



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SASHI BHUSAN RATH GOVERNMENT WOMEN'S AUTONOMOUS COLLEGE , BERHAMPUR
• Name of the Head of the institution	Dr. KANHU CHARAN PADHY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	
• Alternate phone No.	
• Mobile No. (Principal)	8093763221
• Registered e-mail ID (Principal)	principalsbrgwcbberhampur@gmail.com
• Address	INFRONT OF OSRTC GARAGE , KHALLIKOTE COLLEGE ROAD
• City/Town	BERHAMPUR
• State/UT	ODISHA
• Pin Code	760001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	04/05/2006
• Type of Institution	Women

• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the IQAC Co-ordinator/Director	Dr. Bharatarshav Das
• Phone No.	
• Mobile No:	9078437136
• IQAC e-mail ID	iqacsbrg22@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year))	www.sbrgautowomenscollege.ac.in
4. Was the Academic Calendar prepared for that year?	No
• if yes, whether it is uploaded in the Institutional website Web link:	

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.25 (Weighted Score)	2003	16/09/2003	15/09/2008
Cycle 2	B++	2.77	2016	14/12/2016	15/12/2021

6. Date of Establishment of IQAC

12/01/2015

7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Provide details regarding the composition of the IQAC:

<ul style="list-style-type: none"> • Upload the latest notification regarding the composition of the IQAC by the HEI 	View File	
9.No. of IQAC meetings held during the year	0	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Since the college was closed in most part of the academic session due to COVID-19 Govt. restriction, no regular activity was undertaken by the cell.		
12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:		
(This section is currently blank)		

Plan of Action	Achievements/Outcomes
<p>1.A. Provision for furniture in the New College Building B. Room distribution to different departments and of different classes as per the availability time slot 2.A) Decision and approval of infrastructure committee 3.A) allocation of rooms to Different sections B) Shifting of furniture and documents from Old building to New Building. 4.A. Rescheduling of class rooms as per the availability of internet B) Monitoring of online classes. C) Supply of study materials through WhatsApp groups. 5.A) Detail planning of laboratory Rooms. B) Requirement of approval from Govt. and RUSA for new construction. C) Site selection and placement of work order and fund to PWD. D) Execution of work by PWD.</p>	<p>1. 1. Infrastructure Committee formed. Room reorganisation completed. New classrooms distributed as per available time slot. Provision of furniture to new classrooms has been completed. 2. Execution of rearrangement of classrooms has been done by the members of infrastructure Committee. 3.Examination Section shifted from Old Building to New Building. . All Furniture shifting work completed. 4.Classrooms rescheduled to new building to ensure Wi-Fi connectivity for online classes during Covid-19 pandemic situation. Online classes monitored through maintaining register. All Teaching staffs are advised to supply study materials to students through WhatsApp groups. 5.Construction work of Hostel, New Laboratory under progress. The construction work of the said buildings entrusted to Executive Engineer, PWD.</p>
<p>13. Was the AQAR placed before the statutory body?</p>	<p align="center">No</p>
<ul style="list-style-type: none"> Name of the statutory body 	
<p align="center">Name of the statutory body</p>	<p align="center">Date of meeting(s)</p>
<p align="center">Nil</p>	<p align="center">Nil</p>
<p>14. Was the institutional data submitted to AISHE ?</p>	<p align="center">Yes</p>
<ul style="list-style-type: none"> Year 	

Year	Date of Submission
2020-2021	31/01/2022

15. Multidisciplinary / interdisciplinary

The college runs in multidisciplinary mode under CBCS curriculum. The various programmes and courses offered are

U.G. -; Arts -; Economics, History, Pol.Sc., Logic and Philosophy, Psychology, Education, Home Science, English, Odia, Sanskrit,

U.G. -; Science -; Physics, Chemistry, Botany, Zoology, Mathematics, Computer Science (Self-;Finance)\

U.G. -; Commerce

P.G -; Applied Psychology, History, Home Science, English

All the programmes have compulsory Core Course (CC). In addition to this a student study Environment Studies (EVS) in first year. Besides this a student can opt a Generic Elective (GE) course in a particular discipline in first two years of study and Ability enhancement Compulsory Course (AECC) in which one can chose English or Odia. Also there is Skill Enhancement Course (SEC) in second year in which a student can chose two skill based courses as per the CBCS guidelines.

The plan for students to have multiple entry and exists at 1st/2nd/3rd years and integration of humanities and Science courses with STEM is under active consideration of the Govt.. Once the guidelines are received, it will be implemented.

16. Academic bank of credits (ABC):

The college has introduced CBCS system of education since 2015 as per UGC guidelines following the normal credit principles. The credits earned by students in different semester examinations are recorded and stored in the examination section for immediate use by the students. Moreover the college is registered under NAD and students can access and verify their marks through NAD as when required.

The college is not yet registered under ABC. The other provisions under ABC will be implemented once clarification from Govt. is

received.

The students are encouraged to study courses available in online platforms like SWAYAM.

17.Skill development:

The college is not providing any Skill based / Voactional course at present. But skill based short term training programmes are normally being conducted at different times of the academic year. However due to Govt. restrictions on COVID- 19, no such programmes could be conducted this session.

The Odisha State Higher Eduaction Council of Higher Education Dept has introduced a course on ETHICS and VALUES in all the Semesters of different programmes in which classes are being conducted once in a week for every student about the development of good human being, how to become a responsible citizen with positive attitude and to have a healthy work culture.

The students are encouraged to study skill based courses available in online platforms like SWAYAM etc.

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

The college has adopted Indian Languages like Odia and Sanskrit which has been integrated into the course as Indian Knowledge System. Odia and Sanskrit subjects are taken as Honours Course under CBCS curriculum. Besides this Odia is also chosen as AECC in UG programme under CBCS.

Teachers while teaching the subjects use both Odia and English languages for effective understanding of subject matter among all types of students. Besides this, the use of local language, culture, ethics amd moral values are being taught in newly introduced Ethics class every week.

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

The college imparts traditional mode of education in Humanities, Science and Commerece under CBCS system to the students. However Computer Science is introduced as honours course under self finance mode which is outcome based as has been reflected from the number of students placed in different software companies.

Proposals have already been sent to the Govt. for opening of different outcome based courses which will definitely be helpful for the students.

20.Distance education/online education:

This year because of lock down due to COVID - 19, all the teaching and learning process to different semesters were conducted online through Google meet, Zoom, Whatsapp groups and such other online platforms. Regular student seminars and talks by resource persons were conducted online.

There is no distance education / vocational education courses running in the college. However there is a Odisha State Open University (OSOU) study center runs inside the college which provides a large variety of courses in different disciplines for the students. Students are encouraged to study such courses for employment purpose.

Extended Profile

1.Programme

1.1 21

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 1934

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 520

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

520

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

21

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

26

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1	21
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1	1934
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	520
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	520
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1	21
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	26
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	43
Number of sanctioned posts for the year:	
4. Institution	
4.1	942
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	133
Total number of Classrooms and Seminar halls	
4.3	85
Total number of computers on campus for academic purposes	
4.4	300
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

As an autonomous College the curriculum is designed, developed and adopted with relevance to the global, national / local needs by Board of Studies of the concerned Departments of the College as per the procedure laid down by the University Grants Commission autonomy guidelines. The college adopts the state model syllabus approved by Odisha State Higher Education Council that is designed as per the latest CBCS guidelines. Department faculty members are

encouraged to impart the curriculum through innovative teaching methods such as ICT enabled presentations, assignments, discussions and also to arrange workshops and Seminars apart from regular/traditional teaching methods. The College strictly follows the academic calendar as per the guideline of Department of Higher education, Govt of Odisha for delivery of instructions. Frequent review meetings are conducted at the department level and also at the college level to assess whether the activities are being conducted as per the academic calendar. Outcome Based Education has been initiated by incorporating adaptive thinking, computational thinking, effective communication, national and world affairs, ethics and values, environment and sustainability.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

NIL

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

NIL

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

NIL

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

21

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Courses offered in the college integrate issues related to gender,

environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany. Courses that teach human values and Professional ethics in its curricula are Philosophy, Political science, Commerce, English and Odia.

N.S.S. and N.C.C. organizes various environment related programs including tree plantation, health issues, health awareness camps, road safety week etc.

The college has taken active participation in Swachha Bharat Abhiyan started by the government.

The college takes efforts for integration of ethical and human values through extra-curricular activities also.

National festivals like Independence Day, Republic Day and Utkal Divas celebration acts as a platform to highlight patriotic and moral values.

Different social activities have been initiated by the college like Voter's Awareness Program, Road Safety Campaign, Blood Donation camps. Major gender issues are focused and addressed.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	No File Uploaded
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

NIL

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

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

NIL

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

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

620

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni **D. Any 1 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following **D. Feedback collected**

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1934

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

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

958

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 students' learning levels and organises special programmes for both slow and advanced learners.

Since the college is a Women's college, students from various socio-economic backgrounds take admission every year. The college provides all possible measures to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college

calendar which is provided to the students before the beginning of academic sessions. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. After the completion of syllabus, subject classes are also repeated for slow learners and students those who have taken late admission. The students are also supplied with different study materials in online as well as offline mode. Besides this remedial classes and special classes were conducted for the boarders of the hostel.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
05/05/2021	1934	43

File Description	Documents
Upload any additional information	No File Uploaded

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:

To enhance learning experience, several student methods were adopted. Some of which are:

1. Experiential Learning
2. Online learning through Zoom App
3. Online learning through Google meet App
4. Mentoring online through Voice & Video calls
5. Participative Learning
6. Supply of online learning material such as soft copy of books and lecture notes through Whatsapp groups
7. Providing links to different free online tutorials, e- books

and course modules designed by different universities. Also the course modules that are available in e-pgpathsala.

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

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

All Faculty members of the college use ICT technology as a mark of technological advancement and to improve the teaching and learning process in the classroom. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, WhatsApp group, Telegram, Zoom, Google meet, College website are used as platforms to teach, communicate, provide material and syllabus. The teachers are conducting regular tests, upload assignments, make presentations, address queries, mentoring and share information. These applications are also used to provide online education during the covid-19 situation. BSNL wi-fi facility is also available in the campus for the students and staff. Student attendance, feedback are also received online from the students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	No File Uploaded
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

1. Time Table for Online Classes for Final year & pre-final year students.

2. Daily activity report of individuals (maintenance of Lesson Plan-cum-Progress Register)

3. Online and offline classes as per instruction of the Government of Odisha during Covid-19 pandemic situation.

4. Activities based on Govt. SOP due to Covid -19.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

14

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

26

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

55

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

00

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Online Examinations as per Government Guideline as issued from time to time due to Covid-19 pandemic scenario for this session 2020-21 .

2. Publication of results as per guide lines by the University.

3. IT based examination through Computers & mobile phones.

4. Sharing of Questions/Answers through e-mail/ whatsapp.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programme outcomes and course outcomes aimed to improve the academic ,social,regional, local and national competencies among the students and teachers which is highly helpful for sustainable development of our institution. Our college has well defined learning outcomes with regard to teaching-learning process. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of the present scenario. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference of the teachers

and students. The college also aims at preservation of social, ethical and moral values of the communities.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college is sincerely working for systematisation of collecting and evaluating data on programme and course outcomes, for which the assessment is being carried out through continuous evaluation and assessment in various levels of academic management. Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation process is carried out by conforming the different standards of CBCS regulations in time-bound manner. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (Theory examination & practical examination) depending upon course type is also used for the process.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

534

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	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

www.sbrgautowomenscollege.ac.in As the college was remained closed for most parts of the session in 2020-21 due to COVID-luckdown, the student satisfaction survey could not be taken.

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution encourages its teachers through Research guidance cell to carry out research work and apply for major/minor research projects to different funding agencies.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

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

3.2.2 - Number of teachers having research projects during the year

0

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

3.2.3 - Number of teachers recognised as research guides

01

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

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

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

This type of facility has not yet been initiated by the college. However the college at present thinking of building up infrastructure and adequate manpower so that it can provide an ecosystem for innovation and research.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

0

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

13

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Due to Govt. Restriction on COVID-19, in this session the extension activities to sensitize the students could not be carried out.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated

programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

00

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

0

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The institute ensures adequate availability and optimal utilization of physical infrastructure to create an environment of excellence in education through technologically innovative educational tools.

A new college building is constructed by State Govt. at a cost of 13.7 Crores and was inaugurated on 12.12.2021 to strengthen the requirements of College Office, and Departments.

A new hostel is under construction at a cost of 2 Crores by RUSA grant.

12 no. of staff quarters are constructed by state govt. and handed over to eligible staff members of the college.

The Physical Science labs. were renovated at a cost of 25 lakhs under RUSA grant.

The Officers associated with the Time Table management plans ahead for all requirements regarding the availability class rooms/labs classrooms, laboratories, furniture and other equipments whenever need arises to augment infrastructure in terms of classroom, laboratory books etc.

The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc.

The available physical infrastructure is optimally utilized to

conduct co-curricular activities/extra-curricular activities, parent teacher meetings, career counselling etc.

On Sundays the class rooms are used for carrying out classes of OSOU. It is used as an examination centre for college internal and external examinations as well as for other universities like OSOU etc. The college has upgraded IT infrastructure in view of recent developments and change in technology.

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, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

1. One Gymnasium Hall with all amenities
2. Basket ball Court
3. Badminton Court
4. Long jump/high jump /triple jump court

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

300

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

LIBMS Partially LMS-1.00 2021

The college has a well defined and well equipped library with sufficient number of text and reference books to cater to the needs of the students and teachers across various streams. It includes the books of Science, Commerce, art, literature, books with ethical and moral values, scientific innovations. It is a platform for shaping the future of the students. It is a gateway of personality development and capacity building for the young learners. Though the Library is not fully automated but is in the process of automation. The total numbers of books in library are about 43000 and number of visitors per day is around 10. The library has a separate reading room for teachers and students with separate sections.

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

4.2.2 - Institution has access to the following: E. None of the above
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

Rs. 44800

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

00

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College has an IT policy covering Wi-Fi, CCTV Surveillance.

An approximate amount of Rs1,00,000/- was spent in 2015 towards Wi-fi facility but it was completely damaged during Cyclone PHAILIN and now 03 nos. of FTTH Broad band connections are provided to manage the office , Virtual Class rooms, and Laboratories.

An amount of Rs 20,000/- was spent for Telephone & Internet and Rs

25,000/- for Computer & CCTV maintenance.

Due to Covid-19 Constraints & SOP advisory issued by the Government students are denied to physical classes & Examinations.

Online classes & Examinations were held through different online platforms such as ZOOM App, Google Meet along with e mails & Whatsapp sharing.

The college supports to data Services & sharing to teachers for the purpose of management of online classes and research activities.

Teachers are motivated to use their mobile data & hotspot for academic purpose.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1934	85

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus B. 35 Mbps - 50 Mbps

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

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing **E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

10

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	No File Uploaded

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

Building Infrastructure: Construction, renovation and maintenance of the college building & campus and physical infrastructure like water facility, power supply, furniture related items are looked after by the college Infrastructure committee.

The works related to purchase of different items are being executed through a transparent process as per Govt. norm. The entire tender process for procurement of items is carried out by OSIC.

Government agencies like R&B Division and PWD supervise the maintenance and upgradation work related to construction and electricity respectively.

Laboratory Equipments : Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. Physical verification of laboratory

equipments and machines is carried out to record the functional and non functional equipments from time to time. Stock of Computer and IT infrastructure are maintained accordingly.

Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.

Sports Equipments: The officer in charge of sports and games regularly maintains the stock register for the equipments and materials related to the sports.

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 benefitted by scholarships and freeships provided by the Government during the year

620

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

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology C. Any 2 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances A. All of the above

through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

88

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

9

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college encourages students to have student representative for all the activities related to the development of the institution for administrative and academic management (IQAC, Student Union and Different Cultural Associations, Seminar Secretary etc). These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who passes orders to the concerned committees for smooth implementation of different activities. The demands and grievances of the students are given utmost priority and successfully redressed from time to time. Also class representatives /Seminar secretaries are selected for quick redressal of their problems. Most of the teachers try to convey their message to other students through these representatives so that they learn leadership skills besides excelling in academics.

However because of the COVID pandemic, student representative to different bodies could not be carried out.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

There is an Alumni Association that functions normally in the college but the Association is not registered under Society registration Act. No significant financial and other support service to the development of the institution has been received due to Covid -19 restrictions imposed by the state Government.

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

5.4.2 - Alumni's financial contribution during the year E. <2 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 an effective leadership in tune with the vision and mission of the Institution

The institute promotes a culture of participative management by involving the staff and students in various activities.

The administrative works are monitored through periodical review meetings of various committees.

The Governing Body/ Executive Committee delegates all the administrative, academic and operational decisions to the Committees headed by the Principal to fulfil the vision and mission.

The Institution adopted service rules and financial rules as applicable to all Autonomous institutions in the State. The Institution conforms to the minimum audit standards prescribed by the Govt.

Academic, Administrative and Accounts Bursars are looking after the smooth monitoring and management of administration, academic and accounts system of the institution respectively.

Admissions of students to the college are done through the SAMS module.

Accounts of the Institution are audited regularly by the office of the Higher Education Department.

Academic Committee formulates common working procedures and entrusts the implementation with the faculty members.

The faculty members are encouraged to develop leadership skills by conducting various academic, co-curricular, and extracurricular activities. Other units of the institute like sports, library, cultural and store etc. are operational under the guidance of the various committees/cells.

Students are empowered to play an active role in the curricular and co-curricular activities inside and outside the institution.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The College Governing Body/ Executive Committee delegates the

power of taking operational policy decision regarding academic and other related matters to the Principal. Principal along with three different Bursars formulate common working procedures which are then implemented at the departmental level by the respective Heads of the Departments. Faculty members also remain in charge of various committees/cells/associations to conduct various programs. This year due to pandemic situation the students Bodies could not be formed through College Elections and many programs involving students Bodies could not be undertaken.

The participative management ensures total participation of all the people concerned.

The office administration of the College is headed by the Head Clerk under whom there are Senior Assistant, Junior Assistant and other Class IV Staff. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. The Administration is always open to discussion with the teaching and non teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Human Resource Management:

Effective Management of human resources is explicit in the following few points.

(a) Teaming of teachers for specific responsibilities. This was done by assigning different responsibilities to different teams of teachers for accomplishment of curricular and extra-curricular activities.

(b) Interviews were held for appointment of guest faculties to various departments to compensate the shortage of teaching staff.

(c) Seminar on career counselling were conducted for students. A good no. of got placement in various multinational companies like WIPRO, TCS, INFOSYS and also in other organizations.

(d) The grievance committee addresses the issues of students.

(e) The Self Defense Training Program and the equal opportunity cell are indispensable platforms for the all round development of students.

(f) The retirement ceremonies are organised for teaching and non-teaching staff to honour their contribution to the institutions.

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 various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

S/no Institutional Bodies Hierarchy Function
 1 Academic Committee Academic Bursar & Senior Teaching Staffs Academic matters
 2 Administrative committee Administrative Bursar and one senior Teaching Staff Administrative matters
 3 Examination Committee Controller of Examinations, Dy. controller of Exam, Coding Officers & senior members Examinations & results
 4 Infrastructure Furniture Committee OIC, Infrastructure & Senior staff members To look after the infrastructural development of the college
 5 College Development Committee Principal & Senior staff members To monitor the overall development of the college
 6 Staff Council Principal, Senior most teacher as Secretary to Staff council Major decisions to Academic development
 7 Cultural Associations Advisors of Cultural committee & elected office bearers Various activities related to cultural development of the students
 8 Library Committee OIC, Library & Senior staff members Various activities related to Library
 9 Career Counselling and placement cell Co-ordinator & senior staff members Various activities related to

Career Counselling and placement 10 Students' union Advisor to college union, 02 Associate advisors & elected office bearers to students union Various activities related to students development operative for one calendar year only

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	Nil

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Being a Govt. college, the provisions of Odisha Govt. welfare schemes are extended to all its employees.

(1) Summer vacation to both teaching and non-teaching staff.

(2) The government has provided Group Insurance scheme to the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the times of need.

(3) Maternity (180 days) and paternity (15 days) leave.

(4) Provident fund for the employees of the college.

(5) Medical Insurance facility for the employees of the college.

(6) Casual leave of 13 days for the employees.

(7) Festival Allowance to NGO staff of the college

(8) Medical Reimbursement to both GO and NGO staff of the college

(9) The college has facility of quarter provided to both teaching and Non-Teaching members.

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation /

Induction Programmes, Refresher Courses, Short-Term Course, etc.)

13

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Audit of all the expenditures incurred in a financial year is done externally by the Accountant General and also by the higher education departmental audit team. The copies of the audit are also preserved in the college for records.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

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

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

The institution is run by the Government of Odisha. So the funds to be utilized are primarily allotted through the Higher Education

Department, Odisha. Funds to be allotted to the institution depend on annual budget of Higher Education Department. The allotments are made to institution through the online mode of Integrated Financial Management System(IFMS).

Optimum use of the funds to this institution is made as per the rules and regulations and is subjected to audit by the government.

At the institution level funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under different heads and are utilized for the benefit of students and for meeting other expenses of the college. To ensure the optimum use of these funds, various college level committees like development, purchase, infrastructure, library, residential committees are formed. All the expenditures relating to salary, non-salary, laboratory equipments and other expenses are met out of the Government allotted funds. The revenue collected from students at the time of admission and readmission are also used towards welfare of the students.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1. In the process of providing more sports facility, a basketball court is constructed at a cost of Rs.10 Lakhs and a badminton court is under construction. This will definitely encourage the students take the benefit of the facilities.
2. The College has been developing computer laboratories to impart computer education and soft skill training to all the staff and students. Fifty computer systems were purchased from RUSA grant to setup a laboratory for regular use of the

students. Moreover all the departments were provided with one computer system to manage the respective honours students.

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

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

The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC. Assesments are done for the following items:

1. Teachers assessment by Students through feedback
2. Teachers self evaluation
3. Introduction of ICT enabled and smart classes
4. Principal's surprise visit to different classes for instant evaluation of teachers
5. Principal & Head of the departments interactions for suggestions & development in teaching-learning process
6. Regular departmental meeting of the H.O.D. with the staff members
7. Introduction of proctorial system
8. Introduction of tutorial system for slow learners.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

E. None of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

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

This college being an a Women's college, promotion of gender equity is not considered.

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

7.1.2 - The Institution has facilities for

D. Any 1of the above

alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid waste management:

Substantial number of dustbins are placed for collecting the solid waste from nook and corner of the campus and different departments, sections and Office. This ensures that solid waste segregated at the source before handing them to local municipal body for recycling & disposals.

Liquid waste: All the liquid waste from washroom, bathroom is collected into soakage pits through drains. Zero percent leakage of waste water is ensured.

E- Waste management: The college has minimum e-waste. The waste if any is sold to vendors for recycling.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 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

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

D. Any 1 of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

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 a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

As an educational Institution we have demographic diversity as the students hail from different socio-economic backgrounds and come from diverse regions having their own language preferences.

Diversity is also seen in the parent stakeholders whose occupations range from farmers, auto rickshaw drivers, house help

to businesspersons, doctors and Govt. Officers.

With respect to the distinctiveness of every student, we try to ignite a feeling of 'camaraderie' among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place.

This Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities.

Different activities organized inside the college to promote harmony towards each other. Commemorative days like Martyr's day, Constitution day, Voter's day, Women's day, Yoga day also to promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socio-economic and other diversities.

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

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

The college regularly organises different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations by observing Commemorative days like Independence Day, Republic Day, Martyr's day, Constitution day, Voter's day, Women's day, Yoga day. The students and employees are sensitised about the constitutional obligations: values, rights, duties and responsibilities of citizens. Through observation and participation in the above programmes, the institution trying to develop a sense of dedication, devotion and belongingness towards the national unity and harmony. All the students and staff members are given equal opportunity and weightage in every sphere of activities for promotion of human values and constitutional obligations.

All mandatory committees like Internal Complaints Cell, Anti

Ragging cell, Anti Sexual Harassment Cell are active and functioning. There is also a committee appointed to plan and execute activities to familiarize and implement ethical behavior.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

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 programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

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

The college organises different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations by observing Commemorative days like Independence Day, Republic Day, Martyr's day, Constitution day, Voter's day, Women's day, Yoga day etc.

The students and employees are sensitised about the constitutional

obligations, values, rights, duties and responsibilities of citizens. Through observation and participation in the above programmes, the institution trying to develop among students, a sense of dedication, devotion and belongingness towards the national unity and harmony. All the students and staff members are given equal opportunity and weightage in every sphere of activities for promotion of human values and constitutional obligations.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Pracice: 1:

Online teaching and learning System:

During the session the entire globe was afflicted with CORONA pandemic. Due to lockdown physical class room teaching could not be held. In such an unprecedented situation, the teachers of the college conducted online teaching through different ICT enabled platforms.

All the theory classes were conducted regularly online through Google meet, Zoom, whatsapp video and other such media. PDF/Youtube videos/soft copies of topics in different subjects were made available to the students. Student's seminar were conducted online by PPT presentatations.

As a consequence of the efforts of the teachers and administration, the students could able to take on semester examinations successfully through online mode. For the first time the institution successfully conducted online examinationsfor the final year students.

Best Practice: 2:

Infrastructure Development:

A new G+5 building was constructed in place of old asbestos building at a cost of Rs. 13.7 Crores funded by State Government and was made operational . All modern facilities like Auditorium, Conference hall, Virtual class room etc. including disabled friendly amenities like ramp and two lifts , 13 nos. of toilets are provided for smooth operation of college office and all Departments, academic activities and examination. So the long standing infrastructure issue could be solved for a healthy academic and administrative enviroment.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

To prepare talented youth as responsible and useful citizens for effective participation in all areas of development, in order to achieve those missions institution has provided best efforts in following areas: Curriculum development:

Teaching learning process: Classes are conducted regularly by adopting innovative approach like collaborative learning, cooperative learning simulated teaching, brainstorming and group discussion and in smart class rooms. ICT enabled seminars are organised for the benefit of the students. This year due to the pandemicas the college remained closed for most of the time taking into consideration of the careers of the students ICT enabled online classes were undertaken. Students also presented online/Offline seminars and online projects as part requirement of the degree course. Question banks based on CBCS pattern have been prepared forready reference. Time to time remedial classes are conducted for benefit of hostel students. Proctorial classes, Parent teachers meetings are organised for better interactions and

for the benefit of the students.

Self defence training programme: All the girl students are exposed to self defence training programme to learn important values like dedication, perseverance, hard work, honour, respect, courage self discipline and self confidence.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

As an autonomous College the curriculum is designed, developed and adopted with relevance to the global, national / local needs by Board of Studies of the concerned Departments of the College as per the procedure laid down by the University Grants Commission autonomy guidelines. The college adopts the state model syllabus approved by Odisha State Higher Education Council that is designed as per the latest CBCS guidelines. Department faculty members are encouraged to impart the curriculum through innovative teaching methods such as ICT enabled presentations, assignments, discussions and also to arrange workshops and Seminars apart from regular/traditional teaching methods. The College strictly follows the academic calendar as per the guideline of Department of Higher education, Govt of Odisha for delivery of instructions. Frequent review meetings are conducted at the department level and also at the college level to assess whether the activities are being conducted as per the academic calendar. Outcome Based Education has been initiated by incorporating adaptive thinking, computational thinking, effective communication, national and world affairs, ethics and values, environment and sustainability.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

NIL

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

NIL

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

NIL

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

21

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany. Courses that teach human values and Professional ethics in its curricula are Philosophy, Political science, Commerce, English and Odia.

N.S.S. and N.C.C. organizes various environment related programs including tree plantation, health issues, health awareness camps, road safety week etc.

The college has taken active participation in Swachha Bharat Abhiyan started by the government.

The college takes efforts for integration of ethical and human values through extra-curricular activities also.

National festivals like Independence Day, Republic Day and Utkal Divas celebration acts as a platform to highlight patriotic and moral values.

Different social activities have been initiated by the college like Voter's Awareness Program, Road Safety Campaign, Blood Donation camps. Major gender issues are focused and addressed.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	No File Uploaded
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

NIL

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

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

NIL

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

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

620

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	D. Any 1 of the above
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File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	D. Feedback collected
---	------------------------------

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1934

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

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

958

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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 students' learning levels and organises special programmes for both slow and advanced learners.

Since the college is a Women's college, students from various socio-economic backgrounds take admission every year. The college provides all possible measures to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college calendar which is provided to the students before the beginning of academic sessions. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. After the completion of syllabus, subject classes are also repeated for slow learners and students those who have taken late admission. The students are also supplied with different study materials in online as well as offline mode. Besides this remedial classes and special classes were conducted for the boarders of the hostel.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
05/05/2021	1934	43

File Description	Documents
Upload any additional information	No File Uploaded

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:

To enhance learning experience, several student methods were adopted. Some of which are:

1. Experiential Learning
2. Online learning through Zoom App
3. Online learning through Google meet App
4. Mentoring online through Voice & Video calls
5. Participative Learning
6. Supply of online learning material such as soft copy of books and lecture notes through Whatsapp groups
7. Providing links to different free online tutorials, e-books and course modules designed by different universities. Also the course modules that are available in e-pgpathsala.

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

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

All Faculty members of the college use ICT technology as a mark of technological advancement and to improve the teaching and learning process in the classroom. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, WhatsApp group, Telegram, Zoom, Google meet, College website are used as platforms to teach, communicate, provide material and syllabus. The teachers are conducting regular tests, upload assignments, make presentations, address queries, mentoring and share information. These applications are also used to provide

online education during the covid-19 situation. BSNL wi-fi facility is also available in the campus for the students and staff. Student attendance, feedback are also received online from the students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	No File Uploaded
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

1. Time Table for Online Classes for Final year & pre-final year students.

2. Daily activity report of individuals (maintenance of Lesson Plan-cum-Progress Register)

3. Online and offline classes as per instruction of the Government of Odisha during Covid-19 pandemic situation.

4. Activities based on Govt. SOP due to Covid -19.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

14

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

26

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

55	
File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

00	
File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Online Examinations as per Government Guideline as issued from time to time due to Covid-19 pandemic scenario for this session 2020-21 .

2. Publication of results as per guide lines by the University.

3. IT based examination through Computers & mobile phones.

4. Sharing of Questions/Answers through e-mail/ whatsapp.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programme outcomes and course outcomes aimed to improve the academic, social, regional, local and national competencies among the students and teachers which is highly helpful for sustainable development of our institution. Our college has well defined learning outcomes with regard to teaching-learning process. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of the present scenario. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference of the teachers and students. The college also aims at preservation of social, ethical and moral values of the communities.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college is sincerely working for systematisation of collecting and evaluating data on programme and course outcomes, for which the assessment is being carried out through continuous evaluation and assessment in various levels of academic management. Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation process is carried out by conforming the different standards of CBCS regulations in time-bound manner. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (Theory examination & practical examination) depending upon course type is also used for the process.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

534

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	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

www.sbrgautowomenscollege.ac.in As the college was remained closed for most parts of the session in 2020-21 due to COVID-luckdown, the student satisfaction survey could not be taken.

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution encourages its teachers through Research guidance cell to carry out research work and apply for major/minor research projects to different funding agencies.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

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

3.2.2 - Number of teachers having research projects during the year

0

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

3.2.3 - Number of teachers recognised as research guides

01

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

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

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

This type of facility has not yet been initiated by the college. However the college at present thinking of building up infrastucture and adequate manpower so that it can provide an ecosystem for innovation and research.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

0

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

13

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities	
3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year	
Due to Govt. Restriction on COVID-19, in this session the extension activities to sensitize the students could not be carried out.	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year	
0	
File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded
3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)	
00	
File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded
3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year	
0	

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

0

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The institute ensures adequate availability and optimal utilization of physical infrastructure to create an environment of excellence in education through technologically innovative educational tools.

A new college building is constructed by State Govt. at a cost of 13.7 Crores and was inaugurated on 12.12.2021 to strengthen the requirements of College Office, and Departments.

A new hostel is under construction at a cost of 2 Crores by RUSA grant.

12 no. of staff quarters are constructed by state govt. and handed over to eligible staff members of the college.

The Physical Science labs. were renovated at a cost of 25 lakhs under RUSA grant.

The Officers associated with the Time Table management plans ahead for all requirements regarding the availability class rooms/labs classrooms, laboratories, furniture and other equipments whenever need arises to augment infrastructure in terms of classroom, laboratory books etc.

The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc.

The available physical infrastructure is optimally utilized to conduct co-curricular activities/extra-curricular activities, parent teacher meetings, career counselling etc.

On Sundays the class rooms are used for carrying out classes of OSOU. It is used as an examination centre for college internal and external examinations as well as for other universities like OSOU etc. The college has upgraded IT infrastructure in view of recent developments and change in technology.

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, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

1. One Gymnasium Hall with all amenities
2. Basket ball Court

3. Badminton Court

4. Long jump/high jump /triple jump court

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

300

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

LIBMS Partially LMS-1.00 2021

The college has a well defined and well equipped library with sufficient number of text and reference books to cater to the

needs of the students and teachers across various streams. It includes the books of Science, Commerce, art, literature, books with ethical and moral values, scientific innovations. It is a platform for shaping the future of the students. It is a gateway of personality development and capacity building for the young learners. Though the Library is not fully automated but is in the process of automation. The total numbers of books in library are about 43000 and number of visitors per day is around 10. The library has a separate reading room for teachers and students with separate sections.

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

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

E. None of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

Rs. 44800

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

00

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College has an IT policy covering Wi-Fi, CCTV Surveillance.

An approximate amount of Rs1,00,000/- was spent in 2015 towards Wi-fi facility but it was completely damaged during Cyclone PHAILIN and now 03 nos. of FTTH Broad band connections are provided to manage the office , Virtual Class rooms, and Laboratories.

An amount of Rs 20,000/- was spent for Telephone & Internet and Rs 25,000/- for Computer & CCTV maintenance.

Due to Covid-19 Constraints & SOP advisory issued by the Government students are denied to physical classes & Examinations.

Online classes & Examinations were held through different online platforms such as ZOOM App, Google Meet along with e mails & Whatsapp sharing.

The college supports to data Services & sharing to teachers for the purpose of management of online classes and research activities.

Teachers are motivated to use their mobile data & hotspot for academic purpose.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1934	85

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus B. 35 Mbps - 50 Mbps

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

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

10

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	No File Uploaded

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

Building Infrastructure: Construction, renovation and maintenance of the college building & campus and physical infrastructure like water facility, power supply, furniture related items are looked after by the college Infrastructure committee.

The works related to purchase of different items are being executed through a transparent process as per Govt. norm. The entire tender process for procurement of items is carried out by OSIC.

Government agencies like R&B Division and PWD supervise the maintenance and upgradation work related to construction and electricity respectively.

Laboratory Equipments : Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. Physical verification of laboratory

equipments and machines is carried out to record the functional and non functional equipments from time to time. Stock of Computer and IT infrastructure are maintained accordingly.

Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.

Sports Equipments: The officer in charge of sports and games regularly maintains the stock register for the equipments and materials related to the sports.

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 benefitted by scholarships and freeships provided by the Government during the year

620

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

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

C. Any 2 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression	
5.2.1 - Number of outgoing students who got placement during the year	
14	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of outgoing students progressing to higher education	
88	
File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded
5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year	
5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year	
9	
File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year	
0	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college encourages students to have student representative for all the activities related to the development of the institution for administrative and academic management (IQAC, Student Union and Different Cultural Associations, Seminar Secretary etc). These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who passes orders to the concerned committees for smooth implementation of different activities. The demands and grievances of the students are given utmost priority and successfully redressed from time to time. Also class representatives /Seminar secretaries are selected for quick redressal of their problems. Most of the teachers try to convey their message to other students through these representatives so that they learn leadership skills besides excelling in academics.

However because of the COVID pandemic, student representative to different bodies could not be carried out.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

There is an Alumni Association that functions normally in the college but the Association is not registered under Society registration Act. No significant financial and other support service to the development of the institution has been received due to Covid -19 restrictions imposed by the state Government.

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

5.4.2 - Alumni's financial contribution during the year

E. <2 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 an effective leadership in tune with the vision and mission of the Institution

The institute promotes a culture of participative management by involving the staff and students in various activities.

The administrative works are monitored through periodical review meetings of various committees.

The Governing Body/ Executive Committee delegates all the administrative, academic and operational decisions to the Committees headed by the Principal to fulfil the vision and mission.

The Institution adopted service rules and financial rules as applicable to all Autonomous institutions in the State. The Institution conforms to the minimum audit standards prescribed by the Govt.

Academic, Administrative and Accounts Bursars are looking after the smooth monitoring and management of administration, academic and accounts system of the institution respectively.

Admissions of students to the college are done through the SAMS module.

Accounts of the Institution are audited regularly by the office of the Higher Education Department.

Academic Committee formulates common working procedures and entrusts the implementation with the faculty members.

The faculty members are encouraged to develop leadership skills by conducting various academic, co-curricular, and extracurricular activities. Other units of the institute like sports, library, cultural and store etc. are operational under the guidance of the various committees/cells.

Students are empowered to play an active role in the curricular and co-curricular activities inside and outside the institution.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The College Governing Body/ Executive Committee delegates the power of taking operational policy decision regarding academic and other related matters to the Principal. Principal along

with three different Bursars formulate common working procedures which are then implemented at the departmental level by the respective Heads of the Departments. Faculty members also remain in charge of various committees/cells/associations to conduct various programs. This year due to pandemic situation the students Bodies could not be formed through College Elections and many programs involving students Bodies could not be undertaken.

The participative management ensures total participation of all the people concerned.

The office administration of the College is headed by the Head Clerk under whom there are Senior Assistant, Junior Assistant and other Class IV Staff. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. The Administration is always open to discussion with the teaching and non teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Human Resource Management:

Effective Management of human resources is explicit in the following few points.

(a) Teaming of teachers for specific responsibilities. This was done by assigning different responsibilities to different teams of teachers for accomplishment of curricular and extra-curricular activities.

(b) Interviews were held for appointment of guest faculties to various departments to compensate the shortage of teaching staff.

(c) Seminar on career counselling were conducted for students. A good no. of got placement in various multinational companies like WIPRO, TCS, INFOSYS and also in other organizations.

(d) The grievance committee addresses the issues of students.

(e) The Self Defense Training Program and the equal opportunity cell are indispensable platforms for the all round development of students.

(f) The retirement ceremonies are organised for teaching and non-teaching staff to honour their contribution to the institutions.

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 various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

S/no Institutional Bodies Hierarchy Function
 1 Academic Committee Academic Bursar & Senior Teaching Staffs Academic matters
 2 Administrative committee Administrative Bursar and one senior Teaching Staff Administrative matters
 3 Examination Committee Controller of Examinations, Dy. controller of Exam, Coding Officers & senior members Examinations & results
 4 Infrastructure Furniture Committee OIC, Infrastructure & Senior staff members To look after the infrastructural development of the college
 5 College Development Committee Principal & Senior staff members To monitor the overall development of the college
 6 Staff Council Principal, Senior most teacher as Secretary to Staff council Major decisions to Academic development
 7 Cultural Associations Advisors of Cultural committee & elected office bearers Various activities related to cultural development of the students
 8 Library Committee OIC, Library & Senior staff members Various activities related to Library
 9

Career Counselling and placement cell Co-ordinator & senior staff members Various activities related to Career Counselling and placement 10 Students' union Advisor to college union, 02 Associate advisors & elected office bearers to students union Various activities related to students development operative for one calendar year only

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	Nil

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Being a Govt. college, the provisions of Odisha Govt. welfare schemes are extended to all its employees.

(1) Summer vacation to both teaching and non-teaching staff.

(2) The government has provided Group Insurance scheme to the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the times of need.

- (3) Maternity (180 days) and paternity (15 days) leave.
- (4) Provident fund for the employees of the college.
- (5) Medical Insurance facility for the employees of the college.
- (6) Casual leave of 13 days for the employees.
- (7) Festival Allowance to NGO staff of the college
- (8) Medical Reimbursement to both GO and NGO staff of the college
- (9) The college has facility of quarter provided to both teaching and Non-Teaching members.

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

13

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Audit of all the expenditures incurred in a financial year is done externally by the Accountant General and also by the higher education departmental audit team. The copies of the audit are also preserved in the college for records.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

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

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

The institution is run by the Government of Odisha. So the funds to be utilized are primarily allotted through the Higher Education Department, Odisha. Funds to be allotted to the institution depend on annual budget of Higher Education Department. The allotments are made to institution through the online mode of Integrated Financial Management System(IFMS).

Optimum use of the funds to this institution is made as per the rules and regulations and is subjected to audit by the government.

At the institution level funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under different heads and are utilized for the benefit of students and for meeting other expenses of the college. To ensure the optimum use of these funds, various college level committees like development, purchase, infrastructure, library, residential committees are formed. All the expenditures relating to salary, non-salary, laboratory equipments and other expenses are met out of the Government allotted funds. The revenue collected from students at the time of admission and readmission are also used towards welfare of the students.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental

improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1. In the process of providing more sports facility, a basketball court is constructed at a cost of Rs.10 Lakhs and a badminton court is under construction. This will definitely encourage the students take the benefit of the facilities.
2. The College has been developing computer laboratories to impart computer education and soft skill training to all the staff and students. Fifty computer systems were purchased from RUSA grant to setup a laboratory for regular use of the students. Moreover all the departments were provided with one computer system to manage the respective honours students.

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

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

The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC. Assesments are done for the following items:

1. Teachers assessment by Students through feedback
2. Teachers self evaluation
3. Introduction of ICT enabled and smart classes
4. Principal's surprise visit to different classes for instant evaluation of teachers
5. Principal & Head of the departments interactions for

suggestions & development in teaching-learning process

6. Regular departmental meeting of the H.O.D. with the staff members

7. Introduction of proctorial system

8. Introduction of tutorial system for slow learners.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

E. None of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

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

This college being an a Women's college, promotion of gender

equity is not considered.

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

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

D. Any lof the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid waste management:

Substantial number of dustbins are placed for collecting the solid waste from nook and corner of the campus and different departments, sections and Office. This ensures that solid waste segregated at the source before handing them to local municipal body for recycling & disposals.

Liquid waste: All the liquid waste from washroom, bathroom is collected into soakage pits through drains. Zero percent leakage of waste water is ensured.

E- Waste management: The college has minimum e-waste. The waste if any is sold to vendors for recycling.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
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File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
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	C. Any 2 of the above

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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 a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

As an educational Institution we have demographic diversity as the students hail from different socio-economic backgrounds and come from diverse regions having their own language preferences.

Diversity is also seen in the parent stakeholders whose occupations range from farmers, auto rickshaw drivers, house help to businesspersons, doctors and Govt. Officers.

With respect to the distinctiveness of every student, we try to ignite a feeling of 'camaraderie' among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place.

This Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities.

Different activities organized inside the college to promote harmony towards each other. Commemorative days like Martyr's day, Constitution day, Voter's day, Women's day, Yoga day also to promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socio-economic and other diversities.

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

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

The college regularly organises different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations by observing Commemorative days like Independence Day, Republic Day, Martyr's day, Constitution day, Voter's day, Women's day, Yoga day. The students and employees are sensitised about the constitutional obligations: values, rights, duties and responsibilities of citizens. Through observation and participation in the above programmes, the institution trying to develop a sense of dedication, devotion and belongingness towards the national unity and harmony. All the students and staff members are given equal opportunity and weightage in every sphere of activities for promotion of human values and constitutional obligations.

All mandatory committees like Internal Complaints Cell, Anti Ragging cell, Anti Sexual Harassment Cell are active and functioning. There is also a committee appointed to plan and execute activities to familiarize and implement ethical behavior.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes

C. Any 2 of the above

professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the 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 programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

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

The college organises different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations by observing Commemorative days like Independence Day, Republic Day, Martyr's day, Constitution day, Voter's day, Women's day, Yoga day etc.

The students and employees are sensitised about the constitutional obligations, values, rights, duties and responsibilities of citizens. Through observation and participation in the above programmes, the institution trying to develop among students, a sense of dedication, devotion and belongingness towards the national unity and harmony. All the students and staff members are given equal opportunity and weightage in every sphere of activities for promotion of human values and constitutional obligations.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice: 1:

Online teaching and learning System:

During the session the entire globe was afflicted with CORONA pandemic. Due to lockdown physical class room teaching could not be held. In such an unprecedented situation, the teachers of the college conducted online teaching through different ICT enabled platforms.

All the theory classes were conducted regularly online through Google meet, Zoom, whatsapp video and other such media. PDF/Youtube videos/soft copies of topics in different subjects were made available to the students. Student's seminar were conducted online by PPT presentatations.

As a consequence of the efforts of the teachers and administration, the students could able to take on semester examinations successfully through online mode. For the first time the institution successfully conducted online examinationsfor the final year students.

Best Practice: 2:

Infrastructure Development:

A new G+5 building was constructed in place of old asbestos building at a cost of Rs. 13.7 Crores funded by State Government and was made operational . All modern facilities like Auditorium, Conference hall, Virtual class room etc. including disabled friendly amenities like ramp and two lifts , 13 nos. of toilets are provided for smooth operation of college office and all Departments, academic activities and examination. So the long standing infrastructure issue could be solved for a healthy academic and administrative enviroment.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

To prepare talented youth as responsible and useful citizens for effective participation in all areas of development, in order to achieve those missions institution has provided best efforts in following areas: Curriculum development:

Teaching learning process: Classes are conducted regularly by adopting innovative approach like collaborative learning, cooperative learning simulated teaching, brainstorming and group discussion and in smart class rooms. ICT enabled seminars are organised for the benefit of the students. This year due to the pandemic the college remained closed for most of the time taking into consideration of the careers of the students ICT enabled online classes were undertaken. Students also presented online/Offline seminars and online projects as part requirement of the degree course. Question banks based on CBCS pattern have been prepared for ready reference. Time to time remedial classes are conducted for benefit of hostel students. Proctorial classes, Parent teachers meetings are organised for better interactions and for the benefit of the students.

Self defence training programme: All the girl students are exposed to self defence training programme to learn important values like dedication, perseverance, hard work, honour, respect, courage self discipline and self confidence.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

This year due to the pandemic situation the college remained closed for most of the time since March, 2020. Hence, many

action plans proposed earlier could not be materialised. Hoping a better situation next academic year the IQAC, College proposes to undertake the following programmes:

- Organising awareness session on Academic and Administrative Audit in the beginning of academic year
- Preparation for Autonomy Extension.
- Preparation towards proposed Academic Autonomy.
- Organising Criterion wise presentations as a step towards preparing for NAAC re-accreditation.
- Completion of student Data Base.
- Completion of Construction of hostel for which administrative approvals have been obtained but due to pandemic the work could not be initiated.
- Fire safety measures for administrative and science block.
- Question Bank as per CBCS syllabus
- Attracting more number of alumni through "Mo College" (My College) portal to have more participation and contribution from Ex-students of the college.
- Preparing DPR for installing Solar Energy for harnessing Green Energy.