The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Session-2017-18

Rama Chandra Mardaraj Science College
Khallikote, Ganjam, Odisha

Submitted to
National Assessment and Accreditation Council
Bengaluru- 560 072, India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017-18

1. Details of the Institution

1.1 Name of the Institution

Rama Chandra Mardaraj Science College, Khallikote, Odisha

1.2 Address Line 1

NirmalaJhar

Address Line 2

Khallikote

City/Town

Khallikote, Ganjam

State

Odisha

Pin Code

761030

Institution e-mail address

rcmsccollegekhallikote@gmail.com

Contact Nos.

06810-256341

Name of the Head of the Institution:

Sri Shyama Sundar Padhi

Tel. No. with STD Code:

06810-256341

Mobile:

9439802792

Name of the IQAC Co-ordinator:

Dr Narayan Pradhan

Mobile:

9938712644

IQAC e-mail address:

rcmsccollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| ORCOGN12645 |

OR

1.4 **NAAC Executive Committee No. & Date:**

| EC/38/133 |

1.5 Website address:

| www.rcmscollegekhallikote.com |

Web-link of the AQAR:

| http://rcmsccollegekhallikote.com/AQAR.aspx |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	70.65	2006	2 Feb'2006 to 01 Feb' 2011
2	2nd Cycle	B	2.41	2016	19.02.2016 TO 18.02.2021

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 01.07.2011 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

   i. AQAR   *2016-17 submitted to NAAC on 12.12.2018*

1.9 Institutional Status

   University   State | -- | Central | -- | Deemed | -- | Private | -- |

   College | √ | | --- |

   Affiliated College   **Yes** | √ | No | --- |

   Constituent College   Yes | --- | No | --- |

   Autonomous college of UGC   Yes | --- | No | --- |

   Regulatory Agency approved Institution   Yes | --- | | --- |

                No | -- |

Type of Institution   Co-education [√]   Men [-]   Women [--]

                Urban [√]   Rural [--]   Tribal [--]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

                Grant-in-aid + Self Financing [√]   Totally Self-financing [--]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [--]   PEI (Phys Edu) [--]

TEI (Edu) [--]   Engineering [--]   Health Science [--]   Management [--]

Others   (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*   [BERHAMPUR UNIVERSITY, GANJAM, ODISHA]

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [---]

University with Potential for Excellence   [---]   UGC-CPE   [---]

DST Star Scheme   [---]   UGC-CE   [---]

UGC-Special Assistance Programme   [---]   DST-FIST   [---]

UGC-Innovative PG programmes   [---]   Any other *(Specify)*   [---]

UGC-COP Programmes   [---]

2. IQAC Composition and Activities

2.1 Teachers Representative

| 06 |

2.2 Management Representative=

| 01 |

2.3 Few Senior Administrative Officers

| 04 |

2.4 One Nominee from Local Society

| 01 |

2.5 One Nominee of Students

| 01 |

2.6 One Nominee from Alumni

| 01 |

2.7 One Nominee from Employers

| 01 |

2.8 One Nominee from Stakeholders

| 01 |

2.9 Total No. of members

| 16 |

2.10 No. of IQAC meetings held

| 03 |

2.11 No. of meetings with various stakeholders: No. | 18 | Faculty | 05 |

Non- Teaching Staff | 02 | Students | 10 | Alumni | 01 | Others | -- |

2.12 Has IQAC received any funding from UGC during the year?   Yes | -- | No | √ |

If yes, mention the amount | --- |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 06 | International | --- | National | --- | State | --- | Institution Level | 06 |

(ii) Themes

1. Career as Company Secretary.

Conducted by the Department of Commerce in collaboration with the Department of Economics.

2. Dr. Sarvepalli Radhakrishnan: A Statesman. (Department of History)

Conducted by the Department of History in collaboration with the Department of Political Science.

3. "*Palli Kabi*" Nanda Kishore Bal (the poet of rural life): An Indian Poet of the era of initial modernity in Odia poetry. Conducted by the Department of Odia

4. **"*Byasa Kabi*" Fakir Mohan Senapati:** An Indian writer, Poet and Social Reformer:

The father of Odia Fiction. Conducted by the Department of Odia.

5. A study on Folklores of Odisha. Conducted by the Department of Odia in collaboration with   Department of English.

6. Teaching Learning Process: Conducted by the Department of Commerce in collaboration with   Department of English.

2.14 Significant Activities and contributions made by IQAC

1. The IQAC plays an active role in maintaining a qualitative work culture in the college.
2. It conducts meeting in internalising a culture of quality and its sustenance with various stake-holders in pursuit of its objectives.
3. It conducts an active role to enrich the feedback system and its analysis.
4. It collects data pertaining to various activities conducted by the Departments and students organisation to ensure proper documentation of the programs.
5. It prepares Academic Calendar and Administrative Calendar in order to maintain equilibrium between curricular, co-curricular and extra-curricular activities.
6. The IQAC of the college acts as an agent of change to ensure efficiency in Academic and Administrative activities of the college.
7. The IQAC takes care of student support activities through Proposals, Discussions and Decisions so as to provide Academic, Financial and Career supports to the students.
8. Mentor-Mentee Practice in the college has developed a healthy relation between the teachers and students.
9. The IQAC maintains transparency in all activities of the college by providing timely information to the students, parents through notice and college calendar.
10. It has formed several committees pertaining to various activities of the college with specific objectives for execution of various functions of IQAC.
11. It takes steps in framing Annual Action Plan for the coming Academic Session for implementation of new programmes and policies taking into account feedback received from different stakeholders through various processes.
12. In order to meet the infrastructure requirements of the Stakeholders steps are being taken by IQAC in development of both physical and ICT infrastructure in the college through different grants viz. RUSA and World Bank- Odisha Higher Education Programme for Excellency and Equity (OHEPEE).

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.*

Plan of Action	Outcome
1. **Curricular Aspects**: • Opening of new subjects in Science and Social Science streams.	1. **Curricular Aspects**: • Government of Odisha in the Department of Higher Education has been pleased to accord permission for opening of Honours in Computer Science, Education and English from this Academic Session 2017-18.
• Effective curriculum delivery to the students through maintaining Lesson Plan much in advance i.e. to submit before the college authority by faculty members in the 1st week of May 2017 and to maintain its progress on re-opening of the college after Summer vacation.	• This has given a very good result to ensure more number of teaching days and completion of courses in time.
• Participation of teachers in various bodies of the University.	• Two teaches one from the Department of Odia and the other from the Department of History were the members of Board of Studies of Berhampur University during the year under report. They have contributed in curriculum framing on their respective subjects and integration of cross cutting issues relevant to Human values.
• Institutionalising Feedback mechanism for inclusive growth.	• Analysis of feedback and submission before the Governing Body for redressal of student's grievances has given a good result for Inclusive Growth.
2. **Teaching-Learning and Evaluation** • Exhaustive use of Language lab for improvement of communicative skill of the students.	• Language lab of the college has been utilised for improvement of communicative skill of the students by inviting Guest faculties from other institutions in order to conduct communicative skill improvement classes.
• Conduct of month end examination in the month of August to access the students learning levels.	• Month end examination has been conducted on each subject in the month of August and students were categorised as slow/below average learners, average learners and above average/advanced learners. The below average students and average students are mentored through their respective mentors and subject teachers to bridge the Academic gap by taking extra remedial classes. Whereas the advanced learners are provided with enriched course materials available in the college library.

• Use of Student Centric Methods of teaching for enhancing learning experiences.	• For the first time the teachers are advised by IQAC to adopt student-centered learning methods of teaching for a few chapters under the CBCs curriculum. Under this system of teaching and learning students have played an active role and became the responsible participants in their own learning. Students are provided with the topic beforehand so that they came to the class well prepared and teachers played the role of facilitator.
• Use of new class rooms constructed with ICT facilities for effective teaching with Learning Management System.	• It has given a very good impact upon students in grasping the subjects with the help of ICT facilities.
• Introduction of Mentor-Mentee System	• Introduction of Mentor Mentee System with a small group of 30 students with each mentor has developed a healthy relation between the mentor and mentee in the college. It has brought a new hope and light among the students that here in their Alma Mator, there is a teacher who takes their care in curriculum, co-curriculum and extra curriculum activities in vis-a-vis shaping their career.
• New mechanism in Internal Assessment and Evaluation with transparency.	• Soon after the Evaluation of answer papers of Internal Assessment examinations are over and interface meetings has been conducted by the respective examiners handing over the papers to the students and guiding them how to answer the questions so that good marks can be secured in the examination. It created a good impact among the students.
• Analysis of Students performance and outcomes in the final program and its submission before the Governing Body for necessary action.	• The Governing Body of the college is very much particular to review the performance of students at the end of each semester examination and also to review the outcome of students in the final program. On review of performance of students the Governing Body takes necessary recourses and advises the Head of the Institution for implementation of the same in the next academic session.
• Student satisfaction survey conducting interface meetings.	• Interface meetings are conducted by teachers so as to make a survey of students satisfaction on various aspects beginning from curriculum aspects to teaching and learning resources.

3. Research, Innovation and Extension: • To motivate teachers in engagement of research work. • To motivate teachers for writing and publication of research based articles in UGC approved/ peer reviewed journals. • Extension activities are to be conducted by adopting villages.	• Dr. Sunil Kumar Pattanaik, Lecturer Gr-A of the Department of Chemistry has been awarded Ph.D by Berhampur University in this Academic Session. • (i) *Research based article '*Role of Primary Productivity, Phyto-pigments and water quality in a selected Stations of Chilka Lake at Barkul, Odisha'* published in **National Journal of Life Science** (ii) *Research based article '*Application of Rasa-dhvani Theory'* published in journal **'*Dristi'* (The Sight)** • The NSS units of the college have adopted three villages (i.*Bharasa*, ii. *Nuasahi* and iii.*Kandhapalli*) and conducted a number of community orientation activities. YRC unit of the college has also conducted a number of awareness programmes in those adopted villages. .
4. Infrastructure and Learning resources: • Construction of new physical infrastructure and extension of existing infrastructure. • Automation of college Central library. • Development of a Computer Centre to facilitate students. • Three phase electricity connection, coverage of CCTV in the Examination Hub. • Installation of optical fibre for uninterrupted internet facility. • Purchase of adequate books and journals for reference of faculty and students. • Budgetary provision for maintenance of campus infrastructure.	• Construction of new class rooms and extension of existing infrastructure has been completed under RUSA funding and received the possession of the buildings from PWD (R & B) authorities. • Library Automation work is under progress. • A Computer Centre has been developed with 79 systems to facilitate students. • Three phase electricity connection, coverage has been provided to the college and CCTV connection has been provided at main points of the college campus. • Steps have been taken in Installation of optical fibre for uninterrupted internet facility. • 170 journals are purchased during the year under report in addition to a few reference books for college library. • Rs. 1,00,000 has been kept in the Budget of the year under report for maintenance of campus infrastructure. The amount for maintenance of infrastructure are spent out of the aforesaid budget during the year. Necessary approval of the G.B. for construction of cycle stand was made.
5. Students support and progression: • Financial support to the students through	• 110 no. of students got Half freeship at Institutional level.

different scholarship schemes: (i)Institutional Support (ii) Government Support: Prerana for SC/ST/OBC students National Scholarship Medhabruti • Capability enhancement of students through YOGA and Meditation. • To encourage students in participating sports, literary and cultural activity at college level, university/state level and national level. • Meetings of Alumni association of the college for the development and progression of the college. **6. Governance, Leadership and Management:** • To strengthen the IQAC cell of HEI. • To make the audit of college accounts up-to-date. • To induct healthy work culture in the HEI. • To mobilise resources from RUSA, World Bank and UGC. • To execute the Institutional vision and mission. • Performance appraisal for teaching and non-teaching staff. **7. Institutional value and best practices:** • Student satisfaction survey conducting interface meetings.	664 no. of students got Rs. 50,99,700 from the Government in the Department of Higher Education, Odisha under *'Prerana'* Scheme (ment for SC/ST/OBC students): National Scholarships: '*Medhabruti*': • Nearly 224 students have participated in YOGA and meditation. They have developed a habit of doing YOGA and meditation in their daily life. • 55 students have participated in Games like: Cricket, Basketball (Women & Men), Chess, Kabaddi, Badminton and other sports at University level and 11 students have participated Games like: Basketball (Women), Inter University Chess, Kabaddi (Men), Badminton (Men) at National level. • The alumni association of the college have conducted two meetings during at the beginning and end of the Academic Session 2017-18. • To strengthen the IQAC cell of HEI new members with Academic Excellence have been included under various categories in pursuance of the guideline of NAAC. • The accounts of the college are audited by Local Fund Audit, Ganjam district, Govt. of Odisha upto 2016-17 financial year. • Steps are being taken for implementation of a healthy work culture in the HEI for its all round development. Primarily, for the Academic development of the students. • Rs. 75,00,000 (Seventy Five Lakhs) have been received from RUSA for construction of Classrooms. • The Governing Body and all stakeholders of the college are very much conscious in achieving the institutional vision. • Performance appraisal proforma for teaching and non-teaching staff have been developed in the HEI for self appraisal and progression. • Time to time interface meetings are conducted between students and teachers to survey and access students satisfaction on Curriculum, Co-curriculum and Extracurricular aspects.

The Academic Calendar of the year 2017-18 is enclosed vide Annexure-1

* Details of Research publications furnished vide Annexure- v

2.16. Whether the AQAR was placed in statutory body   Yes | √ | No | -- |

     Management | √ | Syndicate | -- | Any other body | -- |

Provide the details of the action taken

> AQAR for the year 2017-18 was placed in the Governing Body meeting held on 01.12.2018. After thorough discussion it was approved and Principal was authorised to upload the same in college website and send to NAAC.

Part-B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	---	---	---	---
UG	03	Nil	Nil	Nil
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others	---	---	---	---
Total	03	Nil	---	---

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option√ / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	---
Annual	---

1.3 Feedback from stakeholders*   Alumni [√]   Parents [--]   Employers [---]   Students [√]
  (On all aspects)

Mode of feedback   :   Online [---]   Manual [√]   Co-operating schools (for PEI) [---]

  *Please provide an analysis of the feedback in the Annexure:-
Analysis of the feedback is enclosed vide Annexure-II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The CBCS Pattern of curriculum has been introduced by the affiliating university in the Academic Year 2016-17. Hence there is no revision of the present syllabi under CBCs pattern. Regarding revision of regulations there is no information available with the HEI as this is related to the University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> In2017-18 Academic Session Honours in Computer Science, Education and English has been opened at under graduate level.

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	28	09	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

10

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	NIL	07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	07	01
Presented papers	Nil	07	01
Resource Persons	--	02	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Student Centric Methods of teaching and learning is followed on experimental basis in few chapters of different curriculum.
- Examination oriented notes are provided to the students, especially to the slow learners.
- For better comprehension of the topics in the class room teaching audio- visual aids like LCD projectors are used.
- Problems of the students are addressed through mentor-mentee system.

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The HEI is an affiliated college. Hence, the college has to follow the examination/evaluation system as prescribed by the affiliating university.

2.9 No. of faculty members involved in curriculum
restructuring/revision / syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

02	---	---

Name of the members of Board of studies is enclosed vide Annexure-iii

2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts	232	28.4	26.72	57.76	10.78	95.25
Science	208	46.15	47.11	19.23	23.08	89.42
Commerce	159	16.98	25.79	33.33	30.81	89.94

The name of Rank holders at University level is enclosed vide Annexure-iv

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC contributes in planning, monitors the execution and evaluates the outcome in different segments:

- The participation of students in co-curriculum and extracurricular activities particularly in Games and Sports, Vocal music and Instrumental music, Writing skills an elocution etc.
- Staff Council meeting from time to time to discuss/review academic matters and performances of the students in the internal, test and semester end examinations.
- Organise remedial classes to bridge the gap between the slow and advanced learners.
- Invites dignitaries of high excellence in different fields to motivate the teachers and students to address in building a value based society.
- Evaluates the mentor reports and suggest steps in consultation with Academic Core Committee to solve the common problems.
- Encourages the teachers to use ICT facilities as much as they can for Teaching-learning process.
- Integration of curricular and extra-curricular activities in order to maintain a balance between the curricular or learning and extra-curricular activities.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	Nil.
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	Nil	Nil	03
Technical Staff	06	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension
3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC of the HEI has taken the following steps for promotion of research, consultancy and extension.
1. IQAC encourage students to write papers for seminars under the guidance and supervision of their respective subject teachers using reference books available in the library and e-resources .
2. IQAC encourage the students to present papers in seminars so as to learn the style of presentation and participation in question answer sessions.
3. Members of teaching staff are also instructed by IQAC to provide consultancy to the students in developing their writing skill.

3.2　　　Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3　　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4　　　Details on research publications

	International	National	Others
Peer Review Journals	01	04	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	---	---

Details of Research Publication furnished vide Annexure:-v

3.5 Details on Impact factor of publications:

Range ⬚ ---　　Average ⬚ ---　　h-index ⬚ ---　　Nos. in SCOPUS ⬚ ---

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.7 No. of books published   i) With ISBN No. | --- | Chapters in Edited Books | --- |

ii) Without ISBN No. | --- |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | NA | CPE | NA | DBT Star Scheme | NA |

INSPIRE | NA | CE | NA | Any Other (specify) | NA |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations | -- | International | -- | National | -- | Any other | -- |

3.14 No. of linkages created during this year | -- |

3.15 Total budget for research for current year in lakhs :

From Funding agency | --- | From Management of University/College | --- |

Total | --- |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

Total	International	National	State	University	Dist	College
Nil	-----	-----	-----	-----	-----	-----

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF --- SRF --- Project Fellows --- Any other ---

3.21 No. of students Participated in NSS events:

University level --- State level ---

National level --- International level ---

3.22 No. of students participated in NCC events:

University level NA State level NA

National level NA International level NA

3.23 No. of Awards won in NSS:

University level --- State level ---

National level --- International level ---

3.24 No. of Awards won in NCC:

University level NA State level NA

National level NA International level NA

3.25 No. of Extension activities organized

University forum --- College forum √

NCC --- NSS 11 Any other ---

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The IQAC is well aware of the social responsibility of the HEI. Hence, it has conducted the following extension activities in and around Khallikote including in the adopted villages.

- Blood Donation Camp.

- Awareness campaign on AIDS, Human Rights Day, Blood Donation Day.

- National Integration Day.

- Voters' Day.

- Swatch Pakhawada Rally, Hospital Cleaning.

- Swami Vivekananda Jayanti.

- 3 Special Camps conducted by different NSS units in the Villages: 1. Bharasa, 2.Nuapalli and 3.Kandha from 25.01.2018 to 31.01.2018.

- Eye Camp.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12.60 Acre	Nil	Donated by the Raja Saheb of Khallikote.	12.60 Acre
Class rooms	20	06	RUSA	26
Laboratories	09	Nil	UGC/MF	09
Auditorium	01	Nil	MF	01
Seminar Halls	01	Nil	---	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	75	Nil	UGC/ MF	75
Value of the equipment purchased during the year (Rs. in Lakhs)	34.14750	Nil	UGC	34.14750
Others	---	---	---	---

4.2 Computerization of administration and library

- The administration section has been computerised fully.
- All administrative staff are provided with computers.
- All correspondences are made by computer generated letters.
- The process of automation of College Central Library is under progress.

4.3 Library services+

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books/ Reference Books	26614	Rs.25,90.515/-	16	Rs.2998/-	26630	Rs.25.93.513/-
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	---	---	170	Rs.34194/-	---	---
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	50	---	Nil	Nil	---	50
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Language Laboratory	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	79	36	02	04	10	12	10	05	Nil
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	79	36	02	04	10	12	10	05	Nil

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

- The college has a browsing centre with 10 nos computers with internet facilities.
- To provide internet Student and members of teaching staff are having access to Internet facilities during college hours.
- The establishment of a Language Laboratory in the college has given ample scope to the students in development of their soft skill.
- Biometric attendance of teaching and support staff is functional in the college.
- College Accounting Procedure Automation (CAPA) has been introduced.
- Wi-Fi Campus facility is available for both teachers and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.607

  ii) Campus Infrastructure and facilities   45.00

 iii) Equipments   0.157

 iv) Others   Nil

                        Total :   45.764

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC organises meetings with the new comers in the beginning of the session before the commencement of their classes for awareness of the various student support facilities available in the college.
- Fresher's are made aware of the rules and regulations of the college by providing them the college calendar.
- College website is up dated with all information.
- Information regarding support services is provided in college website as well as in the college calendar.
- Mentors disseminate information regarding the support services to their mentees.
- Support services provided by the government from time to time also provided to the students through college notice board.

5.2 Efforts made by the institution for tracking the progression

IQAC gives importance in tracking the progression of students during their studentship and after passing out from the HEI. It is conducted through a well planned manner. They are:

- Mentor-Mentee system.
- The Academic Bursar keeps liaison with the students through their respective mentors in pursuing their Academic progress. Academic Core Committee makes periodic review of the progress of curriculum.
- Staff Council Reviews the performance of the students in the internal examinations and the qualifying examinations and action plan are suggested to IQAC in planning the Annual Action Plan for the next session.
- The Governing Body reviews the performances of the students after publication of results and suggests measures to IQAC in improving the quality of teaching and learning.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1905	--	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
--	--

Women

No	%
--	--

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
896	299	80	375	02	1652	1088	326	86	402	03	1905

Demand ratio 4.93:1   Dropout: 0.153.

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

A total number of 196 periods of coaching imparted to the Non-Creamy Layer students for appearing Competitive examinations during the year under reference.

No. of students beneficiaries   435

5.5 No. of students qualified in these examinations

NET	NA	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	82

5.6 Details of student counselling and career guidance

The college has a Career counselling Cell. It organises counselling programmes for the 6th Semester students.
- 25 hours of counselling was given by 06 resource persons on communication skill, Management, Personality Development and Analytical Skill.
- Senior Faculty members of different departments have also provided counselling to the students on career options on completion of 6th Semester end examination.
- Group discussions under the supervision of different faculty members are also conducted.
- A seminar on entry into Company Secretary was organised with resource person Mr. Pranab Kumar Mishra, Suptd. Of GST, Ganjam District, Ch. Soumya Sujit Mishra and Mr.U.C.Mishra the Institute of Company Secretary of India (ICSI) Bhubaneswar by the Department of Commerce.

No. of students benefitted   128

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	65	09	82

5.8 Details of gender sensitization programmes

The Women Development Cell of the college has conducted the following programmes for gender sensitisation:
- It has organised awareness rallies and meetings in and around the college.
- It has organised Women's Right and Empowerment awareness on 07.12.2018
- It has imparted martial art training to the girl students of the college. 120 girl students were trained Martial Arts with an expenditure of Rs.30000/-.
- It has organised a number of gender equity awareness meetings inviting personalities of prominence.

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 55 | National level | 11 | International level | Nil

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil

   5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | Nil | National level | --- | International level | ---

Cultural: State/ University level | --- | National level | --- | International level | ---

5.10 Scholarships and Financial Support

Source of Assistance	Number of students	Amount Rs.
Financial support from Institution	110	5940
Financial support from Government	664	5099700
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil

5.12   No. of social initiatives undertaken by the students | 05 |

5.13 Major grievances of students (if any) redressed: There is no student grievances during the year under report.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-
- To spread higher education among the rural youth at affordable cost.
- All round development of the students through curricular, co-curricular and extracurricular activities.
- To make them educated so as to build a moral power to face the global challenges.

Mission:
- To impart quality education through class room teaching with the support of latest teaching and learning tools.
- To provide ample opportunity to the students to take active part in NSS, YRC, Extension and other co-curricular and extra-curricular activities.
- To face the competitive examinations the institution provides coaching for entry into service through Career Counselling Cell of the College.
- To update the latest global challenges viz social, economical and environmental among the students so as to enable them to redress when opportunity comes.

6.2 Does the Institution has a Management Information System

The institution has a strong, viable Management Information System (MIS). The college has a number of MIS viz.,:

- Students Academic Management System (SAMS). Through SAMS the students are made aware of all academic matters right from submitting application for joining in the college taking honours and elective subjects till receiving of College Leaving Certificate.
- Students Timetable Management System.
- Library, Information and Management system.
- Finance and Accounting Management System.
- Payroll and salary of staff and support staff management system.

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

The HEI is an affiliated college of Berhampur University. Hence, the college has to follow the curriculum framed by the members of Board of studies of Berhampur University duly approved by the Academic Council of University. A few senior members of the teaching staff of our college are the members of Board of studies. They play a vital role in framing curriculum looking to the local and global need in consultation with other members of Board of studies and faculty members of our college. Further, the faculty members of our college as and when they need a change in curriculum basing on the feedback of students and parents, they communicate the views of their respective departments through the Principal to the Registrar of Berhampur University so as to place in the Board of Studies Meeting for consideration.

6.3.2 Teaching and Learning

The faculty members are encouraged by IQAC to make use of LCD Projectors, Computers and Smart Boards. These tools are extensively used by the Departments of Social Sciences and Botany, Zoology, Physics and Chemistry department.

The students are also exposed to participate in extension activities for developing in them a sense of social responsibility.

Further the faculty members are given freedom to adopt innovative teaching methodologies in their respective subjects

To enhance the multi dimensional personality of the student's eminent personalities from Academics, Government and Corporate sectors are invited to deliver Lectures on need based programmes.

6.3.3 Examination and Evaluation

As the college is an affiliated college of Berhampur University, it follows the examination and evaluation procedure in accordance with the regulations of University.

The college conducts Mid and End semester examinations on each subject as per CBCS pattern. The examinations are conducted as per norms specified by the University.

The faculty members interact with the students after the evaluation of papers of their respective subjects so as to bridge the gap between slow and advanced learners and in improving the method of writing answers basing on the scheme of evaluation.

6.3.4 Research and Development

The Management of the HEI has suggested opening Post Graduate classes in Science subjects as well as in Social Science Departments so as to develop research activities in the college. The aim is to have the privilege of making various departments as the research centres of the HEI having adequate number of Ph.D holders as faculty members of the respective departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library of a HEI is the knowledge hub. Hence, the college takes all possible steps for the students to make exhaustive use of library reference books besides the general books. The Central Library of the College has a separate reference section with 26630 books and 170 journals. The college has also department wise seminar libraries which is fully utilised for the reference of students and faculty members.

79 Desktop Computers with all accessories (Printers, scanners, Xerox, LCD monitors)are used to promote ICT facilities in teaching and learning resources. .

New classrooms constructed with ICT facilities for adopting innovative teaching facilities.

Laboratory of Science Departments are equipped with new instruments in accordance with the prevailing CBCS curriculum.

6.3.6. Human Resource Management

The Human Resource of the college is the sole strength of the HEI. Hence:

- The management motivates the faculty members and support staff to take extra responsibility in addition to their normal duties for the interest of community. They are motivated as multi-task staff to handle multifarious activities of the college for the benefit of the stakeholders.
- In order to motivate the support staff they are provided with financial assistance in shape of advance during festivals which is reimbursed from their monthly salary in equal instalments.
- Regular in-house training and development programmes are organised for the faculty members and support staff to widen the knowledge and skill respectively.

6.3.7 Faculty and Staff recruitment

In order to ascertain the actual need of teaching faculty and support staff an exercise is made taking all Heads of the Department, Academic Bursar and Administrative Bursar to calculate the workload before the onset of the academic year.

Correspondence was made with the Director of Higher Education, Odisha Bhubaneswar to fill-up the requirement on transfer and posting. It is a regular practice to inform the DHE, Odisha about the Staff in Position and vacancies there up on for immediate fill up either by transfer or by recruitment. In absence of timely response from the government, the management is requested to make necessary temporary arrangement by ad-hoc appointments. This year 07 faculty members and some non- teaching members of staff were appointed by the Management.

6.3.8 Industry Interaction / Collaboration

> No initiative has been taken so far in connection with Industry Interaction / Collaboration as there is no nearby industry in the vicinity of Khallikote.

6.3.9 Admission of Students

> To ensure quality of students in the HEI transparency and merit are strictly followed. However, the reservation policy of the Government for SC/ST/OBC/Differently able is given top priority.
> Student Academic Management System (SAMS) has been functioning in the college under the active co-operation and guidance of senior members of teaching and non-teaching staff. A help desk is set-up with dedicated faculty and support staff to facilitate students in filling up of online forms so as to enable them to choose their favourite subjects taking into consideration their marks in the qualifying examinations.

6.4 Welfare schemes for

Teaching	Available in the College
Non teaching	Available in the College
Students	Available in the College

6.5 Total corpus fund generated   Rs 10,00,000 /-

6.6 Whether annual financial audit has been done   Yes √   No ---

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	---	Yes	Academicians of Reput
Administrative	No	---	Yes	Governing Body

6.8. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes √   No ---

For PG Programmes   Yes NA   No NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> R.C.M Science College, Khallikote is an affiliated college of Berhampur University. Hence, the role of the college is participatory in examination reform process of the University as members of Conducting Board of Examiners.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable to us.

6.11 Activities and support from the Alumni Association

The Alumni Association observes the college foundation day on 1st July each year. It launches different prizes and certificates of merit for the best students of the college.

The association interacts with the Principal and Governing body for the quality enhancement and sustenance.

Parents are invited to the college for interface discussion about the satisfaction derived by their ward on the prevailing curriculum, teaching-learning process. They ventilate openly their personal opinion to the teachers in presence of the administrative staff viz., Administrative Bursar, Academic Bursar and the Heads of the Departments.

6.13 Development programmes for support staff

The support staffs are provided with skill development trainings in computer application, noting and drafting etc with the help of administrative bursars and faculty members of the English Departments. Data Entry Operators also give time to enrich the computer skill of support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. **Eco-friendly campus**: The HEI has provided dustbins at different points to segregate bio-degradable and non-biodegradable waste. The wastes are handed over to the Notified Area Council (NAC) of Khallikote for necessary action at their end.
2. **Energy Conservation**: The college has replaced the ordinary fluorescent lights and bulbs by LED lights to save energy in the premises. Further, a mechanism has been developed to ensure that the fans and lights provided in the class rooms are closed. When the rooms are not in use.
3. **Water Conservation**: RO purifier, Water Coolers are cleaned and serviced periodically to ensure and provide the stakeholders for use of clean and mineral water.
4. **Plantation Drive**: 26 non-fruit bearing trees has been planted during this Academic Session in addition to a eco-friendly valuable forest spread over **three** acres of land.

Criterion – VII
7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details:

The following innovations have created a positive impact on the functioning of the HEI:

1. **Academic Innovations**:
- Student Centric Method of Learning process.
- Identification of slow learners conducting month end examination and to bridge the gap between slow learners and advanced learners.

2. **Teaching and Learning Process:**
- Members of staff are oriented with the use of smart boards and LCD projectors to make their classes lively and comprehensible.
- Supply of study materials (Xerox and printed materials) to the SC, ST, OBC; socially and economically backward students.

3. **Innovations & Research**:
- Writing research based articles for publication in the College Magazine.
- Developing writing skill among the teachers basing on their research field/activities for publication in the college magazine as well as in UGC approved / peer reviewed national and international journals.

4. **Innovations in Infrastructure:**
- Construction of a Language Lab.
- Free access to Internet for students and staff.
- Construction of Smart Class Rooms.
- Installation of Smart Board and Overhead Projectors in Botany and Zoology Laboratory.
- Installation of Smart Board and Overhead Projectors in the Honours Department of Physics and Chemistry.

5. **Innovations in Administrative functioning:**
- It is a unique innovation in digitalising the establishment section so also the account section through CAPA.

6. **Innovations in Student Support and Progression:**
- All student support information are published in the college calendar with notification from time to time to draw the attention of the students in time so as to avail the facilities by submitting application both online and offline.

7. **Innovations in Leadership and Management:**
- The students are given ample opportunity in developing leadership qualities in them by participating in Students Union and other Sister Societies/Associations viz. Science Society, Commerce Society, Literature and Language Society, Dramatic / Cultural society, Athletic Association, Women Development Cell etc. The students are given privilege of event management under different cultural literary and athletic association of the college including Student's Union activities.
- They are also groomed in managing the aforesaid societies under the direct guidance and supervision of senior teachers specifically entrusted with the duties to groom the leadership and management ability of the students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The IQAC of the college is the source of inspiration for all stakeholders, mainly for the teachers and the students. Hence, it plays an active role in framing Action Plan at the beginning of the Academic Session and reviews it's progress and execution and prepares **Action** Taken Report (ATR) based on the plan of action.

1. **Alumni meet**:
- Alumni meet was organised with the corporation of alumnus in the month of July 2017.
2. **Community Services**:
- An awareness week was organised by Youth Red Cross Society (YRCs) and Red Ribbon Club (RRC) of the college from 01.09.2017 to 07.09.2017 in adopted villages.
- NSS and YRC volunteers were engaged in 'Swachha Bharat Programme' in the adopted villages of NSS units on 02.09.2017.
- Conduct of Awareness programme on Social Forestry in the adopted villages on 03.09.2017 by the respective NSS units.
- A Seminar conducted in the college on Swachha Bharat.
- Essay writing competition was conducted on the topic "Cleanliness, Our views".
- Cleaning of Village Roads on 06.09.2017.
- Vigilance awareness week was observed in the month of November2017.
- Observed 'World First Aid Day' in the college as well as in the adopted village by the Youth Red Cross Society of the College in the month of December 2017.
- National Voters Day was observed on 25.01.2018. A rally was organised by the students and staff of the college.
- National Youth Day was celebrated on 12.01.2018 in the adopted villages. Prof. Golak Bihari Satapathy, Reader in English, Prof. Prakash Chandra Panigrahi, Reader in Odia, Dr.S.K.Pattanaik, Dept of Chemistry delivered talks on Life of Swami Vivekananda to inspire the students and villagers towards the philosophy of Swamiji.
- NSS and YRC Units of the college conducted a Blood Donation Camp with the theme '*Rakta Dana Mahata Dana*' on 18.01.17 in collaboration with the staff of M.K.C.G Medical College, Berhampur. As most of the people of the area are poor and can't afford to purchase blood at the time of emergency, the college arranges to provide blood to the needy from the account of the college at free of cost. 2000 bottles of blood was collected from the students of the college and reserved in the District Blood Bank.
- National Voters Day was observed on 25.01.2018. A rally was organised by the students and staff of the college in adopted villages.
- Special camp of NSS Units in their adopted villages from 25.01.2018 to 01.02.2018.
- 02.02.2108 Blood Donation camp organised by YRC and NSS volunteers in the college campus and 41 bottles of blood collected.
- Road Safety Day was celebrated in month of January 2018.
3. **Self Defence Training Program**:
- A Self Defence Training Program was conducted for the girl's students of the college with the financial support of Department of Higher Education and 120 girl students were trained during the year under report.
4.**Seminars and Workshops**:
- A Work Shop was conducted on 'Women's Right and Empowerment' on 29.11.2017 in the college. Smt. Priti Chanda Dhal, Founder of '*Odisha Nari Swabhimana Mancha Pratibhu*' was the Speaker on the occasion and Smt. Namrata Chadha, Senior Member: National Commission for women, the Apex National Level Organisation of India protecting and promoting the interest of women was the Chief Guest.
- Odia Sahitya Samaj organised a seminar on the topic '*Odia Bhasa O Ganjamra Aitihya*' on 05.02.17. Dr. Lambodar Panigrahi, Principal (Rtd.) of Berhampur City College was Chief Guest and Dr. Sudhansau Bala Panda, Teacher Educator, D.I.E.T, Khallikote was the Chief Speaker.
- A Seminar on '*Byaktir Parakashta Hni Samaja Pain Digadarshan*' was organised on 13.01.2018, Dr. Niranjan Padhi, Retd. Prof. of Psychology, Utkal Univerity, Bhubaneswar, was the Keynote Speaker on the occasion.
- Commerce Department of the college has organised a seminar on '*Teacher – Student Relationship*' on 21.01.2018. Prof. Nihar Ranjan Mishra, Head of the Department of Business Administration and Management Studies Berhampur University was the Keynote Speaker.

5.Academic Audit:

Academic Audit was made by external Academician of Repute.

- **Evidence of Success**: The Academic Audit created awareness among the faculty members about their own self through SWOC analysis and self appraisal. Self Appraisal Report (SAR) has been documented in respect of all faculty members.
- **Problems Encountered and Resources required**: The HEI has not encountered any problem.

7.3 Give two best practices of the institution:

Best Practice – 1

- **Title of the practice**: '**SWACH BHARAT**'
- **Objectives of the practice**: The main objective of this practice is to ensure:

  i.   Hygiene.

  ii.   Keep clean and manage waste.

  iii. Sanitation

  iv.   Use of Toilet by the villagers.

  v.   Elimination of open defecation.

The Context: Mahatma Gandhi, the father of nation had told that, "Sanitation is more important than independence." The Government of India has taken number of initiatives viz. '*Nirmala Bharat Abhiyan*' and '*Swachha Bharat Abhiyan*' to keep the cities and villages clean. Open defecation as the cause of unhygienic environment and spread of deceases. Hence, cleanliness, sanitation, elimination of open defecation and use of toilet by the villagers and waste management is an integral part of healthy living.

The Practice: The NSS and YRCs volunteers under the guidance and supervision of NSS and YRCs officers made a humble attempt in adopting the Swachha Bharat Abhiyan in their adopted villages keeping in view the National Vision. Villagers have shown keen interest to observe this mission when the volunteers moved from door to door and motivated the objectives of Swachha Bharat. It was one to one campaign.

- **Evidence of Success**:

  The evidence of success against the predetermined target has been provided vide Annexure vi.

- **Problems Encountered and Resources required**: The College has not encountered any problem in conducting Swachha Bharat Mission in the adopted villages.

Best Practice – 2

- **Title of the practice**: WOMEN EMPOWERMENT

- **Objectives of the practice**: The main objective of Women Empowerment is to create an awareness among the Girl students on mainstreaming Gender Equality, eliminating violence against women and make them economically empowered and to develop among them leadership quality and management ability.

- **The Practice**: Time to time seminars, workshops are conducted inviting dignitaries working in the field of solving women problems so that the Girls students can spread the message received by them among the rural women who are ignorant about their rights.

- **Evidence of Success**:

The evidence of success against the predetermined target has been provided vide Annexure vii.

- **Problems Encountered and Resources required**: No problem has been encountered in conducting the need based best practice on 'Women's Right and Empowerment'. The management has provided necessary budget provision for the purpose.

7.5 Whether environmental audit was conducted?   Yes | √ | No | --- |

7.6 Any other relevant information the institution wishes to add.

SWOC ANALYSIS

S-

- Good infrastructure.
- Committed and Dedicated Faculty members.
- Hon's in Science, Arts, and Commerce.
- Motivated and Disciplined Students.
- Better programme outcome of the students at the end examination.
- Language Lab for improvement of the Communicative Skill of the students.
- Office Automation.
- Satisfactory Computing Resources.
- ICT for class room transaction
- Affordable cost for the poor and rural pupil
- Wi-Fi Campus

W-

- No Research Centre. .
- No Student Enrolment from other states and countries.
- No teacher recruitment from other states and countries.
- No Post Graduate Department.

O-

- Chilika Lake on the East Coast of India is a brackish water lagoon in the close vicinity of Khallikote where the HEI is situated. Hence, it is an opportunity for the Students and Teachers to conduct research activities on different spheres of Chilika Lake. Dr. Sunilkanta Pattnaik a faculty member in the Department of Chemistry has conducted research studies on, '*Role of Primary Productivity, Phyto-pigments and water quality in selected Stations of Chilka Lake at Barkul, Odisha'.*
- Scope for wider consultancy services and collaboration as the Trust has number of educational institutions under its management.

C-

- Employment opportunity for the average students.
- Collaboration with industries as there is no industry in vicinity of Khallikote.
- To admit foreign students.
- To introduce UG and PG courses in applied sciences.
- To cater the diverse need of students so as to make them to meet employable opportunities in the Global Competition.

8. **Plans of institution for next year**

1. **Curricular Aspects**
o   Implementation of Academic Calendar for effective curriculum delivery.
o   Carrying out more number of Seminars, Workshops, Academia and Industrial visits to the college as a part of Curricular Aspects.
o   Implementation of Curricular Planning and Progress register for effective Academic Management.
o   Proposal to the University through the members of Board of Studies for introduction of cross cutting courses and value based courses for Curriculum Enrichment.
o   Revision of Feedback Structure for perusal of the stakeholders of the college to make a survey of their satisfaction on Curriculum Design.
o   Career Guidance and Placement cell to be strengthened.
o   Submission of application to the Department of Higher Education, Government of Odisha for opening of M.Sc in Chemistry and M.A in Odia under Self Financing Mode from the Academic Session 2019-20.

2. **Teaching, Learning & Evaluation**
o   Increasing the number of Smart Class Rooms.
o   Creating data base of students and uploading in the website.
o   Catering to Student Diversity.
o   Introduction of new methodology in Teaching-Learning process.
o   Conduct of Orientation Programs, Seminars for faculty members for enrichment of their profile and quality.
o   Analysis of Student's performance and learning –semester wise, Program wise and action taken.
o   Feedback of stakeholders on teaching, learning and evaluation. Analysis of outcome and submission before GB/ Management and action taken.
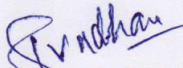o   To continue steps for Remedial Coaching for slow learners.

3. **Research, Innovations & Extensions:**
o   Encouraging teachers for writing research oriented and publishing in UGC approved journals.
o   Conduct of more number of Extension activities through Departments/NSS Units/ YRC.
o   Publication of a National Standard Monograph.

4. **Infrastructure and Learning Resources:**
o   To procure Laboratory Equipment for Science Departments as per the new CBCS pattern curriculum.
o   Providing more physical facilities to the students through development of infrastructure.
o   Motivating students to use library facilities as a Learning Resources.
o   Expansion of IT infrastructure.
o   Providing Budget for maintenance of campus infrastructure.

- o Implementation of Green Audit.
- o Construction of 32/64 seated Science Laboratories.
- o Construction of 50 seated for Boys Hostel for SC/ST students.
- o Construction of 75 seated Women's Hostel for SC/ST students.
- o Expand the Girls Common Room so as to accommodate more student with recreation and reading facilities.
- o To develop a college canteen.

5. Students Support and Progression:

- o Providing more number of Scholarship, Free-ship and SSG taking into consideration the Academic Merit.
- o Encouraging students in participating more in number in Literary, Cultural, Scientific, Entrepreneur and employability programs to be conducted by different associations and Departments of the college.
- o Encouraging students to excel in various Sports and Games events at State University and National Level.
- o Conducting Alumni Meet.
- o Purchase of more reference books/journals to meet the requirements of students in accordance with CBCS curriculum.
- o To make Library Automation functional.

6. Governance Leadership and Management:

- o Review of Institutional Vision, Mission and Core Values.
- o Development and Deployment of strategy for Faculty Empowerment through Research cell of the college.
- o Financial Management and Resource Mobilisation through financial Audit and the Resource Mobilisation Committee.
- o Implementation of Administrative Calendar.
- o Composing the Internal Quality Assurance Cell taking committed, dedicated members for effective running of IQAC in accordance with the guideline of NAAC.

7. Institutional Values and Best Practice:

- o Inculcating the habit of Social Responsibility among students and faculty members.
- o Implementation of Best Practices for the benefit of the primary stakeholders of the HEI.
- o Creating an image and distinctiveness of the HEI across the community through its Multidimensional Activities.

(Dr. Narayan Pradhan)
Name and Signature
IQAC Coordinator

(Prof. Shyama Sundar Padhi)
Name and Signature
Principal
R.C.M. Science College
KHALLIKOTE-761030, (Gm.), Orissa

ACADEMIC CALENDAR 2017-18

Sl No.	Subject	Time Line
i.	**Reopening of College after summer vacation:**	**17.06.2017**
ii.	**Admission of +3 1st Year students:**	**06.06.2017-24.06.2017**
iii.	**Commencement of Classes:** **+3 +3 1st Semester** **+3 2nd Semester**	 **24.07.2017** **27.02.2018**
iv.	**Parents-Teachers Meet:** **+3 1st Semester** **+3 2nd Semester**	 **08.09.2017** **07.02.2018**
v.	**College Students' Union Election:**	**23.10.2017**
vi.	**Puja Holidays:**	**26.09.2017 to 05.10.2017**
Vii	**End Semester Examination:** **+3, 1st Semester** **+3, 2nd Semester**	 **1st Week of December(Odd semester)** **By end of April(Even Semester)**
viii.	**X-Mass Holiday:**	**25.12.2016**
ix.	**To conduct Annual Sports/ Cultural Week all competitions & functions:**	**02.01.2018 to 15.01.2018**
x.	**Filling up of forms for University Exam:** **+3, 1st Semester** **+3, 2nd Semester**	 **December 2017** **March 2018**
xii.	**Publication of Result of** **+3, 1st Semester** **+3, 2nd Semester**	 **45 to 60 days of the last theory examination.**

ANALYSIS OF STUDENTS FEEDBACK
B.A. FINAL YEAR BATCH (2017-18)
(RATING: Minimum 01 and Maximum 10)

Feedback on Teaching-learning and evaluation	Env. Studies	M.I.L (O)	English	History	Political Science	Economics	Odia
Is the teacher regular to all classes?	8.21	8.39	9.27	8.87	7.58	9.01	9.22
Is the teacher punctual to his classes?	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Is the teacher using innovative techniques of teaching ?	7.47	7.29	7.78	7.17	7.94	7.18	8.64
Are you involved in class room learning vis-a-vis participating ?	8.22	9.87	7.98	8.34	8.47	8.93	8.91
Is the teacher clearing doubts in the class ?	9.43	9.67	9.78	9.35	9.78	9.56	8.97
Is the teacher explaining the subjects using adequate number of examples?	8.88	6.84	5.76	9.56	9.84	8.27	8.49
Is discipline inside the classroom was well maintained ?	9.37	9.14	8.94	9.34	9.11	9.71	8.92
Is the teaching create interest on the subject ?	8.55	8.56	8.57	9.45	9.23	9.47	9.27
Is the course completed within the time frame?	10.00	9.80	9.70	10.00	10.00	9.90	9.23
Overall quality of teaching and interaction:	8.23	8.78	8.65	9.68	9.20	9.30	8.63
Outcome/performance in the test examination:	7.48	7.82	8.51	8.56	9.89	9.47	9.15
Total Average Rating:	**8.71**	**8.74**	**8.63**	**9.12**	**9.18**	**9.23**	9.03

ANALYSIS OF STUDENTS FEEDBACK
B.Com. FINAL YEAR BATCH (2017-18)
(RATING: Minimum 01 and Maximum 10)

Feedback on Teaching-learning and evaluation	Environmental Studies	Banking Theory, Law & Practice	Advanced Costing & Management Accounting	Security Analysis & Portfolio Management	Income Tax	Company Accounts
Is the teacher regular to all classes?	9.11	9.84	9.79	9.49	9.69	9.70
Is the teacher punctual to his classes?	10.00	10.00	10.00	10.00	10.00	10.00
Is the teacher using innovative techniques of teaching ?	7.49	7.52	7.59	7.61	7.25	7.39
Are you involved in class room learning vis-a-vis participating ?	8.48	8.57	8.93	8.89	8.73	8.76
Is the teacher clearing doubts in the class ?	9.64	9.71	9.64	9.49	9.71	9.69
Is the teacher explaining the subjects using adequate number of examples?	8.17	6.94	5.87	5.63	8.12	5.15
Is discipline inside the classroom was well maintained ?	8.21	8.44	9.28	9.63	9.72	9.39
Is the teaching create interest on the subject ?	8.48	9.25	9.59	8.22	8.81	9.84
Is the course completed within the time frame?	10.00	10.00	10.00	10.00	10.00	10.00
Overall quality of teaching and interaction:	8.24	6.99	8.69	9.32	9.19	9.11
Outcome/performance in the test examination:	7.31	6.28	9.51	7.74	8.63	9.89
Total Average Rating:	**8.64**	**8.50**	**8.99**	**8.72**	**9.07**	**8.99**

ANALYSIS OF STUDENTS FEEDBACK
B.Sc. FINAL YEAR BATCH (2017-18)
(RATING: Minimum 01 and Maximum 10)

Feedback on Teaching-learning and evaluation	Env. Studies	M.I.L (O/E)	Physics	Chemistry	Mathematics	Botany	Zoology
Is the teacher regular to all classes?	8.28	8.68	8.17	8.91	8.41	8.64	8.49
Is the teacher punctual to his classes?	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Is the teacher using innovative techniques of teaching ?	9.87	7.98	7.56	8.65	7.54	7.89	9.38
Are you involved in class room learning vis-a-vis participating ?	8.19	8.59	8.02	8.34	8.78	8.78	9.98
Is the teacher clearing doubts in the class ?	9.43	9.67	9.78	9.01	9.71	8.18	8.90
Is the teacher explaining the subjects using adequate number of examples?	9.87	7.87	8.76	7.56	8.98	9.86	8.72
Is discipline inside the classroom was well maintained?	9.23	9.44	9.87	9.14	9.47	9.12	9.17
Is the teaching create interest on the subject ?	8.76	9.56	8.64	9.45	8.80	9.12	9.79
Is the course completed within the time frame?	10.00	9.80	9.36	10.00	10.00	10.00	9.23
Overall quality of teaching and interaction:	6.49	7.56	8.65	7.68	9.02	9.47	9.54
Outcome/performance in the test examination:	8.00	8.82	8.62	9.49	9.52	9.28	9.87
Total Average Rating:	**8.92**	**8.90**	**8.85**	**8.93**	**9.11**	**9.12**	**9.37**

NAME OF THE MEMBERS OF BOARD OF STUDIES
BERHAMPUR UNIVERSITY

Sl No.	Name	Designation	Department
1.	Dr. Pramod Ranjan Panda	Reader	History
2.	Dr. Prakash Chandra Panigrahy	Reader	Odia

NAME OF RANK HOLDERS AT UNIVERSITY LEVEL

(2017-18)

1. Sapana Behera, , 1st Class 1st Hons in Political Science with Distinction, Topper of the University.

2. Hrushikesh Sahu, 1st Class in Economics Hons. with Distinction, 3rd Rank in the University.

3. Miss Barsarani Panda, 1st Class in Economics Hons. with Distinction, 4th Rank in the University.

4. Dipina swain, 1st Class in History Hons. with Distinction, 5th Rank of the University.

5. Srikanta Mahapatra, in Chemistry Hons. 8th Rank in the University

6. Sandeep Kumar Mahapatra, 1st Class Hons. with Distinction in Zoology, 3rd Rank of the University.

7. Alok Kochiary, 1st Class with Distinction in Commerce, 2nd Rank of the University.

8. Prabhu Krupa Samant, 1st Class with Distinction in Commerce, 3rd Rank of the University.

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DETAILS OF RESEARCH PUBLICATION

Sl. No	Name of the Teacher	Title of the Paper	Name of the Journal	ISBN Code	Year
01	Sri Sunil Kumar Pattanaik, Sr Lecturer in Chemistry	Role of Primary Productivity, Phyto-pigments and water quality in a selected Stations of Chilka Lake at Barkul, Odisha.	National Journal of Life Science	ISSN 2321-7960	2017-18
02	Miss. Ranjita Barik, Lecturer in English	Application of Rasa-dhvani Theory	Dristi: The Sight	ISSN 2319-8281	2017-18

SWACHHA BHARAT

One to One Motivation

One to One Motivation

WOMEN EMPOWERMENT

ABBREVIATIONS

AIDS	:	Acquired Immune Deficiency Syndrome.
ATR	:	Action Taken Report.
C.L.C	:	College Leaving Certificate.
HRD	:	Human Resource Development.
ICT	:	Information and Communication Technologies.
MIS	:	Management Information System.
MOU	:	Memorandum of Understanding.
NAAC	:	National Assessment and Accreditation Council.
N.A.	:	Not Applicable.
NSS	:	National Service Scheme.
PDD	:	Proposals, Discussions and Decisions.
P.F.M.S	:	Public Financial Management System
RUSA	:	Rashtriya Uchchatar Shiksha Abhiyan.
SAF	:	Students Aid Fund.
SSB	:	Service Selection Board.
SSG	:	Social Service Guild.
UGC	:	University Grants Commission.
YRCs	:	Youth Red Cross Society
RRC	:	Red Ribbon Club