



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CHANDRA MARDARAJ SCIENCE COLLEGE, KHALLIKOTE
• Name of the Head of the institution	Sri Shayma Sundar Padhi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06810-256341
• Mobile No:	9439802792
• Registered e-mail	rcmsccollegekhallikote@gmail.com
• Alternate e-mail	rcmsccollege@gmail.com
• Address	Nirmalajhar, PO.Khallikote, Dist- Ganjam, Odisha.
• City/Town	Khallikote
• State/UT	Odisha
• Pin Code	761 030
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Berhampur University, Bhanja Bihar, Odisha				
• Name of the IQAC Coordinator	Prof. Trinath Sahu				
• Phone No.	NIL				
• Alternate phone No.	NIL				
• Mobile	8249092957				
• IQAC e-mail address	iqacrcm@gmail.com				
• Alternate e-mail address	rcmscollegekhallikote@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.rcmscollegekhallikote.com/Documents/AqarDocument/AQAR%20Report%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rcmscollegekhallikote.com/Documents/AqarDocument/ACADEMIC%20CALANDER%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.65	2006	02/02/2006	01/02/2011
Cycle 2	B	2.41	2016	19/02/2016	18/02/2021
6.Date of Establishment of IQAC			01/07/2011		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
R.C.M Science College, Khallikote, Ganjam	OHEPEE for Civil Construction Work	Higher Education Department, Government of Odisha	16/11/2020 (Three Years)	1,25,15,750	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9. No. of IQAC meetings held during the year	1
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
<ul style="list-style-type: none"> • If yes, mention the amount 	NIL
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> • Motivating all faculty members to take classes regularly and doubt clearing classes on online mode during COVID-19 pandemic period besides adopting ICT enabled teaching learning procedure in discharging their class room transactions during physical mode teaching. • Motivating all departments to conduct State & National Level webinars by involving students and faculty of the departments inviting resource persons from across the nation on academic related topics. • Sensitization of career counseling cell to generate placement for the students. • Improvement in sports facilities in the college for achievement(s) of the students in different sports and games at University, State and National level. • Expanding the Extension Activities of the HEI through NSS and YRC in bringing awareness among people about SARs-Cov-2. 	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
1. Curricular Aspects	1. Curricular Aspects
(a) Effective curriculum delivery to the students through maintaining lesson plan much in advance.	This has given a very good result to ensure more number of teaching days and completion of courses in time.
(b) Carrying out more number of seminars/Webinar/ workshops as a part of curricular aspects.	Conduct of webinars inviting resource persons from across the country. 1. Webinar on the topic: Organic Molecules for Electronic Applications conducted by Department of Chemistry on 28/08/2020. 2. National webinar on Impact of COVID-19 on Indian Business and Accounting conducted by Department of Commerce on 12/09/2020, 3. Webinar on Nanotechnology- Past and Future conducted by Department of Zoology on 14/09/2020. 4. Changing Dynamics of Indian Foreign Policy conducted by Department of Political Science on 18/09/2020. 5. Webinar on Fundamentals of Mathematics with teaching and learning process by Department of Mathematics on 18/09/2020.. 6. National webinar on Impact of COVID-19 on capital Market conducted by Department of Commerce on 17/10/2020. 7. Seminar on Metal Carbonils by Department of Chemistry on 11/04/2021. 8. One day Webinar on Use of Technology in Education conducted by IQAC and Career Counseling Cell on 10/08/2021. 9. National Webinar on 'Khallikota Gadara Aitihya O Sanskruti' conducted by Department of Odia on 20/09/2021.

<p>(c) Exposure given to students through extracurricular activities.</p>	<p>Students of the college participated in Inter Club Cricket Tournament (Men) conducted by Orissa Cricket Association (OCA) at R.C.M Science College Play ground. List of participants: Hemant Kumar Jani, +3 2nd Arts, Kanhu Charan Barik +3 3rd Science</p>
<p>(d) Strengthening of Career Counseling and Placement Cell.</p>	<p>The Career Counseling and Placement Cell of the college couldn't function in the year under report on account of COVID-19 pandemic and lockdown/shutdown situation prevailing in the state.</p>
<p>2. Teaching, Learning & Evaluation</p>	<p>2. Teaching, Learning & Evaluation</p>
<p>(a) Promotion of online system of teaching and learning in college</p>	<p>On account of COVID pandemic the classroom teaching facility was stopped by the Higher Education Department of Government of Odisha and in lieu of the same the online system of teaching and learning in college was introduced. Students staying safe in their home attended the online classes on all subjects. Besides the same doubt clearing classes were also conducted. At the end of each term online examinations and evaluation of the same was also conducted.</p>
<p>(b) Implementation of online students mentoring system.</p>	<p>The students mentoring system was also introduced online instead of offline mentoring. Students got counseling and mentoring of their esteemed teachers through online staying safe at home during COVID pandemic.</p>
<p>(c) Student Induction Programme</p>	<p>The 1st year students were</p>

	<p>inducted at the beginning of the session through online about-the curriculum and culture of the institution, facilities available for them and functioning of diverse clubs, societies and extracurricular activities.</p>
(d) Parent-Teacher online interaction	<p>During COVID pandemic, the teachers/mentors have maintained online interaction with the parents to discuss and solve the difficulties/problems of their wards if any.</p>
3. Research, Innovations & Extension	3. Research, Innovations & Extension
(a) Promoting research and publication.	<p>Research based articles published during the year.</p> <p>Department of Chemistry - 1. Title of the paper: Transition metal free variant of glaser and cadiot-chodkiewicz-type coupling by Smt.Subhashree Nayak & Chandni C Malakar. 2. Di-(m-m-m) terphenyl embedded decaphrin and its bis-Rh(1) complex by shubashree Nayak and Alagar Srinivasan. 3. Title of the Paper:- Synthesis and characterization of some polychelates derived from cardanolbased rexin copolymers and different metal ions by Dr.B.P.Sahu et.al. Number of Books and chapters published/edited by teachers during the year. 1.Title of the Book: Smruti O smaraki publisher: Vidyapuri, Author: Dr. Sarmistha Mahapatra 2.Nikhila Jiban Bodha O Manaba Kabi Published by Sahitya Swetapadma by Dr.Sarmistha Mahapatra 3. e-Magazine Dhisana:</p>

(Quartly research Journal)
Editor: Dr. Sarmistha Mahapatra.

(b) Community Outreach programme and institutional social responsibilities through NSS, YRC and NCC.

Under Community Outreach programme students volunteers of NSS, YRC conceptualized and implemented different awareness programmes for neighbourhood community. The community outreach programme believes that the best form of social service consists in giving back to the community. The following programmes are conducted during the session.

1. Celebration of Vanamahostav on 24.07.2020. This is a plantation initiative of NSS units. Staff and volunteers organized a plantation drive in the college campus and neighborhood.
2. Observation of World Hand Washing Day:- October 15th is Global Hand Washing Day, Dedicated to increase awareness and understanding about the importance of Hand wash with soaps effective and affordable way to prevent diseases and save life. The COVID-19 pandemic provides a sharp reminder that one of the most effective ways to stop the spread of virus. The hand washing day was celebrated in the premises of our college and in neighborhood villages. All the staff members washed their hands using the soap and aware people about the importance of hand washing.
3. Observation of Vigilance Awareness Week: Every year vigilance awareness week is being celebrated which coincides with the birthday of Sardar Ballabbhai Patel, a man of Unity and High integrity. This year we

have conducted a webinar on Sardar Ballabbhai Patel. The Vigilance Awareness Week was observed jointly by NSS units and YRC wing of R.C.M college on 27th October 2020, to spread awareness against corruption. Several activities are organized covering a wide spectrum of society with the aim of spreading awareness and sensitizing the public about the ways and means to fight corrupt practices.

4. Observation of Road Safety Awareness Week:- The main Objectives are

1. To decrease the number of Road accident and injury cases by applying the road safety measures.
2. To encourage all the travelers to follow the traffic rules and wear safety measures while driving.
3. To reduce air and noise pollution to a minimal level.

On 22nd January 2021 a bicycle rally was conducted from Nirmalajhar to Khallikote Bus Stand by NSS Volunteers, YRC Members and NCC Cadets of R.C.M Science College in collaboration with the Khallikote Police Administration and RTO Chatrapur. Honourable MLA Khallikote Smt. Suryamani Baidya inaugurated the rally. The volunteers hold the Banners and Placards and raised slogans related to road safety to create awareness among the people.

4. Observation of World No Tobacco day: World No Tobacco Day was observed on 31st May throughout the Globe with WHO initiative. The NSS and YRC units of the college have observed the World No Tobacco Day through the

	<p>Google meet platform due to Covid -19 pandemic situation. 5. NSS Volunteers & Members of YRC conducted awareness rally in adopted villages for taking precautionary measures during SARs Cov-2 pandemic period.</p>
4. Infrastructure and Learning Resources	4. Infrastructure and Learning Resources
(a) Expansion of Infrastructure	More number of smart class rooms constructed during the year.
(b) High speed internet facilities through LAN in all departments.	The college has allocated funds for installation of High speed internet facilities through LAN in all departments.
(c) Implementation of Green Audit.	Green Audit has been conducted and further steps have been taken for building green environment.
(d) Library resource enrichment	The HEI has purchased 115 reference books spending an amount of Rs. 42,511/- (Rupees Forty Two Thousand Five Hundred Eleven) only for enrichment of library.
5. Students Support and Progression	5. Students Support and Progression
(a) Different scholarships are provided to the students	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

	<p>students. "Fakir Mohan Senapati" Scholarship awarded to the students securing Highest percentage of marks in Odia literature. 'Half Fee Freeship' awarded to 45 students taking into consideration poverty and merit.</p>
(b) Students seminar/webinar series	<p>1. Department of zoology organized a webinar on NANOTECHNOLOGY ; FROM PAST AND FUTURE on 14.09.2020, inviting guest from Berhampur University, Asst. Professor Dr. Tapan Kumar Barik. 2. Department of Chemistry organized a webinar on "ORGANIC MOLECULES FOR ELECTRONIC APPLICATIONS". The invited guest on the occasion was Prof. A.K. Padhy, Professor and Head Department of Chemistry, Central University of Jharkhand, Ranchi.</p>
6. Governance Leadership & Management	6. Governance Leadership & Management
(a) Faculty Empowerment.	<p>The Governing Body of the college provides duty-cum-study leave for faculty members to participate in faculty development programmes, orientation and refresher courses. However, this year due to COVID pandemic most of the faculty members have preferred to join in such courses through online instead of attending offline courses.</p>
(b) Implementation of administrative calendar	<p>The Administrative Calendar for the academic session 2020-21 was prepared tentatively. Necessary revisions may be made looking into the time to time instructions to be notified by</p>

	the Department of Higher Education, Government of Odisha in view of the prevailing COVID-19 pandemic.
7. Institutional Values & Best Practices	7. Institutional Values & Best Practices
(a) Conduct of Online Tests to bridge the gap between slow and advanced learners.	Students were assessed to identify their learning levels through Online Tests. Basing on this, advanced and slow learners were identified. In order to bridge the gap they (slow learners) were provided with simple and standard lecture notes/course materials.
(b) Environmental peace and harmony and environmental consciousness	Environment and peace are crosscutting and relevant in all areas of conservation and sustainable development. But reducing conflict and by strengthening environmental security through different environmental programmes like vanamahostav, campus cleaning, sanitizing etc. We lay the ground for enduring social and environmental sustainability.
(c) Strengthen alumnae network	Alumina are important to the success of higher educationally institutions as they can provide mentoring internship and career opportunity to the students, alumina bring in needed revenue through Donations, Which can help institutions weather the "perfect storm "of financial issues.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body of the College	22/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	21/01/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	15
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	1761
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	345
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	513
File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	56
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	35
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	25
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1646805
4.3 Total number of computers on campus for academic purposes	63
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college follows a comprehensive approach towards the holistic development of the curriculum in a structural and transparent way. Faculty members prepare course plan and daily progress of the syllabus prescribed by the University. All the courses are offered in semester mode. The teaching method includes blended learning, peer study, flipped learning, debate and discussions method, experimental learning as well as traditional method. But this year online classes were conducted due to COVID-19 pandemic. To ensure quality education webinars are carried on by</p>	

respective departments inviting resource persons of other universities. The college follows a proper mentoring system where the mentors act as advisor, counselor and guide students online in small groups. Remedial and doubt clearing classes are conducted for slow learners. All the internal assessment provides fair evaluation systems.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of the academic session, an academic calendar is prepared to conduct quality teaching, learning and transparent evaluation system of each semester including co-curricular and extra-curricular activities. A detailed course handout is prepared by the teachers to ensure an effective approach for the implementation of academic calendar. The college follows a transparent and fair method for continuous internal assessment. It is followed in a uniform manner by all the streams and departments. It ensures that the teaching, learning and internal assessment process is not affected by the conduct of co-curricular and extra-curricular activities. All the departments conduct their monthly test, unit test in a regular basis. Results are communicated to their parents and upload in their respective google sheet for documentation process. The college also has the practice of assessing students by conducting quiz's, group discussions and many other methods to ensure a holistic development and to enrich their knowledge in an optimistic manner. The college ensure transparency, frequency and variety in this way. But the HEI was constrained to provide all such academic avenues to the students through online due to COVID-19 pandemic situation prevailing in the state.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	20CALANDER%202020-21.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above

following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

10

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

513

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Upload a description in maximum of 200 words.

Courses offered in the college integrated issues related to gender, environment and sustainability, human value and professional ethics are integrated into course of environmental studies into Botany and Zoology. Courses that teach human values in its curricula are political science, English and Education. Professional ethics are integrated in to courses of English and education subject.

Institution also integrate cross cutting issues related to professional ethics,gender,human values etc into cocurricular and extra curricular activities conducted under NSS,NCC and YRC to inoculate human values among students through different programmes like Vanamahostav,asafety awareness programmes, and World no tobacco day etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

324

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

D. Any 1 of the above

syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

768

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

450

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Ramachandra Mardaraj Science College is one of the premier colleges of Odisha. Most of the faculty members are having good length of teaching experience. The Governing Body takes care in appointing regular teachers and guest faculties immediately against the vacancies caused due to retirement of senior teachers on attaining the age of superannuation. Thus, the HEI maintains required student-teacher ratio so that teachers can take utmost care and pay proper attention on the slow learners so as to bridge the gap between slow and advanced learners thus to cater the need of the student diversity. Besides State Selection Board of Government of Odisha in the Department of Higher Education is also conducting recruitment for appointment of regular teachers at every two years. As a result the retirement vacancies are duly posted by the Higher Education Department, Government of Odisha. The HEI has taken utmost care to conduct online classes and to finish the syllabus, conducting remedial classes online and doubt clearing classes along with periodical evaluation to access the standard of the students through online during the present pandemic period. The aim of the HEI is to develop student skills, positive thinking skills, empathy and commitment to civic engagement.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1761	56

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Student centric methods of learning and teaching is practiced in the college through seminars, group discussions, critical thinking and providing ample exposure to bring out the hidden skills and talents of students. Students are allowed to clarify their doubts by putting questions to the teachers at the end of every online classes conducted at present due to COVID-19 pandemic. They are also guided to take the advantage of using reference books through e-Library.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology (ICT) is one of the powerful methodologies in education to support and enhance the information communicated by the teachers to their taught. Its aim is to establish more active collaboration between teacher and student. At present, the college has Eleven Smart Classrooms and Twelve ICT enabled classrooms. After using the ICT tools the learning process became more participatory for the teacher and students. During the covid-19 pandemic with the help of internet and several platforms like Google meet, Diksha, Teach mint and Zoom etc. helped us for online teaching which was quite effective as there is no other option available. For making the teaching and learning process more effective the UG and PG departments of our college use this type of online platforms. They also organise many webinars for the students by inviting many eminent subject specialists. Overall, the ICT enable tools has improved the student learning outcomes and streamlined the teaching management process as well.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

56

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

56

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency in evaluation, interface discourse between examiners and examinees after evaluation of answer sheets of internal examinations is one of the vital factors 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 and the procedure of answering the questions and also they are made aware of the scheme of evaluation of each question. As a result the learners can secure good marks in the Internal Examinations. This process motivates the learners and makes easy for them in presenting answer in an appropriate manner to the given questions at the end semester examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Transparent, scheduled time, evaluation and redressal of examination related grievances are very life blood of internal assessment. In order to make more transparent of internal examination our college has informed to all the students regarding newly introduced CBCS syllabus (both internal and Semester examination guidelines and its time bound). To make them more efficient about the examination most of the UG and PG department has conducted mock test. Under the supervision and active cooperation from different departments the internal examination was conducted in a confidential manner and also after the end of exam the answer papers are meticulously examined by the concerned departments. Apart from that to make the students more efficient special guidance is given to the poor performing students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In an institution the academic achievements of students in his/her assigned courses are very much important aspect in the performance and learning point of view. In our college the pre-examination student performance is judged by conducting time to time mock test and teacher-student interactive sessions. From the very beginning of their classes the students are made aware about the syllabus and guidelines of internal and semester examinations pattern and evaluation process by their concerned teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In order to attain the Programme Outcomes of the HEI every teacher, Head of the Department and the Head of the Institution give much attention for effective course outcome. Each teacher is provided with Lesson Plan and Progress Register. They prepare the Lesson Plan in accordance with the prescribed course curriculum to complete the course within the scheduled working days as reflected in the administrative calendar of the college. Faculty members maintain the progress of course curriculum on every day. Head of the Departments review the same at the weekend. The Principal verifies the course progress at the end of every month and if necessary arises he interacts with the HOD and Faculty members. In this academic session the prevailing systems of the HEI has failed due to COVID-19 pandemic but the teachers, Head of the Departments have tried their best for a better course outcome through conduct of online classes. Similarly, the University has also allowed the students to appear the end sem examinations through online. The evaluation was also conducted online. The UG programme outcome of all the streams (Arts, Science and Commerce) were 100%, M.A in Odia was 100% and M.Sc. in Chemistry was 87.5%.

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

2.6.3 - Pass percentage of Students during the year

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

513

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.rcmscollegekhallikote.com/Documents/AgarDocument/\(SSS\)%20Analysis%20in%20percentage%20and%20bar%20diagrams.pdf](https://www.rcmscollegekhallikote.com/Documents/AgarDocument/(SSS)%20Analysis%20in%20percentage%20and%20bar%20diagrams.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1,6,78,15

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

167815

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

11

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

On account of COVID-19 pandemic, students couldn't take up any social issues in the adopted villages. Hence, its impact on neighborhood community couldn't be assessed. However, students with the guidance of teachers have observed the Vigilance Awareness Week, Rashtriya Ekta Divas, Constitution Day, National Youth Day in the college.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

07

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

280

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

In order to fulfill the changing demands of modern academic era and to impart effective teaching-learning process the HEI is always giving emphasis on the creation and up gradation of infrastructure. In pursuance of the same the HEI has obtained funds from the Government of Odisha under OHEPEE Head and RUSA Head for infrastructure development, construction of new classrooms, laboratories etc. Similarly under Non-Civil Head the HEI has also procured advanced laboratory equipments, computing equipments, computers etc. The college utilized the funds provided by the state Govt. fund by world bank UGC, DST etc. The funds are expanded to renovate the college buildings, laboratories, playground, library etc time to time ,whenever required. The college is taking effective

measures for the modernizing the way of teaching for that purpose.

1. There are 12 no of ICT enabled class room with Wi-Fi facilities.
2. There are 11 no of class room LCD facilities.
3. In addition to this there is one smart class room, one class room with LMS facilities.
4. Two no's of seminar halls with ICT facilities and also one advanced language laboratory.
5. There are twenty five no general class rooms with common facilities for the students and teacher.
6. There are 10 no of well equipped science laboratories for the UG students.

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

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

1. In order to increase the physical and mental strength of students, the college has organized different cultural activities, like Ganesh Puja, Saraswati Puja, Guru Divas etc in the college premise every year and the other co-curricular activity are generally conducted after the class hours in college auditorium.
2. Extracurricular activity of the students have been innovated through N.C.C, YRC AND NSS. The institution provides one NCC unit with 50 cadets, 4 units of N.S.S(03 boys and 01 girls unit) and one Y.R.C unit(each unit consist 50 volunteers)
3. The sports activity of the students increased by a large play ground(150 mts)size and one basket ball ground, one badminton ground ,one volley ball court etc.
4. The college provides one gymnastic center and one yoga centre to develop physical and mental strength of the students,

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

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

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6743155

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has central library building. Library has a huge collection of Text books, Reference books and others books with foreign, peer-reviewed journals and bound volumes of journals. The reading room is well furnished to accommodate 50 students at a time and provides conducive environment for study. A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack.

All the active book collection is update in the library software database.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

42511

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

If infrastructure is the foundation or framework that supports a system or institution .in computing, IT infrastructure is composed of physical and virtual resources that support the flow, storage, processing and analysis of the data.

Indeed the IT facility is the backbone of today's educational system. By giving this facility our college having more than 60 no of computers and about 5 no of laptops with internet facility. During the Covid - 19 pandemic situation classes, examination and webinar have been organized through Wi-Fi .to promote the knowledge in different field the college provides one browsing centre for the students .our institution provides 06 no of Xerox machines for official use as well as for students.

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

4.3.2 - Number of Computers

63

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

162514

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college prepares budget every year in the month of April. In the budget necessary provisions are made for annual infrastructure maintenance. The budget is placed before the statutory body of the college i.e the Governing Body. The Governing Body after threadbare

discussion approves the budget. The Principal places need based proposals before the President, Governing Body to incur expenditure in maintaining the infrastructure pertaining to laboratory, library, sports, computers, classrooms etc. along with estimation. On obtaining the prior approval from the President, Governing Body subject to ratification in the next GB meeting the approved amount is spent observing Odisha Government Finance Rules Procedures.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1023

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

251

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Election for Students' Council was cancelled by the Government of Odisha in the Department of Higher Education during the session 2020-21 due to Covid-19 pandemic. Hence, there was no student representation in various administrative, co-curricular and extracurricular activities.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The HEI has an unregistered Alumni Association. The by-law of the Alumni Association was reviewed and approved by the Governing Body in its meeting held on 22/12/2021 vide Resolution No. 24. Steps will be taken for registration of the Alumni Association. During the year under report there is no such significant contribution of the Alumni

Association in terms of support services for the development of the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governing Body of the HEI includes two Senior Most teachers of the college among whom one woman teacher is a member. They participate in the governance and perspective plans and policies taken in the GB meeting to provide quality education that is responsible to the needs of the community to meet economic, social and environmental challenges basing on the curriculum prescribed by the affiliating university. The faculty members and mentors take care in grooming the students to become one of the active participants in shaping the future world. The GB of the college is meticulous in observing the reservation policy prescribed by the Higher Education Department, Government of Odisha so as to enable the under-privileged section of the people to take admission in the college for inclusive growth. Teachers are being encouraged to equip the students with relevant knowledge, competence and creativity implementing innovative teaching learning processes to meet the future challenges. The GB is careful in providing a conducive teaching environment by providing necessary infrastructure and support to students, teachers and employees creating awareness about human rights, values, environment and the rich Indian Cultural Heritage in order to create socially relevant citizens.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The HEI promotes the culture of decentralization and participative management at the planning level and operational level. Principal, IQAC and each department make plans and submit before the Governing Body for review and approval for execution by defining policies and framing rules for quality enrichment, maintenance and its sustenance in all aspects of the HEI. They take consultancy from stakeholders through feedback. Principal manage all academic, administrative and extension related co-curricular and extra-curricular activities through Head of the Departments, Academic Bursar, Administrative Bursar and Accounts Bursar of the College.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

?Teaching, Learning and Evaluation

Innovative teaching and learning is one of the important pedagogy in recent times. In view of the COVID-19 pandemic situation prevailing during the academic session 2020-21, the college has introduced online teaching, group discussion, doubt clearing classes, webinars on the prescribed curriculum. Internal examinations, Mid-Semester and End Semester examinations were conducted online. The evaluation part of all the Examinations carried out by the respective subject teachers were also evaluated online. Transparency was maintained in evaluation system. Teachers after evaluation of answer sheets discussed and counseled the students about the marks secured by them and the scheme of evaluation. Teachers prior to conduct of examinations guide the students about the pattern of answering different model questions by

providing question bank on each chapter. The HEI is proud enough to record that on account of successful implementation of teaching learning and evaluation online, there was 100 % result in the end-semester at University level.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body of the college, the IQAC and the Committees at different level are taking care to manage the Human Resource in right direction to attain the vision, mission and objectives of the HEI as the end goal. Human Resource Management is a continuous and distinct process of Planning, Organizing, Staffing, Directing and controlling activities of the stakeholders of the HEI. Planning, at the initial level is carried out from the grass root level i.e. at the departmental level and the proposals are submitted before the IQAC. IQAC after threadbare discussion integrates it in its Annual Action Plan and submits before the Governing Body for approval. The policies so approved by the GB are organized at the college level under the leadership of Principal, Head of all Departments for attainment of HEI objectives. Faculty appointments are given through State Selection Board and on retirement of faculty members from service on attaining the age of superannuation. The Governing Body appoints faculty and other supporting staff immediately with the service facilities to enjoy the prescribed leave rules and Employees Provident Fund (EPF) so that on retirement from service they can have a good lump sum of amount and regular monthly pension.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>Teaching:</p> <p>Economic Security like pension and gratuity for the teachers in recognition of their 25 years of continuous satisfactory service on superannuation from service. Permanent Retirement Account Number (PRAN) has been opened in favour of Block Grant teachers under National Pension Scheme (NPS). EPF Account has been opened for teachers engaged by the Governing Body. Maternity Leave is allowed for a period of 180 days to Women employees with full salary. Family Pension to the family members after the demise of the employee. Full pension to the spouse on the demise of the teaching staff during service till the date of superannuation. Group Life Insurance. Group Insurance Scheme (GIS) for teaching staff are the effective welfare measures undertaken by the institution. Puja advance during festival occasions during the year which is reimbursed on equal monthly installments in a year. Employees are motivated to build up their own funds for future contingencies.</p> <p>Non-Teaching:</p> <p>Economic Security like pension and gratuity for the Non-Teaching Staff in recognition of their 25 years of continuous satisfactory service on superannuation from service. EPF for Block Grant Non-Teaching Staff & employees engaged by the Governing Body. Maternity Leave for a period of 180 days to Women employees with</p>	

full salary. Family Pension to the family members after the demise of the employee. Full pension to the spouse on the demise of the teaching staff during service till the date of superannuation. Group Life Insurance. Puja advance during festival occasions during the year which is reimbursed on equal monthly instalments in a year. Employees are motivated to build up their own funds for future contingencies.

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

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

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

0

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The teaching and non-teaching staff in the HEI plays a very important role for the development of the institution. Hence, the Governing Body of the college as well as IQAC motivates both the categories of staff to enrich their performance through different academic, administrative and extension activities. Each activity should be quality based and meant for the benefit of self and other

stakeholders of the HEI in the midst of the society/community where the HEI is located. In order to know the progress of the contribution of both teaching and non-teaching staff the HEI has developed two formats one for teaching and other for non-teaching staff under the nomenclature 'Self Appraisal Report' which they submit duly filled in at the end of each academic session. The objective of exercising performance appraisal is to give recognition to both teaching and non-teaching staff for their achievements and to identify the ways and means for improvement of their knowledge, skills and performance.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

All financial transactions are strictly scrutinized by the Accounts Bursar. The Principal after satisfaction of the procedural correctness in accordance with GFR Rule 2005, Odisha Finance Department Circular either issue order on note-sheet for payment of account payee cheque or payment through RTGS/NEFT. Further, all the financial transactions are reported electronically through designated website which is monitored by officials of Higher Education Department at the state level.

Conduct of External Audit: The Government of Odisha in the Department of Higher Education notifies at the beginning of every calendar year for conduct of external audit. Accordingly the Director Higher Education, Odisha or Assistant Examiner of Audits notifies the audit tour programme of the audit staff. During the course of audit, the accountant, accounts bursar submits the documents, registers, note sheet files, Bank passbooks, bills and vouchers and minutes of Governing Body. The establishment section co-operates the audit in providing the documents registers pertaining to establishment. The audit also goes through the previous year audit report compliance physically to ensure how far the HEI has executed advises/objections and recovery suggestions reported in the last audit. Soon after the audit is over the Audit Superintendent or the Assistant Examiner of audits review 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 and approval of the Governing Body is submitted in triplicate along with the copy of GB resolution to the appropriate authorities of Government of Odisha. This process of external audit is conducted regularly.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Officer-in-Charge of UGC, NAAC, ICSSR, HEI effective optimal mobilization of funds can be seen in terms of setting up of and up-gradation of infrastructure for the upliftment of students. Funds received under OHEPEE have been effectively utilized in Civil Work and Non-Civil works.

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

6.5 - Internal Quality Assurance System

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

This year on account of COVID-19 pandemic most of the activities of students and parents like Parent-Teacher Association Meeting, Alumni Association Meeting etc. couldn't be conducted neither on physical mode nor online. However, the IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes with regard to (i) Curricular Aspects by notifying in time the Academic Calendar. The teaching learning and evaluation has been conducted online. The Research, Innovation & Extensions was partially successful because extension activities couldn't be conducted. The infrastructure and learning resources are developed and converted into ICT Enabled classrooms. Student Support and Progression was successfully conducted and students were provided with different kinds of scholarships. The Khallikote College Trust under the pioneership of Smt. V. Sugnana Kumari Deo the Ranisaheba of Khallikote, who also happens the President of the Governing Body of the HEI has extended financial support to the students whose father or mother has passed away in COVID-19 pandemic. The total admission/re-admission fees in the college were borne by Khallikote College Trust Managing Committee, the Trust which had initiated for establishment of the HEI at Khallikote and funded generously for construction of college building.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Example - 1: The Institutional reviews on the following criterions

earmarked by the NAAC: (i) Curricular reforms (ii) Teaching learning and evaluation reforms (iii) Research and innovations through academic audit was proposed to be conducted by three peer members with a composition of: (1) A Retired Vice Chancellor (2) A Retired Professor (3) A Retired Principal.

The Governing Body had approved the proposal of IQAC for institutional reviews but it couldn't be conducted due to Covid-19 pandemic situation prevailing in the state during the year under report.

Example - 2: The rest of the criteria like infrastructure and learning resources, student support and progress, extension activities, a governance leadership and management, faculty empowerment strategies, financial management, institutional values and best practices are to be audited through administrative audit with the aforesaid composition but our mission was failed due to COVID-19 pandemic situation prevailing in the state.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is one of the key challenges in the present day society. The institute conducts gender equity promotion programs. Guest speakers from prominent field are invited to speak on the given topic so as to encourage and motivate women students in building a gender equity society. This year the HEI made a sample survey of Women P.G Students by conducting SWOC analysis of own self on 8th March 2021.

Name of the Programme: Empowerment through SWOC analysis of own-self.

Date: 8th March 2021

No. of Participants: 12

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>a. Safety and security: The HEI takes all measures for the safety and security of life and property of students inside the college campus during the college hours and women students are not exception to it.</u></p> <p><u>b. Counseling: All possible steps are being taken by women mentors in counseling the problems and challenges the women students come across in the day to day transactions in the college during college hours.</u></p> <p><u>c. Common Rooms Girls Common Room with reading room and adequate recreations are provided in the Girls Common Room for Women students.</u></p>

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The HEI has no facilities for the management of degradable and nondegradable waste.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

B. Any 3 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

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

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

The institution provides an inclusive environment for every one with tolerance and harmony towards cultural, regional linguistic,

communal, socio economic and other diversities. Literary, sports and cultural activities are organized in the HEI to promote harmonious relationship among the students irrespective of caste, creed and religion. Important days like Women's Day, Yoga Day, Cancer Day, AIDS Day along with many spiritual festivals like Ganesh Puja and Saraswati Puja are celebrated in college by the students of all religions. Observations of all such activities establish a brotherly-hood among the students of different racial and cultural background. The Students Grievance Redressal Cell, Women's Grievance Redressal Cell deals the grievances of students without prejudice (considering any one's racial and cultural background).

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

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

Our college has always been at the forefront of sensitizing students to the cultural, regional, linguistics, communal and socioeconomic diversities of the state and nation. The HEI celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the importance of freedom and the glory of Indian freedom struggle. The HEI also organize Blood Donation Camps to save the human life. The HEI also observed Swaccha Bharat Abhiyan to promote the importance of cleanness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Sl. No.

Name of the events/activities

Duration

No. of Participants

1

Independence day, 15.08.2020

1 day

50

2

Gandhi Jayanti, 2.10.2020

1 day

30

3

Plantation Program on the eve of Jayee Raj Guru Jayanti, 20.10.2020

1 day

46

4

Observation of Vigilance Awareness Week,

27.10.2020 - 2.11.20

7 day

20

5

Rastriya Ekta Divas, 31.10.2020

1 day

30

6

The constitution Day, 26.11.2020

1 day

30

7

National Youth Day, 12.01.2021

1 day

30

8

Road Safety and Traffic awareness program

22.01.21

1 day

30

9

International Yoga day, 21.06.2020

1 day

30

10

World AIDS Day, 01.12.20

1 day

30

11

Observation of Global hand washing day, 15.10.2020

1 day

30

12

Observation of No Tobacco Day, 31.05.2020

1 day

30

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - 1:

Upholding Gender Equity.

Best Practice - 2:

Innovative Teaching, Learning & Evaluation System during Covid-19 pandemic period.

1. Title of the Practice

- 1. Upholding Gender Equity.**
- 2. Innovative Teaching and Learning System during Covid-19 pandemic period.**

Keywords: Gender Equity, Innovative Teaching, Learning, Evaluation.

1. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

Objectives of the Best Practice - 1

The most important objective of Gender Equity is -

- 1. Giving importance to the larger enrolment of women students in the HEI and**
- 2. Safety, security and conducive teaching learning environment in the HEI.**

Objectives of the Best Practice - 2

The most important objective of Innovative Teaching, Learning &

Evaluation System during Covid-19 pandemic period is -

1. To create a feeling of care and concern of teachers for the pupil.
2. To give justice in teaching learning process.

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The contextual features of both the objectives are need based. Hence, they are designed looking to the prevailing situation in the locality. The HEI has never felt in implementing the features of best practices as a challenge rather everyone of the HEI has taken it as a pleasure and the need of the time.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints/limitations, if any, faced (in about 400 words)?

The Indian Higher Education System is facing lot of challenges during 21st century. The revolutions in the field of information, broadcasting and communication technologies in the current century have opened new vistas for higher education as a result people talk at present "borderless education." The GATS agreement has brought new dimensions to higher education. Upholding and sustenance of quality education is sine qua non in all HEIs of India. Our HEI under the governance of Honourable Rani Saheba of Khallikote Smt. V. Sugnana Kumari Deo, who happens to be the hereditary President of the Governing Body of the college, gives much importance in maintaining and sustaining quality at every spectrum of the HEI. The HEI do not face any constraints or limitations because it gives importance on proper planning and its execution. It also gives importance on division of labour. Equity and inclusiveness is maintained between the teacher and pupil. The current academic session for which the HEI submits its AQAR has faced a new challenge i.e. COVID-19 pandemic situation. But on account of immediate action taken by the Government in the Department of Higher Education of

Odisha and the Governing Body at the grass root level in the midst of supporting lieutenants the HEI came across the pandemic situation and performed better result in teaching-learning and evaluation process not only at the college level but at the University Level it has won laurels.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200words.

1. Evidence of Success (Best Practice- 1)

The Governing Body of the college under the President ship of Honourable Rani Saheba of Khallikote Smt. Sugnana Kumari Deo takes all care for quality teaching, safety and security of girl students in particular in the college campus as a result parents are encouraged to give admission of their daughters in this HEI. The admission of women students statistics in the HEI reveals that out of the total strength of the college, girls students occupies 45% in the academic session 2017-18 further it has been increased to 47 %in 2018-19 and 49 % in 2019 -20. Keeping in view the college has made a target of at-least 50% of the total strength should be the strength of women students in 2020-21. But the achievement is 54.20%. The encouraging trend of women enrolment in the HEI indicates that both the objectives of Best Practice - 1 are fulfilled.

1. Evidence of Success (Best Practice- 2)

To create a feeling of care and concern of teachers for the pupil.

To give justice in teaching learning process.

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200words.

The IQAC is pleased to submit that one Pushpanjali Nahak a student of Post Graduate Department of Odia of the HEI stood 1st class first in M.A in Odia securing highest marks in Berhampur University and won Gold Medal. This is a bright evidence of the performance of the faculty members of the P.G Department of Odia of the HEI during the academic session of the report.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The HEI has encountered no problem in implementing both the best practices and no significant expenditure have been incurred for the purpose except the touch of human values, care and concern of the Governing Body, Principal, Faculty Members and Employees of the college.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

All the educational and curricular activities are well performed with strict adherence to the guidelines and rules laid down by the Higher education system, the Govt. of Odisha in RCM Science college. Among all the examination system is the most prioritized are of this college. The examination system has a unique examination cell constituting of one chief examination -in-charge and three assistant having all the responsibilities of the examination conducted from time to time. Due to the covid pandemic situation most of the mid semester and semester examination done in online mode with strict timing guideline. After the improvement covid situation some mid semester examinations have held in offline mode with strict covid SOP given by the Government of Odisha.

All the examination halls are well connected with CCTV surveillance system. The students have strict guidelines for the offline mode of examination. The gate checking of the candidates usually done by the faculty members. No bags, mobile phones or even water bottle is allowed in to the examination hall. Invigilators are too much particular about their duties. There is strict invigilation, even students with minor mistakes like writing on the question papers are booked for malpractices. RCM Science college is a Nodal centre for examination. The sealed question papers from this college is sent to other colleges with our faculty members and police protection, As this college is the Examination Management Hub.

In the same way the sealed answer scripts are also collected .The faculty members are also assigned the squad duty to other examination centers. We believe in the transparency of our examination system and hope to keep intact in future.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To ensure continuous up-gradation of knowledge and use of ICT tools by the students and Teachers in teaching learning process.
2. To fulfill institutions social obligation in terms of formal and informal education.
3. To give additional thrust to campus placement.
4. To increase Ph.D enrollment and research activities among teachers.
5. To identify talent among students for various sports and cultural activities.