SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BISHNU SAMANTARAY COLLEGE

AT-NUAHAT, PO-ARAKHAPUR, VIA-SUNGUDA ,DIST-JAJPUR, ORISSA.
754296
WWW.BISHNUSAMANTARAYCOLLEGE.IN

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2017

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nuahat, which literally means a new market area, is located in the serene tranquil country nature in the Birupa-Genguti delta of Badachana constituency in the district of Jajpur in Odisha.

As a major part of the educational, cultural and social development, the present college was founded on 16.08.1980 on a few acres of land and with few buildings, all donated by Sj. Bishnu Charan Samantaray. The college was named after Bishnu Samantaray for his immense contribution and for his love of the place and people.

Sj. Amar Prasad Satpathy, also the present President the college G.B and Dr.Goutam Kumar Jena, Principal-cum-secretary are taking all possible care to bring an all-round development to the college.

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Vision

VISION

- **Offering quality education and exposing the young learners to the growing explosion of knowledge in almost every sphere of life.**
- **Developing individuals as well as collective excellence.**
- **Sensitizing the students to the need for practising and preserving the cultural and traditional values of the land, they belong to.**
- **Nourishing a growing awareness for fighting environmental pollution in all forms and for the protection and preservation of our environment.**

Mission

MISSION

- **Spreading Knowledge and awareness among the children of the rural poor, especially the girls in the Birupa - Genguti Delta.**

- **Fostering among the students a quality of discipline and desire to adhere to the truth with an aim of building up a good moral character.**

- **Developing personality of the young students through effective learning.**

- **Developing skill of the students to move ahead towards their career building.**

- **Establishing and maintaining quality of infrastructure for humanistic and scientific studies.**

- **Promoting culture of unity and fellow-feeling in an environment of friendliness.**

- **Inspiring students and faculties on ethical, spiritual and social values.**

- **Generating a sustainable basic quality in the students according to the changing global scenario.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength:-

*** Energetic faculties combining young and experienced teachers.**

***Dedicated non-teaching staff.**

***Active leadership of the Principal.**

***Active support from the President and the members of the Governing Body.**

***Close affinity between staff and students.**

Institutional Weakness

Weakness:-

*** Dull and Mediocre students.**

***Poverty and low background of students (many from S.C & O.B.C families)**

***uneducated parents and guardians.**

***Lack of easy communication and transportation.**

***Lack of hostel facilities.**

***Lack of research facilities.**

***Shortage of direct payment staff.**

***Existence of disparity in pay structure.**

***Electricity playing truant.**

*** Infrastructural deficiency.**

*** Backward Area.**

Institutional Opportunity

Opportunities:-

***Well-equipped automated library.**

***Wi-Fi Connection.**

***SAMS laboratory.**

***Sports facilities.**

***Career counselling.**

***Doubt clearing classes.**

***Evaluation through unit tests , internal assesment and feed back.**

***Organization of cultural programmes /awareness programmes /Health camps etc.**

***Publication of annual magazine, college calendar and wall magazine.**

Institutional Challenge

Challenges:-

***Accomodation of all classes in limited number of class rooms.**

***Accomadation of students during their leisure hours owing to lack of space in common room.**

***Facing regular power cut.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Utkal University has introduced CBCS pattern of education for the students. As per new curriculam, internal assessment system has been included . Besides pursuing education, the students participate in different social programmes. Through N.S.S. and Y.R.C programmes the students learn how to present themselves in the society as dutiful, honest and responsible citizens after graduating from the college. They are also trained how to tackle social and environmental issues. Self Defence Training Programme has been conducted for the girls students in an endeavour to make them courageous and fearless.

The institution monitors and ensure the achievement of learning outcomes through examination. The students' performance is reviewed in the HOD meetings. Through regular interaction by experienced teachers the confidence levels of the learners are assessed and suitable remedies are offered. Different literary competitions are conducted and the winners are awarded in function.

Teaching-learning and Evaluation

The admission process to +3 streams in the College is undertaken through SAMS (Students Academic Management System) since 2012-13 as per the guideline of the Govt. of Odisha. The entire process is e-admission process which ensures publicity and transparency.

The College follows the Academic Calendar prescribed by the Government from time to time. The teaching, learning and evaluation schedules are all included in the Academic calendar. The Teachers prepare the individual lesson plans covering the entire course and the number of teaching days. The progress is monitored

through the progress report of individual teacher. The monthly progress report is scrutinised by the Head of the Departments and submitted to the Principal for review and counter-signature.

Mid-course corrections are done meticulously through monthly tests conducted by the respective departments and examination section. Extra classes are also taken for the students to make up shortage of lectures.

Research, Innovations and Extension

As this is an under graduate College, the college does not provide ample research facilities. However, encouragement is given to staff and students for research works. They can use library, reading room and avail net facilities for the purpose.

Infrastructure and Learning Resources

The College has the following facilities for teaching and learning

(a) Curricular and co-curricular activities:

1. No of Class Rooms : 24

2. Examination Hall : 06

3. Computer laboratories : 01

4. Science Laboratories : 03

5. Seminar Rooms : 07

6. No. of Halls/Gallery (For Class) : 08

7. Botanical garden : 01

8. Career Counselling Hall : 01

9. Library Halls : 01

10. Students Reading Room : 01

11. Teachers Reading Room : 01

(b) Extra –curricular activities :

1. NSS, YRC. : 01

2. College Canteen : 01

3. Open Air Auditorium : 01

4. Athletic Room : 01

5. Play Ground : 01

6. College Garden : 01

(c) Specialized facilities and equipment for teaching, learning and research:

1. OHP : 01

2. Refrigerator : 01

3. Generator : 01

4. LCD Projector : 01

5. Photo phone Projector : 01

6. Slide projector : 01

7. Desktop Computer : 05

8. Laptop : 01

9. Public Address System : 01

10. Inverter : 02

11. Temperature Control Unit : 02

12. Photocopier : 02

13. Distilled water Plant : 03

Student Support and Progression

The institution publishes its updated prospectus annually for the students where the information about the college, the application form, date of submission, subject combination, weightage rules, and admission rules, reservation of seats, rules for honours selection, fees structure and others are included. After 2012-13 academic

session, e-admission is held through SAMS (Student Academic Management System) and common prospectus is available on line where information about number of seats, subject combination, seat strength etc. is reflected.

In addition to this, the College publishes the annual calendar where the mission, vision, goals, objectives, information about staff members, extra curricular assignments, rules and regulations about the College, students' union, library and others are included and the institution ensures its commitment to follow these documents thoroughly.

Governance, Leadership and Management

The three important pillars of education system, Governing Body, Principal and faculty make effort to ensure quality education to the students keeping the College campus educationally vibrant and action plans are taken accordingly.

Different committees have been formed taking members of teaching staff to coordinate and monitor all types of activities of the college, such as Admission, Examination, Library, College Magazine and Calendar, Purchase, Construction and Maintenance, Discipline, UGC (Quality Assurance Cell), Computer and Network, Scholarship and Students Aid, Discipline, Grievance Redressal Cell and Career Counselling Cell etc.

The members of the staff are relieved to attend different leadership training programmes being organised by government authorities and other institutions. The NSS Programm Officers, YRC counsellors are relieved to attend training and leadership programmes. Members of the staff are also entrusted the leadership responsibility as Advisors and Associate Advisors for the Students'Union.

The Class-room teachers also act as leaders giving advice and valuable guidance to their pupils.

Institutional Values and Best Practices

ECO-FRIENDLY VALUES

- A general awareness is created among the students and staff for the minimization of energy use in the campus.
- Plying of vehicles, Cars, Scooty and motor bikes are prohibited inside the campus.
- The College takes up plantation programme from its own resources. The volunteers of NSS and YRC play an active role for the plantation programme. Every year the College observes **Clean Campus Week** from 1st July to 7th July.
- The College authority takes adequate steps for cleaning of the waste materials of the college.

BEST PRACTICES

- As quality improvement of the students and teachers are the soul objectives of the institution, we facilitate extra coaching, career counseling, computer education, especially for the students belonging to Poor and OBC Categories. Teachers are encouraged for computer education.

- We maintain transparency in the admission process. We adopt into the e-admission procedure of Government of Odisha. No capitation fee, no donations, neither of any sort of extra money is being collected from the students. The admission committee monitors the entire process very effectively.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Bishnu Samantaray College
Address	AT-NUAHAT, PO-ARAKHAPUR, VIA-SUNGUDA ,DIST-JAJPUR, ORISSA.
City	Nuahat
State	Orissa
Pin	754296
Website	WWW.BISHNUSAMANTARAYCOLLEGE.IN

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Goutam Kumar Jena	06725-262514	8763450662	-	bscollegejjp@rediffmail.com
Associate Professor	Bimalendu Pattanaik	06725-283400	9439495525	-	bimalendu6@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	16-08-1980

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Orissa	Utkal University	View Document

Details of UGC recognition	
Under Section	**Date**
2f of UGC	22-05-2014
12B of UGC	22-05-2014

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	AT-NUAHAT, PO-ARAKHAPUR, VIA-SUNGUDA ,DIST-JAJPUR, ORISSA.	Rural	7.62	9569

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Odia	36	HigherSecondary Or Equivalent		24	24
UG	BA,English	36	HigherSecondary or Equivalent		16	14
UG	BA,History	36	Higher Secondary or Equivalent		16	16
UG	BA,Political Science	36	Higher Secondary or Equivalent		16	16
UG	BA,Economics	36	HigherSecondary or Equivalent		16	16

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	3	0	0	3	8	3	0	11
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	5	8	0	13
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	15	1	0	16
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	0	3	0	3
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	0	0	0	1
M.Phil.	0	0	0	1	0	0	1	1	0	3
PG	0	0	0	1	0	0	9	1	0	11

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	7	0	11

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	180	0	0	0	180
	Female	256	0	0	0	256
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	15	11	13	12
	Female	9	16	19	19
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	65	57	50	37
	Female	47	66	72	64
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		136	150	154	132

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3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 05

Number of self-financed Programmes offered by college

Response : 00

Number of new programmes introduced in the college during the last five years

Response : 00

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
437	440	414	351	290

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
208	210	198	167	138

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
150	136	128	87	75

Total number of outgoing / final year students

Response : 576

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	23	19	17	17

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	14	14	14	14

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	18	18	18	18

Total experience of full-time teachers

Response : 391

Number of full time teachers worked in the institution during the last 5 years

Response : 27

3.4 Institution

Total number of classrooms and seminar halls

Response : 31

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
25	57	31	21	11

Number of computers

Response : 05

Unit cost of education including the salary component(INR in Lakhs)

Response : 13411

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 3772

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

As per Govt. instructions, academic calendar is prepared. Accordingly action plans are developed and deployed for effective implementation of curriculum.

ACTION PLANS

a) Preparation of lesson plans & progress registers.

b) Monthly assessments of progress of courses through the HODs with remark and counter- signature of the principal.

c) Arrangement of doubt clearing classes and extra classes if required for completion of courses.

d) Arrangement of seminars and symposia with eminent dignitaries for deliberation on different topics.

e) Arrangement of unit test examination and internal assessments and evaluation of answer-scripts.

f) Teachers-Parents meet.

The Utkal University, which the college is affiliated to, solely prepares the curriculum, at times arranges symposiums, workshops and various training programmes for principals and teachers.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 20

1.2.1.1 How many new courses are introduced within the last five years

Response: 01

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 48.63

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
350	334	100	100	100

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The current curriculum prescribed by the university highlights issues.such asgender,environment and sustainability. Besides, Seminars, Extramural talks and Group Discussions are organized for a growing awareness of these issues. The NSS and YRC are all working together to emphasize these issues.

The students with Education, Sociology and literature subjects are basically taught moral values and professional ethics. More over value based moral talks are arranged by inviting spiritual Gurus, from various organizations to meetings and functions.

- **Employable and life skills**

The institution makes efforts to teach the life skill through NSS units, and YRC for entry into services.

- **Better career options**

The college at regular intervals invites career experts for career guidance to students.

- **Community orientation**

The college provides the students the facility to join NSS and YRC in an integrated manner with the objective of community orientation. Rallies, Awareness programmes, Road shows, Blood donation camps, observation of National days in the adopted villages promote community orientation.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 03

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 99.29

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
128	154	154	136	128

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
128	154	154	141	128

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 33.46

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
90	83	61	57	27

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution assesses the students' needs in terms of knowledge and skills before admission to any of the programmes is undertaken. The college extends Help Desk facility for proper counselling to the students with regard to giving option for any programme on the basis of their knowledge and skill. The college also verifies students feed-back and accordingly make arrangement to supply their needs.

The College provides the facilities of extra classes and doubt-clearing classes for the slow learners students to bridge the knowledge gap.

Teachers take personal interest for the advanced learners and provide them with advanced study materials. They are taken on study tours to develop their knowledge in the areas of their interest. They are encouraged to go through reference books, journals available in the college library and internet-produced study materials. They are further guided to appear at various state/national level entrance tests leading to professional career and employment.

The overall performances of students are discussed thoroughly in the Staff Council (the statutory body of the teaching staff) meetings which are held regularly. Suggestions are invited regarding improvement of the academic performance and measures to be taken to ensure all round development. Doubt clearing classes are held for the academically poor, physically challenged and economically weaker students to improve their standard and regular monitoring of the same is done through monthly tests. They are provided with the simplified study materials to enable them to improve their standard.

2.2.2 Student - Full time teacher ratio

Response: 27.31

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

The College follows the Academic Calendar prescribed by the Government from time to time. The teaching, learning and evaluation schedules are all included in the Academic calendar. The Teachers prepare the individual lesson plans covering the entire course and the number of teaching days. The progress is monitored through the progress report of individual teacher. The monthly progress report is scrutinised by the Head of the Departments and submitted to the Principal for review and counter-signature.

Mid-course corrections are done meticulously through monthly tests conducted by the respective departments and examination section. Extra classes are also taken for the students to make up shortage of lectures.

The teaching of all the departments under their respective heads take special care to make the learning more student-centric. Teachers make special efforts to reach out to the students to help them in better and deeper understanding. The students are encouraged to participate, to interact, collaborate in the process of learning through seminars, workshop, group discussions, presentations. The teachers are allowed to participate and present papers in different seminars and workshops organized by UGC and other academic bodies. They are also allowed to participate in orientation and refresher courses organized by UGC and other Academic Bodies.

The college organizes various literary competitions like essay, debate, quiz, one-act-play, song and dance competitions to nurture creativity and innovative ideas. The college also puts up wall magazine which offers them ample opportunity to prove their critical thinking and creativity.

Moreover different departments organize seminars and group-disscussions and all the students are

encourged to participate actively in discussion where they display their creative and innovative ideas.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 118.75

2.3.2.1 Number of teachers using ICT

Response: 19

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 27.31

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The college, being an U.G. Arts college, does not have any such scientific resources. But teachers use Audio-visual aids, internet and educational CDs for effective teaching.

All the departments organize seminars by inviting resource persons having expertise in the respective sphere where the faculties as well as the students are exposed to advanced knowledge. The members of the staff attend seminars and workshops being organized by different institutes as participants and paper presenters to deliver their thoughts.

The interested students are provided with academic, personal, professional and social guidance through Extra classes , Career Counselling, NSS, YRC and others.

The college has a smart class in the recent past where the faculties use innovative methods like L.C.D., Projectors, Smart Boards and other Audio-visual aids.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 5.54

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 24.44

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The evaluation processes are communicated to students and faculty through the college calendar and through notifications before the commencement of the examinations. The detail schedule of different examinations is notified for the students.

As an affiliated College, the evaluation process of the University is followed and the College conducts monthly tests and the results are communicated to the parents.

The evaluation reforms if any are implemented on the guideline of the University. The conduct of unit tests are informed to the students through notices. The institution subscribes to formative evaluation though there are regular summative examinations being conducted by the university.

The evaluation approaches of the college include conduct of monthly tests and the test examination. Conduct of Unit tests helps the students to be well versed with the writing pattern of the answers and the drawbacks if any are rectified by the teachers in the class room. This becomes the path finder for the final examination.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

As per the new corriculum introduced by the University, internal assessment system has been included from the academic session 2016-17.Th University has already desiged the question pattern in the course structure and the area of study to be covered for each internal assessment. The teachers provide the details to them in the class room.Further a student, whenever he requires, can have a glimpse in to the course struture available in the library. After the assesment ,the porfomance is communicated to the students .A student can also check about his secured marks from the examination section whenever required.

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

Response:

As per University Syllabus under CBCS examination pattern ,the quistions and procedure of disrtibution of marks is already fixed.So the students those are appearing at the examination are directed to maintain the timeline as indicated by marks .So the college has no role regarding either fixation of time or award of marks. But the teaching staff members make allot to the examinees regarding procedure how to do better in the examination.

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The evaluation approaches of the college include conduct of monthly tests and the test examination. Conduct of Unit tests helps the students to be well versed with the writing pattern of the answers and the drawbacks if any are rectified by the teachers in the class room. This becomes the path finder for the final examination.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college has made its own accdemic calender for the conduct of CIE as follows.

+3Ist year Ist semester internal exam- November last week

IInd semester Internal Exam-March Last week

+3 IInd Yr 3rd Semester internal Exam- November Last week

4th Semester inernal Exam- March Last week

+3 IIIrd Yr 5th Semester internal Exam- Nov-Last week

6th Semestar internal Exam-March Last week

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The detailed syllabus prescribed by the University is distributed among the teachers and the students by the Library for their information. The details are also available in the college library for the information of the students and the staff members. In the introductory classes the experienced teachers communicate the students about the scope and prospect of different modules and give suitable suggestions for further reading.

The results of the examinations conducted by the College are communicated to the students in the class room and also notice boards. The same is also intimated to their parents. The performance of the students is also discussed in the parent-teacher meetings organized by respective departments.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

After assessment of the students' performance in the examination and their feed-backs the staff council takes the decision to improve performance of the students through extra coaching and issue of study materials. The teachers also provide educational guidance to overcome the academic deficit and personal interaction beyond class hours.

The institution monitors and ensures the achievement of learning outcomes through examination. The students' performance is reviewed in the HOD meetings. Through regular interaction by experienced teachers the confidence levels of the learners are assessed and suitable remedies are offered. Different literary competitions are conducted and the winners are awarded in functions.

Yes, the teachers use evaluation as an indicator, academically poor students are advised to attend special classes. The students who do not accomplish well in the monthly tests are given extra coaching and study materials. The meritorious students are given scholarship through the different schemes of the Government and through the S.S.G. funds of the college.

2.6.3 Average pass percentage of Students

Response: 91.6

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

Response: 109

2.6.3.2 Total number of final year students who appeared for the examination

Response: 119

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 00

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Energy conservation : Strict circular is in force by the Green Cell members to all the departments and canteen to minimize the use of electricity. Unless it is urgent, light bulbs are off in the day time and fans are switched off after the class. Also a general awareness is created among the students and staff for the

minimization of energy use in the campus.

- **Efforts for Carbon neutrality :** Plying of vehicles, Cars, Scooty and motor bikes are prohibited inside the campus. We encourage use of bi-cycles by the students and staff members. As on one side of the campus, the Genguti river flows, its cool breeze of moisture and oxygen maintains a complete carbon neutrality of the campus.
- **Plantation** : The College takes up plantation programme from its own resources. The volunteers of NSS and YRC play an active role for the plantation programme. Every year the College observes **Clean Campus Week** from 1st July to 7th July. Care of trees is also taken throughout the year.
- **Hazardous waste management :** The College authority takes adequate steps for cleaning of the waste materials of the college. The departmental faculties and other supporting staff members have been asked for the management of the laboratory wastes and it is controlled in a proper way.
- Students and staff are provided with aquagard with freezer through which they get hygenic drinking water.
- through extension programme like Swacha Bharat Abhijan,Sound polution an Awareness also are created through the people for better hygenic and non polluted sosaity.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international

recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising

students to social issues and holistic development during the last five years

Response:

The college enrolls enthusiastic and energetic students in NSS & YRC units .They are made aware of their duties towards the society and their vital role in realizing the mission and objectives of the college.They are awarded prizes and certificates for their participation, commitment and success.

NSS volunteers organize two types of programmes, such as (i) Regular programmes and (ii) Special camps in different adopted villages, on the campus and in nearby areas for community development. The notable projects undertaken were:

- Blood donation camp
- Plantation in nearby villages
- Cleanness drives in nearby village and market.
- Literacy Awareness,
- Environmental awareness.
- Health awareness.
- Programmes on Women Empowerment.**NSS** and **Youth Red Cross** volunteers distributed relief to the affected people of adjacent villages during last year's flood.The NSS units also organise Orientation and Awareness Training Programme on AIDS Awareness, Health Care, Sanitation and Nutrition in adopted villages. NSS volunteers also convinced the rural people to use mosquito net to avoid malaria. Volunteers also mobilised the villagers regarding use of safety latrines and its hygienic aspects.Youth Red Cross (YRC) unit of the college in collaboration with all other units regularly organises Blood Donation Camp . Students of the college under the aegis of NSS, YRC and members of the staff also donate blood to the needy outsiders.The College celebrates the Clean Campus day where the students and faculty members participate in cleaning the campus with the message of **Clean Campus, Green Campus**. Meetings are held to make all aware of the importance of environment protection and the students are asked to persuade their parents to plant trees and keep the village cleanThere is formation of Red Ribbon Club under the auspices of OSACS under the guidance of the YRC counsellor. The student volunteers make the people aware of the hazards of AIDS and communicate the slogan Know AIDS, no AIDS.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 6

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	03	02	00	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 32.9

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
250	100	350	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is taking every initiative for creation and enhancement of infrastructure for effective teaching and academic development .The preliminary buildings were possible due to the donation from Late.Bishnu charan Samantaray and few generous souls. For infrastructure, the college chiefly depends on the funds by UGC, Local MLA/MP's lad fund and development fees collected from the students and donation from generous people. More number of books, journals, computers, labrotory equipments, reading matarials, sports iteams and other requisite materials are purchased to facilitate effective teaching and learning.

The college has classrooms, seminar halls,and other equipments for teaching and learning as specified bellow.

a) curricular activities..

1. No of Class Rooms : 24

2. Examination Hall : 06

3. Seminar Rooms : 05

4. No. of Halls/Gallery (For Class) : 08

5. Career Counselling Hall : 01

6. Library Halls : 01

7. Students Reading Room : 01

11. Teachers Reading Room : 01

(b) Extra –curricular activities :

1. NSS, YRC. : 01

2. College Canteen : 01

3. Open Air Auditorium : 01

4. Athletic Room : 01

5. Play Ground : 01

6. Multi Gym : Nil

7. Community Hall : Nil

8. College Garden : 01

(c) Specialized facilities and equipment for teaching, learning and research:

1. OHP : 01

2. Refrigerator : 01

3. Generator : 01

4. LCD Projector : 01

5. Photo phone Projector : 01

6. Slide projector : 01

7. Desktop Computer : 05

8. Laptop : 01

9. Public Address System : 01

10. Inverter : 02

11. Temperature Control Unit : 01

12. Photocopier : 02

13. Distilled water Plant : 03

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

Response:

The College provides the facility to students to participate in sports, indoor and outdoor games, and

different competitions. The dates of organisation of Annual Athletic meet and Cultural events are notified beforehand for the students to participate accordingly. Organisation of games and sports by University and other agencies are communicated to the students after getting information from these organisations.

The following are range of games and sports facilities available to the students.

- 100 meters athletic track
- 200 meters athletic track
- Cricket pitch

- Football field
- Volleyball court
- Badminton court (Men & Women)
- Kabaddi ground
- Carom and Chess boards
- High jump bar
- Long Jump Pit
- Shot Put, Discus, Javelin, etc.

	Participation of students		***Outco***
Inter college Atheletic meet organized by Utkal University	01	**100 mts**	Participated in Govt. C Education, BBSR fr 02.12.2
	01	**200 mts**	
	01	**800 mts**	
	02	**Long Jump**	
	02	**Triple Jump**	
Inter college Atheletic meet organized by Utkal University	01	**200 mts**	Participated in U.N Col 16.11.2012 to

	01	**100 mts**	
	01	**High Jump**	
	02	**Long Jump**	
	01	**Discuss Throw**	
	10	**Football (Women)**	Participated in Sailabal Cuttack from 10.12.2
			Participated in Sailabal Cuttack from 1 11.12.2
Inter college Atheletic meet organized by Utkal University	01	**Discuss Throw**	Participated in U.N Col 30.11.2013 to
	01	**Triple Jump**	
	01	**Long Jump**	
Inter college Atheletic meet organized by Utkal University	10	**Football (Women)**	Participated in Kamal College, BBSR from 19.1
	09	**Kho-Kho**	Participated in Kamal College, BBSR from 19.1
	08	**Footbal (Women)**	Participated in Sailabal Cuttack 10.1.2014
Inter college Atheletic meet organized by Utkal University	01	**100 mts**	Participated in U.N Col 29.11.2014 to

NAAC

	01	**200 mts**	
	01	**800 mts**	
	02	**Long Jump**	
	02	**Triple Jump**	
	02	**High Jump**	
	01	**Discuss** **Throw**	
Inter college Atheletic meet organized by Utkal University	08	**Football (Women)**	Participated in Kamal College, BBSR d
	07	**Volley ball (Women)**	Participated in Ut Campus from 22.09.2
Somasmita Dash +3 IIIrd Yr Arts was selected for Inter University volleyball in 2014-			

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

Response: 12.9

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 25.64

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
11	05	05	11.5	0.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The library has an advisory committee composed of the members such as all the heads of the departments, teachers in charge of the library, administrative bursar, accounts bursar, academic bursar and librarian. The meeting is convened in the beginning of the session after completion of admission process to finalise the budget and the steps to be undertaken for improvement of the library. Steps have been taken for providing internet facility to the students in the library reading room.

The librery ios fully automated by ILMS software designed by process cube ILMS under 3rd version.

1. **Provide details of the following:**

- Total area of the library : 1000 sq.ft
- Total seating capacity : 30 (students), 20 (staff members)

- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

The library remains open during every working day from 10.00 AM to 4.30 PM .

- **Layout of the library**

There is separate reading room for staff members and students which facilitates comfortable reading for all. Wi-Fi facility to access study materials is also available.

After preparation of budget in the library advisory committee orders are placed to different firms on the basis of the requirements of the departments for purchase of new titles. Regular subscription of periodicals and journals are made to keep the students and staff members abreast of latest knowledge. Books are issued to staff members and students and they are allowed to retain the same for a specific period.

The amount spent on procuring new books, journals and periodicals are as under.

Library holdings	**Year -1** **2013-14**		**Year -2** **2014-15**		**Year -3** **2015-16**		**2016**
	No	Total Cost	No	Total Cost	No	Total Cost	No
Text books	190	Rs.24905/-	332	Rs.42690/-	552	Rs.1,26,268/-	216
Reference Books	3639	Rs.591694/-	3639	Rs.591694/-	770	Rs.3,54,067/-	65
Journals/ Periodicals	909	Rs. 54450/-	1055	Rs. 57595/-	579	Rs.18,385/-	612
e-resources	Nil	__	Nil	__	Nil		36
Any other (specify), Books for Entry in services	__	__	__	__	__	__	__

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Gyanamandal is arare collection in odia language which are seven volumes and kept in the library.Lark Books of cuttack is the publisher of this rare books it is written by Binod Kanungo.It is a volumes book having gramatical elaboration and poetic expression of the words .It nearly costs Rs.7000.00.The first volume was released on 2 December 1960 by Harekrushna Mahatab, the then Chief Minister of Odisha. He compiled and edited major part of the *Jnanmandal* at his Barabati Stadium office at Cuttack. He single handedly built the reference centre, which was visited and extolled by a great many dignitaries during his time, including Pranab Mukherjee, who later became President of India. Jnanmandal has been hailed as one of the best edited and most lucid encyclopedia in any of the modern Indian languages. During his lifetime he created the Jnanmandal Foundation which is carrying on his work till today. After his death, the Foundation has created and published different kinds of multi-volume encyclopedias both for young and adult readers. In the meanwhile, two more editions of Jnanmandal has been released. The latest and third edition (10 Vols) has been published this year i.e. 2014. It consists of thousands of topics in popular Oriya comprising all branches of human knowledge and is profusely illustrated.

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.03

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.52	5.17	4.07	0.25	0.15

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 19.87

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 90

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- Number of computers with Configuration (provide actual number with exact configuration of each available system)

Total numbers of Computers are-05 having P-II, P-IV, Dual core, core to Duo, I3, I5 processors,

Hard disk, 30GB, 120GB, 320GB, 500GB,

RAM-1GB,2GB

- **Computer-student ratio** : 1:80
- **Stand alone facility**: No
- **LAN facility** : No
- **Wifi facility** :-Yes (Limited)
- **Licensed software** :-Yes
- **Number of nodes/ computers with Internet facility**:-03
- Computer and internet facility (Broad band (BSNL) & Wi-Fi) are available in the College, UGC room, Administrative office, Admission section, Accounts section, Examination section, library and Reading Room.Two to three Cyber-Cafes are there close to the college having computer and internet facilities.
- The institution takes the action plan to deploy the IT infrastructure at appropriate places on the basis of the requirements of students and staff members. The college has adopted a few steps to upgrade the old generation computers to new one with addition of new versions of software. The College has planned to install full wi-fi facility in the campus and to extend internet facility to all students

4.3.2 Student - Computer ratio

Response: 87.4

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 30.3

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
12.5	15.4	13.39	4.34	1.17

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

Allocation for these activities is made in the budget and the construction committee with the help of the Engineer undertakes the work. Resources are pooled from the development fund of the College and UGC assistance. On the basis of the information received from different departments, sections, wings and others the concerned equipments are repaired and kept in proper order. In the beginning of the academic session different departments, sections, wings and units are informed to intimate the Office regarding the status of the equipments and the steps to be undertaken for keeping those items in running order. The institution undertakes measures accordingly for the benefit of the student community.

The College has One Honda Generator, Two Invertors and Stabilizors to avoid power failure and voltage fluctuations and to facilitate uninterrupted power supply to the classrooms. The College has a water tank providing water to all the blocks of the college and to students and Girls common room.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The college has submitted a proposal to the UGC for construction of Ladies Hostel.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 15.95

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
90	83	61	57	27

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.33

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
29	00	00	00	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**

3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 4.15

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
55	20	15	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 16.67

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 13

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	1	1

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	20	010	010	05

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	01	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a student's union ,cultural society,every year election is conducted for various exicutive officers for students' union and cultural association . They take part in the academic and administrative affairs of the college.Cultural and Asst. cultural secretary conduct various literary competitions like Essay,Debate and Quiz. Meritorious students also represent to the editorial board for the college magazine.

The president of the college union presieds over the annual function at the time of meeting.In his absence the Vice-president presiades the meeting either general secratary or Asst. general secratary reads the annual reports in the meeting of the annual function.Students' union works for the general interest of the students. It observes Independentce Day ,Republic Day and World Environment Day.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The institution has an Alumni Association with the office bearers. They co-operate the College administration in different activities and contribute to academic and infrastructural development of the College. The prominent Alumni members are invited to deliver talks to students on their field of specialization and also narrate their experiences in the College.The allumini members take intrest to inspare the students both in competitive and ethical works.They seat twice in a year to discuss the matters regarding discipline and cultural activites of the college. Even sometimes the Alumni members give award to the best orator of the year throug song competitions some students are choosen for vocal audition in some private and Govt. organisation.

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 8

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

NAAC

Criterion 6 - 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

Response:

The governance of the college reflects leadership in tune with its vision and mission. The mission is to inculcate human potential that can be utilised further to nurture the same in terms of knowledge and wisdom in constructive dimensions of our social need. It is to promote humanitarian virtues and to preserve our past ideals, culture and spiritual heritage. It is to promote higher education among the rural poor around the area of Birupa-Genguti Delta of Jajpur district . Inspired by this golden ideal both the staff and students of this institution engage themselves in an executing varity of extension activities through programmes chalked out by NSS and YRC that not only lend a lot to social peace & prosperity but also add to the image of the institution as a becon light of hope and faith for a better and purposeful life. Further more debates and discussions on various vital social issues in seminars and symposia help them bridge the social gap and reach out to the distressed, poor pupils and deprived with positive elegant and sustainable resolutions.

6.1.2 The institution practices decentralization and participative management

Response:

The three important pillars of education system, Governing Body, Principal and faculty make effort to ensure quality education to the students keeping the College campus educationally vibrant and action plans are taken accordingly.

Different committees have been formed taking members of teaching staff to coordinate and monitor all types of activities of the college, such as Admission, Examination, Library, College Magazine and Calendar, Purchase, Construction and Maintenance, Discipline, UGC (Quality Assurance Cell), Computer and Network, Scholarship and Students Aid, Discipline, Grievance Redressal Cell and Career Counselling Cell etc.In addition, there are other posts, such as Administrative Bursar, Accounts Bursar, and Academic Bursar who look after all round development of the college.As a whole the governance ensures

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders Regular monitoring and evaluation of different activities are undertaken by the College administration to ensure consistency and further improvement. Governing Body meetings are held regularly where the future plans are chalked out for all-round development of the College. There is regular meeting of the Heads of the Departments where academic progress and other departmental activities are reviewed. Staff Council meetings are convened where the opinions and suggestions of staff members are taken for implementation of

various policies. In addition to all these small meetings of other core committees such as Construction Committee, Purchase Committee, UGC Committee, Library Committee, Students'Advisory Committee etc are held for ensuring effective implementation of various development works .

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The quality policy of the institution has been clearly stated in the vision statement of the College and steps have been taken by the institition always to deploy these in regular schedule. Regular review is done through different meetings of office bearers.

- **Teaching & Learning**

New methods of teaching are followed for the students such as use of LCD projector, On line teaching, seminar presentations, report writing, interactive sessions , group discussions, literary writing in wall magazines and college magazines etc.

- **Community engagement**

The institution gives emphasis on community engagement in various functions, such as Independence Day, Annual days, Republic Days National Youth Day, World Aids Day. The activities of NSS, YRC concentrate on community engagement. Besides the college holds differenct awareness programmes and health camps to promote community engagement.

- **Human resource management**

The administration follows the policy of Human Resource Management for better functioning of the institution and quality improvement. Persons with expertise in respective fields are given assignments by the principal accordingly.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The internal organisational structure of the College comprises of approved Governing Body, Principal cum Secretary Governing Body, Staff Council Administrative committee, Academic Committee, Finance Committee, Construction Committee,Examination Committee, Library Committee who actively take part in the decision making process for day to day administration and allround development of the College.

DEPARTMENT OF HIGHER EDUCATION, GOVT. OF ODISHA

?

DIRECTOR OF HIGHER EDUCATION

?

GOVERNING BODY

?

PRINCIPAL

?

Administration	Academic	Accounts	Library and Extension
1. Administrative Bursar	1. Heads of Departments	1. Accounts Bursar	1- Library Committee
2. Head Clerk	2. Academic Bursar	2. Purchase Committee	2.NSS, YRC
3. Grievance Cell	3. Examination Committee	3.Construction Committee	3.Career Counselling Cell
4. Discipline	4. SAMS	4. Accountant	

Committee

5. NAAC Committee

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Head of the institution follows the guidelines, rules and regulations being prescribed by the government for proper administration of the College and complies with all the letters of the Government and other important agencies. The records, registers and relevant documents are produced as and when necessary for review and the suggestions are taken care of. The Parents solicit their ideas regarding running of the institution through Parents-teachers meetings and the students also give their suggestions and opinions through feedback. Action is taken accordingly for improvement if necessary.

The New Management Council, known as the Goverming Body was formed in 2013 and in the meeting held on 24.11.2013, resolutions were made for the all-round development of the college taking into account the present financial status. Some major resolutions were taken to complete the following works.

1. College boundary
2. First floor of Science Building
3. Filling up of staff vacancy
4. Purchase of Library Books

All these works have been completed.

6.3 Faculty Empowerment Strategies

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

Response:

The college has a staff association the members of which sometimes contribute to the walefare of the staff . At the time of need salary advance is given to the needy employees.Besides there is an active proposal of setting of a Staff Co-operative Society by which both Teaching and Non-teaching Staff Members will benefit in future. The proposal is under consideration.The Govt. has also implimented career advancement schemes for trhe teachers (i.g Lecturer senior scale , Assistance Professor,Associate Professor for the teachers drawing UGC scale and senior grade lecturer and reader for the teachers drawing state scale) on the basic of there experiences and elegibility.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 30.71

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	01	02	06	02

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

As per proforma provided by the Govt. of Odisha, each teacher furnishes self-appraisal form duly filled in every year. This proforma provides details of the curricular and co-curricular activities of teachers. Information on multiple activities like work as a teacher, knowledge of the subject, research work, official conduct, power of taking responsibility, zeal, integrity and others are incorporated and the Principal accordingly submit the CCR(Confidential Character Roll), to the Director Higher Education, Odisha, confidentially.

The performance of the faculty in teaching, research and extension is evaluated on the basis of reviews of the progress registers and the self-appraisal report submitted by the teachers, which are mandatory. The report is taken into consideration at the time of career advancement of the teachers.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There is mechanism for regular internal audit and external audit of the institution. Internal audit of different departments and library is done through stock taking the members of the staff under the direct supervision of the Principal. The external audit previously was conducted by local fund auditor. The audit for 2012-13 has been done by a chartered farm called Sunil Das & Associates, Cuttack. The financial audit for the session 2012-13 has been completed having no audit objections. Then the audit for 2013-14 and 2014-15 has been done by a charted farm called B.S Subudhi & Co., Bhubaneswar and completed having no objections.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

The institution, before the commencement of financial year, prepares the draft budget and submits the same to Governing Body for approval. With mention on plan expenditure, non- plan expenditure, recurring expenditure and non recurring expenditure, it gives emphasis on timely utilization of its own funds and outside funds and submits the report to appropriate authority (parent university, state government and UGC) in due time. Several auditing farms are there to look after the proper utilization of funds under different heads of the institutionThe major sources of institutional receipts are from the development fees paid by the students, MLA LAD fund, MP LAD fund, State Government grants and UGC assistance. Normally the College follows the principle of balanced budget.But we are lacking funds for the infrastructural development of the College.

6.5 Internal Quality Assurance System

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

Response:

The institution has established Internal Quality Assurance Cell and right from the inception of the same has been working all along to ensure quality in the system of higher education. Eminent speakers are invited to deliver talks on issues related with quality assurance. New and improved methods of teaching are followed for the students. Students are encouraged to participate in various extra curricular and extension activities. The members of the staff are encouraged to do research, publish articles in reputed journals, participate in conferences and workshops to improve efficiency.

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

Response:

The institution has a structured mechanism like IQAC to review the teaching learning process for taking the decisions in a right perspective. It follows an effective and elaborate system of feedback from the students. The reports from the feedback are analysed by IQAC and appropriate steps are undertaken wherever necessary. The teachers are advised to submit the Annual Performance Appraisal Report which act as an indicator of their teaching learning and the Principal after review of the same gives suggestions for future initiatives.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	3	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

This is the first cycle for the institution there are notable incremental improvements in the last five years with regard to quality teaching. Wifi has been setup for internet access. CC TV cameras have been installed to moniter movement of staff and students. Reading room has been constructed ,A smart class room has been build ,Desktops,laptops,printers,xerox machines etc have been purched. A wall magazine called "The Fountain" has been newly introduced. In the mean while college library is fully automated and required staff members are appointed to issue the books among the student and distribute the books for reading room purpose.Near about 3000 title of books are purchesed to enrich the library as well as to inspire the students for readind purpose.

As it is a notable and distinct picture of the library still the institution tries its level best to make it a higher standard library in the district.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	0	0

File Description	Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

The college ensures safety and security for the girl students .As near about two hundred girl students are reading in the college,the institution looks at their safety through sexual harashment cell and counselling regarding selfdefence .A lady attendant is allotted to take careof them and maintain discipline among them.As per sanitation ,the college provides as attached toilet incuding girls common room.The institution also provides safe drinking water by installing an acquaguard inside the common room.The common room provided to them is of the size 30x40 feet.It is a specious room which can accomodate eighty students at a time.As the girls are coming from far and wide, a first-Aid arrangement is made for them throughout the year.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 50

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH) Response: 36	
7.1.3.2 Total annual power requirement (in KWH) Response: 72	
File Description	**Document**
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs **Response:** 50	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH) Response: 3	
7.1.4.2 Annual lighting power requirement (in KWH) Response: 6	
File Description	**Document**
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste management is an integral part of the environmental domain of any region. Inefficient waste disposal systems lead to environmental pollution along with presenting severe health hazards. As shown in the diagram above, solid waste management generally includes collection of waste, transporting waste, processing and recycling it, and finally disposal of waste.Solid wastes are collected and thrown in to a dumpind yerd at one corner of thge campus

.Liquid waste can be defined as such Liquids as wastewater, fats, oils or grease (FOG), used oil, liquids, solids, gases, or sludges and hazardous household liquids. These liquids that are hazardous or potentially harmful to human health or the environment. Liquid wastes are disposed off through drainage system.

Electronic waste (e-waste) is one of the fastest-growing pollution problems worldwide given the presence if a variety of toxic substances which can contaminate the environment and threaten human health, if disposal protocols are not meticulously managed. Hence our wasted electronic products are not thrown here and there except destinated place.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution collects and preserves thr rain water through well and water reserver. This well is used to supply water throug out the campus. Students and staff members and other visitors use this water through water purifier and acqua guard. As it is a rural base institution ,water resources and recycling are a vital facter to create problem in summer. Still the institution is very much aware of t the fact.Hence water reserver is made to preserve rain water which is utilised for watering plants and trees.

7.1.7 Green Practices

- **Students, staff using**

a) Bicycles
b) Public Transport
c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college adoptes green practices to keep its environment clean.There are separate bicycle stands for students and staff members.An open cycle stand is provided to students which can accomodaded 900 cycles and bikes at a time.Plying of public vehicles is strictly prohibited on the campus. There are three approach-roads to the college building, college offices and play-ground which are pedestrian-friendly. It is needless to mention that the college campus is entirely plastic-free.Efforts are there to minimise the use of papers and to maximise the use of computers to make the office paper-free as much as possible.Plantation pragramme is undertaken through NSS towards green landscaping.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian

personalities

Response:

Every year the college observes the birth day of Vivekananda which is called national youth day on January-12 ,Gandhi jayanti on 2nd october,Birth day of Gopabandhu Das on 9th october ,Republi day on 26th January and Independence day on 15th August.The college believes on national intigration and it promotes through this students in the local area for human values and communal harmony. So the college has organised national intigration programme ,Communal harmony programme ,Jayanti programme , Human values programme chronologically in last five years for promotion of national intigreaty.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution has a governing body approved by state Govt. authorities to see both administration and developement works.All the expenditures are made after the approval of governing body and it is alsio audited by local fund auditers which is under the Govt. of Odisha. so it is clear that a complete transparency is made in the expenditure in various items.Again the principal who is the top most authority of college administration looks in to the accademic matter. The department of Higher Education has also published a guide known as minimum common programme like maintance of lesson plan and pogress registers which is made to examin the duties of teachers and employees of the institution.Students,faculties and ministerial staff abide by thr rules and regulations formed by the college which are mentioned in the college calender.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICES

1. As quality improvement of the students and teachers are the soul objectives of the institution, we facilitate extra coaching, career counseling, computer education, especially for the students belonging to Poor and OBC Categories. Teachers are encouraged for computer education.

2. We maintain transparency in the admission process. We adopt into the e-admission procedure of Government of Odisha. No capitation fee, no donations, neither of any sort of extra money is being collected from the students. The admission committee monitors the entire process very effectively.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

- OUR VISION
-
- **Offering quality education and exposing the young learners to the growing explosion of knowledge in almost every sphere of life.**

- **Developing individuals as well as collective excellence.**

- **Sensitizing the students to the need for practising and preserving the cultural and traditional values of the land, they belong to.**

- **Nourishing a growing awareness for fighting environmental pollution in all forms and for the protection and preservation of our environment.**

OUR MISSION

- **Spreading Knowledge and awareness among the children of the rural poor, especially the girls in the Birupa-Genguti Delta.**
- **Fostering among the students a quality of discipline and desire to adhere to the truth with an aim of building up a good moral character.**
- **Developing personality of the young students through effective learning .**
- **Supporting scholarly activities of the young generation.**
- **Developing skill of the students to move ahead towards their career building.**
- **Establishing and maintaining quality of infrastructure for humanistic and scientific studies.**
- **Promoting culture of unity and fellow-feeling in an environment of friendliness.**
- **Inspiring students and faculties on ethical, spiritual and social values .**
- **Generating a sustainable basic quality in the students according to the changing global**

scenario.

The mission is to inculcate human potential that can be utilised further to nurture the same in terms of knowledge and wisdom in constructive dimensions of our social need. It is to promote humanitarian virtues and to preserve our past ideals, culture and spiritual heritage. It is to promote higher education among the rural poor around the area of Birupa-Genguti Delta of Jajpur district . Inspired by this golden ideal both the staff and students of this institution engage themselves in an executing varity of extension activities through programmes chalked out by NSS and YRC that not only lend a lot to social peace & prosperity but also add to the image of the institution as a becon light of hope and faith for a better and purposeful life. Further more debates and discussions on various vital social issues in seminars and symposia help them bridge the social gap and reach out to the distressed, poor pupils and deprived with positive elegant and sustainable resolutions.

5.Data updated after Data Validation and Verification Process

Metrics ID	Metrics	Old Metrics Value	New Metrics Value
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented		100 %
1.4.1	Structured feedback on curriculum obtained from **1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents** For design and review of syllabus semester wise/ year wise	D. Any 1 of the above	E.None of the above
3.4.3	Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years	4	6
3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years	33.49 %	32.9 %
4.2.4	Average annual expenditure for purchase	1.91 lakhs	2.03 lakhs

	of books and journals during the last five years (INR in Lakhs)		
4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	29.85 %	30.3 %
5.2.2	Percentage of student progression to higher education (previous graduating batch)		16.67 %
7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years	1.55 %	0
7.1.15	The institution offers a course on Human Values and professional ethics	Yes	No

NAAC

6. CONCLUSION

Additional Information :

B.S College is making all its efforts for imparting higher education to the poor rural youth, particularly the girl students since its inception in 1980. We offer to our students education for obtaining Bachelor of Degree in Arts and Commerce from Utkal University, Bhubaneswar.

The faculty members of the college consider teaching less as a profession and more as a mission. They take the help of each opportunity to update their knowledge such as library, workshops, seminars, orientation programmes and refresher courses. Explanatory and participatory classroom teachings help the faculty to give good guidance to the students. The use of internet and computer helps the students in this direction.

For achieving full-fledged development of the students, the college provides recreational facilities, sports facilities , indoor and outdoor game facilities. For their literary development the college magazine, the wall magazine and various kinds of literary competitions play a grate role.

Concluding Remarks :

The task of making a mission successful needs involvement and co-operation of a number of persons and organizations. The untiring efforts of the members of the Editorial Board and the co-operation of the rest of the staff deserve a lot of praise for preparing this report. The Principal gives his thanks to all the members of the faculty and the non-teaching staff without whose help the mission of preparing this report would have been incomplete.