



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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: Nirmalajhar, Po- Khallikote, Dist- Ganjam, Odisha
City/Town		Khallikote
State/UT		Orissa
Pincode		761030

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Alekha Chandra Mohanty
Phone no/Alternate Phone no.	06810256341
Mobile no.	9861423790
Registered Email	iqacrcm@gmail.com
Alternate Email	rcmscollege@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://rcmscollegekhalikote.com/Documents/AqarDocument/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://rcmscollegekhalikote.com/Documents/calendar/Academic%20Calendar%202019-20.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.65	2006	02-Dec-2006	01-Feb-2011
2	B	2.41	2016	19-Dec-2016	19-Dec-2020

6. Date of Establishment of IQAC	01-Jul-2011
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7. Internal Quality Assurance System

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		
Review of Quality Enrichment, Expansion programmes implemented in the HEI through IQAC conducted by the GB representative Prof. Dr. B. Saketh Rama Rao. Other items of the agenda discussed in threadbare and resolutions passed.	28-Jan-2020 02	23
Quality Enrichment, Expansion issues and their implementation discussed in the IQAC Meeting along with other items of the agenda.	21-Aug-2019 02	10
Sensitisation of Quality Parameters in HEI Resource Person: Dr. Alekha Chandra Mohanty, Head of the Department of Economics & Coordinator, IQAC.	31-Jan-2020 03	55
Science Teachers	16-Jan-2020 03	30
GENDER SENSITISATION WORKSHOP ON ELIMINATION OF CRIME AGAINST WOMEN RESOURCE PERSON: Sri Brijesh Kumar Rai, I.P.S., Superintendent of Police., Chatrapur, Ganjam.	11-Dec-2019 02	265
INDUSTRY-ACADEMIA INNOVATIVE PRACTICES RESOURCE PERSON: Er. Pradipta Kumar Mishra (Former ED, SAIL and former MD Neelachal Ispat Nigam Ltd.)	18-Oct-2019 03	230
ORIENTATION PROGRAMME ON QUALITY PROMOTION & SUSTENANCE IN HEIS RESOURCE PERSON: Prof. Major Rama Ramana Padhy (Noted Educationist and an avid writer)	21-Aug-2019 02	58
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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	Noncivil activities under Odisha Higher Education Programme for Excellence Equity (OHEPEE)	Govt. of Odisha	2019 1825	2725000
Dr S.K. Senapati, Lecturer in Botany	Research Activities under Odisha University Research & Innovation Incentivization Plan (OURIIP)	Govt. of Odisha, Dept. of Higher Education	2019 730	412000
Dr Sarmistha Mahapatra, Lecturer in Odia	Research Activities under Odisha University Research & Innovation Incentivization Plan (OURIIP)	Govt. of Odisha, Dept. of Higher Education	2019 730	402000
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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

12. Significant contributions made by IQAC during the current year(maximum five bullets)
1. Quality enrichment in Teaching Learning process.

2. Quality enrichment of Departmental Seminars inviting Resource Persons of Academic Excellence.

3. Academic achievement of students' in University Examinations.

4. College could bag two Research Projects.

5. Ten faculty members successfully completed refresher courses on their respective subjects: Economics Department - 2 History Department - 1 Political Science Department -1 Odia Department -3 Chemistry Department -1 Physics Department -2

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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

Plan of Action	Achievements/Outcomes
1. Curricular Aspects:	(i) On preparation and notification of Academic Calendar by May 2019 for 2019-20 academic session the academic activities of the HEI has been effectively managed.
2. Teaching, Learning & Evaluation:	(i) Students Data base has been created and uploaded in the Website.
3. Research, Innovations & Extensions:	(i) Research based articles published during the year under report: (a) Title of the Article: Experiencing Indian English Poetry Through Indian Poetics: Susheel Kumar sharma And Manju Jaidka. Written by Mrs. Ranjita Barik, Lecturer in English. Tile of the Journal: Diversity In Indian Literatures in English
4. Infrastructure and Learning resources:	(i) Two more class rooms are converted into ICT enabled classrooms as a result 13 no. of ICT enabled classrooms are used as Learning Resources during 2019-20 academic session.
5. Students Support and Progression:	(i) The following Scholarships are given to the students of HEI under Direct Benefit Transfer (DBT) mode.
6. Governance Leadership and Management:	(i) The Governing Body reviewed the Institutional Vision, Mission and Core Values during the year under report and motivated to all members of teaching and non-teaching staff to work in fulfilling the requirements under the vision, mission and core values of the college.

<p>7. Institutional Values and Best Practices:</p>	<p>(i) The IQAC of the college is taking much care in choosing and adopting Best Practices to build up Institutional Values. Thus, to create an image of the HEI in the locality/public. Mentors are given responsibility in this respect. They counsel the group of students allotted to them. They motivate them the value of taking social responsibility right from their studentship so that they can proof themselves as a better citizen of the country. They have been taught to start this initiative from their family. Giving respect to elders and love to the youngers in the family is the minimum courtesy that demands towards maintaining and developing harmonious relationship in the family. So also in the classroom, in the locality where they live in. Every individual student should feel themselves as a source and means to undertake social responsibility right from their studentship in the college so that the same practice they can continue when they enter into their adult hood and social life. Thus, the motto behind developing this practice is to change the lifestyle of every student and the institution in large. The students will play the role of a changing agent of their own locality.</p>
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<p>14. Whether AQAR was placed before statutory body ?</p>	<p>Yes</p>				
<table border="1"> <thead> <tr> <th data-bbox="114 1464 794 1518">Name of Statutory Body</th> <th data-bbox="794 1464 1468 1518">Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="114 1518 794 1572">Governing Body</td> <td data-bbox="794 1518 1468 1572">15-Dec-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	15-Dec-2020
Name of Statutory Body	Meeting Date				
Governing Body	15-Dec-2020				
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>				
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>				
<p>Year of Submission</p>	<p>2019</p>				
<p>Date of Submission</p>	<p>07-Feb-2019</p>				

<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>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 after the completion of college studies in the Higher Education Institution (HEI) issue of college leaving certificate (CLC). 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 imbining 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 of students. SAMS provides a flawless uniform platform for admission in the HEI making the merit and reservation category transparent to every applicant in order to maintain quality and equity. 2. College Accounting Procedure Automation (CAPA) has been introduced as a</p>

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 under Direct Benefit Transfer (DBT) mode.

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 college strictly adhere to the academic calendar prepared by IQAC at the beginning of the academic session i.e. in the month of June every year with regard to Curriculum Planning and its implementation. The esteemed members of IQAC after threadbare discussion in the meeting prepares the academic calendar and a well-planned mechanism for effective curriculum delivery to the students keeping in view for no loss of teaching period on re-opening of the college after summer vacation. Accordingly the Time Table of odd semesters for all departments of the three streams viz. Arts, Commerce & Science are prepared and notified for the information of all Heads of the Departments and faculty members in the 1st week of April. H.ODs and faculty go through the Time Table after notification and after due interaction they give necessary suggestions to the Officer-in-Charge of time table regarding omissions/rectifications if any required in the time table of their respective departments. Thus, the Officer-in-charge of time table makes necessary rectifications, additions, alterations and modifications in the time table taking suggestions from different departments. Then the revised time table is published in the 2nd week of April. Classes are distributed by the Head of the Departments among the faculty members of their respective departments by 3rd week of April of the preceding

Academic Session i.e. before the closer of the college for summer vacation. So that faculty members can prepare lesson plan for the succeeding academic session in the summer vacation and place the same before the respective heads of the department for review and suggestions if any. The month wise Lesson Plan prepared by faculty members is endorsed by Head of the Departments and reviewed by the academic bursar are placed before the Principal for approval and signature. This exercise makes easy for faculty members for effective curriculum delivery to the students in the new academic year. The progress of curriculum delivery is also recorded in the same register date wise and period wise; presented before the head of the department on the last date of every week. The Progress Register is endorsed by the Academic Bursar/HOD on the last day of every month to the Principal for his perusal, review and signature. 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 in the 1st week of May. 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. All faculty members maintain their teaching plan and progress register which are reviewed by the respective Head of the Departments, Academic Bursar & Principal. The Governing Body also asks the Principal to place the Lesson Plan & Progress Register of the teacher for review and comments.

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
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	CHEMISTRY	26/11/2019
MA	ODIA	26/11/2019
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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	ODIA, ENGLISH, HISTORY, POLITICAL SCIENCE, ECONOMICS, EDUCATION	01/06/2019
BCom	COMMERCE	01/06/2019
BSc	PHYSICS, CHEMISTRY, MATHEMATICS COMPUTER SCIENCE, BOTANY, ZOOLOGY	01/06/2019
MA	ODIA	01/06/2019
MSc	CHEMISTRY	01/06/2019

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
Communicative English - Special Course (SECC-I)	29/07/2019	421
Quantitative and Logical Thinking (SECC-II)	29/07/2019	421
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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
BSc	CHEMISTRY	35
BSc	COMPUTER SCIENCE	14
BA	ECONOMICS	45
BA	EDUCATION	16
BA	ENGLISH	4
BA	HISTORY	61
BSc	MATHEMATICS	20
BSc	PHYSICS	40
BA	POLITICAL SCIENCE	60
BSc	ZOOLOGY	51
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

Students: The feedback is obtained from the UG final year students after taking CLC from the college on completion of their graduation. The feedback format is supplied to the students through their mentors much in advance. Students are made to understand the questions in the feedback format by their mentors. They also explain the modalities to answer each question given in the format. Students are advised to respond in a free and fearless manner the way they feel like about all the questions in the feedback. At the end, any doubts about the feedback system raised by the students are clarified. Students are instructed to submit the duly filled in feedback form to the mentors after taking CLC from the college. All feedback forms so received by the mentors are handed over to

the Coordinator, IQAC. The same is then analysed by senior members of teaching staff and report is prepared in the strict supervision of the Coordinator, IQAC. After due review of the feedback report, the principal call the respective functionaries including faculty members and other stakeholders to appraise them about the feedback report and give necessary instructions for improvements if any. The feedback analysis report is also placed before the Governing Body for review and imparting necessary suggestions or actions.

Teachers: The Governing Body takes stock of course completion in due time, teaching-learning outcome after publication of final year result by the University in shape of feedback. Besides, collecting information about the day to day conducive environment of the college to ensure quality teaching and excellence in academics. The engagement of teachers in research work, publication of articles in UGC approved National International Journals. Young teachers for doing Ph.D for conducting seminars inviting distinguished resource persons of High Academic Excellence etc.

Employees: The Governing Body takes care of the Health Other social welfare measures of the employees by taking feedback from them. The feedback about harmonious relationship among the employees in the college precinct is also collected.

Alumni: Every year feedback in shape of proposal or suggestions is invited from alumni staying in the locality for academic enrichment, infrastructure development etc. They are advised to give their free opinion for the all-round development of the HEI. The proposals received from alumni are placed before the Governing Body for consideration and necessary action.

Parents: Parents are one of the most important stakeholders of the HEI. Two parents of the enrolled students living in the locality of the college one male and the other woman are taken as members of the Governing Body. The HEI consider the parents as the spokesperson of their children/wards. Hence, the Governing Body give much importance on the suggestion of parents about Curriculum Enrichment, Teaching and Learning process, Learning outcome, choosing villages for conducting Extension Activities.

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
BA	ARTS	256	2649	248
BSc	SCIENCE	256	2333	246
BCom	COMMERCE	256	274	167

[View File](#)

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
2019	661	32	32	8	24

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
40	40	118	12	11	140
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The Students Mentoring System is well organised in the HEI. Care has been taken to reduce the Mentor Mentee ratio by including the demonstrators of Science Department as Mentors. The Mentors convene a meeting of the first year students who have been newly allotted for briefing them the aim, objectives and functioning of Students Mentoring System in the college. Thus, an intimate relationship between the students and teachers for timely counselling, guiding and advising in academic and other matters has been build up through Mentor-Mentee System right from the entry of 1st year students in the college. The students are advised to feel free to speak about their academic problems if any to their mentors. The attendance of students in classes, their academic performance and other matters is taken care of by the Mentors. The students are asked to meet their Mentors once in a fortnight in every month for which a well planned calendar is prepared and notified to the students at the beginning of the academic session. Hence, they must be in touch with their Mentors and seek their help, guidance, counselling and advice whenever they feel required. Thus, a healthy academic environment is maintained between Mentor and Students in the HEI. The students can take the final College Leaving Certificate, Conduct Certificate basing on the recommendation of their respective Mentors. Any adverse against student by the Mentor is seriously viewed. Borders in the hostel can't leave the headquarters without the knowledge of their Mentors. In the aforesaid first meeting the newly enrolled students are supplied with Mentor-Mentee or Proctorial form. The Proctorial form is an attempt to capture students' academic and familial data along with some background information like familial occupation, household location, histrionic talents, efficiency and achievements in sports and games etc. Including the contact number of their parents. Mentees are guided about 'dos and don'ts' on various aspects inside the college premises. This procedure has really given us an opportunity to learn quite a few things about students' academic and career aspirations, problems at their personal level and the kind of help and support they expect from the teachers and from the HEI. This has helped us in counselling the students in certain aspects and extend our support to realise their career aspirations which otherwise could have been missed. Intermittently, the principal review the Mentor-Mentee activities being conducted in the college. The parent-teacher meeting is another outcome and support system of the mentor-mentee programme, as far as taking feedback from their parents on academic, social and cultural growth of the mentees are concerned. 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 in the process developing an online feedback system for the mentees. So that students after completion of their graduation from the HEI can also give feedback in the capacity of alumni for al-round development of their AlmaMator.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1849	40	45 : 01

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	40	Nil	8	12

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

2019	Dr S K Senapati	Lecturer	Fellowship received from Govt. of Odisha, Dept. of Higher Education under Odisha University Research Innovation Incentivization Plan (OURIIP)
2019	Dr Sarmistha Mahapatra	Lecturer	Fellowship received from Govt. of Odisha, Dept. of Higher Education under Odisha University Research Innovation Incentivization Plan (OURIIP)
2019	Dr Sarmistha Mahapatra	Lecturer	Odisha Sanman by Odisha Press Academy for Contribution to Odia Sahitya
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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	ARTS	I-VI	14/01/2020	Null
BCom	COMMERCE	I-VI	14/01/2020	Null
BSc	SCIENCE	I-VI	14/01/2020	Null
View File				

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

Conduct of continuous Internal Examination (CIE), its evaluation and interactions with the students by their respective subject teachers on scheme of valuation i.e. marking pattern plays a vital role in the student performance in examinations. The Internal Quality Assurance Cell (IQAC) of the college is aware of this fact hence giving due importance on CIE, its evaluation and interaction with the students. Transparency in evaluation, interface discourse between examiners and examinees 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 and the procedure of answering the questions. 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 at the end semester examinations. 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 for the students in the students reading room, so that they can refer the question bank as and when they desire.

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. It is placed before the Governing Body of the college for approval which is the statutory body for governance of the HEI. All academic matters of the HEI are conducted in accordance with the academic calendar prepared by the IQAC of the college on approval of the same by the Governing Body right from the preparation and publication of the master Time Table. The classes of 3rd 5th semester are being conducted from the date of re-opening 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 end semester examinations, 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, month-end-examination, internal examinations and their evaluation are conducted in accordance with the Academic Calendar prepared by IQAC.

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)

<https://rcmscollegekhallikote.com/Documents/AgarDocument/Program%20outcomes,%20program%20specific%20outcomes%20and%20course%20outcomes.pdf>

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
ARTS	BA	ALL SUBJECT	218	205	79.52
SCIENCE	BSc	ALL SUBJECT	202	156	75.38
COMMERCE	BCom	COMMERCE	97	84	86.59

[View File](#)

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)

<https://rcmscollegekhallikote.com/Documents/IqacDocument/Students%20feedback%20analysis-19-20.pdf>

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
Minor Projects	365	Govt. of Odisha, Department of Higher Education	814000	462000
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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
INDUSTRY-ACADEMIA INNOVATIVE PRACTICES	Physics, Chemistry, Botany, Zoology, Commerce	18/10/2019

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
Odisha Sanman	Dr. Sarmistha Mahapatra	Odisha Press Academy	01/10/2019	Odisha Sanman
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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
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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)
International	Chemistry	2	6.7
National	English	1	0
View File			

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
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Odia	5
English	7
View File	

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
Transiti on-metal-free variant of Glaser and Cadiot -ch odkiewicz-type coupling: Benign access to diverse 1,3-diyne s and related molecules	Subhashree Nayak Chandi C Malakar	Tetrahed ron letters	2020	Nil	Research Scholar in NISER, BBSR	Nil
Di- (m-m- m) terphenyl embedded decaphyrin and its Bis-Rh(I) Complex.	Subhashree Nayak A Srinivasan	Organic letters	2019	Nil	Research Scholar in NISER, BBSR	Nil
Experien cing Indian English Poetry Through Indian Poetics: Susheel Kumar sharma And Manju Jaidka	Mrs Ranjita Barik	Diversity In Indian Literature s In English	2019	Nil	R.C.M. Science College, Khallikote	Nil
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
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0	0	0	Nil	Nil	Nil	0
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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	8	10	3	1
Presented papers	4	7	Nil	Nil
Resource persons	Nil	3	2	Nil
View File				

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
Campus Cleaning Drive Awareness Programme	YRC	23	69
Observation of Constitution Day	NSS Units (1,2,3 4)	15	46
Observation of Road Safety Awareness week	NSS Units (1,2,3 4)	11	50
Organise Winter Special Camp	NSS Units (1,2,3 4)	2	50
Observation of World Aids Day	NSS Units (1,2,3 4)	18	42
Observation of Vigilance Awareness Week	NSS Units (1,2,3 4)	27	50
Observation of Fit India Plogging run programme	NSS Units (1,2,3 4)	25	49
Celebration of NSS Day	NSS Units (1,2,3 4)	12	50
Orientation of NSS volunteers.	NSS Units (1,2,3 4)	15	48
Observation of International Yoga Day	NSS Units (1,2,3 4)	27	50
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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
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0	0	0	Nil
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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
Aids Awareness	NSS UNITS	Observation of World Aids Day	4	42
Aids Awareness	YRC	Observation of World Aids Day	2	60
Swachh Bharat	NSS UNIT	Observation of Fit India Plogging run programme	4	49
Swachh Bharat	YRC	Campus Cleaning Drive Awareness Programme	2	69
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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
NA	NA	NA	0
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
NA	NA	NA	Nil	Nil	NA
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
NA	Nil	NA	Nil
No file uploaded.			

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
553025	393609

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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
Matrix	Partially	0.1	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28762	2945214	475	127512	29237	3072726
Reference Books	535	45301	1458	61236	1993	106537
Journals	2520	152324	156	12600	2676	164924
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
NIL	NIL	NIL	Nil
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	63	0	20	10	11	18	12	0	12
Added	0	0	0	0	0	0	0	0	0
Total	63	0	20	10	11	18	12	0	12

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

8 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
NIL	NIL

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
150000	143943	100000	70198

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)

Laboratory: The Head of the Department of all Science Departments, Computer Laboratories and Language Laboratory etc. submit proposal to the Principal for annual maintenance of their respective laboratories by 30th May each year along with a tentative estimation of expenditure. The Principal places the same before the President, Governing Body or in the Governing Body meeting by June each year. On approval of the same either by the Governing Body or by the President, Governing Body, steps are being taken at the college level for maintenance of both laboratory and equipments if any provided the expenditure is below Rs. 15,000/- (Rupees Fifteen Thousand) only. If it exceeds sealed quotations are invited or tender is notified in newspapers. The sealed quotations or tender applications are opened before the purchasing committee, Head of the respective departments in presence of the Principal. Comparative Statement is being drawn and order is placed to the lowest quoted form maintaining same quality and standard. On satisfactory completion of work the Head of the departments recommend for payment to the party. All payments are made through RTGS or Account Payee Cheque only. **Library:** Library Committee is constituted taking all Head of the Departments and the Librarian. Budgetary provision is made every year for procurement of books. The Library Committee Meeting is convened at the beginning of the year before procurement of books. In the said meeting budget allocation is made department wise and lists for procurement of books, journals is invited from the Head of the Departments. HODs are advised to prepare list in consultation with the faculty members of their respective departments. Care is being taken to procure the latest/new addition of all books including reference books. Order is being placed to the publisher who gives more discounts on the printed price and gives free delivery

at the college. Payment is being made through RTGS or Account Payee Cheque only. Sports Complex: The college is having a sports complex on 3 and ½ acres of land. The Vice President of Athletic Club gives proposal for Annual Maintenance if any. The same is being taken care of by the Governing Body of the college. Computers: The Head of the Department of Computer Science gives proposal for maintenance of computers and the Computer Laboratory if any in the month of May with an estimation pertaining to probable expenditures. Taking approval of the President, Governing Body maintenance is being done. Classrooms: Minor repair and white washing is being done every year for the classrooms. However, at every five years White Washing of the college building both interior and exterior is being done. The prescribed procedure of the Government is followed and the work is being taken up by Public Works Department (Roads Building).

<https://rcmscollegekhallikote.com/Documents/AqarDocument/PROCEDURE%20FOLLOWED%20TO%20MAINTAIN%20PHYSICAL,%20ACADEMIC%20AND%20SUPPORT%20FACILITIES%20IN%20THE%20HEI.pdf>

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
Financial Support from institution	HALF FEE CONCESSION	285	15480
Financial Support from Other Sources			
a) National	NATIONAL SCHOLARSHIP	21	10000
b) International	NA	Nil	0

[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
Industry-Academia Interface Programme	18/10/2019	300	Career Counselling Cell
Secret Behind Success	17/12/2019	95	Career Counselling Cell
Step to Distract the Distraction of your life	07/01/2020	69	Career Counselling Cell
Health Awareness Programme on the eve of World Diabetes Day	14/11/2019	72	YRC UNIT
Mentoring session	01/06/2019	1849	ALL DEPARTMENT
Remedial Coaching	01/06/2019	321	ALL DEPARTMENT

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

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	1. Motivation for Entrepreneurship. 2. Motivation for Skill Enhancing. 3. Motivation for Soft Skill Development. 4. Career Counselling.	114	543	3	6
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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
Nil	Nil	293

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
NIL	Nil	Nil	NIL	373	9
View File					

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
2019	2	ARTS	ODIA	BERHAMPUR UNIVERSITY, BHANJAVIHAR	PG
2019	3	ARTS	ODIA	R.C.M SCIENCE COLLEGE, KHALLIKOTE	PG
2019	1	ARTS	POLITICAL SCIENCE	A.N.U, Andhra Pradesh.	B.Ed
2019	1	ARTS	POLITICAL SCIENCE	BERHAMPUR UNIVERSITY	PG

2019	3	ARTS	HISTORY	UTKAL UNIVERSITY	PG
2019	5	ARTS	HISTORY	BERHAMPUR UNIVERSITY	PG
2019	3	ARTS	HISTORY	ANDRA UNIVERSITY	B.ED
2019	1	ARTS	HISTORY	ASI, NEW DELHI	ADVANCED PG DIPLOMA IN ARCHAEOLOGY
2019	1	ARTS	POLITICAL SCIENCE	M.P.C (Auto.) College, Baripada.	PG
2019	1	ARTS	POLITICAL SCIENCE	Khallikote (Auto.) College, Berhampur.	PG
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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
Any Other	5
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Triple jump 5	Inter College at University Level	29
Long jump 5	Inter College at University Level	31
Javelin Throw 5	Inter College at University Level	26
Hammer Throw 5	Inter College at University Level	21
Discus Throw 5	Inter College at University Level	34
Shotput Throw 5	Inter College at University Level	36
400 Met. Running 5	Inter College at University Level	19
200 Met. Running 5	Inter College at University Level	22
100 Met. Running 5	Inter College at University Level	26
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
2019	Repr esented Berhampur University Volly Ball Team	National	1	Nill	BS18-146	Mr. Mithun Pradhan
2019	Represent ed Berhampur University Chess Team	National	1	Nill	BS17-086	Ms. Ramaji Pradhan
2019	Repre sented Berhampur University Chess Team	National	1	Nill	BA19-238	Ms. Pragnya Jani
2019	Repre sented Berhampur University Basket Ball Team	National	1	Nill	BC17-103	Ms. Puspanjali Panda
2019	Repre sented Berhampur University Basket Ball Team	National	1	Nill	BS17-152	Ms. Priyanka Dash
2019	Repre sented Berhampur University Basket Ball Team	National	1	Nill	BA18-079	Ms. Puja Maharana
2019	Repre sented Berhampur University Table Tennis Team	National	1	Nill	BS17-054	Mr. Biswajit Pradhan
2019	Repre sented Berhampur University Table Tennis Team	National	1	Nill	BS17-256	Mr. Suman Kimar Dash

2019	Represented Berhampur University Table Tennis Team	National	1	Nil	BS17-167	Ms. Swarnalata Sahu
2019	Represented Berhampur University Cricket Team	National	1	Nil	BA19-090	Ms. Supriya Biswal
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A. Mr. Bikesh Kumar Maharana of 3 Second Year Science was nominated by the Principal to the Internal Quality Assurance Cell (IQAC) on 01-06-2018 for two years i.e. 2018-19 and 2019-20 academic session. He was nominated taking into consideration his academic performance 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. Students are nominated from the merit panel to different committees and administrative bodies. They feel inspired in participating policy making decision on academic matters of the college. They conduct different literary, cultural competitions under the guidance of their teachers. The students in the editorial board of the college magazine motivate students to write 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. 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 in Sports, Games Athletics. They participate in conducting various Sports, Games Athletics under the guidance of teachers having skill on different sports and games. The Physical Education Teacher is also giving guidance to the Student Representatives in organising different competitions. Students having proficiency in different sports and games items are chosen as captain of the team. The team captain looks after maintaining team punctuality, discipline, team spirit and in developing leadership qualities of their respective teams. D. Representation of students on administrative committees of the HEI. Students are given scope to participate in matters of administration of the HEI. They prepare budget for different administrative matters pertaining to student activities. Such as for conducting literary, cultural, athletic, sports etc. activities in the HEI. They actively participate in organizing all such activities under the guidance and supervision of faculty members. They utilise the funds according to the budget prepared by the students under the guidance of respective Vice Presidents and duly approved by the Principal.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1969

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

10860

5.4.4 – Meetings/activities organized by Alumni Association :

01 in a Year.

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)

Decentralization (1st Practice): 1. Principal: The Principal is the Ex-officio member secretary of the Governing Body. He is the Chairperson of the IQAC of the college. He is also the Chairperson 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. He gets the work done through the aforementioned teaching, non-teaching staff and students so as to achieve the Institutional Vision and to sustain the core values of the HEI. He takes advices from the Administrative Bursar, Academic Bursar Financial Bursar with regard to the smooth management of office-cum-establishment section. As library plays a vital role as learning resource, all decisions for the development of Central Departmental Libraries he takes consultancy of library committee which includes all head of the departments. Committees are constituted to organise Sports, Games, Literary and Cultural activities under the chairmanship of the Principal. The Staff Council is the Apex Body of the college in all student matters. IQAC prepares the Annual Action Plan, Academic Calendar Administrative Calendar who plays a dynamic role to fulfil the Vision, Mission, Core Values of the HEI through its objectives. Decentralization (2nd Practice): 2. Head of the Departments (HODs): Motivation is the core of any effective management. 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. 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 and frame rules in respect of quality enrichment, maintenance and its sustenance taking consultancy from stakeholders keeping in view the instructions, guidelines received from University Grants Commission (UGC) and the Department of Higher Education, Government of Odisha. 2. Operational Level: Faculty, Students and Support Staff under the supervision, guidance of IQAC, Principal and Governing Body manage all academic, administrative and extension related co-curricular and extra-curricular activities. B. Participative Management (2nd Practice): 1. 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, co-curriculum, examinations related activities to faculty members for proper discharge. 2. Operational Level: At the operational level Faculty members and students discharge the duties of teaching, learning and extension activities. Faculty members engage themselves in research work and publish the outcome of research as article in UGC approved National and International Journals.

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
Curriculum Development	<p>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.</p> <p>However, a few senior most members of teaching staff of different departments of this college are nominated by the Vice-Chancellor 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.</p>
Teaching and Learning	<p>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 and Twelve ICT enabled classrooms are developed in the college. The students are motivated from time to time to take maximum advantage of the facilities available to them in the College Central Library, Departmental Library and Reading Room. Language Lab for development of soft skill and Sports Arena for physical development are monitored by respective Officers-in-Charge.</p>
Examination and Evaluation	<p>The college is conducting internal examinations for the students to strengthen them mentally for appearing the end semester examinations. The evaluation part of Internal Examinations is carried out by the respective subject teachers. They maintain transparency in evaluation system. Teachers after evaluation of answer sheets conduct interface meetings with the students showing the answer sheets and scheme of evaluation. They guide the students the pattern of answering different model questions by providing question bank on each chapter before conducting Internal Examination and also after the e-valuation is over.</p>
Research and Development	<p>Research and publication of its outcome in UGC approved CARE Listed, peer Reviewed and Referred National International Journals help in the</p>

	<p>career development of faculty members. Designing Research Based Projects brings a wider exposure for the students. Hence, IQAC of the HEI strides to engage faculty members in research activities. It also motivate teachers to conduct field study in preparing Research Based Projects for the students. Industry-Academia Innovative Practices are also conducted by the IQAC in the HEI to motivate students and teachers to conduct innovative research work which will be helpful for the local industries.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Adequate Provision has been made in the college budget for enriching the College Central Library procuring useful reference books and text books. The Officers-in-Charge of World Bank, RUSA and UGC are advised to tap 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 for maintaining a healthy teaching and learning practices.</p>
Human Resource Management	<p>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 direction 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, Directing and controlling the activities of the stakeholders of the HEI</p>
Industry Interaction / Collaboration	<p>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.</p>
Admission of Students	<p>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</p>

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) both for the admission of U.G P.G students.

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

E-governance area	Details
Administration	<p>Administrative decisions are influenced by the policy directions instructed by the Department of Higher Education, the Governing Body and UGC. Planning, organizing and controlling are the three main pillars of administration. IQAC and Governing Body play the role of planning whereas the faculty members and support staff execute the same under the control of the Principal. Ministerial staff daily visits the e-Despatch, Website of Higher Education Department, UGC, NAAC and University for latest information and its compliance. Maintenance of Service Book of employees and CCR is updated every year by the establishment section. Biometrics System has been introduced in the college for ensuring seven hours stay of teaching and non-teaching staff in the college and fruitful use of the time.</p>
Student Admission and Support	<p>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</p>

college and then getting the selected candidates admitted to the colleges. Web enabling of the entire database has been done with a drill-down 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 e-Admission an e-administration 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 marks awarded to the students by the respective examiners

are uploaded on the University portal.

Planning and Development

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, IQAC to the Officers-in-charge of different offices, responsibilities and assignments are looking forward for quality achievement and development of the HEI.

Finance and Accounts

? Maintenance of DCR, Cash Book meticulously and flawlessly is one of the important roles 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 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. ? Integrated Financial Management System (IFMS) has been introduced in the college for deposit and withdrawal of Employees Provident Fund Amount and Group Insurance Premium. ? The salary bill of all employees is generated through Human Resource Management System (HRMS). ? 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.

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
2020	NIL	NIL	NIL	Nil
No file uploaded.				

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)
2019	Continuing Education	Office Management: Filing File Movement procedure, Noting Drafting, Dateline for compliance of ordinary and urgent letters.	24/01/2020	25/01/2020	40	7
View File						

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
Faculty Development Programme for the Global Business Foundation Skills	1	17/09/2019	20/09/2019	4

Refresher Course	2	20/09/2019	03/10/2019	14
UGC Sponsored Orientation Course	1	19/11/2019	09/12/2019	21
Academic Training Programme for Teachers	2	20/01/2020	25/01/2020	6
Training Programme on "Training of Field Trainers for the Census of India - 2021 - Phase - I"	5	16/03/2020	20/03/2020	5
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	3	Nil	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Economic Security like pension and gratuity for the teachers in recognition of their 25 years of continuous satisfactory service on superannuation from service. • EPF for Block Grant teachers teachers engaged by the Governing Body. • 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. • 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 	<ul style="list-style-type: none"> • 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 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 	<p>829 students are financially benefited under different financial support and scholarship scheme during the year under report.</p>

their own funds for future contingencies.

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: All financial transactions are strictly scrutinised 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 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.

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 funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	1215355	SALARY COST
View File		

6.4.3 – Total corpus fund generated

15346885

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	Yes	Department of Higher Education	Yes	Regional Director of Education, Southern Zone, Berhampur, Ganjam, Odisha
Administrative	Yes	Governing Body	Yes	President, Governing Body

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

1. Parent-Teacher Association (PTA) welcomes the 1st year students and their parents soon after the admission in 1st semester and re-admission in 3rd 5th semester is over. 2. The PTA meeting conducted for the 1st semester students is treated as induction meeting where all support facilities available for the students in the HEIs are being explained. 3. Students are appraised about the Rules, Regulations and Discipline to be observed in the normal class room activities, co-curriculum 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)

- Development of Computer Skill.
- Assignment of duties on rotation under the supervision of senior support staff.
- Training for conflict resolution.

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

- Well Functioning of Internal Quality Assurance Cell.
- Opening of Post Graduate courses in M.Sc. in Chemistry and M.A in Odia.
- Increase of ICT classrooms and Wi-Fi 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
2019	ORIENTATION PROGRAMME ON QUALITY EDUCATION BY Prof. Major Rama Raman Padhy (Noted Educationist and an avid writer)	21/08/2019	21/08/2019	21/08/2019	50
2019	INDUSTRY-ACADEMIA INNOVATIVE PRACTICES BY Er. Pradipta Kumar Mishra (Former ED, SAIL and former MD Neelachal Ispat Nigam Ltd.)	18/10/2019	18/10/2019	18/10/2019	230
2019	GENDER SENSITISATION	11/12/2019	11/12/2019	11/12/2019	265

	WORKSHOP ON ELIMINATION OF CRIME AGAINST WOMEN BY SRI BRIJESH KUMAR RAI (IPS) (SP., CHATRAPUR, GANJAM				
2019	SCIENCE TEACHERS' TRAINING PROGRAMME BY FACULTY MEMBERS FROM IISC, BANGALORE	16/01/2020	16/01/2020	16/01/2020	30
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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
GENDER SENSITISATION WORKSHOP ON ELIMINATION OF CRIME AGAINST WOMEN	11/12/2019	11/12/2019	215	45

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
<ul style="list-style-type: none"> • Plantation of Trees: The HEI conducts plantation of trees every year to celebrate Bana Mahotsav and looks after its sustenance by giving responsibility to NSS volunteers. • Use of recyclable and eco-friendly products. The HEI strictly adheres to the use of recyclable and eco-friendly products. The students and employees of the HEI are much careful in maintaining their college campus and environment eco-friendly as they can. • Use of washable Cups and Plates. The HEI strictly adheres to the use of washable Cups and Plates. • Installation of Napkin Disposal Machine in the Girls Common Room. The HEI is very much particular keeping its environment neat and clean and the Health Hygiene of girl students, therefore, Napkin Disposal Machine has been installed in the Girls Common Room.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2

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	21/08/2019	1	Road Safety and Traffic Awareness Programme	Making aware of Traffic Rules to prevent Accident Injuries	295
2019	1	1	02/02/2019	1	Swachh Bharat Mission	Elimination of Open Defecation and Polythene Bag	204
2020	1	1	28/10/2019	6	Anticorruption	Unity against corruption For socio-economic development prosperity	295
2020	1	1	14/11/2019	1	World Diabetes Day a Health Awareness Programme	Awareness of best Health Practice to avoid Diabetes	295
2020	1	1	01/12/2019	1	HIV/AIDS	Strict adherence to Anti Retroviral Regimens (ARVs)	204
2020	1	1	22/12/2019	7	Clean the Environment and Save the Environment	Making sure to take the domestic/household waste to the right place	204

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
College Calendar	01/06/2019	In the induction meeting students are advised to follow certain etiquettes and ethics like: (i) Behaving politely with the teachers, Non-Teaching Staff members and the staff in the library and with their friends (Co-students). (ii) Adhering strictly the dress code. (iii) Use of Identity Card in College Campus. Mentors observe silently about the above etiquettes ethics followed by this students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
The universal values of Lord Jagannath.	04/07/2019	04/07/2019	186
Id-Ul-Zuha (The values of Sacrifice)	12/08/2019	12/08/2019	30
Independence Day.	15/08/2019	15/08/2019	600
Ganesh Puja.	02/09/2019	02/09/2019	600
Gandhian Values Thoughts.	02/12/2019	02/12/2019	600
The ethics of Lal Bahadur Shastriji	02/12/2019	02/12/2019	180
The ethical teaching of Jesus Christ	24/12/2019	24/12/2019	180
Raja Ramachandra Mardaraj Deo Jayanti (One of the pioneer advocates for formation of separate odia speaking province. 'Odisha')	13/01/2020	13/01/2020	600
Netaji Jayanti	23/01/2020	23/01/2020	180
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plantation of Trees.
- Use of recyclable and eco-friendly products.
- Use of washable Cups and Plates.
- Using LED light bulbs to Save Electricity.
-

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Building Students as Change Agents. (involving local representative (Sarpanch – Mathura Panchayat). 2. Respect for Gender Equality. Best Practice- 1 • Title of the Practice:. Building Students as Change Agents. • Objective of the Practice: The main objective of this practice is to build students in their heart and soul to work as a change agent in the community/society where they live in. • The Context: The students learn many subjects inside the classroom from their teachers. The mission of this practice is let the community/society grow with the students and students grow with the community/society. Hence, the HEI has made a holistic approach to build students in their heart and soul to work as a change agent in the community/society where they live in. • The Practice: In practising the objectives the students are motivated through their Mentors, NSS Programme Officers, YRC Counsellors to work in the society/locality where they live in during their leisure hours on Holidays and Sundays. • Evidence of Success: Enclosed vide Annexure- 1. • Problems encountered and resources required: The students have not encountered any problem to work as changing agents in the society/locality where they live in. Best Practice- 2 • Title of the Practice: Respect for Gender Equality. • Objective of the Practice: i. To prevent gender based violence. ii. To promote gender equity in life. iii. To build emotional intelligence. iv. To build emotional resilience. v. To promote safe and secure environment especially for women students. vi. To recognise the contribution of both women and men in nation building. • The Context: Students from diversified sectors are joining in a college. To prevent gender based violence and to promote gender equity in their own lives. Teachers play the role of torch bearer maintaining facility for equal participation of girls and boys in classroom activities raising personal aspiration for better career among girls and their parents. • The Practice: Ours is a co-education college. Therefore, all faculty members are very much careful in maintaining harmonious relationship among boy and women students inside the college campus. Equal importance and respect is given to the women students in matters of all activities conducted in the college. So that there will not be any anti social activities inside the college precinct. Lady faculty members are given the responsibility to ensure fairness in all matters pertaining to women students. Strategies and measures are adopted empowering women students in all respect. Creating a perception in the mind of each student to treat others at par with himself/herself. • Evidence of Success: Enclosed vide Annexure-2. Problems encountered and resources required: No problem encountered and no extra resource required for ensuring this practice.

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

https://www.rcmscollegekhallikote.com/Documents/AgarDocument/Best_Practice.pdf

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

Rama Chandra Mardaraj Science College was established in the year 1964 in a picturesque locality surrounded by Green Mountain Peaks and Natural Beauty. It is one of the oldest colleges in the state of Odisha. The college owes its existence on account of the foresight of Raja Bahadur Ramachandra Mardaraj Deo the Raja of Khallikote Regency, a Statesman and one of the strong advocates of amalgamation movement of Odia Speaking Tracts for formation of Swatantra Utkal

Pradesh. The college is located in an area inhabited by socially and economically backward people having less paying capacity for economic services let alone for education. It is, therefore, the management of the college has kept the admission fee of students in first year classes of all streams i.e. Arts, Science Commerce and readmission fee in subsequent years, the lowest as compared to the admission fee of the colleges of Odisha. The management is determined to provide quality education to the students that are responsible to the needs of the community to meet economic, social and environment challenges. The HEI maintains discipline and conducive environment for teachers, students and employees of the college for conduct of better teaching and learning with the use of more number of Smart Class Rooms and ICT enabled classrooms. The management takes care in recruiting teaching faculty for posting immediately against the vacancy arises on account of retirement from service on attaining the age of superannuation. Similarly it also takes care for recruitment of Support Staff to fill-up the vacancies caused due to retirement of Class-IV support staff so as to provide better service to the students, teaching and other Non-Teaching Staff. On account of the conducive and harmonious atmosphere/relation among the Boys Girls student inside the college precinct more and encouraging number of Girls student are taking admission in this college. The statistics of admission of girls' student in this HEI reveals that out of the total strength of the college Girls' student occupy 45 in the academic session 2017-18. Further, it has increased to 47 in 2018-19. The trend of increasing admission of girls' student in the HEI continuous in 2019-20, the year under report to 49. This speaks the girls' enrolment in the HEI is encouraging. The other reasons behind the admission of more numbers of Girl students in the HEI is giving respect for Gender Equality and weightage in admission for girl students. Lady faculty members are given the responsibility to ensure fairness in all matters pertaining to women students at par with boy students. Strategies and measures are adopted empowering women students in all respect. Creating a perception in the mind of each student to treat others at par with him/her. The HEI provides a Green campus, Good library with nascent collection of books and Excellent laboratory facilities with advanced instruments performance of the institution in one area distinctive to its vision, priority and thrust. In the above mentioned backdrop the HEI maintains its distinctiveness.

Provide the weblink of the institution

<https://rcmscollegekhallikote.com/Documents/AgarDocument/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

The Annual Action Plan, Academic and Administrative Calendar prepared by the esteemed members of IQAC for the session 2020-21 is under a fix due to COVID-19 pandemic. The HEI is strictly adhering to the guidelines of UGC, Government of India, the State Government and the notifications published from time to time by the district authorities. The HEI was kept closed till July 16 in Odisha. However, the administrative activities commenced with 1/3 staff. The Higher Education Department notified to commence online classes for students w.e.f. 17th July 2020. In obedience to the order of the Higher Education Department of Government of Odisha faculty members started taking online classes. The data reveals that only 30 to 40 of students are getting benefit of online classes staying safe at their home. The admission process commenced from October 2020. The offline classes are yet to commence. Each department of the college has conducted State Level, National Level webinars inviting distinguish resource person of various states to give exposure to the students and faculty members on burning contemporary topics. Similarly faculty members have also participated in National, International Webinars/Workshops/Faculty improvement/development programmes. In the Post COVID period of the academic session 2020-21, we shall

have three prong approaches to ensure quality in the HEI: 1. By conducting external audit through Peer Members for the academic session 2017-18, 2018-19 and 2019-20. 2. By internalising quality through peer motivation to faculty members for achieving academic certifications, undertaking of research projects and academic publications in referred journals. 3. By initiating Energy Audit for achieving efficiency in energy consumption. 4. By conducting more numbers of research based seminars/webinars by IQAC and different departments of the HEI. 5. Last but not the least to initiate the online feedback system of stakeholders to facilitate quick, efficient and time bound feedback report for adopting corrective measures.