taught through this study center.

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

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. During pandemic, the teaching-learning paradigm is shifted to online mode. Online sessions were conducted using various platforms like Google Meet, Zoom etc. Implementation of Blended Learning (offline and online learning) and formation of WhatsApp groups of teachers and students are important initiatives taken by IQAC even after resuming the offline classes. IQAC regularly conducts internal meetings to review the academic and administrative activities. It also reviews publications; seminars attended and research experience of all faculties of the department. It is done regularly to assess the strength and weakness of the department and to prepare the academic plan accordingly. It ensures monitoring of quality and effectiveness of teaching learning process.

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

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	View File
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

Gender equity is the hallmark of Oriental College where opportunities to access of resources are free from any discrimination. The institute maintains gender equity through its curricular, co-curricular, extra-curricular, and other facilities on the campus. The safety and security of the students is ensured through installation of CCTV cameras at strategic points and round the-clock security guard at the gate. Clean washrooms for faculty and students and separate gents toilet create an atmosphere of infrastructural equity. The Genders Sensitization and Women Empowerment Cell of the college organizes programs on gender sensitization and women empowerment besides celebrating International Women's Day every year on 8th March. 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. Our institution has special cell for providing better and proper counselling for girl students to develop their personality and job career. 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.

File Description	Documents
Annual gender sensitization action plan	CELEBRATION OF INTERNATIONAL WOMEN'S DAY
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 CAMERA, GENDER SENSITIZATION & WOMEN EMPOWERMENT CELL, COMMON ROOM, COUNSELLING CELL

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. Though negligible amount of liquid waste is produced by the institution, it is discharged into the municipal sewage system. Biomedical waste management - Biomedical waste is not produced by the institution. Waste recycling system -Oriental College has compost-pit for solid waste and the compost is used as fertilizer in the campus. 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. Hazardous chemicals and radioactive waste management- Hazardous chemicals and radioactive waste are not produced by the college.

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. College infrastructure supports barrier free environment for Divyangjan. Scholarships as per Government rules are given to the SC/ST/ OBC students for their upliftment and inclusive progress. 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. Republic Day and Independent Day are celebrated every year with great fervour. Cultural programmes on these days are organized as a joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our country. The Institution celebrates Constitution Day on to promote communal harmony among students. The Institute has a strong and enduring dedication to its social responsibilities. The NSS/NCC Cell has engaged in numerous socially responsible initiatives. Awareness programmes are held on a regular basis by the NSS and IQAC promoting cultural diversity and inculcating the spirit of inclusion. Motivational lectures are arranged for all-round development of the students and to make them responsible citizens.

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 Swachh Bharat Abhiyan campaign, Azaadi ka Amrit Mahotsav celebration,, 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

C. Any 2 of the above

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.

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 College observes several nationally and internationally significant occasions to educate the students on the history, traditions and practices of India in engaging and participatory ways. The institute has a longstanding tradition of celebrating Republic Day and Independence Day with vigour and zeal. Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept., observed as Teacher's Day. 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. The institute celebrates National Education Day in remembrance of the contributions of Maulana Abul Kalam Azad. 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. Department of Hindi 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)	View File
Geo tagged photographs of some of the events	View File
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 audiovisual 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 and 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	https://www.ppup.ac.in/academic-calendar

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. 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	View File
Link for Additional information	https://www.ppup.ac.in/academic-calender

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	
<p>Oriental College is a Muslim Minority Degree College that strictly follows and adheres to the promotion of equality and propagation of ethical values to inculcate an atmosphere of inclusivity and sustainability. Oriental College, Patna City adheres 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. 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. 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.</p>	

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

126

File Description	Documents
Any additional information	View File
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)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	NIL
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

772

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, etc. 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 are also found to do good. The trilingual mode of teaching-learning is adopted for concept clarification, explanations, and interactions in the classroom. The Mentor-Mentee system is followed to assist both the advance and slow learners. Special importance and attention is given to the slow learners by personalized counseling, study materials and books are issued to the slow learners to cope with the advanced learners. The advanced learners also offer support and cooperation to the slow learners by sharing their notes and guiding them. 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.

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
4264	29

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 college lays emphasis on student-centric teaching-learning process by adopting a right blend of conventional and modern methods of teaching-learning. 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, enhance first-hand knowledge of their specific subjects, develop skills and are better able to connect theories and knowledge acquired and enhanced in the classroom to real world situations. Problem solving methodologies enable the students to analyze situations and issues, improve communication modes, think critically and creatively, work collaboratively, acquire new knowledge, and find new solutions. 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.

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 extensive use of ICT tools by teachers promotes higher-order thinking skills, presentation of ideas in an innovative way. Besides the conventional mode of teaching, all full-time teachers of this college use ICT enabled tools, like PowerPoint presentations, YouTube, interactive digital whiteboards, Google-meet, Zoom, etc, to promote e-learning. 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 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 between teachers and the students. Online classes are conducted through online platforms like Google Meet, Zoom, Whats-App etc. The college campus is Wi-fi enabled which helps the teachers and students to stay connected to the internet and learn and teach the updated information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

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

29

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

29

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**

29

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

18.10

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 and sent-up tests for their improvement at its own level. 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. The academic performance of the students is continuously evaluated through class-test, viva, and assignments regularly. Teachers guided them to enhance their quality.

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 timeframe. 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 officers) 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 six 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.

The Program-Outcomes and Course-Outcomes are adopted for all programs. The college ventilates the learning objectives through various means such as college prospectus, Principal's address to students and parents, Alumni meets and

dissemination in classroom by the teachers. 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. The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes so that better result can be achieved

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://orientalcollege.in/Dynamic_Img/201920ef-e8b1-4c7e-89bd-5ba22ffa7272.A.,%20B.Sc.%20and%20B.Com%20Course%20Outcomes.pdf
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.

The institution assesses the Programme/Course outcomes by what the students attain by the end of the Programme/Course. The course outcomes focus on the major Skills, Knowledge, Attitude and Ability of the students acquired after the completion of the course. Teachers work in accordance with the program objectives, program outcomes, Program specific outcome and course outcomes. Summative assessment helps in judging a student's learning outcomes after the course has been completed. This includes submission of Projects, assignments and examinations. 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

1155

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

08

File Description	Documents
Any additional information	View File
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

04

File Description	Documents
Any additional information	View File
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. Multifarious activities in the Institute involving the students with the objective of sensitizing them about various social issues and strengthening community participation for holistic development are carried out inside the campus under the banner of NSS. NSS volunteers address social issues which include cleanliness, tree plantation, Promoting minimum Plastic Use, water conservation, garbage disposal, waste management, use of LED bulb, solar light etc. and they are also instrumental for celebration of traditional and cultural activities. The Ministry of Culture, Govt. Of India has introduced one major event "Rashtragaan" for celebrating 75 years of Independence. The students must sing and upload the National Anthem to the given link and show their patriotism. National Cadet Corps(NCC) of Oriental College trains young students to live a life of discipline and service to society through various activities.

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

08

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

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

299

File Description	Documents
Report of the event	View File
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 of College 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	
02	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
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)	
00	
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)	View File
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**

12

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 ensures that 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. 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 provides and updates its IT facilities by taking the connection of B-FIBRE (TP LINK ARCHER C20 S/N-2224456004936 2337, 1070, 1070, 1077, CAT 6 CABLE, ONU,UNL).The College has also generator and inverter for uninterrupted power supply.

File Description	Documents
Upload any additional information	View File
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	View File

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)

13,50,000/

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)	View File

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. A caretaker supervises the day-to-day maintenance of the institution's infrastructural facilities. A Purchase Committee approves purchases for the maintenance and upgrade of the college. 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 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 Plumbing related maintenance is also done regularly. The power generator is serviced annually. All laboratory equipments are serviced by authorized service persons. The college water tanks are cleaned annually and proper upkeep of the RO water plant is maintained. Rainwater harvesting system has been established in the college to conserve water. The college undertakes regular maintenance of the solar grid power plant.

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

391

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

02

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)	View File

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	D. 1 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)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
28	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
28	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

00

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	No File Uploaded

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.

01

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 coopting 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

01

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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)	View File

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 exstudents. 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
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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

Oriental College is Muslim Minority Institution permanently affiliated to Patliputra University, Patna. The College is established with the mission and vision of empowering the underprivileged and marginalised population through quality

education, dissemination of knowledge as per the University syllabi, and community linked programmes. To implement this vision the Institution obtains the needed collaboration of a supportive management, a dedicated and united teaching and nonteaching staff. The College is managed by the Governing Body. The prime body of the Governing Body is Mohammdan Education Committee (M.E.C.). 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 Principal is Head of the institution, assisted by Vice Principal, IQAC-Coordinator, Academic Heads of various Departments. The College promotes a culture of decentralization and ensures participative management through various committees and cells. The curriculum, workload, and academic matters are followed as per the guidelines of Patliputra University, Patna. All important information is communicated through regular meetings of the HODs with the Principal. The HODs along with other faculty members, work to chalk out the action plan for well-planned and effective delivery of curriculum.

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.

Decentralization and participative management is visible in various institutional practices including the admission process, distribution of responsibility to Heads of department, distribution of NAAC work among teaching staff etc., The College has a participatory approach in matters of regular functioning of each committee. Each Committee headed by the Principal, consists of Coordinator and members who work for the planning and implementation. Various committees such as IQAC, Steering-Committee for NAAC, Development-Committee, UGC-Cell, Purchase-Committee, Research-Cell, Library-Advisory-Committee, Anti-Ragging Cell, Student-Grievance Cell, Gender-Sensitization Cell, Placement-Cell. Editorial-Board, Cultural-Committee, Sports-Committee, Media-Cell, RTI-Cell, IPR-Cell, Counselling-Cell, OBC/Minority Cell, Teacher-Parent Association, Alumni-Association, NSS and

NCC unit chalk out the strategic plan of events and activities to support the growth and development in key areas. CASE STUDY: Conducting University Examination The College conducts Annual exams for UG Courses as per the exam schedule notified by Patliputra University, Patna. The University examination was conducted by distributing different activities among teaching and non-teaching staff. University provides the schedule for practical and theoretical examinations. According to the schedule provided by the University, Principal delegates authority to the Controller of Examination to assign invigilation duty to the faculty members. Conducting University examination in an organized manner reflects the practice of decentralization and participative management.

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

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 is guided by several policies approved by the Governing Body. College Management prepares an Institutional Strategic and Development plan in consultation with members of the Governing Body. 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 which is the executive authority for the general supervision and control of the affairs of the College. The appointment of staff is done by the governing body in accordance with UGC guidelines which is further concurred and approved by the Parent University & Govt. of Bihar. The service rules of Patliputra University are applicable in terms of promotion, salary disbursement, etc. The Organizational Structure of the College consists of the Governing body, the Principal, Vice Principal, IQAC, and various academic and administrative committees which functions according to the vision and mission of the college. The Governing Body of the College holds regular meetings to discuss issues relating to finance, infrastructure, faculty recruitment and all other matters related to the overall development of College. The Principal is responsible for the execution of the formulated policies and plans in the college. The IQAC of the College monitors the internal quality of the institution.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
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 College has effective welfare measures for teaching and non-teaching staff 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. • 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, Parking facilities, Staff room and staff rooms, Facilities such as ramps, Bank facilities, Wi-Fi enabled campus, INFLIBNET, wheelchair are provided. • Financial help is offered for the families of deceased staff. • The Management of the college grants travelling allowances (AC 3tier) 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. • Retirement Benefits and Provident fund benefits are as per the University Rules. Gratuity and Encashment of Earned Leave is provided after superannuation.

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

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

02

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	View File
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-today 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. The Principal holds frequent meetings with the HODs, teaching and non-teaching staff and thus assesses professional accountability.

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 conducts Internal and External financial audit regularly. The account department maintains the records of all the receipt and maintains the income and expenditure and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded. The bills and vouchers of the revenue expenditure and records with the concerned Department of the capital expenditure are verified. The account section is overall under control of Bursar, Prof.-in-Charge and Secretary, Governing Body of the college. The institution has formed a Purchase Committee to ensure a proper procedure for purchases whereby quotations are called for and prices are compared. 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 utilization 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. Governing Body of the Institution allocates the needed fund for the infrastructure augmentation, academic and physical facility development in its annual budget. 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

IQAC of the College endeavours to enhance a culture of quality consciousness in all processes of teaching, learning and administration. Internal Quality Assurance cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by 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. During the Covid-19 pandemic, online classes were conducted very effectively by all the faculty members in all programs, helping the students to study e-contents for all subjects. Study materials were uploaded by the faculty members on college website. Even after the college resumed several online practices are still exercised as implementation of Blended Learning (offline and online learning). Another important aspect dealt with the IQAC was to start a Distance Education Study Center of Maulana Azad National Urdu University, since January, 2022. B.A., B.Com., M. A. in Urdu,

English, History, Hindi, Arabic & Islamic Studies and Diploma in Journalism & Mass Communication & Teach English and Certificate Course in Functional English and Certificate Course in Proficiency in Urdu through English are specially taught through this study center.

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

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. During pandemic, the teaching-learning paradigm is shifted to online mode. Online sessions were conducted using various platforms like Google Meet, Zoom etc. Implementation of Blended Learning (offline and online learning) and formation of WhatsApp groups of teachers and students are important initiatives taken by IQAC even after resuming the offline classes. IQAC regularly conducts internal meetings to review the academic and administrative activities. It also reviews publications; seminars attended and research experience of all faculties of the department. It is done regularly to assess the strength and weakness of the department and to prepare the academic plan accordingly. It ensures monitoring of quality and effectiveness of teaching learning process.

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

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	View File
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

Gender equity is the hallmark of Oriental College where opportunities to access of resources are free from any discrimination. The institute maintains gender equity through its curricular, co-curricular, extra-curricular, and other facilities on the campus. The safety and security of the students is ensured through installation of CCTV cameras at strategic points and round the-clock security guard at the gate. Clean washrooms for faculty and students and separate

gents toilet create an atmosphere of infrastructural equity. The Genders Sensitization and Women Empowerment Cell of the college organizes programs on gender sensitization and women empowerment besides celebrating International Women's Day every year on 8th March. 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. Our institution has special cell for providing better and proper counselling for girl students to develop their personality and job career. 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.

File Description	Documents
Annual gender sensitization action plan	CELEBRATION OF INTERNATIONAL WOMEN'S DAY
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 CAMERA, GENDER SENSITIZATION & WOMEN EMPOWERMENT CELL, COMMON ROOM, COUNSELLING CELL

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. Though negligible amount of liquid waste is produced by the institution, it is discharged into the municipal sewage system. Biomedical waste management - Biomedical waste is not produced by the institution. Waste recycling system -Oriental College has compost-pit for solid waste and the compost is used as fertilizer in the campus. 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. Hazardous chemicals and radioactive waste management- Hazardous chemicals and radioactive waste are not produced by the college.

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:

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. College infrastructure supports barrier free environment for Divyangjan. Scholarships as per Government rules are given to the SC/ST/ OBC students for their upliftment and inclusive progress. 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. Republic Day and Independent Day are celebrated every year with great fervour. Cultural programmes on these days are organized as a joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our country. The Institution celebrates Constitution Day on to promote communal harmony among students. The Institute has a strong and enduring dedication to its social responsibilities. The NSS/NCC Cell has engaged in numerous socially responsible initiatives. Awareness programmes are held on a regular basis by the NSS and IQAC promoting cultural diversity and inculcating the spirit of inclusion. Motivational lectures are arranged for all-round development of the students and to make them responsible citizens.

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 Swachh Bharat Abhiyan campaign, Azaadi ka Amrit Mahotsav celebration,, 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 College observes several nationally and internationally significant occasions to educate the students on the history, traditions and practices of India in engaging and participatory ways. The institute has a longstanding tradition of celebrating Republic Day and Independence Day with vigour and zeal. Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept., observed as Teacher's Day. 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. The institute celebrates National Education Day in remembrance of the contributions of Maulana Abul Kalam Azad. 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. Department of Hindi 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)	View File
Geo tagged photographs of some of the events	View File
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 audiovisual 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 and 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

? Construction of a multi-storied building for Examination/Seminar/lecture etc. accommodating at least 1000 people ? Appointment of qualified teachers and well-versed & competent Non-teaching staff on all sanctioned posts. ? 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. ? Upgradation 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. ? To conduct Academic Administrative Audits. ? Achieve academic excellence by improving the pass percentage and encouraging the students to pursue higher studies and pass the UGC and other competitive examinations. ? Purchase of new books in library. ? Renovation of the Seating arrangement of the auditorium ? Increase the number of PhD guides in each department. ? Increase participation in co-curricular, extra-curricular activities at national and international level. ? Motivate faculties to attend professional development programs/faculty development programs (Minimum one week) ? Motivate faculties towards E-content development ? Publication of College Magazine