Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**CHARAMPA MAHAVIDYALAYA**
Name of the head of the Institution	**SJ. SOURESH CHANDRA MOHANTY**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	06784230679
Mobile no.	9437265871
Registered Email	cmviqac20@gmail.com
Alternate Email	charampacollege@gmail.com
Address	**ASURA**
City/Town	**CHARAMPA**
State/UT	**Orissa**
Pincode	756101

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mr. Pravat Kumar Bal, Reader in History**
Phone no/Alternate Phone no.	**06784230679**
Mobile no.	**9937605483**
Registered Email	**cmviqac20@gmail.com**
Alternate Email	**charampacollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://charampacollege.in/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://charampacollege.in/cms/documents/AR310922_img431.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.60**	**2009**	**29-Jan-2009**	**28-Jan-2014**

6. Date of Establishment of IQAC	**21-Jun-2010**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of IQAC & implementation of the resolutions adopted	**17-Jul-2017** **1**	**7**
Regular Meeting of IQAC &	**28-Oct-2017**	**7**

implementation of the resolutions adopted	1	
Regular Meeting of IQAC & implementation of the resolutions adopted	20-Jan-2018 1	7
Regular Meeting of IQAC & implementation of the resolutions adopted	07-Apr-2018 1	7
Feedbacks from stakeholders collected, analyzed & used for improvement	20-Feb-2018 5	156
Academic Audit my IQAC Members	28-Feb-2018 1	6
Participation in AISHE	26-Feb-2018 1	1

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

Celebration of Van Mahotsav Week and Awareness for Tree Plantation Observation of International Women's Day and peace rally. Beautification of the adopted village, awareness for cleanliness. First Aid Training Camp Observation of World Aids Day

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Observation of all important days like National Festivals, Cultural Festivals, Constitution Day, International Women's Day, World Aids Day etc.	Celebrating days like cultural festivals, international days, and heritage events fosters cultural awareness and appreciation among students and staff. It provides a platform for showcasing and learning about diverse cultures.
Van Mohastav Week	Students understand the importance of tree plantation
Extra mural talks and awareness programmes	Students and staff know the importance of different social issues and solutions
Campus Cleaning Programme	Students' participations in the beautification of campus
Active Citizenship programme	Students' awareness for electoral system
Digital Literacy Programme for communities	The villagers & Communities have knowledge of using different digital platforms
Self-defence programme for Girls	Girls empowered themselves physically to feel confident in any situations.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Staff Council	23-Sep-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**

Date of Submission	26-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution has a manifold Management Information System of Higher Education Department like SAMS, HRMS, PIMS, IFMS for enhancing efficiency, data management, decisionmaking and overall academic, financial and administrative processes. Going to the details SAMS centralises student data including enrolment, category, Student ID other information making it easier to track and manage students' records. It streamlines the admission process allowing the institution to efficiently process applications, communicate with stakeholders and manage admission data, form fillup, issue of CLC etc. HRMS maintains records of staff members including personal details, employment history, payroll information, leave records performance evaluations. Personal Information Management System is meant for transfer process of employees. IFMS handles financial transactions, for smooth conduct of all financial issues like salary bills, arrear bills other staff payments.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institutions has qualified teachers who prepare their lesson plans according to the curriculum designed for students of different programmes by affiliating university. Lesson plans are verified by the Academic Bursar and after his approval teachers impart the lesson keeping in their mind students' interests, needs, and learning experiences. Lectures, group-discussions, monthly seminars, proctorial classes for slow learners, unit tests to assess students' progress are different strategies adopted by teachers for delivery of curriculum and all records are maintained and documented properly. Students are provided with study materials, hand-outs, for further assistance. Internal of Mid-term Exams are held for each semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	D.El.Ed.	02/01/2018	365	Employabil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics, English, History, Odia, Political Science, Psychology, Sociology, Urdu	01/06/2017
BSc	Botany, Chemistry, Mathematics', Physics, Zoology	01/06/2017
BCom	Commerce	01/06/2017

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

	Certificate	Diploma Course
Number of Students	386	97

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Sociology	01/06/2017	42
Communicative English	01/06/2017	200
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
Printed feedback forms for different stakeholders are circulated among students, teachers and parents basing on quality of teaching, teachers' performance, curriculum delivery, infrastructure, and quality development inviting suggestions for overall development. In IQAC Meeting these feedbacks are analysed and steps taken accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, English, History, Odia, Political Science, Psychology, Sociology, Urdu	256	317	236
BSc	Botany, Chemistry, Mathematics', Physics, Zoology	128	193	113
BCom	Commerce	64	120	62
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1233	0	31	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	Nill	Nill	Nill	Nill	Nill
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

1. Mentoring system is carried on through interaction between faculties and students during proctorial classes taken from time to time 2. Personal motivation by the teachers is also provided when necessary. 3. Career

counselling programme are held by various private organizations and necessary guidance is given to the students regarding career opportunities available for students of different streams

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1233	31	1:40

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	31	2	0	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Economics, English, History, Odia, Political Science, Psychology, Sociology	Final University Exam 2018	22/03/2017	01/05/2018
BSc	Physics, Chemistry, Mathematics, Botany, Zoology	Final University Exam 2018	22/03/2018	01/05/2018
BCom	Commerce	Final University Exam 2018	22/03/2018	01/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Monthly unit tests are conducted by teachers of each department for improvement of students' standard and preparing them for the semester examination. The area of weakness is found and remedial classes and proctorial classes are held to improve their quality of learning. Besides, the internal assessment exam is held before each semester. Preparation of the students for unit tests and internal exams help them in improving their inherent capacity to learn. Further on the spot quiz on their subjects taught are held to gear up the students for

improving their learning experience.

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

The academic calendar is prepared by one of the senior members/teachers of IQAC just before the beginning of the current academic session and placed before IQAC Meeting for discussion and approval. This calendar is prepared adhering to admission, examination, cultural programmes, seminars and sports events of the institutions aligned with the academic calendar of Higher Education Department of Odisha.

2.6 – Student Performance and Learning Outcomes

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

https://charampacollege.in/cms/documents/AR643763_Programme%20Outcum-2017-18.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Economics, English, History, Odia, Political Science, Psychology, Sociology	239	190	79.49
UG	BSc	Physics, Chemistry, Mathematics, Botany, Zoology	130	97	75.00
UG	BCom	Commerce	56	48	86.00
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2.7 – Student Satisfaction Survey

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

https://charampacollege.in/cms/documents/UNR905322_STUDENTSATISFACTIONSURVEY REPORT201718.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Botany	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	**1**	**1**	**1**	**0**
Presented papers	**1**	**0**	**0**	**0**
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
First- Aid Training Camp	**YRC Charampa College in collaboration with Orissa State Red Cross Society**	**15**	**50**
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Campus Cleaning	**NSS**	**Campus Cleaning programme both in college campus and adopted village**	**15**	**100**
Aids Awareness	**YRC, NSS**	**Aids awareness rally and programme at District Head Quarter Hospital**	**10**	**50**

Gender Equity	NSS	Seminar organized and extra mural talk given	20	50
First- Aid Training Camp	YRC	First- Aid Training Camp given to the students Volunteers	30	50
Digital Literacy Programme	IQAC	Digital Literacy Education given to the villagers	10	50
Community Service during Kalipuja	NSS	Crowd management, supply of safe drinking water	10	50
Vanamosthav Week	NSS	Awareness programme for tree plantation	12	100
Beautification of the adopted village (Bada Asura)	NSS	Cleanness programme, Plantation	10	150
Active Citizenship Programme	NSS	Awareness programme for students to enrol themselves in the electoral system	20	50
Hand Wash Programme	NSS	Sanitation programme teaching hand washing technique	10	50
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant

	with contact details			
No Data Entered/Not Applicable !!!				
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2541310	**1617446**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Existing**
Laboratories	**Existing**
Seminar Halls	**Existing**
Classrooms with Wi-Fi OR LAN	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	**Nill**	**Nill**	**2023**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3490	478750	49	8648	3539	487398
Reference Books	7036	1793956	69	11889	7105	1805845
Others(s	50	3000	7	500	57	3500

pecify)						
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	39	1	1	1	0	13	12	50	0
Added	0	0	0	0	0	0	0	0	0
Total	39	1	1	1	0	13	12	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2971050	2698825	3835514	2883255

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

College has appropriate sufficient infrastructure in the physical academic and support facilities for the students the laboratories for science departments these are furnished and maintained by utilizing the college fund and funds received from state govt. So there are sufficient computers to serve the purpose of the students. A gust faculty in IT helps the students in gaining computer knowledge. A register is maintained in this regard the college library has adequate number books which are issued to the students through their library cards. Each department has their own seminar library from where honours students borrow books. College has a large play ground with facilities for students to engage themselves in sports activities. In boys' and Girls' Common Room there are indoor games facilities. There is PET to guide the students for

games and sports. The college has gym for both students and staffs to improve their physical fitness.

https://charampacollege.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Prerana	224	694600
Financial Support from Other Sources			
a) National	NSP	17	104000
b)International	Nill	Nill	Nill
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Proctorial classes (Remedial Coaching)	20/06/2017	200	Faculty Members
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	2	B.A.	Economics	Bhadrak Auto College	M.A., B.Ed.
2017	1	B.A.	English	Sambad School of Media and Culture	M.A. in Journalism
2017	4	B.A.	Sociology	F.M. University, Balasore, Utkal University	M.A.
2017	2	B.A.	Political Science	F.M. University, Balasore	M.A.
2017	20	B.Sc.	Zoology, Chemistry, Botany, Physics, Mathematics	F.M. University, Balasore, Utkal University, Ravenshaw University, North Orissa University, Bhadrak Auto College	M.Sc.

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
Debate Competition (English/Odia)	Institutional	31
Essay and Quiz Competition (English/Odia)	Institutional	48
Annual Athletic Meet Sports	Institutional	205

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

> Students with outstanding performance are invited to take part in different aspects of academic administrative activities. Student Union was formed and elected members elected by directed voting process took the leadership for developmental activities of the institution. Dramatic Secretary, Athletic Secretary organised different cultural events and sports events along with advisors from faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

> No

5.4.2 – No. of enrolled Alumni:

> 107

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

> No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

> 02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

> The college administration has its decentralization of policy making, planning and development. The Governing Body takes the charge of infrastructure development and financial matters. Different development policies are decided in the GB meetings and then implemented in the college. Principal of the institution decentralizes responsibilities by dividing them among all faculty members and non-teaching staff according to their knowledge and expertise. Taking into consideration the availability of funds the principal carries out various activities which fulfill the vision and the mission of the institution. The institution tries its best to manage the developmental works with the feedbacks taken from all stakeholders.

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

> Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum has been planned and designed by Fakir Mohan University for

	each department. Accordingly the faculty members prepare their lesson plans and impart teaching and learning. Progress of the students and the syllabus is recorded in the progress register. Group discussions, unit tests, Power point presentations and other teaching methods are adopted for delivery of curriculum.
Teaching and Learning	The institution has highly qualified teachers who give the best of their knowledge and expertise for dissemination of teaching and learning process. Besides regular classes they take proctorial classes for slow learners, group discussions for better understanding and monthly and annual seminars to facilitate better learning experience to students.
Examination and Evaluation	There are two main types of examinations like mid-semester exams and end-semester exams for all U.G. students. Mid-semester exams are held in each paper for 20 marks whereas the end-semester exams for all theory papers are held in 80 marks. A student has to appear in 6 numbers of semesters till the completion of course. After each end semester exam central evaluation is conducted by the University. Practical exams are conducted at college level with external examiners assigned by University. Other than that at college level there are unit tests which are conducted by faculty members for their respective departments. Result of each end semester exam is published by University after 45 - 60 days of the last paper exam.
Research and Development	Project papers are submitted by students for departmental seminars.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a central library for students and faculty members which is well maintained and there are more than 10000 books in the library. Each department has their own seminar library which comprises of both text and reference books. There is a Xerox and Scanning machine in the library for students to take printout or Xerox copies of teaching materials. There are some journals Magazines for students to read at leisure. Both English Odia newspapers are there in the library for students. The class rooms are under

	C.C.TV. surveillance. The college has an extensive campus area of 41.96acres which contains a large water body. There is a sprawling playground for the physical activities of students. There is also a Gym in the sports room for the students and staff. Each department is provided with the departmental room along with necessary furniture. Also there is a computer HUB for students and faculty members. Each department is provided with a desktop for the departmental use. There are different practical laboratories for those departments which has a practical subject.
Human Resource Management	The institution manages its human resources in an amiable atmosphere with proper understanding, co-operation. For every institutional work a team is developed and responsibilities handed over which are carried properly and smoothly by the respective team. Students, teachers, parents, non-teaching staffs, and alumni are the human resources of the institutions. For every important work their suggestions and active cooperation are invited.
Admission of Students	Students admission process is conducted in online mode by Students Academic Management System (SAMS). The data base of students is preserved in the data base of SAMS portal. The admission process is fare and transparent.

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

E-governace area	Details
Planning and Development	In the beginning of each academic session proper planning is made by the principal and Governing Body for development of the institution.
Administration	The principal is the administrative head of the college who is supported by Administrative Bursar, Academic Bursar, Accounts Bursar other officers in charge of different sections and committees.
Finance and Accounts	The college accounts are connected to the IFMS HRMS. Salary and other bills of the employees are transferred to their respective bank accounts. Salary bills are submitted to District Treasury Office through IFMS.

Student Admission and Support	**The admission process of the students is done through SAMS. It is a comprehensive procedure which continues in the beginning of each session. Merit list of students is also prepared by SAMS.**
Examination	**The conduct semester based exam pattern. There are six mid-semester and six end-semester exams within an academic year. The mid-semester exams are conducted at college level whereas the University provides question papers for all end-semester exams.**

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<td colspan="5" align="center">No Data Entered/Not Applicable !!!</td>
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<td colspan="7" align="center">No Data Entered/Not Applicable !!!</td>
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<td colspan="5" align="center">No Data Entered/Not Applicable !!!</td>
<td colspan="5" align="center">No file uploaded.</td>

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<td colspan="4" align="center">No Data Entered/Not Applicable !!!</td>

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

1. Study leave for undergoing Ph.D. 2. Duty leave for attending seminar, conference, and refresher courses. 3. Maternity Leave.4. Paternity Leave 5. Medical Leave 6. Teacher Welfare Fund	1. Maternity Leave.2. Paternity Leave 3. Rehabilitation Assistance Scheme for group C D employee.4. Non-teaching Welfare Fund	1. Social Service Guild 2. National Scholarship, 3. Prerana Scholarship

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The internal audit is conducted by the account section of the college while the external audit is conducted by Local Fund Audit every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	RDE, Balasore, District Level Consultant, Bhadrak	Yes	Internal Academic Audit Cell
Administrative	Yes	RDE, Balasore	Yes	Internal Administrative Audit Cell

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

Parent teachers meeting are held and suggestions received 2. The suggestions are used for improvement of teaching learning other developmental work. 3. Parents are given progress report of the students.

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

Basic computer training is given to support staff. 2. Yoga is taught to the staff members 3. Gym is there in the institution for the fitness of the staff members.

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

1. Construction of new building 2. Renovation of old classrooms 3. More toilets are constructed.

6.5.5 – Internal Quality Assurance System Details		
a) Submission of Data for AISHE portal	**Yes**	
b)Participation in NIRF	**No**	
c)ISO certification	**No**	
d)NBA or any other quality audit	**No**	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	**Campus Cleaning**	**25/07/2017**	**25/07/2017**	**25/07/2017**	**100**
2017	**Aids Awareness**	**01/12/2017**	**01/12/2017**	**01/12/2017**	**50**
2017	**Gender Issue**	**08/03/2017**	**08/03/2017**	**08/03/2017**	**50**
2017	**First- Aid Training Camp**	**09/09/2017**	**09/09/2017**	**09/09/2017**	**30**
2017	**Digital Literacy Programme**	**24/09/2017**	**24/09/2017**	**24/09/2017**	**50**
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

No Data Entered/Not Applicable !!!
No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

No Data Entered/Not Applicable !!!

7.3 – Institutional Distinctiveness

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

No data entered !!!

8.Future Plans of Actions for Next Academic Year

1. Career Counselling to be conducted. 2. Extra mural lesions to be given. 3. Library Automation to start. 4. Inter-disciplinary seminars to be conducted 5. Continuous Yoga Classes to be held.