# YEARLY STATUS REPORT - 2022-2023

## 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. CHITTA RANJAN SATHAPATHY

- Designation

PRINCIPAL

- Does the institution function from its own campus?

Yes

- Phone No. of the Principal

06802220556

- Alternate phone No.

- Mobile No. (Principal)

8249277487

- Registered e-mail ID (Principal)

principalsbrgwc.berhampur@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)**      http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/21-22%20AQAR%20.pdf

**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:**

- Upload the latest notification regarding the composition of the IQAC by the HEI

[View File](#)

**9.No. of IQAC meetings held during the year**   `04`

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?

`Yes`

- 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`

- If yes, mention the amount

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

`1. Online feedback for students is introduced as per Govt. guide lines this session. 2. Online payment system for students introduced partially for hassle free process. 3. SBR Memorial Lecture Series initiated. 4. Seven day Skill Development Programme for students organised in association with Nandi Foundation, KolKata 5. Placement Drive for Computer Science department organised in association with HCL Tech. Ltd and Vedanta Alumina Ltd. 6. AQAR and AA submitted for academic session 2020-21 and 2021-22.`

**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:**

| Plan of Action | Achievements/Outcomes |
| --- | --- |
| `1. Academic Audit (AA) submitted to OSHEC for 2020-20212.` | `Successfully carried out AA of all the departments and submitted the template formats to OSHEC on 30.06.2022` |
| `2. Academic Audit (AA) submitted to OSHEC for 2021-2022` | `Successfully carried out AA of all the departments through external experts and submitted the template formats to OSHEC on 30.06.2022` |

| 3. Submission of AQAR 2020-2021 | Submitted AQAR of 2020-21 session on 29.07.2022 and was accepted by NAAC |
|---|---|
| 4. Submission of AQAR 2021-2022 | Submitted AQAR of 2021-22 session on 28.12.2022 and was accepted by NAAC |
| 5. Green and Energy Audit for 2021-22 | The green audit and energy audit of the college was carried out by internal members of the college and submitted before AA team and was successfully validated. |
| 6. Skill Development Programme | A Seven day Skill Development Programme for students was organised for the students. The experts of Nandi Foundation, Kolkata imparted training in different skills and for other different competitive exmainations. |
| 7. Hygiene & Health Programme | Cancer Awareness Programme, Hygiene & Health Programme, and Breast Cancer Awareness were organised on 18.06.22, 29.09.22 and 18.10.22 and awareness created among students. |
| 8. Career Counselling Programme and Placement Drive | A Career Counselling Programme was conducted for the students by experts on 15.11.22 in which 200 students participated. Similarly Placement Drive by HCL Limited and Vedanta Alumina Ltd. was conducted on 16.09.22 and 19.11.22 respectively in which 32 and 19 students took part. |
| 9. SBR Memorial Lecture Series | As per the resolution taken in IQAC meeting, from this session SBR Memorial Lecture Series was organised and three talks were delivered by reputed speakers. |

**13.Was the AQAR placed before the statutory** No

**body?**

- Name of the statutory body

| Name of the statutory body | Date of meeting(s) |
|---|---|
| Nil | Nil |

**14.Was the institutional data submitted to AISHE ?**    Yes

- Year

| 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. CHITTA RANJAN SATHAPATHY |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone No. of the Principal | 06802220556 |
| • Alternate phone No. | |
| • Mobile No. (Principal) | 8249277487 |
| • Registered e-mail ID (Principal) | principalsbrgwc.berhampur@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)** | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/21-22%20AQAR%20.pdf |
| **4.Was the Academic Calendar prepared for that year?** | **No** |
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|---|---|---|---|---|
| **Nil** | **Nil** | **Nil** | **Nil** | **Nil** |

**8.Provide details regarding the composition of the IQAC:**

| | | |
|---|---|---|
| • Upload the latest notification regarding the composition of the IQAC by the HEI | View File | |

| | |
|---|---|
| **9.No. of IQAC meetings held during the year** | **04** |

| | |
|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? | **Yes** |
| • 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** |
| • If yes, mention the amount | |

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

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| | |

| | |
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| | |
|---|---|
| **13.Was the AQAR placed before the statutory body?** | No |

- Name of the statutory body

| Name of the statutory body | Date of meeting(s) |
|---|---|
| Nil | Nil |

| **14.Was the institutional data submitted to AISHE ?** | Yes |
|---|---|

- Year

| Year | Date of Submission |
|---|---|
| 2021-22 | 15/01/2023 |

## 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. -; Commerece

U.G. - Self Finance Course (PPP mode): BBA, BCA

P.G -; Applied Psychology, History, Home Science, English, Pol.Sc., Odia, Sanskrit, Economics

All the programmes have compulsory Core Course (CC). In addition to this a student study Environment Studies (EVS) in UG 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. Similarly the course on Gender, Ethics and moral values is compulsory for all the students. The plan for students to have multiple entry and exists

at 1st/2nd/3rd years and integartion of humanities and Science courses with STEM as per NEP 2021 is uner active consideration of the Govt.. Once the guidelines are received, it will be implemented.

## 16.Academic bank of credits (ABC):

The College will initiate the system of Academic Bank of Credit in conformity with Choice Based Credit System and New Education Policy,
2020 after receiving authentic Guidelines/ Standard Operating Procedures (SOP) from Higher Education Department, Govt. of Odisha.

## 17.Skill development:

Most of the programmes in the college have course components to enhance the skill of the students. Several of the courses have content that enable the learner to use the skills for getting employment and provides  eligibility to enrol in higher studies. Besides, some of the compulsory courses like SEC Papers, Communicative English, Quantitative Techniques and logical reasoning courses are requisite for all regular programmes of the college.

Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills among the students to make them ready for the world of work. Students seminar organized by all the department weekly, by which soft skill like communicative skill and preparing the seminar material developed among the students.The IQAC, Career Counselling, Training & Placement Cell of our
College in collaboration with Nandi Foundation,Kolkata organised a Training Programme in the College campus from 18/08/2022 to 24/08/2022 for the preparation of various competitive examinations for selective students. The Career Counselling cell also arranged  career counselling program in collaboration ICFAI, Kolkata. and placement drive for recruiting the students was also conducted by HCL ltd. and Vedanta Alumina Ltd.

## 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. At present Govt. of Odisha is having strategy of Odia correspondence in day to day official transactions for which encouragement to Odia language will serve the purpose of the Govt. Besides, Govt. of Odisha has been providing Scholarship for language subjects (Odia, Hindi & Sanskrit). The integration of language subjects among the students will be conducive to the promotion of solidarity and fraternity among the students. 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 including M.Sc.(Computer Science), B.Sc. (MB), M.Sc. (MB). From this session Self finance courses like BBA and BCA has been introduced which will definitely pave the way for creating employment opprtunity for the students.

## 20.Distance education/online education:

Just after COVID, for some time the teaching and learning process to different semesters were conducted in online mode through Google meet, Zoom, Whatsapp groups and such other online platforms. Student seminars and talks by resource persons were conducted in both offline and online modes. Similarly faculty members guided the students to refer to different online contents in their respective subjects  in both theory and practical papers through youtube and other such contents provded online by different organisations. Moreover the students of PG courses are encouraged to register for online courses in MOOCs/SWAYAM platforms for beyound the syllabus courses for employment opportunity.
There is no distance education / vocational education courses running in the college. However there is a Odisha State Open
University (OSOU) study center which runs inside the college and

provides a large variety of courses in different disciplines for the
students. Students are encouraged to enroll for such courses
for employment purpose. The study Centres is provided with
infrastrutural facilities and personnel by the colllege to
operate from the college premises. Our staff also remain in
charge of co-ordinator, Office Assistants of various
programmes offered by those Universities. Some of the college
staff are engaged in taking online as as well as offline classes
in those programmes. They are also engaged as evaluators and
content-writers for various courses offered by those
universities. The college also conducts examinations and
evaluations for various courses offered by the university.

# Extended Profile

## 1.Programme

| 1.1 | **27** |
|---|---|
| Number of programmes offered during the year: | |

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | [View File](#) |

## 2.Student

| 2.1 | **2014** |
|---|---|
| Total number of students during the year: | |

| File Description | Documents |
|---|---|
| Institutional data in Prescribed format | [View File](#) |

| 2.2 | **595** |
|---|---|
| Number of outgoing / final year students during the year: | |

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | [View File](#) |

| 2.3 | **595** |
|---|---|
| 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 | **663** |
|---|---|
| Number of courses in all programmes during the year: | |

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

| 3.2 | **22** |
|---|---|
| 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 | **1072** |
|---|---|
| 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 | **47.2956** |
| 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.

A model syllabus (CBCS pattern) prescribed by UGC, state government and adopted by the University indifferent programmes as approved by Board of Studies (BOS) of the University of the respectivedisciplines are incorporated into the curricula from time to time to meet needs at local/ regional/National level and also for enhancement of programme quality. The learning experiences gained by the students are duly linked to the learning goals for each of the programme. The courses of studies in all the programmes represent the course goals, POs and COs and idea about the course structure, mid-term andEnd Sem examination. It delivers a clear idea of the course content and the much needed knowledge and skills they are going to acquire. As per the need of the hour, the students are academically enriched and a sound foundation is laid down to succeed at National and Global level as well. Our students are successful at State and National level competitions. As delivery of the curriculum in an effective manner is the prime importance of any educational institution, our institute ensures this objective through the formulation of a comprehensive academic calendar. To achieve this, a master routine that incorporates departmental routines is prepared and is strictly followed.Department faculty members areencouraged to impart the curriculum through innovative teachingmethods such as ICT enabled presentations, assignments, discussionsand also to arrange workshops and Seminars.

| 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

0

| 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

**242**

| 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

**242**

| 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

**27**

| 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

**The issues of gender are the integral part of courses such as Political Science and Psychology etc.across the humanities discipline. Besides, the under graduate programmes in the languages of Odia,Sanskrit and English incorporate multitude components relating to gender and human values .**

**The compulsory course in Ethics and Values give input to young minds with the correct social andethical perspective on a range of issues. In programmes like Political Science, the emphasis is duly givento inculcate the understanding of human values, human rights and national constitution. Besides, theduties and responsibilities of a good citizen are also brought to the mind of young students.**

**Nowadays, the right to a clean and green environment is globally enshrined as a human right, as a result appropriate focus is devoted to an in depth analysis and study of ecological principles in theprogrammes viz., Chemistry, Botany and Zoology as well. A clear knowledge of the Environmental issues,sustainable consumption and production is indispensable for development of socially-responsiblecitizens, and the compulsory course in Environmental Studies (EVS) offered across all the streams ofArts, Science and Commerce at UG and PG level provides the clear understanding of the Environmentalissues, sustainable consumption, development and production.**

**Efforts are on for inculcation of patriotism across all the programmes in our institute. An ample amount of scope is given to the students to deal with clear social and developmental perspectives through fieldwork and student levelprojects across the programmes.**

| 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 | View File |
| Any additional information | No File Uploaded |

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

**00**

| 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

**00**

| 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

**567**

| 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

**D. Any 1 of the above**

obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

| 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**    B. Feedback collected, analysed and action taken

| File Description | Documents |
|---|---|
| Provide URL for stakeholders' feedback report | http://sbrgautowomenscollege.ac.in/sbrg/iqac/Feedback%202022-23.pdf |
| Any additional information | No File Uploaded |

## 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

765

| 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)

247

| 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 providesall possible measures to assess the learning levels of its students.**

**Each department takes sincere initiatives to assess the learninglevels of students through the mechanisms like internal assessments, assignments, students' seminars, mentor-mentee interactive sessions, individual interactions, etc. Special programmes like Tutorial, remedial classes,academic counselling by the mentors, individual discussions etc. are employed for helping the slow learners to make up their learning backlogs. Study materials prepared by the teachers arealso supplied to the students in online as well as offline mode so that any student can learn at her suitable time and scope which benefits the slow learners significantly.**

**Special classes are also arranged foradvanced learners. Advanced learners are always encouraged to chooseadvanced level topics for their presentation using PowerPointpresentation and computer simulation in the Students' Seminarsorganized by the departments.**

**Advanced learners are encouraged and assisted by the departmental teachers to appear in national level exams and entrance tests (likeJAM, JEST, CUCET etc.) for admission to prestigious institutions for higher studies like masters or integratedresearch etc.Resource persons are invited to deliver talks on cuttingedge topics to cater to the needs of advance learners.**

**Besides this remedial classes and specialclasses were conducted during evening hours 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 |
|---|---|---|
| 30/04/2023 | 2014 | 22 |

| 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:

Teachers of this institution adopt student centric methods in teaching-learning activity. Emphasis is given to create lively and interactive classroom sessions. Emphasis is also given so that students can connect the academic learning with daily life events/experiences.

Participative learning is encouraged through:

1. Laboratory sessions, where hands-on training is given
2. Debates, group discussions, quizzes (mid-semester) are organized repeatedly to encourage an interactive teaching learning process.
3. Students are encouraged to take up internships and research-based projects to sharpen their analytical thinking.
4. Different intra and inter college events are organized at regular intervals.
5. Co-curricular activities like NSS, NCC, Rovers, YRC wings are also actively functioning in the college and carry out regular activities on different issues.

The experiential learning strategies include open ended lab work, fieldworks and projects. The link between class-room knowledge and real-world situation is further established through:

1. Organizing study tours and industrial visits
2. Expert/resource person talks though invited lectures, seminars, workshops etc.
3. Students are encouraged to take up add-on courses as offered by different reputed institutions.
4. Different free online tutorials, e- booksand course modules designed by different universities are provided to the students.Alsothe course modules that are available in e-pathsala.

Problem Solving ability of the students are enhanced by conducting project works in all departments. Special attentions are given to slow and advance learners while conducting classes and special care isprovided outside the class as well. Questions of nationallevel examinations like JAM, JEST etc. are discussed in both U.G.in P.G classes.

| 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 oftechnological advancement and to improve the teaching and learning. Different ICT tools are used by teachers as and when required. Some such tools include:

1. PowerPoint presentation
2. YouTube videos
3. Digital online whiteboards (like Google Jam board, Microsoft OneNote)
4. Students are encouraged to learn the use of utility softwares (like LaTex, R, SciLab, Mathematica, Tally, GRETL etc.)
5. Virtual webinars and seminars participation through Google Meet and Zoom platform.process in the classroom.
6. LCD projectors,computers/laptops/tablet systems are used in the classrooms. You-Tube, E- mails, WhatsApp group, Telegram, Zoom, Google meet are usedas platforms to teach,

communicate, provide material and syllabusand share information.BSNL limited wi-fi facility isavailable inthe campus for the students support system and staff.

7. Classrooms are being gradually upgraded to smart classrooms . A modern and well equipped English language Lab and a virtual laboratory is available at the collegeto teach, communicate, provide material and syllabusand share content.

8. Virtual meetings are also being conducted through Google Meet and through the Zoom app, to discuss assignments, projects, study materials sharing, conducting online classes etc.

| 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

55

| File Description | Documents |
|---|---|
| Upload year-wise number of students enrolled and full-time teachers on roll | [View File](#) |
| 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

Being a government autonomous college,the HEIis under theadministrative control ofHigher Education Department of Government of Odisha. Academic calendar is prepared by the Higher Educationdepartment.

College Time Tables for the Academic Session 2022-23being preparedcentrally and circulated among all andall teh Departments of the college. On the basis of centralTime Table, Departmental Time Table being prepared by the concernedDepartment HoD and accordingly classes of both UG, PG being engagedby the concerned Department Faculties. Academic Calendar being published in College calendar which reflectsopening of the college, commencement of Odd and Even Semesterclasses, Mid Semester and End Semester Examinations and Publicationof Result within 45 days from the date of completion of End SemesterExaminations. Lesson Plan and progress Registers for Odd and Even Semester classeswere maintained by the concerned subject teachers along with coursecompletion certificates and duly signed by the college Authority. For the Academic Session 2022-23,Odd Semester classes commenced fromNovember, 2021 for UG and PG andcomes to an end on March, 2022. EvenSemester classes commenced with effect from March, 2022 andcame to an end in August 2023. Final Semester Examinations ofUG 6th Semester and PG 4th Semester were conducted during July, 2023and result of UG 6th Semester,PG 4th Semester result published in July, 2023.

| 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

22

| 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)**

**22**

| 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**

**48**

| 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**

**20**

| File Description | Documents |
|---|---|
| Upload the number of complaints and total number of students who appeared for exams during the year | [View File](#) |
| 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

**The academic progress of students are accessed periodically. As per provision of Berhampur University and the CBCS model syllabus, there is a provision of 20 mark (for non-practical subjects) and 15 mark (for practical subjects) mid-semester assessment test.**

**Apart from this curricular assessment, students are also accessed by teachers in every class via discussions, question answer sessions, doubt clearing sessions, assignments, tests, remedial and proctorial class etc.**

**Attendance of students and timely submission of assignments is also parameter in evaluation of students.**

**Students who miss the curricular assessment test due to valid medical reasons are also given a second chance and retest is done for those students.**

| 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

**Programme Outcome (POs) and Course Outcome (COs) for all programmesoffered by the institution are highlighted at the outset on the respective syllabus of the program.And POs and COs are uploaded in the College webpage to make all thestakeholders, especially the students, aware of the objectives ofthe different**

courses offered that are expected from each coursewhen they become graduates. Teachers are very much aware of the POsand COs, which are being prepared accordingto the UGC / University syllabi. Students are also aware of the POs and COs.

At the beginning of the course, each department, in itsinduction programme, emphasizes the programme outcomes and course outcomes.The Admission Committee with its online services helps thestudents to make aware of the objectives of the programme and courseoutcomes so that the decision-making process of the students whilechoosing their courses becomes streamlined. Hard copy and soft copyof the syllabus and learning outcome is available in each departmentHard copy of the learning outcome is displayed prominently in thedepartment. During faculty meetings in the department and after thecompletion of each paper/unit, the outcomes are reviewed.

| File Description | Documents |
|---|---|
| Upload COs for all courses (exemplars from the Glossary) | No File Uploaded |
| 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

In terms of Cumulative Grade Point Average (CGPA), attainment ofCourse Outcomes (COs) is evaluated by the scores of the students in the end-semester examinations conducted by the affiliatedUniversity. There are Six (6) end-semester examinations for the Undergraduate students and Four (4) end-semester examinations forthe Postgraduate students. Theassessment methods used are:

1. Examination results 2. Discussions are held regarding the course outcomes asenvisaged at the beginning of the session and whether performance of the students reflects the desired objectiveembodied in the course outcome. 3. The student's progression to higher education 4. Placement of students 5. The course outcomes are also scrutinised during the regularproctorial meetings. This is a forum in which teachers havean opportunity to analyse the performance of individualstudent's and to assess whether the Programme Outcomes andCourse Outcomes are adequately attained. 6. Extracurricular competitions like Essay, Debate, Quiz

**alsoformed an indirect but valuable measure for assessment of Programme Outcomes and Course Outcomes.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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

**515**

| 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

http://sbrgautowomenscollege.ac.in/sbrg/iqac/Feedback%202022-23.pdf

### 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

**Through the Research Activities Guidance Cell of the College, the institution motivates its faculty to do research and submit major/minor research project proposals to various funding organisations.**

**The Research Activities Guidance Cell of the College, has been**

constituted vide this college office notice No. 863, Dt. 10.06.2022 with a thrust on providing impetus to theyoung Researchers i.e. faculty members of the college to haveenthusiastic involvement in research work. i.e. Publications ofJournals (Peer Viewed Journals, UGC Care Listed / Scopus / WebScience, Books, Chapters Published in edited volumes. On behalf of IQAC of the college regular and Ad-hoc teachers arebeing motivated for submission of Minor and Major Research Projects proposals funded by UGC, ICSSR and DST. Regular teachers who arerecognized Ph.D. Guide under BerhampurUniversity to which our college is affiliated are supervising Ph.D.Scholars. Students of UG 6th Sem and PG 3rd/4th Sem as part of their syllabi submit project papers under the supervision of concernedteachers prior to appearing Final Sem End Examinations. Those studentspresent their project papers through Departmental Seminars in PPTmode. External Examiners being invited to evaluate the performanceof thestudents.

| 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)**

00

| 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

00

| 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)

00

| 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

00

| 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

00

| 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

00

| 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.

The college needs a specializedresearch and entrepreneurship development centeror an incubator for research. However, the college isconsidering enhancing its infrastructure and hiring enough personnel to support innovation and research.

The institution encourages the faculty members of the academicdepartments to come up with innovative ideas for the

welfare ofthe students. The students are also given opportunity toexperience research activities through execution of studentprojects, fieldwork.

The Research Activities Guidance Cellof the College,has been constituted vide this college office notice No.863, Dt. 10.06.2022 with a thrust on providing impetus to theyoung Researchers i.e. faculty members of the college to haveenthusiastic involvement in research work. i.e. Publications ofJournals (Peer Viewed Journals, UGC Care Listed / Scopus / WebScience, Books, Chapters Published in edited volumes.

About 60,000 Books are availablein the Central Library for regular use of the students. Research level Laboratory facilities are available in the some of the departments like, Biology, Chemistry.

Development of entrepreneurial attitude is integral to the curricular content of Commerce department. Attempts are made to develop their skill in this direction.The programs are focusing on imparting critical entrepreneurial skills to the students to develop entrepreneurship skills and knowledge. Dr. A.K.Pathak, Sr. Director, IBS, Kolkata delivered a talk and organised a workshop in this area.

| 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

00

| 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

D. Any 1 of the above

**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**

| 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 | [View File](#) |
| 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**

**00**

| 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**

**00**

| 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**

`03`

| 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 |
|---|---|
| Bibiliometrics 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)

`00`

| 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

00

| 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

As part of their annual activities, the college's NSS, YRC, and NCC Units have been hosting a number of noteworthy occasions, such as National Youth Day, Republic Day, National Voters Day, National Science Day, International Women's Day, World Consumer Rights Day, World Water Day, World Health Day, Earth Day, Labour Day, Anti-Tobacco Day, World Environment Day, International Yoga Day, World Population Day, World AIDS Day, Independence Day, etc.

As many 15 NCC camps were conducted by the unit this year Besides these,NCC students were also participated in the following.

NCC Marathon,

NCC Walkathon (Rally)

Following progrmas were carried out by YRC during the year.

YRC, Free HealthCheckup Camp YRC, Health awareness seminar on obesity and womens health YRC, Health awareness seminar on mental health YRC, Seminar on Road Sefety YRC, Health awareness workshop on the occasion of world sucide prevention week YRC, Health awareness seminar on breast cancer YRC, Breast cancer Awaerness Programme

Following progrmas were carried out by NSS during the year.

NSS DAY RASTRIYA EKTA DIVAS VIGILLANCE AWARENESS YOUTH LEADERSHIP CAMP CONSTITUON DAY HUMAN RIGHTS DAY WINTER SPECIAL CAMP HACKATHON NATIONAL VOTERS DAY CONSTITUITION DAY

| 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)**

35

| 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

**2195**

| 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

**00**

| 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)

**00**

| 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 college ensures adequate availability and optimal utilization of physical infrastructure to create an environment of excellence in education through technologically innovative educational tools. The teaching learning facilities include classrooms, laboratories, well-structured equipment's, smart classrooms etc.

Campus Area: The college has nearly 04 acres of land in its possession and has 133 class rooms with green board/ White board, and 08 laboratories.The Classrooms are well-structured and well designed. Allotment of classrooms and laboratories to different classes are made on the basis of student strength. It has adequate and equipped Seminar halls, Conference hall, OAT, Auditorium, Gymnasium, Canteen, Girl's Common Room Library and reading roomwith suffiecient collection of adequate books.

Laboratories:The college haswell-fortified laboratories in all the departmentsfor conducting practical or experiments in various departments along with safety features like First aid box, fire-extinguishers. There is a Language Lab. in the English Dept. for teaching english language communication, Phonetics. Similarly the virtual Lab. of the college train students about use of computers, internet and to conduct seminars and classes.

ICT Facilities:ICT facilities has been provided to most of the departments. All the departments, Library areequipped with computing equipment such as desktops. Laptops, electronic teaching AIDs and LCD projectors for teaching-learning, seminar purposes andofficial purposes. Wi-fi facility in the form of FTTHis provided to computer laboratories and VirtualLab..The Computer lab isequipped with licensed softwares to carryoutassignment, project work etc. Attempt is on to make the campus fully digital alongwith a new website and payment gateway system.

| 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.)

The college provides adequate facilities to students for cultural activities, Yoga, Sports and other gaming activities. The college also celebratesannual function with the above dynamic activities. The college donot have its own playground. However the annual sports meet is conducted in the Khallikote College Play ground which lies adjacent to the college. Annual athletic meet are arranged every year for the students to participate in various sports activities andto participate in State, National and International level competitions. The college has resolute Athletic association and under supervision of designated teachers to carryout selection of students to represent the institution in competitions.

The college also organizescultural competitions, events and performances at various times among the students.Annual sports & athletic meet & Annual social festival, inter department cultural competitions areconducted every year by the respective sub-committees.

The college does not have an earmarked Yoga Centre, but Yoga activities are conducted inother college rooms and spaces.

The following facilities available in the college campus

1. One Gymnasium Hall with all amenities
2. Basket-ball Court
3. Badminton Court
4. Open pandal for conducting cultural functions and meetings.
5. An auditorium with atleast 500 seated capacity at the 5th floor of the main building
6. The girls' common room has facilities like Ludo,Carrom, Chess etc.

| File Description | Documents |
| --- | --- |
| Geotagged pictures | View File |
| 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

05

| 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)

**47.2956**

| 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)

**The college has its own library within a area coverage of 3000 sqft. Library is partially automated using Integrated Library Management System (LIBMS Partially LMS-1.00, 2021). The college has a well-defined and well equipped library withsufficient number of text and reference books to cater to the needs of the students and teachers across various streams.**

**There is a regular Librarian who looks after the regular activities of the Library.The library hasbooks of Science, Commerce, Art, Literature, books with ethical and moral values, scientific innovations and encyclopaedia. It is a gateway of personality development and capacity building for the young learners.**

**Though the Library is not fully automated but it is in the process of automation. The total numbers of books in library are about 50902 and number of visitors per day is around 25 including the students. The library has aseparate reading room for teachers and students with separate reference sections. Each year new Books for the College Library are being procured.**

E-Resources developed by Higher EducationDepartment, Govt. of Odisha has been utilised as library resources and it is a member of EBSCO and INFLIBNET. Thecollege is having a progressive plan of developing a Computer Lab.comprising 05 Computer Desktop in front of the College Librarywith the objective of facilitating online accessibility for the college students and staff. The Library has a well transaction system in the form of Accession Register to receive the books from counter and also has a partially e-platform system.

| 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:**    C. Any 2 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)**

0.3061

| 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

05

| 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 institution follows the Government of Odisha Higher Educationdepartment IT Policy on Wi-Fi. A senior member of faculty acts as the Officer-in-charge of Wi-fi Facilities. A purchase committee,following due procedures, oversees acquisition of proprietary computer software and antivirus software. Due technical precautionis adopted to protect the Wifi Network.The campus is covered by wireless connnectivity, hired from BSNL, for easy general access by teaching community and office staff, The budget allocation for the running of Wi-Fiis Rs. 25000/- per year.

As per the suggestions of Orissa State Higher Education Council , the process of upgradation of college website is being worked out. As per the latest Higher Education Dept. Letter No.46585, Dt. 07.11.2022 the college is authorized in invite freshprice quotations from NICSI, Empaneled Vendors and place purchaseorder with the selected firm of NIC having empanelment of NICSI validity certificate and limited to actual expenditure the upgradation of college website shall be executed.

| 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 |
|---|---|
| 2014 | 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)

47.2956

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

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 ofthe college building, class rooms, Laboratories& campus and physical infrastructure like waterfacility, power supply, furniture related items are looked afterby various committees constituted for the purpose. All CCTVs are ensured in working condition.

The works related to purchase of different items are being executedas per Govt. norm. Thetenderprocess for procurement of items is carried out through GEM.

Government agencies like R&B Division and PWD supervise themaintenance and upgradation work related to construction and GED for electricity and PHD for supply of water, BMC for cleaning and sanitationrespectively.

Laboratory Equipments : Every department maintains Log book, Issue Registers, stock registers for keeping the list of chemicals, glassware, equipments and otherinstruments used in laboratory. Lab. assts. are appointed to into lab. maintenance. All the equipments are callibrated. Physical verification of laboratory equipments is carried out to record the functional and non functional equipments from time to time. Stock of Computers and IT infrastructure are maintained accordingly. Procurements of licensed softwares, antiviruses for computers are done by obeserving state govt. rules/ Policy.

Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.The Library committeediscuss matters relating to the Library and takesconsequential steps accordingly. Damaged books are repaired and recorded.

Sports Equipments: The officer in charge and other supporting staff of sports and games regularly maintains the stock register for the equipments related to the sports. All norms are followed for events.

| 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

**729**

| 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

**00**

| 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

**B. Any 3 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

34

| File Description | Documents |
| --- | --- |
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | [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

03

| File Description | Documents |
| --- | --- |
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | **No File Uploaded** |

**5.2.2 - Number of outgoing students progressing to higher education**

**144**

| File Description | Documents |
|---|---|
| Upload supporting data for students/alumni | **No File Uploaded** |
| Details of students who went for higher education | <u>View File</u> |
| 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**

**01**

| File Description | Documents |
|---|---|
| Upload supporting data for students/alumni | <u>View File</u> |
| 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**

**00**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | <u>View File</u> |
| 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 inall the activities related to the development of the institution for administrative and academic management (Student Union and DifferentCultural Associations, Seminar Secretary, IQAC etc).**

Students are represented as a member of variouscommittees, such as the Cultural committee, Sports Committee, Antiraggingcell and the Students Grievance Redressal cell, ICCetc.Theserepresentatives act as bridge between principal and students. Thestudent representatives put the suggetions of students (if any) tothe principal, who passes orders to the concerned committees forsmooth implementation of different activities.

The demands andgrievances of the students are given utmost priority andsuccessfully redressed from time to time. Also class representatives/ Seminar secretaries are selected for quick redressal of theirproblems and in organising seminars anf different competitions. Mostof the teachers try to convey their message to other studentsthrough these representatives so that they learn leadership skillsbesides excelling in academics.

Students Council could not be formed this session as per Govt. direction. However, the Advisory Body of StudentsCouncil along with students Volunteers from UG & PG studentsorganized the different competitions for the Session 2022-23 and the annual function of the college was conducted on 10th April,2023.

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

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

19

| 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

**Although not registered under the Society Registration Act, the college has a functionalalumni association, To yet, the institution has not received any major financial or other forms of assistance. However, regular meetings are held everyyear to take suggestion from old students and make them involve in the developmental activities.**

| 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 governance structure of the College consists of the Governing Body, the College Principal, and other bodies.**

**The administrative works are monitored through periodical review meetings of various committees. Governing Body/ Executive Committee delegates all the administrative, academic and operational decisions to the Committees headed by Principal to fulfil the vision and mission.The college principal act as an authorized representative of the government to plan and implement institutional quality policy. The Institution confirms to the minimum audit standards prescribed bythe Govt.. Academic, Administrative and Accounts Bursars are looking after thesmooth monitoring and management of academic,administration and accounts**

system of the institution respectively.

Admissions of students to the college are done purely on merit basis as per the rules and regulation by State governmentthrough the SAMS managed at state level.

Accounts of the Institution are audited regularly byoffice ofthe Higher Education Department and AG. Academic Committee formulates common working procedures and entruststhe implementation with the faculty members.The faculty members are encouraged to develop leadership skills byconducting various academic, co-curricular, and extracurricularactivities. Other units of the institute like sports, library,cultural etc. are operational under the guidance of thevice-presidents of respective committees/cells.

The academic audit of the college is carried out by IQAC as per guidelines and formatssupplied by Odisha State Higher Education Council. Students are empowered to play an active role in the curricular and co-curricular activities of 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 quality of institutional leadership reflects based on their strategic implementation of plans, team work, and monitor and executes the broad activities for development. The College governance is based on a shared vision, dynamic leadership activity, decentralisation, distributive leadership responsibility and power in connection with administrative, academic and other various duties.

The participative management ensures total participation of all thepeople concerned.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.Hence, the decision making and implementation process is never individualistic rather it is collectively enunciated and

structured in the college. This is an indicative of decentralization of various works.

The office administration of the College is headed by the Head Clerkunder whom there are Senior Assistant, Junior Assistant and otherClass IV Staff working as per rule. Thus, the decentralization ofdepartments and personnel of the institution helps in improving thequality of its educational provisions. The Administration is alwaysopen to discussion with the teaching and non teaching staff which,in turn, encourages the involvement of the staff for the improvementof 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

The operationalized broader conceptual framework of the College is setup by Department of Higher Education, Odisha.

The successful articulation and implementation of a strategic or perspective plan involves specific considerations and indicators.

1. *Mission and Vision Alignment:* The various policies and their implementation are aligned with the institution's mission and vision, and serve to achieve its educational objectives and goals.

2. *Stakeholder Involvement:* The decision and suggestion of faculty, staff, students, parents, and stakeholders are duly implemented for successful execution of various activities..

3. *Curriculum Implementation:* The faculties have been variousteaching methodologies like chalk and talk, ICT enabled facilities, power points,online platforms likeGoogle- meet, Zoom to enhance the quality of education.

4. *Professional Development:* Teachers are allowed to participate in Refresher / Orientation programs, Seminar/Conference/ workshops for professional development to ensure they are equipped with the necessary skills and knowledge for teaching and research.

5. *Assessment and Evaluation:* The examination to different semesters and evaluatuion is being carried out by Berhampur University. The examination section abide all the rules and regulations while conducting the exams.

6. *Student-Centric Approach:* For holistic development and all round success of students, support services likeis NSS, NCC, YRC, etc.are operating and also students are allowed to participate in various extra curricular activities, sports etc. for their diverse needs.

7. *Cultural and Ethical Values:* Various committees and associations look after the institution's cultural and ethical values, that createa conducive environment for learning and personal growth.

| 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.

The institutional management system of the college is a scientific management system to maintain transparency and to carry out optimum results in all its programs.The Key institutional bodies and its members mentioned are;

1. Academic Committee: Academic Bursar & Senior Teaching Staffs for Academic matters
2. Administrative committee: Administrative Bursar and one senior Teaching Staff to look after Administrative matters
3. Examination Committee : OIC, Exams, & 4-5 senior members to conduct Examinations & publish 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, Two Senior most teachers as Secretary / Asst. Secretary to conduct meetings and taking records.
7. **Cultural Associations :** Advisors of Cultural committee& elected office bearers to conduct 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 to organise 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 | http://sbrgautowomenscollege.ac.in/sbrg/orga_no.html |
| Upload any additional information | No File Uploaded |
| 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 | No File Uploaded |

## 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 following rules and regulations of Odisha government.

1. Teaching employees are allowed to attend FDP, Conferences, workshops, Orientation and Refresher Courses for their Career development and availing study leave for higher degree courses like, Ph.D. & Post-Doctoral work.
2. Rehabilitation assistance Scheme (RAS) facilitate as the state government rules and regulations in case of Premature Death of employees.
3. 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.
4. College extends benefits such as Pensions, Gratuity, Medical Insurance facility to all its employee.
5. Summer vacation to both teaching and non-teaching staff.
6. Maternity (180 days) and paternity (15 days) leave.
7. Provident fund for the employees of the college.
8. National Pension Scheme (NPS) benefits avail for employees.
9. Casual leave of 13 days for the employees.
10. Festival Allowance to NGO staff of the college
11. Medical Reimbursement to both GO and NGO staff of the college
12. The college has facility of staff quarter provided to both teaching and Non-Teaching members.
13. The non-teaching members are allowed to participate in onlie/offline ACCOUNTS/IFMS/HRMS/SAMS training as and when conducted by Higher Education Department or Other departments.

| 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

00

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

**00**

| 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

**The institution is run by the Government of Odisha. So the funds tobe utilized are primarily allotted through the Higher Education Department, Odisha.**

**Funds to be allotted to the institution dependon annual budget of**

Higher Education Department. The allotments are made to institution through the online mode of Integrated FinancialManagement System(IFMS).

To ensureoptimum use of thefunds, various college level committeeslike development, purchase, infrastructure, library, residential committees are formed. All the expenditures relating to salary, nonsalary,laboratory equipments and other expenses are met out of theGovernment allotted funds. The revenue collected from students atthe time of admission and readmission are also used towards welfareof the students.

The Audit system is done mainly byInternal Audit and External Audit. The internal audit is carried out only as and when required.

External audit system includes audit bythe State Government, local fund audit, and A.G. audit. It includes verification of details of collection from students/outsiders as well as from the State Govt., UGC, Central govt. in the form of grants/aid and expenditure incurred under different heads as per budget allocation, along with verification of stock register for different purchase/ procurements. The audit by Chartered accountant is also done at different time as and when required and appointed by the govt. of Odisha.

The issues raised during the audit process are beingamicablysettled as per the direction of the respective teams.

| 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)**

00

| 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 thefunds to be utilized are primarily allotted by the HigherEducation Department, Govt. of Odisha. Funds to be allotted tothe institution depend on annual budget of Higher EducationDepartment. The allotments are made to institution through theonline mode of Integrated Financial Management System(IFMS).**

**Optimum use of the funds to this institution is made as perthe rules and regulations and is subjected to audit by thegovernment.**

**At the institution level funds are mobilized out of a specificpercentage of the fee collected from the students. These fundsare grouped under different heads and are utilized for thebenefit of students and for meeting other expenses of thecollege. To ensure the optimum use of these funds, variouscollege level committees like development, purchase,infrastructure, library, residential committees are formed.**

**The fund required for a specific work is mainly sought by submiiting a DPR to the state govt..After clearance of the DPR, the funds are placed to appropriate agency for execution of the said work.**

**All the expenditures relating to salary, non-salary,laboratory equipments and other expenses are met out of theGovernment allotted funds. The revenue collected from studentsat the time of admission and readmission are also used towardswelfare 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)

The IQAC of the college takes up various initiatives for substantial quality increment of the college.During the this session it has been promoting quality-related activitiesthrough regular meetings of its cell, various programmessuch as seminars, workshops,academic meetings, health awareness, Induction programme for newly appointed Lab. Assistants, Carrer counselling, Placement Driveand similar events.

- AA: It has also conducted Administrative and Academic Audits. Meetings have been convened to deliberate upon the recommendations of the Audits, and actionable targetsbeen identified for execution.
- Research Committee: The College has functional Research Acivity guidance cell under IQAC that inspires the teachers to publish research papers and articles in standard National and International Journals including UGCcare listed / Peer Reviewed / Scopus / Web Science etc. Teachers are also informed about funding agencies for research proposals.
- Feedback: Feedback was received from different stakeholders (students,teachers). As per thefeedback/suggestions collected from different stakeholders curriculum gap was identified and reported to the Principal for necessary correction.
- For the purpose of improvement in result of both UGand PG students, Proctorial classes/ Remedial classes are being engaged by the concerned subject teachers for improving thestandard of the students. In case of below average students provision is made fordoubt clearing classes.
- For the first time it has introduced a lecture series in the name of its Founder "Sashi Bhusan Rath" in which prominent speakers of different domains are being invited to deliver

**talks for improving the knowledge of the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACresolutions.pdf |

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

**Principal and Coordinator, IQAC reviewed the course completionin respect of Odd Semester classes of UG & PG for the Academic Session 2021-22 as per the Lesson Plan and Progress Registersubmitted by the faculty members. To analyze the progress of Even Semester classes of both UG & PG concerned HoDs wereinformed to submit their Departmental Lesson Plan and Progress Registers to the Principal by 5th of every month. Members of the Committee resolved to provide online link toboth UG & PG WhatsApp Group for the purpose of eliciting theviewpoints of both Odd Semester and Even Semester classesthrough which the students will submit Feed Back Report onlinewhich will be analyzed by Principal and IQAC Coordinator tomake an appraisal of the teaching performance of regular, adhocand guest faculties. At the end of Odd Semester exams during Jan, 2023GoogleLink was submitted to both UG & PG students for submission of Feed Back report on Odd Semester classes. Besides, Google Linkwas submitted to both UG & PG students during, July, 2023 for eliciting the Feed Back Report of Even Semester classes. Members of IQAC resolved to revivethe Proctorial classfor both UG & PG students, on the basis of which Mentor- Mentee relationship will be developed which will be conducive enough to the improvethe quality ofstudents. Similarlyseparate doubt clearing classes are beingengaged for improvement in their back paper Examination Results.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | http://sbrgautowomenscollege.ac.in/sbrg/iqac/Feedback%202022-23.pdf |

**6.5.3 - Quality assurance initiatives of the**      **B. Any 3 of the above**

**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)**

| File Description | Documents |
|---|---|
| Paste the web link of annual reports of the Institution | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/AnnualReports2022-2023.pdf |
| 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

It is to note that gender issues are part of different core and elective courses in the college. The main objectives are to spread awareness among students about gender equity, various legal remedies available, and to increase the confidence of girl students to raise their voice.

Women on the campus get Girls common Room, sanitary napkin facilities. A number of CCTV cameras are installed in and around classrooms for the safety and security. The college has a cell exclusively for women related grievances (anti sexual harassment cell, anti-ragging cell).

As this institution is a women's college, there are no such issues of violating gender equity objectives by college authority for students. However, this institution actively believes in attaining the gender equity objectives for both teaching and non-teaching staff of this college.Efforts are on to install incinirators in each toilet and hostel this year.

| 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 1of the above**

| File Description | Documents |
|---|---|
| Geotagged Photographs | [View File]() |
| Any other relevant information | **No File Uploaded** |

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

**Towards achieving the mission for a clean and green campus,as per the approval of principal, the college administration has engaged the professional serviceof a sweeper for maintenance of hygiene and cleanliness of the college campus.**

**Garbage bins have been kept at various places of the collegecampus. During morning hours, Berhampur Municipal Corporationvans collect the college waste on a regular basis. The composite waste is kept in the red and green colour codedplastic dustbins respectively for dry and wet wastes.Further, dry and wet wastes are also meticulously separated and treated by BeMC people.**

**Students are encouraged to use different bins for different types of wastes through pictorial messages and wall notices.**

**The college has a new and functional drainage system connected to the municipal sewage system.**

**The college is very particular about not promoting use of single use plastics both in the academic area and canteen. The electronic wastes of the college are also collected, treated and disposed of by BeMC.**

**Two numbers of rainwater harvesting systems have been installed in**

**the college by the PWD of Govt. of Odisha.**

**This HEI does not generate any radioactive waste. HazardousChemicals.**

**There is a ECO Club run by a group of staff members for beautification of the campus.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geotagged photographs of the facilities | View File |
| 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**

**C. Any 2 of the above**

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

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| File Description | Documents |
|---|---|
| Geotagged photos / videos of the facilities | View File |
| 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:**    **B. Any 3 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 | View File |
| 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,**    **A. Any 4 or all of the above**

**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).

**Several seminars and meetings are conducted throughout the year to sensitize students about tolerance and harmony. Some such initiatives include:**

1. **The admission process itself is very robust, carried out by the Student Academic Management System (SAMS) of Odisha Govt. The admission process is fair where students from all categories, irrespective of their regional, socio-economic background, take admission in various UG and PG courses of this college. Further, students of other state boards are also allowed to take admission subject to their merit.**
2. **Different student competitions like debate (odia and English), essay (Odia and English), rangoli, quiz competitions are organized on various cultural, regional, socio-economic topics.**
3. **Students from different communities such as General, other backward category (OBC), socially and economically backward category (SEBC), scheduled caste (SC) and scheduled tribe (ST) are taking admission in this institution.**
4. **The college provides equal opportunity (in curricular and co-curricular aspects) to both financially sound and financially poor students. The course fees is free for all and examination fees are very reasonable and even poor students don't face much difficulty in affordinghigher education.**
5. **Odia, English, Sanskrit are the language subjects where students can pursue UG degrees.**
6. **The college magazine caters writings in different Indian**

languages.

7. **Special attention is given to the needs of PwD candidates. There are ramps, lifts to facilitate their movement. The classes and examinations are arranged keeping an eye on the need and movement.**

8. **All the students have equal access to common utility areas like canteen, common room, library, reading room etc.**

| 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 firmly believes in the Indian Constitution and works towards upholding the values of our Constitution. Different aspects of the constitutional values are included in different core and elective courses. Different activities are organized throughout the year to sensitize students about values and obligations towards our Constitution.**

1. **Courses which address issues related to Rights, Responsibilities, Human Values and Professional Ethics in the curriculum are: List of subjects Description 1 Environmental studies It is a part of the entire curriculum of UG courses 2 Zoology It deals with ecology, environment and sustainability 3 Botany It deals with ecology, environment and sustainability 4 Philosophy It deals with environment,ecology, professional and medical ethics 5 Commerce It deals with commercial and business ethics 6 Anthropology It deals with gender studies and human ethics 7 Odia It deals with gender(women) studies and literature perspectives 8 English It deals with gender(women) studies and literature perspectives 9 Political science It deals with national & international politics and human values 10 BBA It deals with commercial and business ethics 11 Computer Science It deals with professional ethics in cyber security**

2. **The NSS and YRC unit of this college actively organize various events of importance such as: Voters' day celebration, Constitution day, Teacher's day, Gandhi Jayanti, Independence Day, Republic Day etc.**

3. **The NSS and YRC unit of the college actively spread moral**

**responsibility lessons among students through their activities.**

| File Description | Documents |
| --- | --- |
| Details of activities that inculcate values necessary to transform students into responsible citizens | [View File](#) |
| Any other relevant information | [View File](#) |

**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**

**B. Any 3 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 | **No File Uploaded** |
| Any other relevant information | [View File](#) |

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

1. **The institution celebrates Fresher's Day (Welcome Ceremony) on the occasion of felicitating the newly admitted students of the college each year. Similarly farewell meetings/ Thanks giving Day being conducted by each department for the final year students.**
2. **Ganesh Puja, Saraswati Puja being celebrated on behalf of DSA each year.**
3. **Annual Day Function being Celebrated combinedly by all the**

associations such as Students Council,Dramatic Society, Physical Education Association, Arts Society,Science Society and Commerce Society of the college.

4. Independence Day and Republic Day being organized by the college each year to inculcate the spirit of patriotism and constitutional rights among the staff and students. Besides,selected students of NCC and NSS participate in District, State &National level parades and bring laurels.

5. Besides, World Environment Day, International Yoga Day, GandhiJayanti, National Youth Day,National Voters Day, Teachers Day,NSS Day, Clean IndiaCampaign, National Unity Day, Children's Day, Constitution Day,Worlds Aids Day, Girls Childs Day, National Education Day, HumanRights Day etc. being observed with the cooperation of NSS, YRCand all staff and students of the college.

6. The college, different departments, societies celebrate different important national and international events actively. Some such events are: World Aids Day, Yoga day, Gandhi Jayanti, Teacher's Day, Independence Day, Republic Day,NCC day, Constitutional day, Women's Day.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for during the year | View File |
| Geotagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 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

http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/BESTPRACTICES.pdf

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/BESTPRACTICES.pdf |
| 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)

The pursuit of Academic excellence remains the central driving force of the college. On account of its academic traditions like in the past, it has drawn the best students from different nook and corner of the state specifically form the southern districts of Odisha. Situated in the heartof Berhampur, this college has been contributing the best of human resources to every professional sphere. Hence, through instructional methods inside the classrooms and beyond, the college devotes itself to layfoundations for its garduates in all programs.

Towards preparing the students to face various competitive exminations, the college has organised a Skill Development Programme in association with Nandi Foundation, Kolkata from18/08/2022 to 24/08/2022 in which as many as 240 number of selected students were participated and benefitted.

In the same way a Campus To Corporate Service program was organised in which Dr. Ajay Pathak, Sr. Director, ICFAI imparted training to 170 number of students on how to face interview, GD etc.

Besides this a Career Counselling Programme was organised in the college in association with ICFAI, BBSR on 15/11/2022 in which 200 were participated.

Placement Drive was conducted by IQAC in association with HCL Private Limited on16/09/2022 andVedanta Alumina Limited on19/11/2022 in which 32 and 19 selected students have participated.

| **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.

A model syllabus (CBCS pattern) prescribed by UGC, state government and adopted by the University indifferent programmes as approved by Board of Studies (BOS) of the University of the respectivedisciplines are incorporated into the curricula from time to time to meet needs at local/ regional/National level and also for enhancement of programme quality. The learning experiences gained by the students are duly linked to the learning goals for each of the programme. The courses of studies in all the programmes represent the course goals, POs and COs and idea about the course structure, mid-term andEnd Sem examination. It delivers a clear idea of the course content and the much needed knowledge and skills they are going to acquire. As per the need of the hour, the students are academically enriched and a sound foundation is laid down to succeed at National and Global level as well. Our students are successful at State and National level competitions. As delivery of the curriculum in an effective manner is the prime importance of any educational institution, our institute ensures this objective through the formulation of a comprehensive academic calendar. To achieve this, a master routine that incorporates departmental routines is prepared and is strictly followed.Department faculty members areencouraged to impart the curriculum through innovative teachingmethods such as ICT enabled presentations, assignments, discussionsand also to arrange workshops and Seminars.

| 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**

0

| 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

**242**

| 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

**242**

| 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

**27**

| 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 |
| --- |

The issues of gender are the integral part of courses such as Political Science and Psychology etc.across the humanities discipline. Besides, the under graduate programmes in the languages of Odia,Sanskrit and English incorporate multitude components relating to gender and human values .

The compulsory course in Ethics and Values give input to young minds with the correct social andethical perspective on a range of issues. In programmes like Political Science, the emphasis is duly givento inculcate the understanding of human values, human rights and national constitution. Besides, theduties and responsibilities of a good citizen are also brought to the mind of young students.

Nowadays, the right to a clean and green environment is globally enshrined as a human right, as a result appropriate focus is devoted to an in depth analysis and study of ecological principles in theprogrammes viz., Chemistry, Botany and Zoology as well. A clear knowledge of the Environmental issues,sustainable consumption and production is indispensable for development of socially-responsiblecitizens, and the compulsory course in Environmental Studies (EVS) offered across all the streams ofArts, Science and Commerce at UG and PG level provides the clear understanding of the Environmentalissues, sustainable consumption, development and production.

Efforts are on for inculcation of patriotism across all the programmes in our institute. An ample amount of scope is given to the students to deal with clear social and developmental perspectives through fieldwork and student levelprojects across the programmes.

| 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 | View File |
| Any additional information | No File Uploaded |

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

00

| 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

00

| 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

567

| 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 | B. Feedback collected, analysed and action taken |
|---|---|

| File Description | Documents |
|---|---|
| Provide URL for stakeholders' feedback report | http://sbrgautowomenscollege.ac.in/sbrg/iqac/Feedback%202022-23.pdf |
| Any additional information | No File Uploaded |

## 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

765

| 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)

247

| 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 providesall possible measures to assess the learning levels of its students.**

**Each department takes sincere initiatives to assess the learninglevels of students through the mechanisms like internal assessments, assignments, students' seminars, mentor-mentee interactive sessions, individual interactions, etc. Special programmes like Tutorial, remedial classes,academic counselling by the mentors, individual discussions etc. are employed for helping the slow learners to make up their learning backlogs. Study materials prepared by the teachers arealso supplied to the students in online as well as offline mode so that any student can learn at her suitable time and scope which benefits the slow learners significantly.**

**Special classes are also arranged foradvanced learners. Advanced learners are always encouraged to chooseadvanced level topics for their presentation using PowerPointpresentation and computer simulation in the Students' Seminarsorganized by the departments.**

**Advanced learners are encouraged and assisted by the departmental teachers to appear in national level exams and entrance tests (likeJAM, JEST, CUCET etc.) for admission to prestigious institutions for higher studies like masters or integratedresearch etc.Resource persons are invited to deliver talks on cuttingedge topics to cater to the needs of advance learners.**

**Besides this remedial classes and specialclasses were conducted during evening hours 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 |
|---|---|---|
| 30/04/2023 | 2014 | 22 |

| 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:

Teachers of this institution adopt student centric methods in teaching-learning activity. Emphasis is given to create lively and interactive classroom sessions. Emphasis is also given so that students can connect the academic learning with daily life events/experiences.

Participative learning is encouraged through:

1. Laboratory sessions, where hands-on training is given
2. Debates, group discussions, quizzes (mid-semester) are organized repeatedly to encourage an interactive teaching learning process.
3. Students are encouraged to take up internships and research-based projects to sharpen their analytical thinking.
4. Different intra and inter college events are organized at regular intervals.
5. Co-curricular activities like NSS, NCC, Rovers, YRC wings are also actively functioning in the college and carry out regular activities on different issues.

The experiential learning strategies include open ended lab work, fieldworks and projects. The link between class-room knowledge and real-world situation is further established

through:

1. Organizing study tours and industrial visits
2. Expert/resource person talks though invited lectures, seminars, workshops etc.
3. Students are encouraged to take up add-on courses as offered by different reputed institutions.
4. Different free online tutorials, e- booksand course modules designed by different universities are provided to the students.Alsothe course modules that are available in e-pathsala.

Problem Solving ability of the students are enhanced by conducting project works in all departments. Special attentions are given to slow and advance learners while conducting classes and special care isprovided outside the class as well. Questions of nationallevel examinations like JAM, JEST etc. are discussed in both U.G.in P.G classes.

| 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 oftechnological advancement and to improve the teaching and learning. Different ICT tools are used by teachers as and when required. Some such tools include:

1. PowerPoint presentation
2. YouTube videos
3. Digital online whiteboards (like Google Jam board, Microsoft OneNote)
4. Students are encouraged to learn the use of utility softwares (like LaTex, R, SciLab, Mathematica, Tally, GRETL etc.)
5. Virtual webinars and seminars participation through Google Meet and Zoom platform.process in the classroom.
6. LCD projectors,computers/laptops/tablet systems are used

in the classrooms. You-Tube, E- mails, WhatsApp group, Telegram, Zoom, Google meet are usedas platforms to teach, communicate, provide material and syllabusand share information.BSNL limited wi-fi facility isavailable inthe campus for the students support system and staff.

7. Classrooms are being gradually upgraded to smart classrooms . A modern and well equipped English language Lab and a virtual laboratory is available at the collegeto teach, communicate, provide material and syllabusand share content.

8. Virtual meetings are also being conducted through Google Meet and through the Zoom app, to discuss assignments, projects, study materials sharing, conducting online classes etc.

| 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**

**55**

| File Description | Documents |
|---|---|
| Upload year-wise number of students enrolled and full-time teachers on roll | View File |
| 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

Being a government autonomous college,the HEIis under theadministrative control ofHigher Education Department of

Government of Odisha. Academic calendar is prepared by the Higher Educationdepartment.

College Time Tables for the Academic Session 2022-23being preparedcentrally and circulated among all andall teh Departments of the college. On the basis of centralTime Table, Departmental Time Table being prepared by the concernedDepartment HoD and accordingly classes of both UG, PG being engagedby the concerned Department Faculties. Academic Calendar being published in College calendar which reflectsopening of the college, commencement of Odd and Even Semesterclasses, Mid Semester and End Semester Examinations and Publicationof Result within 45 days from the date of completion of End SemesterExaminations. Lesson Plan and progress Registers for Odd and Even Semester classeswere maintained by the concerned subject teachers along with coursecompletion certificates and duly signed by the college Authority. For the Academic Session 2022-23,Odd Semester classes commenced fromNovember, 2021 for UG and PG andcomes to an end on March, 2022. EvenSemester classes commenced with effect from March, 2022 andcame to an end in August 2023. Final Semester Examinations ofUG 6th Semester and PG 4th Semester were conducted during July, 2023and result of UG 6th Semester,PG 4th Semester result published in July, 2023.

| 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

22

| 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)

22

| 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

48

| 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

20

| File Description | Documents |
|---|---|
| Upload the number of complaints and total number of students who appeared for exams during the year | View File |
| 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

The academic progress of students are accessed periodically. As per provision of Berhampur University and the CBCS model syllabus, there is a provision of 20 mark (for non-practical subjects) and 15 mark (for practical subjects) mid-semester assessment test.

Apart from this curricular assessment, students are also accessed by teachers in every class via discussions, question answer sessions, doubt clearing sessions, assignments, tests, remedial and proctorial class etc.

Attendance of students and timely submission of assignments is also parameter in evaluation of students.

Students who miss the curricular assessment test due to valid medical reasons are also given a second chance and retest is done for those students.

| 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

Programme Outcome (POs) and Course Outcome (COs) for all programmesoffered by the institution are highlighted at the outset on the respective syllabus of the program.And POs and COs are uploaded in the College webpage to make all

thestakeholders, especially the students, aware of the objectives ofthe different courses offered that are expected from each coursewhen they become graduates. Teachers are very much aware of the POsand COs, which are being prepared accordingto the UGC / University syllabi. Students are also aware of the POs and COs.

At the beginning of the course, each department, in itsinduction programme, emphasizes the programme outcomes and course outcomes.The Admission Committee with its online services helps thestudents to make aware of the objectives of the programme and courseoutcomes so that the decision-making process of the students whilechoosing their courses becomes streamlined. Hard copy and soft copyof the syllabus and learning outcome is available in each departmentHard copy of the learning outcome is displayed prominently in thedepartment. During faculty meetings in the department and after thecompletion of each paper/unit, the outcomes are reviewed.

| File Description | Documents |
|---|---|
| Upload COs for all courses (exemplars from the Glossary) | No File Uploaded |
| 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

In terms of Cumulative Grade Point Average (CGPA), attainment ofCourse Outcomes (COs) is evaluated by the scores of the students in the end-semester examinations conducted by the affiliatedUniversity. There are Six (6) end-semester examinations for the Undergraduate students and Four (4) end-semester examinations forthe Postgraduate students. Theassessment methods used are:

1. Examination results 2. Discussions are held regarding the course outcomes asenvisaged at the beginning of the session and whether performance of the students reflects the desired objectiveembodied in the course outcome. 3. The student's progression to higher education 4. Placement of students 5. The course outcomes are also scrutinised during the regularproctorial meetings. This is a forum in which teachers

havean opportunity to analyse the performance of individualstudent's and to assess whether the Programme Outcomes andCourse Outcomes are adequately attained. 6. Extracurricular competitions like Essay, Debate, Quiz alsoformed an indirect but valuable measure for assessment of Programme Outcomes and Course Outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| 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

515

| 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

http://sbrgautowomenscollege.ac.in/sbrg/iqac/Feedback%202022-23.pdf

## 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

Through the Research Activities Guidance Cell of the College,

the institution motivates its faculty to do research and submit major/minor research project proposals to various funding organisations.

The Research Activities Guidance Cell of the College, has been constituted vide this college office notice No. 863, Dt. 10.06.2022 with a thrust on providing impetus to theyoung Researchers i.e. faculty members of the college to haveenthusiastic involvement in research work. i.e. Publications ofJournals (Peer Viewed Journals, UGC Care Listed / Scopus / WebScience, Books, Chapters Published in edited volumes. On behalf of IQAC of the college regular and Ad-hoc teachers arebeing motivated for submission of Minor and Major Research Projects proposals funded by UGC, ICSSR and DST. Regular teachers who arerecognized Ph.D. Guide under BerhampurUniversity to which our college is affiliated are supervising Ph.D.Scholars. Students of UG 6th Sem and PG 3rd/4th Sem as part of their syllabi submit project papers under the supervision of concernedteachers prior to appearing Final Sem End Examinations. Those studentspresent their project papers through Departmental Seminars in PPTmode. External Examiners being invited to evaluate the performanceof thestudents.

| 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)**

00

| 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

**00**

| 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)

**00**

| 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

**00**

| 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

**00**

| 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

**00**

| 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.

**The college needs a specializedresearch and entrepreneurship development centeror an incubator for research. However, the college isconsidering enhancing its infrastructure and hiring**

enough personnel to support innovation and research.

The institution encourages the faculty members of the academicdepartments to come up with innovative ideas for the welfare ofthe students. The students are also given opportunity toexperience research activities through execution of studentprojects, fieldwork.

The Research Activities Guidance Cellof the College,has been constituted vide this college office notice No.863, Dt. 10.06.2022 with a thrust on providing impetus to theyoung Researchers i.e. faculty members of the college to haveenthusiastic involvement in research work. i.e. Publications ofJournals (Peer Viewed Journals, UGC Care Listed / Scopus / WebScience, Books, Chapters Published in edited volumes.

About 60,000 Books are availablein the Central Library for regular use of the students. Research level Laboratory facilities are available in the some of the departments like, Biology, Chemistry.

Development of entrepreneurial attitude is integral to the curricular content of Commerce department. Attempts are made to develop their skill in this direction.The programs are focusing on imparting critical entrepreneurial skills to the students to develop entrepreneurship skills and knowledge. Dr. A.K.Pathak, Sr. Director, IBS, Kolkata delivered a talk and organised a workshop in this area.

| 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**

00

| 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 | [View File](#) |
| 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**

**00**

| 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**

`00`

| File Description | Documents |
|---|---|
| List of research papers by title, author, department, and year of publication | <u>View File</u> |
| Any additional information | **No File Uploaded** |

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

`03`

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| 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 |
|---|---|
| Bibiliometrics 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)

**00**

| 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

**00**

| 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

As part of their annual activities, the college's NSS, YRC, and NCC Units have been hosting a number of noteworthy occasions, such as National Youth Day, Republic Day, National Voters Day, National Science Day, International Women's Day, World Consumer Rights Day, World Water Day, World Health Day, Earth Day, Labour Day, Anti-Tobacco Day, World Environment Day, International Yoga Day, World Population Day, World AIDS Day, Independence Day, etc.

As many 15 NCC camps were conducted by the unit this year Besides these,NCC students were also participated in the following.

NCC Marathon,

NCC Walkathon (Rally)

Following progrmas were carried out by YRC during the year.

YRC, Free HealthCheckup Camp YRC, Health awareness seminar on obesity and womens health YRC, Health awareness seminar on mental health YRC, Seminar on Road Sefety YRC, Health awareness workshop on the occasion of world sucide prevention week YRC, Health awareness seminar on breast cancer YRC, Breast cancer Awaerness Programme

Following progrmas were carried out by NSS during the year.

NSS DAY RASTRIYA EKTA DIVAS VIGILLANCE AWARENESS YOUTH LEADERSHIP CAMP CONSTITUON DAY HUMAN RIGHTS DAY WINTER SPECIAL CAMP HACKATHON NATIONAL VOTERS DAY CONSTITUITION DAY

| 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)**

35

| 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**

2195

| 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**

00

| 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)**

`00`

| 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 | <u>View File</u> |
| 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 college ensures adequate availability and optimal
utilization of physical infrastructure to create an environment
of excellence in education through technologically innovative
educational tools. The teaching learning facilities include
classrooms, laboratories, well-structured equipment's, smart
classrooms etc.**

**Campus Area: The college has nearly 04 acres of land in its
possession and has 133 class rooms with green board/ White
board, and 08 laboratories.The Classrooms are well-structured
and well designed. Allotment of classrooms and laboratories to
different classes are made on the basis of student strength. It
has adequate and equipped Seminar halls, Conference hall, OAT,
Auditorium, Gymnasium, Canteen, Girl's Common Room Library and
reading roomwith suffiecient collection of adequate books.**

**Laboratories:The college haswell-fortified laboratories in all
the departmentsfor conducting practical or experiments in
various departments along with safety features like First aid
box, fire-extinguishers. There is a Language Lab. in the
English Dept. for teaching english language communication,
Phonetics. Similarly the virtual Lab. of the college train
students about use of computers, internet and to conduct
seminars and classes.**

**ICT Facilities:ICT facilities has been provided to most of the departments. All the departments, Library areequipped with computing equipment such as desktops. Laptops, electronic teaching AIDs and LCD projectors for teaching-learning, seminar purposes andofficial purposes. Wi-fi facility in the form of FTTHis provided to computer laboratories and VirtualLab..The Computer lab isequipped with licensed softwares to carryoutassignment, project work etc. Attempt is on to make the campus fully digital alongwith a new website and payment gateway system.**

| 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.)

**The college provides adequate facilities to students for cultural activities, Yoga, Sports and other gaming activities. The college also celebratesannual function with the above dynamic activities. The college donot have its own playground. However the annual sports meet is conducted in the Khallikote College Play ground which lies adjacent to the college. Annual athletic meet are arranged every year for the students to participate in various sports activities andto participate in State, National and International level competitions. The college has resolute Athletic association and under supervision of designated teachers to carryout selection of students to represent the institution in competitions.**

**The college also organizescultural competitions, events and performances at various times among the students.Annual sports & athletic meet & Annual social festival, inter department cultural competitions areconducted every year by the respective sub-committees.**

**The college does not have an earmarked Yoga Centre, but Yoga activities are conducted inother college rooms and spaces.**

**The following facilities available in the college campus**

**1. One Gymnasium Hall with all amenities**

2. **Basket-ball Court**
3. **Badminton Court**
4. **Open pandal for conducting cultural functions and meetings.**
5. **An auditorium with atleast 500 seated capacity at the 5th floor of the main building**
6. **The girls' common room has facilities like Ludo,Carrom, Chess etc.**

| File Description | Documents |
|---|---|
| Geotagged pictures | View File |
| 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

05

| 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)

47.2956

| 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)

The college has its own library within a area coverage of 3000 sqft. Library is partially automated using Integrated Library Management System (LIBMS Partially LMS-1.00, 2021). The college has a well-defined and well equipped library withsufficient number of text and reference books to cater to the needs of the students and teachers across various streams.

There is a regular Librarian who looks after the regular activities of the Library.The library hasbooks of Science, Commerce, Art, Literature, books with ethical and moral values, scientific innovations and encyclopaedia. It is a gateway of personality development and capacity building for the young learners.

Though the Library is not fully automated but it is in the process of automation. The total numbers of books in library are about 50902 and number of visitors per day is around 25 including the students. The library has aseparate reading room for teachers and students with separate reference sections. Each year new Books for the College Library are being procured.

E-Resources developed by Higher EducationDepartment, Govt. of Odisha has been utilised as library resources and it is a member of EBSCO and INFLIBNET. Thecollege is having a progressive plan of developing a Computer Lab.comprising 05 Computer Desktop in front of the College Librarywith the objective of facilitating online accessibility for the college students and staff. The Library has a well transaction system in the form of Accession Register to receive the books from counter and also has a partially e-platform system.

| 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** | C. Any 2 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)

0.3061

| 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

05

| 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 institution follows the Government of Odisha Higher Educationdepartment IT Policy on Wi-Fi. A senior member of faculty acts as the Officer-in-charge of Wi-fi Facilities. A purchase committee,following due procedures, oversees acquisition of proprietary computer software and antivirus software. Due technical precautionis adopted to protect the Wifi Network.The campus is covered by wireless connnectivity,

hired from BSNL, for easy general access by teaching community and office staff, The budget allocation for the running of Wi-Fiis Rs. 25000/- per year.

As per the suggestions of Orissa State Higher Education Council , the process of upgradation of college website is being worked out. As per the latest Higher Education Dept. Letter No.46585, Dt. 07.11.2022 the college is authorized in invite freshprice quotations from NICSI, Empaneled Vendors and place purchaseorder with the selected firm of NIC having empanelment of NICSI validity certificate and limited to actual expenditure the upgradation of college website shall be executed.

| 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 |
| --- | --- |
| 2014 | 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** | E. None of the above |
| --- | --- |

**equipments and software for editing**

| 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)

**47.2956**

| File Description | Documents |
|---|---|
| Audited statements of accounts | **No File Uploaded** |
| Upload any additional information | [View File](#) |

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 ofthe college building, class rooms, Laboratories& campus and physical infrastructure like waterfacility, power supply, furniture related items are looked afterby various committees constituted for the purpose. All CCTVs are ensured in working condition.**

**The works related to purchase of different items are being executedas per Govt. norm. Thetenderprocess for procurement of items is carried out through GEM.**

**Government agencies like R&B Division and PWD supervise themaintenance and upgradation work related to construction and GED for electricity and PHD for supply of water, BMC for cleaning and sanitationrespectively.**

**Laboratory Equipments : Every department maintains Log book, Issue Registers, stock registers for keeping the list of chemicals, glassware, equipments and otherinstruments used in**

laboratory. Lab. assts. are appointed to into lab. maintenance. All the equipments are callibrated. Physical verification of laboratory equipments is carried out to record the functional and non functional equipments from time to time. Stock of Computers and IT infrastructure are maintained accordingly. Procurements of licensed softwares, antiviruses for computers are done by obeserving state govt. rules/ Policy.

Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.The Library committeediscuss matters relating to the Library and takesconsequential steps accordingly. Damaged books are repaired and recorded.

Sports Equipments: The officer in charge and other supporting staff of sports and games regularly maintains the stock register for the equipments related to the sports. All norms are followed for events.

| 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

**729**

| 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**

00

| 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**

B. Any 3 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**

34

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | [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**

A. All of the above

**with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances 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

**03**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | **No File Uploaded** |

### 5.2.2 - Number of outgoing students progressing to higher education

**144**

| 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**

01

| 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**

00

| 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 inall the activities related to the development of the institution for administrative and academic management (Student Union and DifferentCultural Associations, Seminar Secretary, IQAC etc). Students are represented as a member of variouscommittees, such as the Cultural committee, Sports Committee, Antiraggingcell and the Students Grievance Redressal cell, ICCetc.Theserepresentatives act as bridge between principal and students. Thestudent representatives put the suggetions of students (if any) tothe principal, who passes orders to the concerned committees forsmooth implementation of different activities.

The demands andgrievances of the students are given utmost priority andsuccessfully redressed from time to time. Also class representatives/ Seminar secretaries are selected for quick redressal of theirproblems and in organising seminars anf different competitions. Mostof the teachers try to convey their message to other studentsthrough these representatives so that they learn leadership skillsbesides excelling in academics.

Students Council could not be formed this session as per Govt. direction. However, the Advisory Body of StudentsCouncil along with students Volunteers from UG & PG studentsorganized the different competitions for the Session 2022-23 and the annual function of the college was conducted on 10th April,2023.

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

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

19

| 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

Although not registered under the Society Registration Act, the college has a functionalalumni association, To yet, the institution has not received any major financial or other forms of assistance. However, regular meetings are held everyyear to take suggestion from old students and make them involve in the developmental activities.

| 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 governance structure of the College consists of the Governing Body, the College Principal, and other bodies.

The administrative works are monitored through periodical review meetings of various committees. Governing Body/ Executive Committee delegates all the administrative, academic and operational decisions to the Committees headed by Principal to fulfil the vision and mission.The college principal act as an authorized representative of the government to plan and implement institutional quality policy. The Institution confirms to the minimum audit standards prescribed bythe Govt.. Academic, Administrative and Accounts Bursars are looking after thesmooth monitoring and management of academic,administration and accounts system of the institution respectively.

Admissions of students to the college are done purely on merit basis as per the rules and regulation by State governmentthrough the SAMS managed at state level.

Accounts of the Institution are audited regularly byoffice ofthe Higher Education Department and AG. Academic Committee formulates common working procedures and entruststhe implementation with the faculty members.The faculty members are encouraged to develop leadership skills byconducting various academic, co-curricular, and extracurricularactivities. Other units of the institute like sports, library,cultural etc. are operational under the guidance of thevice-presidents of respective committees/cells.

The academic audit of the college is carried out by IQAC as per guidelines and formatssupplied by Odisha State Higher Education Council. Students are empowered to play an active role in the curricular and co-curricular activities of 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 quality of institutional leadership reflects based on their strategic implementation of plans, team work, and monitor and executes the broad activities for development. The College governance is based on a shared vision, dynamic leadership activity, decentralisation, distributive leadership responsibility and power in connection with administrative, academic and other various duties.

The participative management ensures total participation of all thepeople concerned.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.Hence, the decision making and implementation process is never individualistic rather it is collectively enunciated and structured in the college. This is an indicative of decentralization of various works.

The office administration of the College is headed by the Head Clerkunder whom there are Senior Assistant, Junior Assistant and otherClass IV Staff working as per rule. Thus, the decentralization ofdepartments and personnel of the institution helps in improving thequality of its educational provisions. The Administration is alwaysopen to discussion with the teaching and non teaching staff which,in turn, encourages the involvement of the staff for the improvementof 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

The operationalized broader conceptual framework of the College is setup by Department of Higher Education, Odisha.

The successful articulation and implementation of a strategic or perspective plan involves specific considerations and indicators.

1. *Mission and Vision Alignment:* The various policies and their implementation are aligned with the institution's mission and vision, and serve to achieve its educational objectives and goals.

2. *Stakeholder Involvement:* The decision and suggestion of faculty, staff, students, parents, and stakeholders are duly implemented for successful execution of various activities..

3. *Curriculum Implementation:* The faculties have been variousteaching methodologies like chalk and talk, ICT enabled facilities, power points,online platforms likeGoogle- meet, Zoom to enhance the quality of education.

4. *Professional Development:* Teachers are allowed to participate in Refresher / Orientation programs, Seminar/Conference/ workshops for professional development to ensure they are equipped with the necessary skills and knowledge for teaching and research.

5. *Assessment and Evaluation:* The examination to different semesters and evaluatuion is being carried out by Berhampur University. The examination section abide all the rules and regulations while conducting the exams.

6. *Student-Centric Approach:* For holistic development and all round success of students, support services likeis NSS, NCC, YRC, etc.are operating and also students are allowed to participate in various extra curricular activities, sports etc. for their diverse needs.

7. *Cultural and Ethical Values:* Various committees and associations look after the institution's cultural and ethical values, that createa conducive environment for learning and personal growth.

| 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.

The institutional management system of the college is a scientific management system to maintain transparency and to carry out optimum results in all its programs.The Key institutional bodies and its members mentioned are;

1. Academic Committee: Academic Bursar & Senior Teaching Staffs for Academic matters
2. Administrative committee: Administrative Bursar and one senior Teaching Staff to look after Administrative matters
3. Examination Committee : OIC, Exams, & 4-5 senior members to conduct Examinations & publish 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, Two Senior most teachers as Secretary / Asst. Secretary to conduct meetings and taking records.
7. Cultural Associations : Advisors of Cultural committee&

        elected office bearers to conduct 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 to organise 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 | http://sbrgautowomenscollege.ac.in/sbrg/orga_no.html |
| Upload any additional information | **No File Uploaded** |
| 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 | **No File Uploaded** |

## 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 following rules and regulations of Odisha government.**

1. Teaching employees are allowed to attend FDP, Conferences, workshops, Orientation and Refresher Courses for their Career development and availing study leave for higher degree courses like, Ph.D. & Post-Doctoral work.
2. Rehabilitation assistance Scheme (RAS) facilitate as the state government rules and regulations in case of Premature Death of employees.
3. 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.
4. College extends benefits such as Pensions, Gratuity, Medical Insurance facility to all its employee.
5. Summer vacation to both teaching and non-teaching staff.
6. Maternity (180 days) and paternity (15 days) leave.
7. Provident fund for the employees of the college.
8. National Pension Scheme (NPS) benefits avail for employees.
9. Casual leave of 13 days for the employees.
10. Festival Allowance to NGO staff of the college
11. Medical Reimbursement to both GO and NGO staff of the college
12. The college has facility of staff quarter provided to both teaching and Non-Teaching members.
13. The non-teaching members are allowed to participate in onlie/offline ACCOUNTS/IFMS/HRMS/SAMS training as and when conducted by Higher Education Department or Other departments.

| 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**

00

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

**00**

| 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

**The institution is run by the Government of Odisha. So the funds tobe utilized are primarily allotted through the Higher Education Department, Odisha.**

Funds to be allotted to the institution dependon annual budget of Higher Education Department. The allotments are made to institution through the online mode of Integrated FinancialManagement System(IFMS).

To ensureoptimum use of thefunds, various college level committeeslike development, purchase, infrastructure, library, residential committees are formed. All the expenditures relating to salary, nonsalary,laboratory equipments and other expenses are met out of theGovernment allotted funds. The revenue collected from students atthe time of admission and readmission are also used towards welfareof the students.

The Audit system is done mainly byInternal Audit and External Audit. The internal audit is carried out only as and when required.

External audit system includes audit bythe State Government, local fund audit, and A.G. audit. It includes verification of details of collection from students/outsiders as well as from the State Govt., UGC, Central govt. in the form of grants/aid and expenditure incurred under different heads as per budget allocation, along with verification of stock register for different purchase/ procurements. The audit by Chartered accountant is also done at different time as and when required and appointed by the govt. of Odisha.

The issues raised during the audit process are beingamicablysettled as per the direction of the respective teams.

| 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)

00

| 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 thefunds to be utilized are primarily allotted by the HigherEducation Department, Govt. of Odisha. Funds to be allotted tothe institution depend on annual budget of Higher EducationDepartment. The allotments are made to institution through theonline mode of Integrated Financial Management System(IFMS).**

**Optimum use of the funds to this institution is made as perthe rules and regulations and is subjected to audit by thegovernment.**

**At the institution level funds are mobilized out of a specificpercentage of the fee collected from the students. These fundsare grouped under different heads and are utilized for thebenefit of students and for meeting other expenses of thecollege. To ensure the optimum use of these funds, variouscollege level committees like development, purchase,infrastructure, library, residential committees are formed.**

**The fund required for a specific work is mainly sought by submiiting a DPR to the state govt..After clearance of the DPR, the funds are placed to appropriate agency for execution of the said work.**

**All the expenditures relating to salary, non-salary,laboratory equipments and other expenses are met out of theGovernment allotted funds. The revenue collected from studentsat the time of admission and readmission are also used towardswelfare 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)

The IQAC of the college takes up various initiatives for substantial quality increment of the college.During the this session it has been promoting quality-related activitiesthrough regular meetings of its cell, various programmessuch as seminars, workshops,academic meetings, health awareness, Induction programme for newly appointed Lab. Assistants, Carrer counselling, Placement Driveand similar events.

- AA: It has also conducted Administrative and Academic Audits. Meetings have been convened to deliberate upon the recommendations of the Audits, and actionable targetsbeen identified for execution.
- Research Committee: The College has functional Research Acivity guidance cell under IQAC that inspires the teachers to publish research papers and articles in standard National and International Journals including UGCcare listed / Peer Reviewed / Scopus / Web Science etc. Teachers are also informed about funding agencies for research proposals.
- Feedback: Feedback was received from different stakeholders (students,teachers). As per thefeedback/suggestions collected from different stakeholders curriculum gap was identified and reported to the Principal for necessary correction.
- For the purpose of improvement in result of both UGand PG students, Proctorial classes/ Remedial classes are being engaged by the concerned subject teachers for improving thestandard of the students. In case of below average students provision is made fordoubt clearing classes.
- For the first time it has introduced a lecture series in the name of its Founder "Sashi Bhusan Rath" in which

**prominent speakers of different domains are being invited to deliver talks for improving the knowledge of the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACresolutions.pdf |

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

**Principal and Coordinator, IQAC reviewed the course completionin respect of Odd Semester classes of UG & PG for the Academic Session 2021-22 as per the Lesson Plan and Progress Registersubmitted by the faculty members. To analyze the progress of Even Semester classes of both UG & PG concerned HoDs wereinformed to submit their Departmental Lesson Plan and Progress Registers to the Principal by 5th of every month. Members of the Committee resolved to provide online link toboth UG & PG WhatsApp Group for the purpose of eliciting theviewpoints of both Odd Semester and Even Semester classesthrough which the students will submit Feed Back Report onlinewhich will be analyzed by Principal and IQAC Coordinator tomake an appraisal of the teaching performance of regular, adhocand guest faculties. At the end of Odd Semester exams during Jan, 2023GoogleLink was submitted to both UG & PG students for submission of Feed Back report on Odd Semester classes. Besides, Google Linkwas submitted to both UG & PG students during, July, 2023 for eliciting the Feed Back Report of Even Semester classes. Members of IQAC resolved to revivethe Proctorial classfor both UG & PG students, on the basis of which Mentor- Mentee relationship will be developed which will be conducive enough to the improvethe quality ofstudents. Similarlyseparate doubt clearing classes are beingengaged for improvement in their back paper Examination Results.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | http://sbrgautowomenscollege.ac.in/sbrg/iqac/Feedback%202022-23.pdf |

| **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)** | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Paste the web link of annual reports of the Institution | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/AnnualReports2022-2023.pdf |
| 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

It is to note that gender issues are part of different core and elective courses in the college. The main objectives are to spread awareness among students about gender equity, various legal remedies available, and to increase the confidence of girl students to raise their voice.

Women on the campus get Girls common Room, sanitary napkin facilities. A number of CCTV cameras are installed in and

around classrooms for the safety and security. The college has a cell exclusively for women related grievances (anti sexual harassment cell, anti-ragging cell).

As this institution is a women's college, there are no such issues of violating gender equity objectives by college authority for students. However, this institution actively believes in attaining the gender equity objectives for both teaching and non-teaching staff of this college.Efforts are on to install incinirators in each toilet and hostel this year.

| 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 1of the above

| File Description | Documents |
|---|---|
| Geotagged Photographs | View File |
| Any other relevant information | No File Uploaded |

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

Towards achieving the mission for a clean and green campus,as per the approval of principal, the college administration has engaged the professional serviceof a sweeper for maintenance of hygiene and cleanliness of the college campus.

Garbage bins have been kept at various places of the collegecampus. During morning hours, Berhampur Municipal Corporationvans collect the college waste on a regular basis. The composite waste is kept in the red and green colour codedplastic dustbins respectively for dry and wet wastes.Further, dry and wet wastes are also meticulously separated and treated by BeMC people.

Students are encouraged to use different bins for different types of wastes through pictorial messages and wall notices.

The college has a new and functional drainage system connected to the municipal sewage system.

The college is very particular about not promoting use of single use plastics both in the academic area and canteen. The electronic wastes of the college are also collected, treated and disposed of by BeMC.

Two numbers of rainwater harvesting systems have been installed in the college by the PWD of Govt. of Odisha.

This HEI does not generate any radioactive waste. HazardousChemicals.

There is a ECO Club run by a group of staff members for beautification of the campus.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geotagged photographs of the facilities | View File |
| 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** | C. Any 2 of the above |

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

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

**A. Any 4 or All of the above**

| File Description | Documents |
|---|---|
| Geotagged photos / videos of the facilities | View File |
| 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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| 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.** | **A. Any 4 or all 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).

**Several seminars and meetings are conducted throughout the year to sensitize students about tolerance and harmony. Some such initiatives include:**

1. **The admission process itself is very robust, carried out by the Student Academic Management System (SAMS) of Odisha Govt. The admission process is fair where students from all categories, irrespective of their regional, socio-economic background, take admission in various UG and PG courses of this college. Further, students of other state boards are also allowed to take admission subject to their merit.**
2. **Different student competitions like debate (odia and English), essay (Odia and English), rangoli, quiz competitions are organized on various cultural, regional, socio-economic topics.**

3. Students from different communities such as General, other backward category (OBC), socially and economically backward category (SEBC), scheduled caste (SC) and scheduled tribe (ST) are taking admission in this institution.
4. The college provides equal opportunity (in curricular and co-curricular aspects) to both financially sound and financially poor students. The course fees is free for all and examination fees are very reasonable and even poor students don't face much difficulty in affordinghigher education.
5. Odia, English, Sanskrit are the language subjects where students can pursue UG degrees.
6. The college magazine caters writings in different Indian languages.
7. Special attention is given to the needs of PwD candidates. There are ramps, lifts to facilitate their movement. The classes and examinations are arranged keeping an eye on the need and movement.
8. All the students have equal access to common utility areas like canteen, common room, library, reading room etc.

| 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 firmly believes in the Indian Constitution and works towards upholding the values of our Constitution. Different aspects of the constitutional values are included in different core and elective courses. Different activities are organized throughout the year to sensitize students about values and obligations towards our Constitution.

1. Courses which address issues related to Rights, Responsibilities, Human Values and Professional Ethics in the curriculum are: List of subjects Description 1 Environmental studies It is a part of the entire curriculum of UG courses 2 Zoology It deals with ecology, environment and sustainability 3 Botany It deals with

ecology, environment and sustainability 4 Philosophy It deals with environment,ecology, professional and medical ethics 5 Commerce It deals with commercial and business ethics 6 Anthropology It deals with gender studies and human ethics 7 Odia It deals with gender(women) studies and literature perspectives 8 English It deals with gender(women) studies and literature perspectives 9 Political science It deals with national & international politics and human values 10 BBA It deals with commercial and business ethics 11 Computer Science It deals with professional ethics in cyber security

2. The NSS and YRC unit of this college actively organize various events of importance such as: Voters' day celebration, Constitution day, Teacher's day, Gandhi Jayanti, Independence Day, Republic Day etc.

3. The NSS and YRC unit of the college actively spread moral responsibility lessons among students through their activities.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values necessary to transform students into responsible citizens | View File |
| Any other relevant information | View File |

| **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** | B. Any 3 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 | **No File Uploaded** |
| Any other relevant information | [View File](#) |

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

1. The institution celebrates Fresher's Day (Welcome Ceremony) on the occasion of felicitating the newly admitted students of the college each year. Similarly farewell meetings/ Thanks giving Day being conducted by each department for the final year students.
2. Ganesh Puja, Saraswati Puja being celebrated on behalf of DSA each year.
3. Annual Day Function being Celebrated combinedly by all the associations such as Students Council,Dramatic Society, Physical Education Association, Arts Society,Science Society and Commerce Society of the college.
4. Independence Day and Republic Day being organized by the college each year to inculcate the spirit of patriotism and constitutional rights among the staff and students. Besides,selected students of NCC and NSS participate in District, State &National level parades and bring laurels.
5. Besides, World Environment Day, International Yoga Day, GandhiJayanti, National Youth Day,National Voters Day, Teachers Day,NSS Day, Clean IndiaCampaign, National Unity Day, Children's Day, Constitution Day,Worlds Aids Day, Girls Childs Day, National Education Day, HumanRights Day etc. being observed with the cooperation of NSS, YRCand all staff and students of the college.
6. The college, different departments, societies celebrate different important national and international events actively. Some such events are: World Aids Day, Yoga day, Gandhi Jayanti, Teacher's Day, Independence Day, Republic Day,NCC day, Constitutional day, Women's Day.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for during the year | View File |
| Geotagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 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

http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/BESTPRACTICES.pdf

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://sbrgautowomenscollege.ac.in/sbrg/iqac/IQACREPORTS/BESTPRACTICES.pdf |
| 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)

The pursuit of Academic excellence remains the central driving force of the college. On account of its academic traditions like in the past, it has drawn the best students from different nook and corner of the state specifically form the southern districts of Odisha. Situated in the heartof Berhampur, this college has been contributing the best of human resources to every professional sphere. Hence, through instructional methods inside the classrooms and beyond, the college devotes itself to layfoundations for its garduates in all programs.

Towards preparing the students to face various competitive exminations, the college has organised a Skill Development Programme in association with Nandi Foundation, Kolkata from18/08/2022 to 24/08/2022 in which as many as 240 number of selected students were participated and benefitted.

In the same way a Campus To Corporate Service program was organised in which Dr. Ajay Pathak, Sr. Director, ICFAI imparted training to 170 number of students on how to face interview, GD etc.

Besides this a Career Counselling Programme was organised in the college in association with ICFAI, BBSR on 15/11/2022 in which 200 were participated.

Placement Drive was conducted by IQAC in association with HCL Private Limited on16/09/2022 andVedanta Alumina Limited on19/11/2022 in which 32 and 19 selected students have participated.

| 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

1. To open PG courses in all science deparments
2. To open MBA, MPMIR and other courses in self finance mode.
3. Furnishing of Conference hall and Auditorium of the college.
4. Establishing a reading room in Library with online access for students and faculties.
5. CCTV surviellance facility inside the campus.
6. To encourage the students for submitting feedback onteachers and on the different facilities of theinstitution.
7. More number of National and International seminars andwebinars to be organised by different departments.
8. Convene IQAC meeting with the members of NAAC committee, other teaching and non-teaching staff to discuss on the necessary activities associated with the NAAC for cycle 3 accreditation.
9. To encourage students to register in more number of online certificate course on skill enhancement.
10. Organization of events related to research methodology and entrepreneurship
11. Organization of events related to career counselling

ofstudents for higher education and job opportunities
12. To look for avenues for organising training programmes, internship for students
13. Organization of training programmes for non-teaching staff
14. Implementation of ICT facilities in a greater number of classrooms
15. Construction of one computer laboratory for Computer Science department according to the CBCS syllabus.
16. Up-gradation of College Website.
17. Completion of construction of the Hostel
18. Sending proposals for purchasing equipment for lab-based departments and Computer and related accessories for office and all the departments.
19. Sending proposal to the NAAC by the IQAC for organizationof national workshop on ICT enabled teaching and assessment
20. Preparation and uploading of AQAR 2023-24 in the NAAC portal