



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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|---|---|
| 1. Name of the Institution | RAMA CHANDRA MARDHARAJ SCIENCE COLLEGE, KHALLIKOTE |
| Name of the head of the Institution | SRI SHYAMA SUNDAR PADHI |
| Designation | Principal |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 06810256341 |
| Mobile no. | 9439802792 |
| Registered Email | rcmsccollegekhallikote@gmail.com |
| Alternate Email | rcmsccollege@gmail.com |
| Address | At- Nirmaljhar, Po- Khallikote, Dist- Ganjam |
| City/Town | Khallikote |
| State/UT | Orissa |
| Pincode | 761030 |

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|--|----------------------------------|
| 2. Institutional Status | |
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Semi-urban |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Dr. Sunil Kumar Pattanaik |
| Phone no/Alternate Phone no. | 06810256341 |
| Mobile no. | 9438504757 |
| Registered Email | iqacrcm@gmail.com |
| Alternate Email | rcmscollege@gmail.com |

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| 3. Website Address | |
| Web-link of the AQAR: (Previous Academic Year) | http://www.rcmscollegekhalikote.com/AQAR.aspx |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.rcmscollegekhalikote.com/Download/AQAR/2018-19%20Academic%20Calendar.pdf |

| 5. Accrediation Details | | | | | |
|--------------------------------|----------|--------------|----------------------|--------------------|--------------------|
| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
| | | | | Period From | Period To |
| 1 | B | 70.65 | 2006 | 02-Feb-2006 | 01-Feb-2011 |
| 2 | B | 2.41 | 2016 | 19-Feb-2016 | 18-Feb-2021 |

| | |
|---|--------------------|
| 6. Date of Establishment of IQAC | 01-Jul-2011 |
|---|--------------------|

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| 7. Internal Quality Assurance System |
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| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by | Date & Duration | Number of participants/ beneficiaries |

| IQAC | | |
|-----------------------|-------------------|-----|
| Seminar | 26-Feb-2019 1 | 180 |
| Seminar | 13-Feb-2019 1 | 242 |
| Seminar | 15-Jan-2019 1 | 212 |
| Workshop | 22-Jan-2019 23 | 857 |
| Seminar | 15-Nov-2018 1 | 212 |
| Seminar | 09-Aug-2018 1 | 256 |
| Orientation Programme | 21-Jun-2018 1 | 232 |
| IQAC Meeting | 06-Mar-2019 1 | 16 |
| IQAC Meeting | 28-Jun-2018 1 | 16 |
| No Files Uploaded !!! | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|------------------------------------|--------|---|-----------------------------|---------|
| R.C.M. Science College, Khallikote | OHEPEE | WORLD BANK | 2018 5 | 1700000 |
| R.C.M. Science College, Khallikote | RUSA | Govt of India , HRD and Govt of Odisha, Dept. of Higher Education | 2015 5 | 2500000 |
| R.C.M. Science College, Khallikote | RUSA | Govt of India , HRD and Govt of Odisha, Dept. of Higher Education | 2015 5 | 7600000 |
| R.C.M. Science College, Khallikote | RUSA | Govt of India , HRD and Govt of Odisha, Dept. of Higher Education | 2016 5 | 2400000 |
| R.C.M. Science College, Khallikote | RUSA | Govt of India , HRD and Govt of Odisha, Dept. of Higher Education | 2017 5 | 7500000 |

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| | |
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| 9. Whether composition of IQAC as per latest NAAC guidelines: | Yes |
| Upload latest notification of formation of IQAC | View File |
| 10. Number of IQAC meetings held during the year : | 2 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes |
| Upload the minutes of meeting and action taken report | View File |
| 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |

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| 12. Significant contributions made by IQAC during the current year(maximum five bullets) |
| Increase of Smart Class Rooms from 04 (Four) to 11 (Eleven). |
| Use of ICT facilities by the teachers in Teaching-Learning Process. |
| Functioning of Gymnasium/Multi-Gym for students. |
| Purchase of Advanced Laboratory Equipments for Science departments in general and Department of Chemistry in particular. |

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| 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year |
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| Plan of Action | Achivements/Outcomes |
|---|---|
| 7. Institutional Values and Best Practices: Best Practice- 1: Eco-friendly Campus Best Practice - 2 (i) Conduct of Midterm Examinations to bridge the gap between slow and advanced learners. (ii) Creating an image and distinctiveness of the HEI across the community. | 7. Institutional Values and Best Practices: • Students and faculty members are motivated to maintain an eco friendly campus by switching off power and unplugging the electronic devices while leaving the work table to save electricity and the device. • Not to waste water. • To take proper care while purchasing for purchase of recyclable eco products. • To avoid use of polythene carry bags and disposable cups and glasses. • To use LED bulbs and lights to save energy. (i) Conduct of Midterm Examinations twice to bridge |

the gap between slow learners and advanced learners/below average, average and above average students through remedial classes. (ii) Steps taken to create an Image and Distinctiveness of the HEI across the community through its Multidimensional Activities. Blood Donation is one of the significant contributions of the students of HEI for the society. Students are motivated to donate Blood for the cause of the poor and needy people of the society. Each and every student is made aware of that it is not harmful to donate blood during their adult hood. The body can regenerate blood within few days after donating blood. So that they will be more energetic and vigour. With this vision the students of the HEI donate blood every year and motivate public of the locality too to donate blood on 5th August every year i.e. the birthday of Smt. V.Sugnana Kumari Deo, the President of the Governing Body of the college. This year the HEI has witnessed the enthusiastic participation of students, faculty and public in donating blood on the scheduled date. In fact, they feel it as a proud privilege that they donate blood to save life of others. There were smiles, joyfulness, pleasure among the donors during the course of blood donation which reflects a true embodiment of what we believe in- selfless service with will and pleasure.

6. Governance Leadership and Management: (i) Review of Institutional Vision, Mission and Core Values. (ii) Development and Deployment of strategy for Faculty Empowerment through Research cell of the college. (iii) Financial Management and Resource Mobilization through Financial Audit and the Resource Mobilization Committee. (iv) Implementation of Administrative Calendar. (v) Composing the Internal Quality Assurance Cell taking committed dedicated members for effective running of IQAC in accordance with the guideline of NAAC.

6. Governance Leadership and Management: (i) The Governing Body reviewed the Institutional Vision, Mission and Core Values during the year under report and incorporated in the college calendar for its execution. (ii) Research cell of the college. A research committee has been constituted on 05/04/2019 with the following objectives : a. To create a conducive environment for promotion of research and innovation activities in the institute. b. To encourage faculty members to apply measure and minor research projects the committee has responsibility to develop external relationship with funding agencies like UGC and other National level institutions/statutory bodies. c. To ensure smooth functioning and effective

management of research and innovation activities. d. To promote collaborative research. e. To strengthen industry interaction by promoting consultancy, testing and need based research and innovation activities in the institution. The research committee meeting is being conducted periodically to monitor the research activities to take necessary steps to advise and assist the head of the college in the leadership and management of research activities in the college. (iii) For proper financial management: a. Due importance has been given for audit of College Accounts by the Local Fund Audit/ Other Government agencies/Chartered Accountant Firms. b. Due care has been taken in preparing fee structure for Resources mobilisation. (iv) Administrative Calendar has been prepared by the IQAC which was duly approved by the Governing Body and implemented in the college. (v) The IQAC has been prepared as per latest NAAC guidelines published by NAAC on 12-01-2018 (23/05/2018).

5. Students Support and Progression:
 (i) Providing more number of Scholarship, Free-ship and SSG taking in to consideration the Academic Merit.
 (ii) 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. (iii) Encouraging students to excel in various Sports and Games events at State University and National Level. (iv) Conducting Alumni meet.

5. Students Support and Progression:
 (i) The following Scholarships are given to the students of HEI under Direct Benefit Transfer (DBT) mode. • "Prerana" Scholarship awarded to SC/ST/OBC/SEBC students. • "e-Medhabruti" Scholarship awarded to meritorious students. • "Banishree" Scholarship awarded to Disabled Students. • Senior Merit Scholarship awarded to academic meritorious students. • National Scholarship awarded to academic meritorious students. • "Fakir Mohan Senapati" Scholarship award to the students securing highest percentage of marks in Odia literature. • Half Fee Free ship awarded to 45 poor meritorious students. • "Trinath Sahu" Memorial Prize awarded to the student securing highest mark in +3 Science. • "Dandapani Mahapatra" Memorial Prize awarded to the best Volleyball Player of the college. • "Ananda Swain" Memorial Prize awarded to a student securing highest marks in +3 Arts. • "Sushant Mishra" Memorial Prize awarded to a student securing highest mark in Political Science Honours The institution has made provision of half fees for 25% of the merit students in

addition to this Trinath Sahu and Ananda Swain Memorial Prize is awarded to the graduates securing highest mark in Science and Arts Stream respectively as an encouragement for their higher studies. (ii) Students are participating in literary, cultural, scientific programmes conducted by different associations and Departments of the college under the supervision faculty members. (iii) Encouraging students to excel in various Sports and Games events at State University and National Level. • "Dandapani Mahapatra" Memorial Prize awarded to the best Volleyball Player of the college excelling at State or University Level. a. Name of the Student: Pinak Patnaik b. Name of the Sports/Games: Volley Ball c. Level of Participation: Inter University (National Level) Volley Ball competition d. Awards own: Best Volley Ball player of the college. (iv) The Alumni meet has been conducted twice during the year under report.

4. Infrastructure and Learning resources: (i) Providing more physical facilities to the students through development of Infrastructure. (ii) Motivating students to use library facilities as a Learning Resource. (iii) Expansion of IT infrastructure. (iv) Providing Budget for maintenance of campus infrastructure (v) Implementation of Green Audit.

4. Infrastructure and Learning resources: (i) More number of smart class rooms constructed during the year under report. (ii) Students are using exhaustively the available resources viz. (i) Central Library of the college (ii) Departmental seminar libraries. (iii) Wi-Fi facilities provided in the college precinct during the year under report. (iv) Budgetary provision has been made for maintenance of campus infrastructure. (v) Green audit has been conducted and further steps have been taken for building Green Environment.

3. Research, Innovations & Extensions: (i) Encouraging teachers for writing research oriented articles and publishing in UGC approved journals. (ii) Conduct of more number of Extension activities through Departments/NSS units/YRC. (iii) Publication of Books & Research Journals.

3. Research, Innovations & Extensions during the year 2018-19: (i) Research based articles published during the year under report: • Behera. P.K. and Panigrahi.A.K. Title of the Article: "Toxicological Impacts of Cadmium on a fresh water fish Oreochromis Mossambicus, peters and its ecological implications". Published in: National Journal of Life Science Volume-15(1), June 2018 pp 33-38. ISBN/ISSN No: 0972-995x online 2321-7960 • Behera P.K. and Panigrahy A.K. Title of the Article: "Eco Physiological Effects of Cadmium chloride on a fresh water fish, oreochromis mossambicus, peters under labrotory conditions". Published in:

| | |
|---|---|
| | <p>Life Science Bulletin Vol:15(2)December 2018, pp139-144 ISBN/ISSN No: 0973-5453x online 2321-7952 (ii) Extension activities conducted during the year under report. • Vigilance Awareness Programme • Aids Awareness Programme • Road Safety Awareness Programme • Drug use & Road Safety Awareness Programme • Cancer Awareness and Self Detection Programme • Voter Awareness Programme • A workshop on Yoga (iii) Books Published during 2018-19. i. "Jeebana Jyamiti" by Dr. Sarmistha Mahapatra, Lecturer in Odia. ii. "Abalara Ayusha" (Poetry Collection) by Dr. Sarmistha Mahapatra, Lecturer in Odia. iii. Gaon Guhala Poetry Collection) by Dr. Sarmistha Mahapatra, Lecturer in Odia. iv. Publication of a peer reviewed quarterly Research Journal on Odia Literature & Language "Dhisana" Editor Dr. Sarmistha Mahapatra, Lecturer in Odia.</p> |
| <p>2. Teaching, Learning & Evaluation: (i) Creating Data Base of students and uploading in the website. (ii) Catering to Student Diversity. (iii) Introduction of new methodology in Teaching- learning process. (iv) Participation of faculty members in Orientation Programs and Seminars for Enrichment of their profile and quality. (v) Analysis of Student's performance and learning - Semester wise, Program wise and action taken. (vi) Feedback of stakeholders on teaching, learning and evaluation. Analysis of outcome and submission before GB/Management and action taken.</p> | <p>2. Teaching, Learning & Evaluation: (i) Data base of students created. (ii) Due care has been taken to cater student diversity soon after the admission is over according to the choice, skill and efficiency of the students. (iii) ICT facilities has been introduced reducing chalk and talk method. (iv) Faculty members are encouraged and given duty leave for participation in orientation programmes and refresher courses conducted by academic staff colleges and universities besides presentation of papers in seminars. (v) Student's performance and learning has been analysed semester wise and programme wise. The same has been placed before the Governing Body for review. (vi) Feedback of stakeholders on teaching, learning and evaluation has been analysed. The same was submitted before the Governing Body for review.</p> |
| <p>1. Curricular Aspects: (i) Implementation of Academic Calendar for effective curriculum delivery. (ii) Carrying out more number of Seminars, Workshops, Academia and Industrial visits to the college as a part of Curricular Aspects. (iii) Implementation of Curricular Planning and Progress register for effective Academic Management. (iv) Proposal to the University through the members of</p> | <p>1. Curricular Aspects: (i) On implementation of Academic Calendar the curriculum under CBCs system could be completed in time. (ii) All the 11 (Eleven) departments have conducted seminars in their respective department by inviting resource persons from other colleges and universities. (iii) Curricular planning and progress register was prepared by each faculty. It was weekly reviewed by their</p> |

Board of studies for introduction of cross cutting courses and value based courses for Curriculum Enrichment. (v) Career Guidance and Placement cell to be strengthened. (vi) Submission of application to the Dept. Of Higher Education, Government of Odisha for opening of M.Sc. in Chemistry M.A in Odia under Self Financing Mode from the Academic Session 201920.

respective Heads of the Departments and endorsed by the Academic Bursar to the Principal at the month end for perusal and signature. (iv) Due importance has been given by the Board of Studies on the proposal given by different departments of our college for integration of valuebased curriculums. (v) The Career Guidance and Placement Cell of the college is running under the active guidance of 03 (Three) teachers from different streams. (vi) Application submitted in time for opening of 02 (Two) Self Financing courses from the Academic Session 201920. The High Power Committee (HPC) of the Department of Higher Education, Government of Odisha has been pleased to accord their permission/recognition for opening of the aforesaid courses after visiting the college by the Regional Director of Education and ViceChancellor's Nominee of Berhampur University to examine its feasibility and qualitative sustenance.

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14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| Governing Body | 31-Aug-2019 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

04-Feb-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

29-Jan-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

1. The college has a well planned Management Information System (MIS). The MIS starts right from the admission

of students in the college. The admission of students is being operated under Student Academic Management System (SAMS). It is an Integrated Academic Management System and comprehensive tool for students, parents, administrators at college and government level. This system has been introduced to overcome the challenges in the process of admission of students and post admission process. The entire college admission process has been digitized in SAMS starting from application, selection, intimation, admission and issue of college leaving certificate (CLC) after the completion of college studies in the Higher Education Institution (HEI). The Common Application Form (CAF) is made available to students staying even at all the remotest places of Odisha to assess and peruse. CAF is validated online through the teachers of the college called validators and then getting the selected candidates admitted to the colleges. Web enabling of the entire database has been done with a drilldown approach design for parents' information, planning decision support by OCAC (Orissa Computer Academic Centre) and CSM (Content Switching Module) technologies. As a result a student is able to know his/her admission status, roll no. after admission and a plethora of other student related services after admission through the website itself. This approach of MIS goes a long way in imbuing error free admission, transparency, equity and increasing the efficiency of the HEI in providing better service to students. SAMS in its extended form provides eAdmission and eadministration too. SAMS provides a flawless uniform platform for admission in the HEI making the merit and reservation category transparent to every quarter in order to maintain quality and equity. 2. College Accounting Procedure Automation (CAPA) has been introduced as a training programme for Accountants on web based Accounting System with due approval of the Finance Department of Government of Odisha in visavis the Department of Higher Education, Government of Odisha. Under CAPA all receipts and payments made by the college are accounted for

in the website for the perusal of the Department of Higher Education and the Finance Department of Government of Odisha. 3. eDespatch has been introduced with an intention to maintain eco friendly environment in communication of letters to the Department of Higher Education, Government of Odisha and all other administrative officers related to the HEI. It benefits in less time consuming, immediate response in an economical mode of communicating the required information. 4. eScholarship has been introduced for award of different types of scholarship to students pursuing studies in the HEI. The procedure commences right from online application, selection, validation, renewal and disbursement of scholarship to the beneficiaries direct to their accounts.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Higher Education Institution (HEI) has framed a well-planned mechanism for effective curriculum delivery so that there will not be any loss of teaching period on re-opening of the college after summer vacation. To materialise the effective curriculum delivery process due importance has been given on preparation and publication of the Time Table much ahead the beginning of succeeding Academic Session. Therefore, the new timetable for the succeeding Academic Session has been published for information of teaching staff on 3rd day of April of the preceding Academic Session i.e. before the closer of the college for summer vacation. Soon after the publication of Time Table, heads of the departments were asked to go through the Time Table and after due interaction with the faculty members of their respective departments to bring to the notice of the Officer-in-Charge of time table regarding omissions/rectifications if any to be required in the time table on or before 15th day of April of the preceding Academic Session. The final time table has to be published by 20th day of April for odd semester. Heads of the Departments after distribution of time table among the faculty members of their respective departments submit computer typed copy of the departmental time table mentioning number of classes per head per week name wise at the footnote on or before 30th day of April. Similar exercises are being taken for preparation and publication of the Time Table for even semesters in the month of December of the preceding Calendar Year. So that classes can be conducted regularly w.e.f 2nd January of the succeeding Calendar Year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
|-------------|-----------------|-----------------------|----------|--|-------------------|

No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|------------------------------------|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| BA | UG | 01/06/2018 |
| BSc | UG | 01/06/2018 |
| BCom | UG | 01/06/2018 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | Nil | Nil |

1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|------------------------------------|----------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | |
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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|---|
| BA | UG | 166 |
| BSc | UG | 170 |
| No file uploaded. | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

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

| Feedback Obtained |
|---|
| The curriculum on each subject of different programmes is prepared by the members of Board of Studies of Berhampur University to which our college has been affiliated. The senior members of the HEI are nominated by the Vice Chancellor of the University as one of the members of Board of Studies. The |

members of faculty of HEI who are participating as members of Board of Studies on their respective subjects make a holistic approach in designing the curriculum with diversity and flexibility within the constraints of rigidity of professionalism. However the HEI is planning to introduce certain Self Financing Post Graduate courses from the next Academic Session i.e. 201920 in both Science and Social Science streams. As the programmes will be Self Financing due attention of the faculty members of the HEI could be given in designing the curriculum basing on career and professional oriented making the course more flexibility and diversity. At present the choice based credit system curriculum being framed by the University Grants Commission and adopted by the University is prevailing in the HEI. The students are given opportunity in imparting Ability Enhancement Compulsory Courses (AECC), Generic Elective Course (GE), Discipline Specific Elective Course (DSE) and Skill Enhancement Course (SEC). Under DSE I, II, III in different semesters a wide range of options are given to the students to opt their most favourable paper to choose. As ours is not an autonomous college, we don't have the autonomy in framing our own curriculum integrating value addition programme and new career and professional oriented inter disciplinary programmes. However, at the end of the programme the HEI collect feedback from the stakeholder's viz. (i) Students (ii) Teachers (iii) Parents and (iv) Alumni. The feedback so collected are analysed by a team of senior members and communicated to appropriate quarters through the Principal of the HEI with a request for necessary action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BCom | UG | 256 | 458 | 170 |
| BSc | UG | 256 | 850 | 256 |
| BA | UG | 256 | 752 | 256 |
| No file uploaded. | | | | |

2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2018 | 1835 | Nil | 32 | Nil | Nil |

2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 32 | 32 | 17 | 10 | 11 | 3 |
| No file uploaded. | | | | | |

No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The HEI has introduced mentoring system since last year. This year the MentorMentee ratio was approximately 1:57 taking the students of three years. However, to reduce the mentor mentee ratio for better interaction and counseling the HEI has taken the demonstrators of Science Departments as mentor as a result the mentor mentee ratio came down to 1:45. But the mentor mentee ratio of the 1st semester students of all the three streams is 1:17. The mentors convene a meeting of their group of mentees soon after the admission and allocation of mentees is over. In the first meeting mentors get the Mentees' Data, Folder filled in by the mentees. As a result the mentors are able to know the details of their respective mentees. The goal and aim of study of their group of mentees at degree level as well as the social and economical status of their parents are assessed. It becomes easy for the mentors to counsel the students/mentees and to look forward in building a prospective career for them. The mentors play vital role for their mentees in career counseling, guiding, supervising their academic activities as a whole. In other words we can say that the mentors are the friend, philosopher and guide for their respective mentees. They conduct parentteacher meeting for taking feedback of their parents for the academic, social and cultural growth of the mentees. The mentors also guide the mentees to avail different financial facilities like Scholarships, Prizes available for them internally and externally. In case students are in need of more number of reference books for exhaustive and elaborative study, the mentors provide them books from library on their personal account as the students can borrow only four reference books at a time. Thus, the mentors play the role of academic facilitators and providers in respect of their mentees. Mentors maintain Year wise Track Record of Mentees after completion of their study. The HEI is also taking feedback from the mentees about their mentors when they take their CLC after completion of 6th semester examination. They provide their opinion in the prescribed folder freely without any coercion and undue influence. The prescribed Mentees' Data, Evaluation and Feedback Folder is analyzed by a committee to assess how far mentees/students are satisfied with their mentors. The mentees feedback folder is enclosed herewith vide Annexure I.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1835 | 32 | 1:57 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 32 | 32 | Nil | Nil | 11 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|------------------------------------|---|-------------|--|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|---------------------------------|----------------|--|---|
| BA | Core13, Core14, DSE3,DSE4 | 6 | 15/05/2019 | 02/07/2019 |

| | | | | |
|---------------------------|-----------------------------|---|------------|------------|
| BA | AECC2, Core3, Core4, GE2 | 2 | 22/09/2019 | 31/08/2019 |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation is a process through which the effectiveness of teaching and learning is assessed. Hence, the Internal Quality Assurance Cell (IQAC) of the college is giving due importance in the conduct of Internal examinations and its evaluation. Transparency in evaluation, interface discourse between teachers and learners after evaluation of answer sheets of Internal examinations is another vital part of effective teaching and learning. The learners are informed about the programme of Internal Assessment 15 days before the commencement of Internal Examinations. At the end of the teaching of every chapter, students are provided with number of important questions as per the CBCs question pattern. They are made aware of the scheme of evaluation of each question. So that they can write the answers to the questions in a befitting manner. As a result the learners can secure good marks in the Internal Examinations. This process motivates the learners and becomes easy for them in presenting answers in an appropriate manner to the given questions. In the meanwhile the HEI has prepared its own question bank on each chapter for the use of students. The question bank is made available in the college library so that as and when students desired can refer the question bank.

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

The IQAC prepares the Academic Calendar of the college every year before the beginning of the Academic Session and gets it approved by the Governing Body of the college which is the statutory body for governance of the HEI. The master Time Table is being published and distributed among the faculty members by their respective Heads of the Departments and submitted to the Principal in accordance with the Academic Calendar. The Curricular Planning Register for effective curriculum delivery are being submitted by faculty members to the Principal on the day of reopening of the college after summer vacation through their respective Heads of the Departments and duly endorsed by the Academic Bursar. The curricular progress documented in the register duly counter signed by the respective Heads of the departments and Academic Bursar are being submitted on the last day of each month for review i.e. in accordance with the Academic Calendar. The classes of 3rd 5th semester are being conducted from the date of reopening of the college after summer vacation. The 2nd, 4th 6th semester are being conducted from the next working day after the term end examination for 1st, 3rd 5th semesters are over. The classes of 1st semester are being conducted as per Government Notification in the Department of Higher Education, Government of Odisha. Annual Sports, Literary, Cultural Functions are being conducted as per the Academic Calendar. As regards the conduct of examination, it is not under the control of the college authority because ours is an affiliated college of Berhampur University. The University conducts all end semester examinations according to its own convenience and programmes. However, all other academic activities like effective delivery of curriculum, monthendexamination, internal examinations and their evaluation are conducted in accordance with the Academic Calendar.

2.6 – Student Performance and Learning Outcomes

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

<http://www.rcmscollegekhalikote.com>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|-------------------|----------------|--------------------------|---|---|-----------------|
| BCOM | BCom | UG | 118 | 82 | 69 |
| BSC | BSc | UG | 211 | 198 | 93 |
| BA | BA | UG | 220 | 212 | 96 |
| No file uploaded. | | | | | |

2.7 – Student Satisfaction Survey

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

<http://www.rcmscollegekhalikote.com>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|------------------------------------|----------|----------------------------|------------------------|---------------------------------|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

3.2 – Innovation Ecosystem

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

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

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|------------------------------------|-----------------|-----------------|---------------|----------|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
|------------------------|-------------------------|

| | |
|-----------|---|
| CHEMISTRY | 1 |
| ZOOLOGY | 1 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|------------|-----------------------|--------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|-----------------------|
| No Data Entered/Not Applicable !!! | |
| No file uploaded. | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|----------------|------------------|---------------------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 3 | 3 | Nill | 98 |
| No file uploaded. | | | | |

3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------------------------|--|--|--|
| VIGILANCE AWARENESS PROGRAMME | Organised by : NSS Units of the College in collaboration with District Vigilance Office, Berhampur, Ganjam Resource | 4 | 200 |

| | | | |
|---|---|----|-----|
| | Person: Sri Santanu kumar Padhy, Additional Superintendent of Police (Vigilance) | | |
| AIDS AWARENESS PROGRAMME | Organised by : NSS YRC of the College in collaboration with Community Health Centre, Khallikote. Resource Person: Dr. Pradeep kumar Gantayat Medical officer C.H.C., Khallikote | 5 | 250 |
| Road Safety Awareness Programme | Organised by : NSS Units of the College in collaboration with District Police Authority Resource Persons: (i) Sri. Amaresh Chandra Panda, Additional Superintendent of Police, Ganjam District, Chatrapur. (ii) Sri. Ramesh Chandra Sethy, S.D.P.O. K | 4 | 360 |
| Drug use Road Safety Awareness Programme | Organised by : NSS Units YRC of the College in collaboration with Regional Transport Office, Ganjam, Department of Motor Vehicles, Chatrapur Resource Person: Mr. Samir Kumar Dalei, District Motor Vehicle Inspector, Chhatrapur. | 5 | 356 |
| Cancer Awareness and Self Detection Programme | Organised by : Youth Red Cross Society of the college in collaboration with Institute of Dental Science, KIIT Deemed University and K.C. Trust, Berhampur. Resources person: | 48 | 356 |

| | | | |
|---------------------------|---|---|-----|
| | (i) Dr. Avinash.J, Head of the Department of Public Health Dentistry. (ii | | |
| Voter Awareness Programme | Organised by : NSS Units in collaboration with the faculty members of the Department of Political Science. Resource Person: Prof. S.S. Padhy Department of Political Science | 7 | 363 |
| A workshop on Yoga | Organised by : NSS Units Resource Person: Yoga Guru: Sri Akshya Kumar Subudhi | 5 | 340 |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|-------------------|-----------------|------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------------------|---|---|--|--|
| Road Safety Awareness Programme | Organised by : NSS Units YRC of the College in collaboration with Regional Transport Office, Ganjam, Department of Motor Vehicles, Chatrapur Resource Person: Mr. Samir Kumar Dalei, District Motor Vehicle Inspector, Chhatrapur. | Road safety awareness programme conducted on 07th Feb, 2019 | 5 | 260 |
| Cancer Awareness and Self Detection | Organised by : Youth Red Cross Society | Cancer Awareness and Self Detection | 2 | 356 |

| | | | | |
|--|---|---|---|-----|
| Programme | of the college in collaboration with Institute of Dental Science, KIIT Deemed University and K.C. Trust, Berhampur. Resources person: (i) Dr. Avinash.J, Head of the Department of Public Health Dentistry. (ii | Programme on 09th February 2019. | | |
| Voter Awareness Programme | Organised by : NSS Units Resource Person: Prof. S.S. Padhy | Voter Awareness programme on 05.04.2019 | 4 | 356 |
| International Yoga Day | Organised by : NSS Units Resource Person: Sri Akshaya Kumar Subudhi | Observation of International Yoga Day on 21.06.2018 | 4 | 356 |
| Blood Donation Camp | Organised by : NSS Units YRC of the College | Blood Donation Camp on 04thAug,2018 | 4 | 148 |
| VIGILANCE AWARENESS WEEK | Organised by : NSS Units of the College in collaboration with District Vigilance Office, Berhampur, Ganjam Resource Person: Sri Santanu kumar Padhy, Additional Superintendent of Police (Vigilance), Ganjam. | Vigilance Awareness Programme on 02 Nov. 2018 | 4 | 200 |
| National Game Hockey World Cup in Odisha | Organised by : NSS Units of the college in collaboration with Notified Area Council, Khallikote. | Conducted Mini Marathon to inspire the Youth of Khallikote on 25th Nov,2018 | 4 | 200 |

| | | | | |
|---------------------------------|---|---|---|-----|
| WORLD AIDS DAY | Organised by : NSS YRC of the College in collaboration with Community Health Centre, Khallikote. Resource Person: Dr. Pradeep kumar Gantayat Medical officer C.H.C., Khallikote | AIDS Awareness Programme conducted on 1st December 2018 | 4 | 256 |
| Road Safety Awareness Programme | Organised by : NSS Units of the College in collaboration with District Police Authority Resource Persons: (i) Sri. Amaresh Chandra Panda, Additional Superintendent of Police, Ganjam District, Chatrapur. (ii) Sri. Ramesh Chandra Sethy, S.D.P.O. K | Road Safety Awareness Programme on 17th January 2019 | 4 | 260 |

No file uploaded.

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|--------------------------|--|----------|
| Faculty Exchange | Dr. Sunil Kumar Senapati | Binayak Acharya Govt. College, Berhampur | 01 |

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| | | | | | |

No Data Entered/Not Applicable !!!

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 1700000 | 1200000 |
| 3430000 | 3430000 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Campus Area | Existing |
| Class rooms | Newly Added |
| Laboratories | Newly Added |
| Seminar Halls | Newly Added |
| Classrooms with LCD facilities | Newly Added |
| Classrooms with Wi-Fi OR LAN | Newly Added |
| Seminar halls with ICT facilities | Newly Added |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| No file uploaded. | |

4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| BSNL | Partially | 01 | 2017 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|---------|-------------|--------|-------|---------|
| Text Books | 27424 | 2540050 | 1277 | 329569 | 28701 | 2869619 |
| Reference Books | 535 | 45301 | 95 | 82964 | 630 | 128265 |
| Others (specify) | 215 | 11780 | 200 | 11895 | 415 | 23675 |

[View File](#)

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|--------------------|---------------------------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|----------------------------------|--------|
| Existing | 75 | 36 | 2 | 10 | 12 | 10 | 5 | | |
| Added | | | | | | | | | |
| Total | 75 | 36 | 2 | 10 | 12 | 10 | 5 | 0 | 0 |

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 2143975 | 1989430 | 1160240 | 1148758 |

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) Weblink: www.rcmscollegekhallikote.com The management is giving importance in qualitative maintenance and sustenance of physical infrastructure and academic support facilities like Library, Science Laboratories, Computer Laboratory, Language Laboratory, Class Rooms, Smart Class Rooms with ICT facilities, Sports Complex, all electronic devices and systems, moreover the college precinct. Procedure and Policies for maintenance and optimal utilization: Necessary budgetary provision is being made by the management at the beginning of the financial year taking into consideration different sections of the administrative and finance branches, IQAC and other advisory bodies like staff council etc. The Principal of the HEI has been given the

liberty to sanction funds in accordance with the budgetary provision without waiting for administrative approval of the management/governing body for maintenance of physical infrastructure and the equipments used in teaching learning pedagogy in accordance with the requisitions given by Head of the Departments and establishment section duly endorsed by the administrative bursar and accounts bursar. The management provides fund at the time of need/contingencies out of college development fund for maintenance of its physical infrastructure as well as the ICT equipments used in smart class rooms and laboratory equipments of both Science Lab and Language Lab beyond the budgetary provision as and when exigency arises. Optimal use of all academic centres and sports complex is another important factor in catering to the academic and physical need of students. Hence, code of instructions published in the college calendar for its optimal use privilege and facilities to be provided to the learners. The learners are inducted soon after their admission is over, the facilities available to them in the HEI. They are also advised to make exhaustive use of college library, sports complex, gym etc. as learning resources as well as for maintenance of good health. Further, they are also given scope to participate in all literary, cultural and sports activities in order to develop leadership like qualities and also organizing abilities. Faculty members at every moment during college hour giving the students guidance and consultancy. Management is also giving time to time circulars for effective optimal use of all centres of learning and teaching. Regularly interaction sessions of Governing Body representatives on various matters pertaining to procedures and policies for effective maintenance and optimal use of physical academic and support facilities like College Library, Students Reading Room, Teachers Reference Section, Science Laboratory, Computer Laboratory, Language Laboratory, Smart classroom and sports complex including multigym are conducted with the Officers and Support staff incharge of various learning and teaching centres. Teachers and support staff are assigned with duties and responsibilities towards quality maintenance of infrastructure. Steering committees are also constituted to look after each academic and sports centre and for regular monitoring. The HEI also adheres to the Common Minimum Standard (CMS) guidelines framed by the Department of Higher Education, Govt. of

<http://www.rcmscollegekhalikote.com>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|--------------------------|--------------------|------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|--|
| Soft Skill Development | 01/12/2018 | 180 | Faculty members of the Department of English |
| Remedial Coaching | 01/12/2018 | 960 | Faculty members of each Department |
| Yoga Meditation | 21/06/2019 | 1830 | Yoga Guru Sri Akshaya Kumar |

| | | | |
|---------------------------|------------|------|---|
| | | | Subudhi |
| Personal Counselling | 01/09/2018 | 1830 | All faculty members |
| Mentoring | 01/07/2018 | 1835 | All faculty members including demonstrators |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|--------------------|--|--|--|---------------------------|
| 2018 | Nil | 36 | 96 | 12 | 12 |
| No file uploaded. | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|------------------------------------|--------------------------------|---|
| No Data Entered/Not Applicable !!! | | |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|------------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|------------------------------------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

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

| Items | Number of students selected/ qualifying |
|------------------------------------|---|
| No Data Entered/Not Applicable !!! | |
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|----------|-------|------------------------|
| | | |

No Data Entered/Not Applicable !!!

[View File](#)

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|

No Data Entered/Not Applicable !!!

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A. In accordance with the guidelines of NAAC one Mr. Bikesh Kumar Maharana of 3 2nd Year Science has been nominated to the Internal Quality Assurance Cell on 01062018 for two years looking into account his academic merit in the preceding Council of Higher Secondary Examination marks. He is actively participating in the matters pertaining to IQAC. B. Representation of students on academic committees of the HEI. 1. Pravasini Pradhan, 3 3rd Year (English Honours) 2. Barsharani Sahu, 3 3rd Year (English Honours) 3. Babul Raula, 3 3rd Year (English Honours) 4. Mimi Giri, 3 2nd Year (Odia Honours) 5. Sarat Sabar, 3 2nd Year (Odia Honours) 6. Syamasundar Das, 3 1st Year (Odia Honours) The aforesaid 06 students collect articles on various aspects of Odia and English literature viz. Short stories, Poems, Fictions and Essays. They review and edit all such articles under the guidance of faculty members of both Odia and English department before publication of articles in the college magazine. They are also imparted knowledge on proof reading of articles. They feel enchanted and motivated in learning the art and skill of proof reading. C. Representation of students on administrative committees of the HEI. 1. Amarnath Panda, 3 3rd Year Science (Physics Honours) 2. Damayanti Behera, 3 3rd Year Science (Mathematics Honours) 3. Manoj Kumar Sabar, 3 2nd Year Science (Computer Science Honours) 4. Abhay Kumar Jena, 3 3rd Year Commerce 5. Pinak Pattnaik, 3 3rd Year Commerce 6. Jyotinaditya Mishra, 3 2nd Year Science (Zoology) 7. Sanu Sanam Sahu, 3 3rd Year Science (Chemistry) 8. Arundhati Ray, 3 3rd Year Science (Zoology) 9. Kanhu Charan Barik, 3 2nd Year (Computer Science) 10. Biswajit Pradhan, 3 2nd Year (Physics) 11. Swarnaprabha Sahu, 3 2nd Year Science (Botany) 12. Ranjit Satrusalya, 3 3rd Year Science (Zoology) 13. Baisali Panda, 3 3rd Year Science (Chemistry) The aforesaid Students prepare budget for different administrative activities. Such as for conducting literary, cultural, athletic, sports etc. activities in the HEI. They also actively participated in organizing all such activities under the guidance and supervision of faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

The HEI has an Alumni Association. But the association has not been registered yet. Steps have been taken to frame the by-law of the alumni association. The by-law of the alumni association will be placed in next Governing Body meeting of the college. On approval of the by-law and on permission of the Governing Body steps will be taken for registration of the by-law of alumni association in 2019-20 academic sessions.

5.4.2 – No. of enrolled Alumni:

1426

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

28520

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings of alumni association have been conducted during the session 201819.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The HEI observes Decentralization and Participative Management practice in various manners keeping in mind the Institutional Vision to provide quality education thus also to shape the future world. Decentralization (1st Practice):

1. Principal: The Principal is the Exofficio member secretary of the Governing Body. He is the Chairperson of the IQAC of the college. He is also the President of different student associations and committees. He gives advice, consultancy in all critical matters mostly relating to student activities. He closely watches all activities of faculty members, support staff and students as he is the officer who gets the work done by his colleagues and students to achieve the institutional vision. pertaining to the officecum establishment, account section, academic section, library and all academic, cultural and administrative committees. He discharges his duties in consultation with the teachers council, different committees, IQAC for planning and implementation of all student activities academic and finance matters. Decentralization (2nd Practice):

2. Head of the Departments (HODs): Motivation is the core of any good management. It is an effective instrument in the hands of the manager (Principal) to motivate his subordinates to create the will to work in a qualitative manner. Therefore, the senior most faculty member of the departments having two or more faculty is assigned with the position of Head of the Department (HOD). The HOD controls all academic related matters of his own department in respect of faculty and students. Two senior most HODs one from men and the other from women group represent to the Governing Body of the college. They are the spokesperson of teachers, support staff in the Governing Body.

A. Participative Management (1st Practice):

1. Planning Level: The HEI promotes the culture of participative management at the planning level and operational level. The Governing Body, Principal, IQAC they make plans define policies frame rules in respect of quality enrichment sustenance and maintenance of equity at the HEI level keeping in view the instructions, guidelines received from University Grants Commission (UGC), National Assessment Accreditation Council (NAAC), the Commissioner cum Secretary to Government of Odisha in the Department of Higher Education.

2. Operational Level: Faculty members, students, support staff under the supervision, guidance of IQAC, Principal and Governing Body manage all academic, administrative and extension related cocurricular and extracurricular activities.

B. Participative Management (2nd Practice):

3. Planning Level: The Department of Higher Education, Odisha has constituted Performance Tracking Cell to frame Common Minimum Standard (CMS) guidelines, which are to be observed by all HEIs. It also supervises the Quality of activities carried out at the HEI level. The Principal therefore assigns all curriculum, cocurriculum, examinations related activities to different faculty members for its proper discharge.

4. Operational Level: At the operational level faculty members take student representatives, support staff and on necessity alumni while discharging the duties. Students and other stakeholders they are motivated in developing

leadership like qualities and organizing abilities for qualitative discharge of the assigned activities keeping in view the vision of the HEI.

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

Yes

6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|--|---|
| Research and Development | Research and its outcome help in the career development of faculty members. It also helps the students for a wider exposure. Hence, amidst all constraints IQAC of the HEI strides to engage faculty members in research activities and to show the outcome of the same by publishing in UGC approved and Care identified national and international journals. |
| Teaching and Learning | Innovative teaching and learning is one of the important pedagogy in recent times. Hence, teachers are motivated for exhaustive use of ICT facilities in teaching to the students. To facilitate the teachers in taking classes using ICT facilities, Eleven Smart Class Rooms are developed in the college. The students are advised/encouraged from time to time to take maximum advantage of the facilities available to them in the college campus. Exhaustive use of Central Library, eLibrary, Reading Room, Language Lab for development of soft skill and Sports complex for physical development are monitored by OfficerinCharge of different sections. |
| Examination and Evaluation | The college is conducting internal examination for each semester examinations on different programmes. The evaluation part is also carried out by the respective subject teachers. They maintain transparency in evaluation system. Teachers after evaluation of answer sheets make interface meetings with the students showing the answer sheets and scheme of evaluation. They guide the students the answering pattern of different model questions. |
| Library, ICT and Physical Infrastructure / Instrumentation | The Governing Body is pleased to make adequate provision in the budget for enriching library facilities of the HEI. It also advises the OfficerinCharge of World Bank, RUSA and UGC to tape resources from various |

funding agencies for development of infrastructure and instrumentation of the Science Laboratories. IQAC is encouraging faculty members for exhaustive use of ICT facilities in the class room during the conduct of teaching and learning process.

Human Resource Management

The HEI is functioning with human resources at every level. Therefore, the Governing Body of the college, the Internal Quality Assurance Cell (IQAC) and the committees at different level are taking care to manage the Human Resource in right manner to attain the vision and core objectives of the HEI as the end goal. Human Resource Management (HRM) is a continuous and distinct process of Planning, Organizing, Staffing, Actuating, Directing and controlling the activities of the HEI.

Industry Interaction / Collaboration

The HEI is inviting entrepreneurs, managers of different industries for interface discussion with the students and faculty members. The HEI is also conducting seminars inviting industrialists and industrial managers.

Admission of Students

The college has a well planned Management Information System (MIS) pertaining to admission of students called Student Academic Management System (SAMS). It is an Integrated Academic Management System and comprehensive tool for students, parents, administrators at college and government level. This system has been introduced to overcome the challenges in the process of admission of students and post admission process. The entire college admission process has been digitized in SAMS starting from application, selection, intimation, admission and issue of college leaving certificate (CLC) after the completion of college studies in the Higher Education Institution (HEI).

Curriculum Development

This HEI is one of the affiliated colleges of Berhampur University. Hence, it has no scope for developing its own curriculum on different courses and programmes for the students. However the curriculum pertaining to addon courses the teachers of the college has the privilege in developing curriculum and to communicate the same to the university for approval in the

Board of Studies and Academic Council. A few senior most members of teaching staff of different departments of this college are nominated by the ViceChancellor of Berhampur University to be the members of different Board of Studies. They participate in curriculum development exercise on the subject of their respective departments.

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

| E-governance area | Details |
|--------------------------|---|
| Administration | <p>Administration is a determinative function concerned with laying down basic objectives and broad policies of the HEI. Administrative decisions are influence by the opinion of stakeholders and policy direction instructed by the Department of Higher Education, the Governing Body, the UGC and NAAC. Planning, organizing and controlling are the three main pillars of administration. The support staff is instructed to daily visit the eDespatch, Website of Higher Education Department, UGC Website, NAAC Website and the website of the University for latest information and its compliance. Maintenance of Service Book of employees and CCR is updated every year.</p> |
| Planning and Development | <p>Planning is a paramount importance for better governance of the HEI. It serves as guide to all officers and support staff who are engaged in different activities of the HEI. The HEI has its own well defined vision, mission and core values. Hence, planning at all level right from the Governing Body to the Officersincharge of different offices, responsibilities and assignments are looking forward for quality achievement.</p> |
| Finance and Accounts | <p>? Maintenance of DCR, Cash Book meticulously and flawlessly is one of the important role of account section. This is done under the supervision of account bursar. ? All purchase for the HEI/Departments are made with the administrative approval of appropriate authorities and through purchase committee giving necessary tenders in Daily Newspaper. The GFR rule 2005 and circular no. 4939 dated. 13.02.2012 of Finance Department, Government. of Odisha is followed . ? All payment against purchase is made within</p> |

specified time from the date of supply after ensuring the quality, quantity and operational status of the goods purchased. Before payment the stock is to be entered in its appropriate stock register under the Seal and Signature of establishment section and principal. Payments are made through RTGS or Account Payee Cheque only. ? Bank reconciliation statement is prepared on the last day of each month to commensurate the cash book balance with the Bank Pass Book balance. ? College accounts including daily receipts and payments are uploaded in the College Accounting Procedure Automation (CAPA) for information of the Government in the Department of Higher Education. ? Payment of salary to faculty members and support staff is made through account transfer mode. ? All accounts of the college are audited through appropriate auditing agency of the Government of Odisha or by certified Chartered Accountants duly sponsored by the Department of Higher Education.

Student Admission and Support

The admission of students is being operated under Student Academic Management System (SAMS). It is an Integrated and comprehensive Academic Management System. This system has been introduced to overcome the challenges in the process of admission of students and post admission process. The entire college admission process has been digitized in SAMS starting from application, selection, intimation, admission and issue of college leaving certificate (CLC) after the completion of college studies in the Higher Education Institution (HEI). The Common Application Form (CAF) is made available to students staying even at all the remotest places of Odisha to asses and peruse. CAF is validated online through the teachers of the college called validators and then getting the selected candidates admitted to the colleges. Web enabling of the entire database has been done with a drilldown approach design for parents' information, planning decision support by OCAC (Orissa Computer Academic Centre) and CSM (Content Switching Module) technologies. As a result a student is able to know his/her admission status, roll no. after admission and a plethora of other

student related services after admission through the website itself. This approach of MIS goes a long way in imbuing error free admission, transparency, equity and increasing the efficiency of the HEI in providing better service to students. SAMS in its extended form provides eAdmission and eadministration too. SAMS provides a flawless uniform platform for admission in the HEI making the merit and reservation category transparent to every quarter in order to maintain quality and equity.

Examination

The HEI conducts Mid Semester Examinations before the conduct of Odd and Even semester examinations. It conducts the 1st mid semester examinations in the last week of September. The answer scripts are evaluated soon after the Mid semester examinations and faculty members cum examiners on their respective papers make interface discussion with the students in the classroom showing the answer scripts and guiding them how to present answers to the given question in accordance with the scheme of evaluation. Model Question Bank on each paper chapter wise prepared by the faculty members is made available to the students in the college library. In the 1st Mid Semester Examinations students are categorized as below average, average and above average category. Remedial classes are being conducted to bridge the gap between below average, average and above average students. To review the improvement of students another mid semester examination is being conducted sometime after one and half months. In the Mid Semester Examination due care are being taken to strictly follow the question pattern prescribed by the University. The programme for Mid Semester Examinations are being notified specifying the units/portions from which questions are to be sought, at least 15 days prior to such examinations. As the HEI is one of the affiliated colleges the Odd/Even end semester examination are being conducted as per the programme of the University. The University question papers and answer scripts are kept under sealed lock and key of the Officer in Charge of Examination Section.

6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|-----------------------------|---|---|-------------------|
| 2018 | Miss Abhisikta Mishra | "Emerging Trends in Physics and Application." | Faculty members feel pleasure to be associated with their departmental associations at State level and National level as life member. Hence they become either annual or life member of the association by depositing necessary fees. | Nil |
| 2018 | Dr. Sunil Kumar Senapati | "Genotypic Ch aracterisation of Curcuma Cacsia L. Accessions using ISSR and SSR Markers." | Faculty members feel pleasure to be associated with their departmental associations at State level and National level as life member. Hence they become either annual or life member of the association by depositing necessary fees. | Nil |

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|---|---|------------|------------|--|--|
| 2018 | Orientat ion on 'Recent | Nil | 29/09/2018 | 29/09/2018 | 32 | Nil |

| | | | | | | |
|------|---|-----|------------|------------|----|-----|
| | trends in Political theory' | | | | | |
| 2018 | Orientalism on 'Foke Literature visavis Foke Life' | Nil | 17/11/2018 | 17/11/2018 | 32 | Nil |
| 2018 | Seminar on 'Role of Physics in solving energy crisis' | Nil | 09/11/2018 | 09/11/2018 | 32 | Nil |
| 2018 | 'Forgotten Histories of the Indian Constitution' | Nil | 26/11/2018 | 26/11/2018 | 32 | Nil |
| 2018 | Seminar on 'Drug Design Discovery Development: An InSilico Approach' | Nil | 06/02/2019 | 06/02/2019 | 32 | Nil |
| 2018 | Seminar on 'Fundamental aspects on coordination Chemistry' | Nil | 15/02/2019 | 15/02/2019 | 32 | Nil |
| 2018 | Seminar on 'Impact of Buddhism in Odisha' | Nil | 26/02/2019 | 26/02/2019 | 32 | Nil |
| 2018 | Seminar on 'Fold scope as a tool to explore sea grass biodiversity in Chilika Lake' | Nil | 01/03/2019 | 01/03/2019 | 32 | Nil |
| 2018 | Professional Development Programme | Nil | 28/02/2019 | 28/02/2019 | 32 | Nil |

on 'Dual
space'

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|--|---------------------------------|------------|------------|----------|
| Refresher course in chemistry Organised by Berhampur University. | 1 | 08/01/2019 | 28/01/2019 | 21 |
| Refresher course in physics Organised by Berhampur University. | 1 | 08/01/2019 | 28/01/2019 | 21 |
| Refresher course in political science Organised by Berhampur University. | 1 | 18/12/2018 | 07/01/2019 | 21 |
| 1Refresher course in History Organised by Berhampur University. | 1 | 04/02/2018 | 24/02/2018 | 21 |
| Refresher course in commerce Organised by Berhampur University. | 1 | 06/02/2019 | 26/02/2019 | 21 |
| Refresher course in English on 'Race, Racism and Representation' Organised by Sambalpur University | 1 | 16/01/2019 | 05/02/2019 | 21 |
| Refresher course in zoology organised by Berhampur | 1 | 03/01/2018 | 23/12/2018 | 21 |

| | | | | |
|---|---|------------|------------|----|
| University.. | | | | |
| Orientation programme conducted by the UGCHuman Resource Development centre Sambalpur university | 1 | 28/02/2019 | 27/03/2019 | 28 |
| Orientation programme conducted by the UGCHuman Resource Development centre, Sambalpur university from 28.2.19to27.3.19 | 1 | 28/02/2018 | 27/03/2019 | 28 |
| All india English teachers conference organised by department of English and directorate of distance education on recent trends in English literature and English language teaching | 1 | 07/01/2019 | 09/01/2019 | 08 |
| International conference on Science Technology on Social Humanities organised by Department of Zoology School of Life Sciences Satna M.P. on Current Challenges and Future Prospective of Science Technology and Social Humanities. | 1 | 26/02/2018 | 28/02/2018 | 03 |

| | | | | |
|--|---|------------|------------|----|
| International conference on advances in biological and environmental research for human welfare organised by Deen Dayal Upadhyaya Gorakhpur University | 1 | 16/11/2018 | 18/11/2018 | 03 |
| Orientation course in NSS Empanelled training institute OUAT BBSR | 1 | 05/02/2018 | 11/02/2019 | 07 |
| Training Program for Principal and faculties of Degree colleges on Prospective on Academic leadership | 1 | 06/03/2019 | 11/03/2019 | 06 |
| Annual conference of Odisha Mathmatical society | 1 | 03/02/2018 | 04/02/2018 | 02 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|---|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| No Data Entered/Not Applicable !!! | | | |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|--|---|
| <ul style="list-style-type: none"> • Economic Security like pension and gratuity is being paid soon after superannuation from service. • Maternity leave for a period of 180 days to Women employees with full salary. • Family Pension to the family members after the demise of the employee. • Group Life Insurance. • Puja advance during festival occasions during | <ul style="list-style-type: none"> • Economic Security like pension and gratuity is being paid soon after superannuation from service. • Maternity leave for a period of 180 days to Women employees with full salary. • Family Pension to the family members after the demise of the employee. • Group Life Insurance. • Puja advance during festival occasions during | <p>1059 students are financially benefited under different financial support and scholarship scheme</p> |

the year which is to reimbursed on equal monthly instalments in a year. • Employees are motivated to build up their own funds for future contingencies.

the year which is to reimbursed on equal monthly instalments in a year. • Employees are motivated to build up their own funds for future contingencies.

6.4 – Financial Management and Resource Mobilization

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

Conduct of Internal Audit: Purchase of items and payment for the same is routed through a number of teaching and nonteaching staff. Departments place their requirement before the establishment section. The Head Clerk is incharge of establishment section of the HEI. He verifies the Stock Position of the requisites and submit file before the administrative bursar who after review endorses the same to the Principal. The Principal taking administrative approval for purchase of the requisites places the same to the purchase committee. The purchase committee under the seal and signature of the Principal call tender/quotations from registered, reputed having GST registration firms. On receipt of the tenders/quotations the purchase committee in the presence of the Principal, Administrative Bursar, Accounts Bursar opens the sealed tenders/quotations. Comparative statement is being drawn by the purchase committee. The lowest quoted firm having the same quality brand and grade is being ordered after taking necessary approval of the President, Governing Body within the budgetary provision. On receipt of the indents they are verified in respect of their quality and other specifications quoted by the firm in the tender/quotations and the order issued by the HEI. On appropriate certificate under the seal and signature of the Department who has given requisition the necessary stock entries are being made and issued to the Department who have given requisition. As regards its payments the bill is endorsed to the account section. The account section place the same for necessary perusal and review of accounts bursar who with his views endorse the note sheet initiated by the Accountant to the Principal. The Principal after satisfaction of the procedural correctness in accordance with GFR Rule 2005, Odisha Finance Department Circular mark in the same note sheet for either issue of account payee cheque or payment through RTGS/NEFT. Conduct of External Audit: The Government of Odisha in the Department of Higher Education notifies at the beginning of the every calendar year for conducting external audit either by the auditors of accountant general, Government of Odisha or Local Fund Audit or Chartered Account Audit. The Director Higher Education, Odisha notifies the audit tour programme of the audit staff giving date and duration of audit. During the course of audit, the accountant, accounts bursar and all other supporting staff cooperates and submits necessary documents, registers, note sheet files, Bank passbooks, minutes of Governing Body and other statutory committees before the audit. The audit also goes through the previous year audit report compliance physically to ensure how far the HEI has executed/implemented the advises/objections of audit. Soon after the audit is over the Audit Superintendent or the Assistant Examiner of audits reviewed the audit procedure and the correctness of audit. The HEI receives audit report of the accounts of the college within one month of audit. The audit report along with the compliance of audit report is placed before the Governing Body of the HEI for review and further instructions to different sections of the HEI. The compliance of audit report after necessary review

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

| Name of the non government | Funds/ Grnats received in Rs. | Purpose |
|----------------------------|-------------------------------|---------|
|----------------------------|-------------------------------|---------|

funding agencies /individuals

No Data Entered/Not Applicable !!!

No file uploaded.

6.4.3 – Total corpus fund generated

13907282

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|--------------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | Yes | Principal |
| Administrative | No | Nil | Yes | Principal Governing Body |

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

- For better participation of parents, students and teachers Parent Teacher Association (PTA) meeting are convened class wise.
- PTA has arranged a function to welcome the 1st year students and their parents soon after the admission in 1st semester and readmission in 3rd 5th semester is over.
- The PTA meeting conducted for the 1st year students is treated as induction meeting where all support facilities available for the students in the HEIs are being told. Besides the same they are also appraised about the rules, regulations, discipline to be observed in the normal class room activities, cocurriculum activities , inside the college campus, inside the college central library, seminar library and in the play field of the HEI.

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

- All support staff are made computer literate and to deal edespaches and emaintenance of records. So as to make the office a paperless office in course of time.
- Job charts with specific duties are earmarked for different support staff. Support staff at junior level are assigned with duties on rotation under the supervision of senior support staff so that they can be well versed over the work of other sections.
- The above practice will not give scope in the HEI to create a vacuum on the superannuation of senior staffs.

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

- Functioning of Internal Quality Assurance Cell to address the areas of concern.
- Opening of Post Graduate courses in M.Sc. in Chemistry and M.A in Odia.
- Increase of ICT classrooms and WiFi in the college campus.

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2018 | Seminar on 'Recent | 29/09/2018 | 29/09/2018 | 29/09/2018 | 3 |

| | | | | | |
|------|---|------------|------------|------------|------|
| | trends in Political theory' | | | | |
| 2018 | Seminar on 'Cancer a threat to mankind Control Prevention' | 02/11/2018 | 02/11/2018 | 02/11/2018 | 183 |
| 2018 | Seminar on 'Loka sahitya hin loka jibanara Bastava Rupachitra' | 17/11/2018 | 17/11/2018 | 17/11/2018 | 123 |
| 2018 | Seminar on 'Can Physics Solve Energy Crisis' ? | 09/11/2018 | 09/11/2018 | 09/11/2018 | 124 |
| 2019 | Seminar on 'Memorial Lecture on Raja Bahadur Rama Chandra Mardaraj Deo One of the strong advocators of Amalgamation Movement of Odisha' | 13/01/2019 | 13/01/2019 | 13/01/2019 | 1820 |
| 2018 | Seminar on 'Forgotten Histories of the Indian Constitution' | 26/11/2018 | 26/11/2018 | 26/11/2018 | 183 |
| 2019 | Seminar on 'Drug Design Discovery Development: An InSilico Approach' | 06/02/2019 | 06/02/2019 | 06/02/2019 | 183 |
| 2019 | Seminar on Gender Equity Women Empowerment | 23/02/2019 | 23/02/2019 | 23/02/2019 | 372 |
| 2019 | Seminar on 'Impact of Buddhism in Odisha' | 26/02/2019 | 26/02/2019 | 26/02/2019 | 183 |
| 2019 | Seminar on 'Fold scope | 01/03/2019 | 01/03/2019 | 01/03/2019 | 183 |

| | | | | | |
|-------------------|--|------------|------------|------------|----|
| | as a tool to explore sea grass biodiversity in Chilika Lake' | | | | |
| 2019 | A seminar on Mathematics 'Dual space' | 28/02/2019 | 28/02/2019 | 28/02/2019 | 92 |
| 2018 | Seminar on 'Child Protection Mechanism of Juvenile Justice System' | 27/11/2018 | 27/11/2018 | 27/11/2018 | 4 |
| No file uploaded. | | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|--|-------------|------------|------------------------|------|
| | | | Female | Male |
| Seminar on Gender Equity Women Empowerment | 13/02/2019 | 13/02/2019 | 180 | 192 |

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

| |
|--|
| Percentage of power requirement of the University met by the renewable energy sources |
| No step has been taken yet to meet the power requirement through renewal energy sources. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-------------------------|--------|-------------------------|
| Physical facilities | Yes | 4 |
| Ramp/Rails | Yes | 4 |
| Scribes for examination | Yes | 4 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|--|--|---------|----------|--------------------|------------------|--|
| 2019 | 1 | 1 | 07/02/2 | 011 | Road | To | 10 |

| | | | | | |
|-------------------|--|-----|--|--------|----------------------|
| | | 019 | | Safety | avoid road accidents |
| No file uploaded. | | | | | |

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|--|---------------|-------------|------------------------|
| Blood Donation Camp. (To donate Blood voluntarily to save the life of needy) | 04/08/2018 | 04/08/2018 | 148 |
| Vigilance Awareness Programme. (To instill ethical values among students and to avoid corruption in public life.) | 02/11/2018 | 02/11/2018 | 200 |
| AIDS Awareness Programme. (To create awareness among public for a happy and healthy social life) | 01/12/2018 | 01/12/2018 | 356 |
| Cancer Awareness and Self Detection Programme. (Prevention is better than cure, Hence, avoid tobacco and get vaccinated besides regular medical checkup) | 09/02/2019 | 09/02/2019 | 356 |
| Voter Awareness Programme (Voters are the backbone of democracy. Election related interactions with the voters) | 05/04/2019 | 05/04/2019 | 356 |

No file uploaded.

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

- To Save Electricity. • To Save Water. • Use of recyclable and eco products. • Use of washable Cups and Plates. • Using LED light bulbs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(i) Ecofriendly Campus (ii) Conduct of Midterm Examinations to bridge the gap between slow and advanced learners. Best Practice 1 • Title of the Practice: Ecofriendly Campus • Objective of the Practice: The main objective of this practice is to provide a conducive environment to the stakeholders for better work performance and teaching learning atmosphere. • The Context: The present day world is becoming environmentally polluted which is a concern across the globe to initiate an ecofriendly campus in the HEI is a holistic approach to inculcate the habit of green living or the practices that help the stakeholders of the HEI to conserve the most precious resources water and energy besides using ecofriendly materials. • The Practice: In practising the objectives of the HEI it is noticed that the students and employees are much careful to maintain their college campus as ecofriendly as they can. • Evidence of Success: Enclosed vide Annexure iv. • Problems encountered and resources required: The HEI has not encountered any problem in the implementation of maintaining an ecofriendly campus without any financial burden. Best Practice 2 • Title of the Practice: Midterm Examinations • Objective of the Practice: i. To test the knowledge of students from diversified sector. ii. To group them as slow and advanced learners. iii. To conduct remedial classes for the slow learners. iv. To provide further reference materials to the advanced learners. v. To bridge the gap between slow and advanced learners. vi. To have transparency in evaluation. • The Context: Students from diversified sectors are joining in a college. To upgrade their standards of learning, grasping capacity conduct of midterm examinations has become highly necessary. Maintaining transparency in evaluation and holding interface discussions on the presentation style in the answer scripts develop the standard of students in writing answers in the examinations. • The Practice: This practice has given good result and faculty members are trying their best in bridging the gap between slow and advanced learners. • Evidence of Success: Copy of the tabulation register enclosed vide Annexure v. • Problems encountered and resources required: No problem encountered but expenditures incurred towards printing of question papers and answer scripts.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.rcmscollegekhalikote.com>

7.3 – Institutional Distinctiveness

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

Steps taken to create an Image and Distinctiveness of the HEI across the community through its Multidimensional Activities. Performance of the HEI in one area of distinction is uploaded in the weblink of the institution with evidence. Blood Donation is one of the significant contributions of the students of HEI for the society. Students are motivated to donate Blood for the cause of the poor and needy people of the society. Each and every student is made aware of that it is not harmful to donate blood during their adult hood. The body can regenerate blood within few days after donating blood. With this vision the students of the HEI donate blood every year and motivate public of the locality too to donate blood on 5th August every year i.e. the birthday of Smt. V.Sugnana Kumari Deo, the President of the Governing Body of the college. This year the HEI has witnessed the enthusiastic participation of students, faculty and public in donating blood. In fact, they feel that they donate blood to save life of others. There were smiles, joyfulness, pleasure among the donors during the course of blood donation which reflects a true embodiment of what we believe in selfless service with will and pleasure. Doctors of Odisha

Red Cross Society are collecting blood very carefully and store in sealed packets. The photographs as token of evidence are enclosed vide Annexurevi and uploaded in the college website (Weblink: www.rcmscollegekhalikote.com).

Provide the weblink of the institution

<http://www.rcmscollegekhalikote.com>

8.Future Plans of Actions for Next Academic Year

1. Curricular Aspects: (i) To prepare Academic Calendar for effective Academic Management. (ii) To carry out more number of Seminars, Workshops as a part of Curricular Aspects. (iii) To conduct National level seminars duly sponsored by different funding agencies. (iv) To prepare timetable before summer vacation for effective curriculum delivery. (v) To institutionalize the Feedback System. (vi) To strengthen Career Guidance and Placement Cell. 2. Teaching, Learning Evaluation: (i) To create database of students and to upload in the college website. (ii) To cater to Student Diversity. (iii) To apply innovation in Teaching learning process. (iv) To Conduct Orientation Programs, Seminars for faculty members for Enrichment of their profile and quality. (v) To analyse Student's learning and performance Semester wise, Program wise and Course wise/Paper wise to submit before the Governing Body for review and action. (vi) To analyse stakeholders Feedback for submission before GB and redressal. 3. Research, Innovations Extensions: (i) To encourage teachers for writing research oriented articles and publishing in UGC approved peer reviewed journals. (ii) To conduct more number of extension activities through Departments/NSS units/YRC. (iii) To conduct more number of gender related activities in the college. (iv) To take steps for opening of NCC, Rovers Rangers Unit etc. 4. Infrastructure and Learning resources: (i) To provide more physical facilities to the students through development of Infrastructure. (ii) To motivate students to use library facilities as a Learning Resource. (iii) To expand ICT infrastructure. (iv) To provide adequate budget for maintenance of campus infrastructure. (v) To implement Green Audit. 5. Students Support and Progression: (i) To provide more number of Scholarship, Freeship and SSG taking in to consideration the Academic Merit. (ii) To encourage 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. (iii) To encourage students to excel in various Sports and Games events at State University and National Level. (iv) To conduct more Alumni meet. 6. Governance Leadership and Management: (i) To review Institutional Vision, Mission and Core Values. (ii) To develop and Deployment of strategy for Faculty Empowerment through Research cell of the college. (iii) To mobilize resource for academic and infrastructure development. (iv) To prepare Administrative Calendar for effective governance. (v) To implement more quality improvement strategies. (vi) To implement faculty empowerment strategies. (vii) To conduct Academic and Administrative Audit through external agencies. 7. Institutional Values and Best Practices: (i) To inculcate the habit of Social Responsibility among students and faculty members. (ii) To implement Best Practices for the benefit of the primary stakeholder of the HEI. (iii) To create an image and distinctiveness of the HEI across the community through its Multidimensional Activities. (iv) To take initiatives steps for use of alternative energy. (v) To publish a hand book containing code of conduct, human values and professional ethics for various stakeholders.