



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

CHIKITI MAHAVIDYALAYA

CHIKITI MAHAVIDYALAYA, CHIKITI AT/PO. CHIKITI DIST. GANJAM
761010

<http://www.cmvedu.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Chikiti Mahavidyalaya is a premier co-educational college under Berhampur University in the south Odisha. It is situated in the heart of Chikiti, a place which played a prominent role in formation of Orissa province as well as India's struggle for freedom. It is needless to say that Chikiti occupies a significant position in the annals of the cultural history of Orissa. Chikiti, formerly a princely state in pre-independence era, prides for its freedom fighters, writers, History, culture and heritage. Its location is ideal one as it revels in the picturesque surrounding of the Karandimal mountain range, abounding in diverse Flora and Fauna. The place is only 12Kms away from the National Highway No: 16 and 32 Kms away from Berhampur town, a municipal corporation, cultural as well as commercial hub of South Odisha, well linked with South-East railways. The nearest airport is Bhubaneswar which is nearly 200 Kms away from Chikiti. But the place was long neglected in the field of Higher Education till 1980. Chikiti Mahavidyalaya got established on 15th August, 1980 to impart higher education to the rural poor, downtrodden and tribal people of the area. (Campus area in sq. Mts-2136.77, Built up area in Sq. Mts-3374.2384)

Type of the Institution:

Chikiti Mahavidyalaya is a non-Government Aided college affiliated to Berhampur University, imparting co-education in the streams like Arts, Science and Commerce with Honours facilities in 15 subjects. The college also offers Bachelor degree in computer application (BCA) in self-financing mode.

Institution's functioning:

The functioning of the college is regulated by a Governing Body (G.B.) consisting up of President (Local MLA nominated by State Government), Principal of the college (Secretary of the G.B. ex-officio), and other members as decided by government norms. From time to time the Principal of the college convenes the GB meeting in consultation with the President to discuss the different issues related to academic, administrative and financial matters of the college. Principal is the head of the institution who constitutes several committees for smooth functioning of the institution.

Vision

The vision of the college is inscribed on its crest which epitomises all that is noble, lofty and profound. The upanishedic Verse "Tamaso ma Jyotirgamaya" guided the Founders of the college to make this temple of learning as a beacon light to dispel darkness and ignorance from the people of the area. The motto of the college is to provide higher education to the rural youth who cannot afford to study outside. It envisions to make them employable, self-reliant and a good human being by realising the essence of higher education.

Mission

- To empower students with relevant knowledge, competence and creativity to face challenges of life.
- To generate scientific temper to combat social evils such as dogmas taboos and inhuman practices

ingrained in age-old religion, caste creed and race.

- To nurture students for their career and character.
- To sensitize students on the issues of human rights, social justice, Gender disparity, and environment.
- To inculcate in them a glorious attitude tinged with civic and secular values and fraternal feelings.
- To infuse discipline, ethical and spiritual values and create interest in selfless community service.
- To encourage students for an academic rigour which will inspire to realize their full potential.
- To achieve innovation in teaching, learning and research to realize goals of higher education.
- To build up a personality of a conscitious citizen.
- To be a novice and agent of change transcending social barriers.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Located at the block Headquarters with good connectivity.
- A multi-faculty college with undergraduate CBCS courses.
- Strong community support from Alumni, students and parents.
- Transparency in Admission as it is done through SAMS.
- Updated information available online
- Healthy relation between students and staff
- Ideal student-teacher ratio
- Highly disciplined students
- The average pass percentage is above 95%.
- Students' participation in NSS/YRC is impressive.
- The campus is free-from dirty students' politics. But students' representation is in place.
- Participation and achievements of students in sports and games at Inter- University as well as national level competition.
- Students topping the merit list of university Examination.
- Qualified and resourceful faculty.
- A work dairy is maintained by every teacher
- Modern tools like LCD and smart board for teaching and learning.
- Use of ICT.
- Wi-Fi campus.
- Ragging free campus.
- SMS facility for students and staff.
- Facility for supply of pure drinking water.
- Well-stocked library with rare collection of books including palm leaf manuscripts.
- Well- equipped laboratories.
- Reading room with adequate number of newspapers, journals and periodicals.
- Automation of office, library and accounts.
- Hostel for boys and girls.
- Own play ground.
- Multi-purpose college auditorium.
- Responsive management.

Institutional Weakness

- Compressed campus area.
- Limited opportunity in the curriculum design and development.
- Lack of research and language Laboratories.
- Lack of communicative skills among students.
- Insufficient financial support from Govt.
- No facility for NCC/Scout/Guide.
- Non- availability of staff- quarters.
- Insufficient publication by the faculty.

Institutional Opportunity

- Higher studies for honours' students.
- Prospects for students aspiring for management course.
- Existence of self- sustained course (BCA).
- Self defence training.
- Providing equal opportunity.
- Providing career counselling.
- Acquiring Knowledge through latest technology and learning tools.
- Provision for fieldtrip and study tours.
- Involvement of students in curricular/co-curricular activities.
- Provision for insurance of students.
- Improving creativity of students through pages of departmental and annual magazines.
- Encourages faculty to pursue Ph.D/M.phil degree.
- Allows faculty to attend national level seminars/conferences/ also UGC sponsored refresher/orientation courses.
- Allows faculty to avail MRP.
- Greater exposure of students through participation in seminars.
- Plans are afoot to open P.G courses in a few subjects.

Institutional Challenge

- Students progress in terms of higher education and employment.
- Getting better packages remains a challenge.
- Complete digitization of the whole system of college.
- Promoting creative and innovative spirit among students and faculty.
- Encouraging young faculty to stay focused on research.
- Implementing e-governance mechanism throughout the college.
- Researching funding through projects.
- Improving language and communication skills among students.
- Infrastructural development and Modern teaching aids with inadequate resources.
- Completion of courses within the given time frame of the semester system considering the vastness of the syllabus of CBCS pattern.
- Ensuring optimum utilization of existing facilities (including ICT).

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum designing, development and implementation is done by the affiliating university. The college ensures effective delivery of the curriculum to students through proper planning. The curriculum is strictly reviewed and monitored by the principal along with members of academic council. At the beginning of every academic session the respective department Heads with faculty chalk out an academic action plan to complete the syllabi within the stipulated time. The faculty are instructed to prepare the annual lesson plan and maintain daily progress register on the portion of the course allotted to them. In case of shortfall, extra classes are arranged by the concerned faculty to complete the syllabi in time.

The institution provides flexibility to the students to pursue the curriculum programme with reference to a timeframe. A student is allowed to opt and change the subject respecting the provisions prescribed under CBCS pattern. Students are inspired to achieve higher levels of academic performance by mastering the subject through regimented academic rigors. The principal with the help of IQAC and academic core committee members monitors the progress of curriculum and other enrichment programmes. The college conducts different class tests at regular interval to assess the performance of the students and to distinguish between slow and advanced learners. Extra classes are being taken to provide care to slow learners to come up with the programme. The advanced learners are encouraged to use library and internet to widen their knowledge horizon. Seminars, workshops, field studies and industrial tours are arranged to give students better exposures. This apart, Yoga, NSS, YRC and extension activities are conducted to infuse the students with moral and ethical values. The college also imparts computer education to students at an affordable cost.

Teaching-learning and Evaluation

Admission into all the UG streams (Arts/science/commerce) is made through e-admission process that is centrally monitored by a Govt. portal named SAMS (student Academic Management System). The students apply through a CAF(Common Application Form) on line and admission is done on the merit basis respecting reservation rules of the government. The institution organizes orientation and counselling sessions to sensitise the students about best practices of the institution available facilities and academic matters soon after the admission processes are over. Teaching, learning and evaluation schedules are properly monitored by the principal with support of IQAC and faculty of depts. The main teaching- learning method adopted by the faculty members are lectures, experimental exercises and interactive sessions. Certain steps are taken to address the needs of individuals. Advanced and slow learners are identified through internal evaluation mechanisms such as class tests and presentations. Remedial coaching and tutorial classes are arranged for the slow learners to improve their standard. To make class room teaching more attractive, up-dated teaching aids are used. In several depts. Faculty members use computer assisted learning device such as LCD projectors and audio-visual aids. Students are regularly guided by teachers for preparing and presenting seminar papers, project works and to contribute their creative writings to magazines. Teachers, on the other hand, re-charge themselves by organizing seminars and workshops, attending refresher and orientation programmes and engaging in research works.

Research, Innovations and Extension

Chikiti Mahavidyalaya believes that an institution can become a centre of academic excellence only when a research culture exists and proliferates amongst faculty and students. The college plays a very proactive role in promoting this culture. The college administration always encourages research activities by teachers and

students. Faculty members are granted duty/study leave to attend state/ national/international level seminars and conferences and UGC sponsored Refresher/orientation programmes. They are also encouraged to publish research articles/papers in journals of national repute. The authorities also facilitate the faculty to undertake UGC funded minor research projects. The college has provided necessary infrastructure like laptops, computers with free internet access to help the members in research work. The students, on the other hand, are engaged in preparing project papers in partial fulfilment of their curricular programmes. In order to increase the exposure of students the faculty take them on field studies, industrial trips, and excursions.

The various extension programmes undertaken by the institution with the help of NSS and YRC units of the college include Blood Donation camp, Eye-testing and health check-up camp, campaign against AIDS/Drug Addiction, Road Safety and Traffic management programme, plantation programme, Self-defence and Yoga programme, Swachh-Bharat Abhiyaan, Community Development programmes at the site of adopted villages etc.

Infrastructure and Learning Resources

The college is located in a most picturesque environment. The college ensures adequate facilities for smooth teaching and learning, extra-curricular and Administrative activities. It has good infrastructure like spacious class rooms with proper lighting, sealing and ventilation, well-equipped laboratories, well-organized and up-graded library, multipurpose auditorium, sports fields, hostel for both men and women, well-furnished gymnasium, air-conditioned computer labs, internet and purified drinking water facilities, secured campus with C.C Camera surveillance, Wi-Fi enabled campus, reading room with sufficient journals, magazines and news papers, common rooms for boys, girls and staff. The college has promoted the use of ICT tools to adapt the latest pedagogical exploits. Generators have been installed for uninterrupted power supply. Separate rooms have been allotted for NSS and YRC units. The college has a well maintained canteen. Regular maintenance and up-gradation plans for the same are regularly monitored and assessed by the college authorities and periodical suggestions are also sought from the stake-holders.

Student Support and Progression

Students are the pride and priceless possession of an institution. The college aims at providing necessary assistance to students for facilitating their holistic progression. It is committed on providing support to students in terms of stipends, scholarships cash prize/ awards etc. on the basis of their performance. The college ensures academic monitoring at all levels and ensures students progression in all regular and self finance courses. Class tests and mid-term examinations are held at regular intervals to assess and improve their performance. Remedial and tutorial classes are arranged for slow learners. The staff council, grievance redressal cell, women protection cell and anti- ragging cell address problems faced by the students. To develop entrepreneurial skills and employability, the college imparts some job oriented courses such as BCA, IRPM, and Commerce and Education. Special attention is paid to develop soft-skills in students so that they can compete better in employment market. For enhancing students learning experience and outlook, the different departments of the college conduct study tours and field trips from time to time several sports, NSS and YRC and other co-curricular/extensive activities are organized by college to promote over all development of students. In order to instill democratic and cultural values in students, the college celebrates different occasions of national and cultural significance. Students are guided to make presentation in seminars and write articles to publish in annual magazine of the college. The faculty guidance both through formal and informal ways plays a crucial role in students' progression with respect to both endeavours. Feedback is also taken from the students on

different activities and corrective measures are implemented.

Governance, Leadership and Management

Chikiti Mahavidyalaya is a non-government aided institution. The state government gives only the salary component of the total institutional budget, besides a little fund for infrastructure development. The institution is highly benefited by the UGC for according funds for augmenting academic, infrastructure and other auxiliary development. The functioning of the college is regulated by a governing body, the members of which are either selected or nominated by Govt. the principal is the real head of the institution who runs the administration by the aid and advice of different committees and IQAC. The vision, mission and goals of the institution are achieved through strategic action plan. The college has a systematic organizational structure to manage the functions of the college. The college takes inputs from all the stockholders and executes them after careful analysis. At the beginning of the academic year, various departments and the members of different committees scrutinize the workload and assess the need for infrastructural requirements. This participatory nature of governing system bears the testimony to transparency and decentralization of governance. The faculty is encouraged to attend refresher/orientation course to enrich their knowledge and skills. Non-teaching staff is also sent for training to improve administrative efficiency. The college IQAC functions by monitoring all the curricular and internal activities and intervene in the functioning of all the key bodies and committees. For the effective and efficient management of financial resources, the college follows a set of rules provided by the govt. of Odisha and the regular audit is made by the local fund audit or by a registered chartered accountant. The college communicates its quality Assurance policies through the official website and in the meetings of different committees and stakeholders.

Institutional Values and Best Practices

Some of the institutional values and best practices at Chikiti mahavidyalaya

1. Thrust on imparting quality education.
2. Transparent admission policy.
3. Highly qualified and committed faculty.
4. Addresses environmental issues through various programmes.
5. Energy conservation measures.
6. Promotes plastic-free campus.
7. ICT based teaching –learning.
8. Decentralized administration set-up
9. Representation from all sections of employees in the executive committee of the college.
10. Clean and beautiful campus.
11. Free-from dirty campus politics.
12. Extra care for slow learners and physically challenged students.
13. Participation of students in important affairs of college.
14. Sensitive to women's rights and gender issues.
15. Promotes secular values and cultural unity.
16. Camps on blood donation, health and hygiene.
17. Regular class tests to facilitate students' preparation/performance.
18. Infusion of cultural ethics and values.
19. Career counselling.

20. Feedback from all stakeholders.
21. Promotes creativity and research.
22. Imparts a few professional courses.
23. Speedy redressal of students' problems.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CHIKITI MAHAVIDYALAYA
Address	CHIKITI MAHAVIDYALAYA, CHIKITI AT/PO. CHIKITI DIST. GANJAM
City	CHIKITI
State	Orissa
Pin	761010
Website	http://www.cmvedu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	BICHITRA PATTNAIK	0680-2497247	8144142813	-	cmv15.08.1980@gmail.com
IQAC / CIQA coordinator	BHABANI PRASAD PANDA	-	8763503963	-	nulu22@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-08-1980

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Orissa	Berhampur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-11-1993	View Document
12B of UGC	25-11-1993	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	CHIKITI MAHAVIDYALAYA, CHIKITI AT/PO. CHIKITI DIST. GANJAM	Semi-urban	0.528	3374.238

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Higher Secondary	English	96	36
UG	BA,Education	36	Higher Secondary	English	144	130
UG	BA,English	36	Higher Secondary	English	48	1
UG	BA,History	36	Higher Secondary	English	96	78
UG	BA,Irpm	36	Higher Secondary	English	144	76
UG	BA,Odia	36	Higher Secondary	Oriya	96	82
UG	BA,Political Science	36	Higher Secondary	English	144	127
UG	BSc,Botany	36	Higher Secondary	English	48	40
UG	BSc,Chemistry	36	Higher Secondary	English	48	45
UG	BSc,Mathematics	36	Higher Secondary	English	96	73
UG	BSc,Physics	36	Higher Secondary	English	96	80
UG	BSc,Geology	36	Higher Secondary	English	48	43
UG	BSc,Zoology	36	Higher Secondary	English	48	42
UG	BCom,Commerce	36	Higher Secondary	English	96	19
UG	BCA,Bca	36	Higher Secondary	English	192	111

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				8				16			
Recruited	0	0	0	0	8	0	0	8	10	3	0	13
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				19			
Recruited	0	0	0	0	0	0	0	0	16	3	0	19
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				22
Recruited	13	1	0	14
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	17	0	0	17
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	6	0	0	0	3	1	0	10
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	2	0	0	3	1	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	11	2	0	13

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	474	11	0
	Female	491	7	0	0	498
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	106	138	142	147
	Female	55	71	83	102
	Others	0	0	0	0
ST	Male	42	60	57	68
	Female	8	19	27	33
	Others	0	0	0	0
OBC	Male	215	283	314	331
	Female	181	219	257	302
	Others	0	0	0	0
General	Male	98	98	111	101
	Female	113	116	117	102
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		818	1004	1108	1186

3. Extended Profile

3.1 Program

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

Response: 57

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	15	11	08	08

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1186	1108	1004	818	751

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
983	880	790	607	540

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
306	186	156	153	146

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	36	33	34	34

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	50	50	49

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

Number of computers

Response: 32

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

2017-18	2016-17	2015-16	2014-15	2013-14
168.52	148.02	149.72	94.57	76.87

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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

Response:

The College is affiliated to **Berhampur University**. The curriculum designing, development and implementation is done by the University. However the institution plays a vital role in effective implementation of prescribed curriculum. The effective delivery of the curriculum includes a wide variety of things such as work culture, supervision and periodic meetings regarding completion of course. The College aims to inculcate the maximum intellectual standards through rigorous academic commitment and discipline. Therefore, the College holds the academic council meetings to determine the work load according to Time table and fulfills infrastructural and laboratory needs keeping in view requirements for effective implementation of the curriculum. The head of each department submits a workload statement at the beginning of the every semester. Periodic tests are conducted to assess the performance of the students. For slow learners, the College arranges remedial classes to enable them to cope with the curriculum. To supplement the curriculum, students are given hands-on experience too. The department arranges educational tours and excursion, industrial trips, seminars, workshops, Heritage walks, Film screening etc. to provide practical exposure to students. The lesson plans and daily progress reports are maintained by the teachers and they are verified by the concerned H.O.Ds of the department and finally by the principal at regular interval. Teachers are provided with sufficient freedom to supplement the content given by the University. The teachers are allowed to attend the Refresher Courses and Orientation Programmes conducted by the University to update their knowledge which will help them to translate the curriculum. Feedback received from students and other stakeholders gainfully employed to strengthen curriculum planning and development. The Internal Quality Assurance Cell (IQAC) in tandem with academic affairs Committee monitors the effective implementation of the Curriculum throughout the year.

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File Description	Document
Link for Additional Information	View Document

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

Response: 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response: 5.81****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)

Any additional information

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 12.28****1.2.1.1 How many new courses are introduced within the last five years****Response: 7**

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

Response: 100

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

Response: 15

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

1.3 Curriculum Enrichment

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

Response:

The Curriculum that we adopt is prescribed by Berhampur University which includes courses that integrates the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics that enable our students to encounter the newly emerging challenges related to gender equality, global warming and adoption of global standards of professional ethics that encompass the personal and corporate standards of behavior expected by professionals. All the undergraduate programmes in the Humanities, Commerce and Science streams include courses that promote global competencies and awareness about the contemporary realities of life. Environmental Science is an integral part of the three year course structure of all the streams that sensitize our students about the ever-changing climate, Ozone layer depletion and our environmental issues and solution to them. Courses in language and literature that again are integral part of all the programmes instill in the students efficient communicative skills, cultural and human values that prepare them for the academic, social and professional expectations after their academic career. The papers on women's writing in English language and literature courses aims at acquaint our students with complex and multi-faceted literature by women of the world, reflecting the diversity of women's experience and their varied cultural moorings. These papers address the issue related to gender inequality, social stigmas and taboos prevalent in different societies. The study of these course help to build a society free of inequality and prejudices. The Core Paper-14 of Education Honours stresses the importance of Education that emphasize various emerging issues, problems and strategies of current trends relating to Peace education, Human Rights Education, Value Education and Life Skills Education. Further, the core papers of I.R.P.M. comprise teachings on professional ethics.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

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

Response: 0

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

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 10.46

1.3.3.1 Number of students undertaking field projects or internships

Response: 124

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
Any additional information	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: B. Feedback collected, analysed and action has been taken</p>	
File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 90.61

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

2017-18	2016-17	2015-16	2014-15	2013-14
1186	1108	1004	818	751

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

2017-18	2016-17	2015-16	2014-15	2013-14
1565	1262	1058	852	762

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
983	880	790	607	540

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The Departmental teachers take all the responsibility of the students after they got admitted in to the College. They review the academic performance of the students from class room lecturer and discussion, laboratory practical, unit tests, previous board's results and class seminars. The individual requirement of each student is analyzed and the students are classified as advanced learners and slow learners.

Slow Learners

The slow learners are motivated and encouraged for proper utilization of library books. Special attention is given to the weaker students in extra remedial classes. The personal difficulties and doubts on the subjects are solved in the remedial classes. In the beginning of the session of the classes, fundamental concepts are taught for the better understanding of the subject. Sometimes the weaker students' cannot understand difficult tasks. These are repeated in the consequent classes. The motive of the class room teaching learning process is to reach and understand all the students. The slow learners are encouraged to do black board work before the class for clarification of their doubts. All the teachers follow participatory method (learning by doing) while teaching the class.

- Sometimes, extra classes are conducted for full coverage of the syllabus.
- The department subject teachers provide the slow learners personal, educational and vocational guidance to solve various problems.
- The department H.O.D. gives personal counselling service to each weaker student for better result in the examinations, more regular attendance, better discipline in the campus and more participation of the students in both curricular and co-curricular activities.

- The slow learners are encouraged to take active part in whatever subjects that interest them to motivate into learning.
- Sometime slow learners are motivated for study by some teachers through smart board classes.

Advanced Learners

- The institution gives special attention and motivate the advanced learners to strive for higher goals. They are provided special care and additional inputs for better career planning and growth like:
- The advanced learners are identified during classroom discussion, performance in the internal assessments and feedback from the teachers.
- Students are motivated to involve in projects as prescribed by the University to inculcate research, Orientation (Depart. Education, I.R.&P.M., and Economics etc.) and practical awareness. All the departments organize Seminars and group discussion to develop the presentation skill.
- The advanced learners are encouraged to organize college fest and are counselled to represent the college in state or national level academic, sports and other activities to foster their competitive spirit.
- Advanced learners are given special care to obtain University ranks.
- Advanced learners are motivated with awards and prizes donated by eminent persons of the locality.
- Advanced learners are motivated to appear for competitive exams.
- Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning.
- Thus the college is hopeful that advanced learners needs are met and they are supported in their quest for knowledge.
- Advanced learners are provided career counselling service to choose a suitable career in the future life.

2.2.2 Student - Full time teacher ratio

Response: 33.89

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.67

2.2.3.1 Number of differently abled students on rolls

Response: 08

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The College undertakes many student-centric methods for enhancing learning experiences. The committed faculty members are in general aware of the students need in terms of knowledge and skills and they have desire to help the students beyond teaching hours. All the teachers follow student-centric method or child centered method while teaching in the class room. The objective of the institution is to promote and develop the pragmatic outlook among the students which is the basic need of the society. All the teachers apply discussion method, participatory method, and experimental method, problem solving method, project method and learning by doing method. The following steps and methods are undertaken by the faculty members to enhance the learning experiences.

- The students are taken on industrial trips/ visits to get hands on experience and clarify their doubts on whatever is happening in their related field.
- The students are taken to nearby rural tribal villages and make socio-economic survey of the families. The students practically collect data and prepare a final report under the guidance of teachers.
- The classes are usually interactive with students coming up with their own innovative ideas with the guidance of the teachers.
- The students are encouraged to attend seminars and group discussion for getting clarity in the subject matter.
- Students are encouraged and motivated for proper use of Library to cater their needs.
- Students are given facility of Wi-Fi communication technology for best collection of information.
- Advanced learners are helped by providing extra handouts/reading materials and are encouraged to concrete reference materials and websites.
- The College Career and Guidance cell and faculty help students in their plans for future development and progress. Resourceful counsellors and subject experts are invited from reputed institution for counseling classes.
- Some of the teachers follow Smart Board classes and use ICT laboratories for enhancement of gaining quick knowledge.
- After admission, students are orally counselled regarding different courses and advised to choose and study according to their own ability and interest.
- Education tours are conducted to various historical places for independent learning and gaining more knowledge.

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

Response: 51.43

2.3.2.1 Number of teachers using ICT

Response: 18

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

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

Response: 26.36

2.3.3.1 Number of mentors

Response: 45

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The need of the hour is to foster an ambience to promote innovation and creativity in teaching and learning, all round development of a child by creating a sound mind in a sound body. It is rightly remarked by Kothari Education Commission that the destiny of a country is shaped in her class room. It is clear that innovation and creative talents are becoming more important for the development of the students in the class room. The College is committed to innovations in knowledge delivery through an optimal use of available technology. The teachers use various innovative methods like discussion method, problem solving method, experimental method both in class room and laboratory, assignment method, project method, field study visit to industries and historical places etc.

To facilitative teaching-learning process innovative and creative, the College makes use of ICT. Some faculty members use LCD projectors in the IT laboratory for smooth and successful presentation of important topics. To make the students confident in the class room, paper presentations are encouraged. After teaching a topic, the teachers give the students assignment which may include paper presentations on the topic. It helps all categories of students to participate and clarify their doubts and difficulties. The I.R. & P.M. department teachers apply experimental learning process such as taking the students on industrial site visits to make them understand the practical problems and finding solution to sort them out. The Education students visit nearby tribal villages and collect data through questionnaires to know the socio-economic condition of five families. The students prepare project records on the basis of the information

collected in practical field. These activities promote the creative and innovative ideas among the students.

To promote creative and innovative spirit, the College organizes functions internally as well as sends students to participate in debates, youth festivals, competitions and sports and games. Students are encouraged by NSS wings and Youth Red Cross service programmes to go on rallies promoting social awareness on the important National and International days. It includes AIDS awareness programme, Swacha Bharat abhijan, plantation programme, literacy programme, Blood donation etc. Another innovative procedure is mentoring systems for students. Here the teachers take personal interest to provide the students educational personal and vocational guidance. Teachers discuss academic difficulties with students' personally and figure out remedial measures. These steps aim at to promoting hundred percentage success rate and minimum failure in the examinations. Class tests are conducted to bring out the students individuality and update the students on the contemporary developments in their respective field of study though discussions or seminars. The teachers also undertake remedial classes to facilitate students' performance. Apart from this, advanced learner programmes are undertaken in the general classes and the previous question papers of five years are solved. This helps all the learners to appear in the final examination with more confidence and ensure good University result thereafter. Departments like Economics, Mathematics, I.R.&P.M. and Education carry out research projects in the semester examinations.

2.4 Teacher Profile and Quality

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

Response: 69.08

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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

Response: 31.97

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	10	11	11

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 24.8

2.4.3.1 Total experience of full-time teachers

Response: 868

File Description	Document
Any additional information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

2.5 Evaluation Process and Reforms

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

Response:

Evaluation process is one of the most important measures in the teaching learning process which assesses the quality and achievement among the learners. The College has been affiliated to the Berhampur University and it adheres to the norms prescribed by the University. The University has both internal and external evaluation to assess the students' achievement and success. After completion of the admission and counseling of the students, they are informed about the internal and external assessment system in the beginning through academic year calendar. Different committees have been formed to supervise and look after the activities of the College. Each committee is headed by a convener e.g. (examination committee-part-I, part-II, part-III semester examination and internal examination which conducts various examinations. Each department conducts class tests and provides guidance to the students according to their performance. The teacher also applies discussion methods among students to find out individual difficulties in the class. The written internal tests are conducted and the records are maintained. The tests will be conducted 15 marks for practical subjects and 20 marks for non-practical subjects stipulated by the University norms. The internal marks are sent to the University for Final Result. The students are encouraged to use all resources either from the internet or by visiting libraries to think beyond their prescribed text books and explore the avenue of knowledge. Students are encouraged to be creative in the presentation of their subjects to boost their self-confidence. Each student is given opportunity to practice in the laboratory work so that they would be able to do better in the final examinations. To ease the pressure of examination, the College distributes probable standards questions of each semester prepared by the experts. In the final University examinations, the students are given project works and the quality of their skills is assessed by external examiners deputed by the University. Collaborative group work, field work, field study reports and student presentations have been made an essential part for assessing the student's field works. The project work forms an integral part of most of the courses. The internal evaluation and assessment system and University system clearly coincides. It takes into account the individual student's progression and improvement over a period of time as per parameters set by the faculty of the respective department. The written examinations, assignments, class room presentations have developed the communication skills among the students of the College. The vision and mission of the institution is to improve the quality of the students by the continuous internal evaluation which strengthens students 'career and future life.

File Description	Document
Link for Additional Information	View Document

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

Response:

The college conducts internal assessment for all courses strictly as per university guide lines. Internal examinations are conducted throughout the semester. The performance and result of the students are monitored by the departmental teachers for better result. The internal assessments are conducted for both 15 and 20 marks. The students' attendance is properly mentioned and counted to appear final examination. The students are intimated before one week for internal assessment. The questions are prepared by the concerned teachers which are prepared according to the university pattern final examination .One hour is given to the students for internal assessment examination. The time table and sitting arrangement is made according to the university registered numbers and its guidelines. With the commencement of the new session class test are conducted for Honours students after completing a chapter. For transparency, the college provides prepared answer books. These are confidently valued and returned to the examination cells. After that the questions are discussed in the class room with more clarification for the final examination. The relevant subject teachers' counselled to the slow learners to do well for the final examination. The internal practical examinations are conducted regularly as the university guideline. All the Science and Arts practical projects carrying students go with the methods like learning by doing, learning by projects, learning with experiments in the laboratory and practical visit to different industries and nearby important places. For transparency internal practical examinations are assessed by both the external examiners deputed by the university and the internal examiners of the college. Allotment of marks is decided by the class teacher and verified by the H.O.Ds. If there is any tabulation related error in the assessments corrections are duly made by the examiner and the corrected marks is officially posted against the name of the concerned students. But the responsibility for final publication of result lies in the Berhampur University.

File Description	Document
Link for Additional Information	View Document

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

The college adopts fair mechanism to deal with examination related grievances after announcement of results by the college authority and university. The mechanism is transparent, time bound and efficient. The students enjoy freedom to approach the concerned subject teachers after the publication of results of internal assessments. Students are provided counselling if they secure less mark in the internal assessment. Students write their internal examination in blue books prescribed by the college and the university. After evaluation of the answer scripts in the internal examination, students are returned for verification. After the announcement of the external examination conduct by the University, students are given sufficient scope for the redressal of their grievances to evaluation of the different papers in the following manner:

The students can ask for a photocopy of the test paper to check whether the paper is justly valued. In case the evaluation is found to be defective, the students are legally eligible under the university rules for rechecking of the answer scripts with a fee. The controller of the examination makes the final decision with

regard to examination related grievances at the university level. The college is totally responsible to announce the revised result within time bound with the coordination of the university. The internal marks are recorded in a format as per the norms of the college. Each department provides internal marks to the students before uploading them in the University portal to know how much they would get as the internal marks. Every teacher maintains a record of attendance for which a student is to have the minimum 75% of attendance. The students are expected to have taken a part of in the project work, classroom discussion, seminars to gain the minimum marks set by the examination committee. The examination committee headed by the principal is to solve the grievances of the students.

File Description	Document
Link for Additional Information	View Document

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

Response:

The college is affiliated to the Berhampur University and hence the CBCS pattern prescribed by the university is strictly followed. All the degrees B.A./ B.Sc./ B.com and BCA classes commence in the month of July every year. Within one month from the commencement of the new session, class tests are scheduled to be held for the Honours students. The scheduled of the class tests continue till the end of the session in the next February. The students are provided answersripts after evaluation so that they can be aware of their mistakes. All the doubts of the students are to be discussed in the lecture hour by the faculty members. The students are further advised to write the answers to the same questions as home assignment with the suggestion and modification made by the examiner of the class tests. Based on the norms set by the University, the Principal and H.O.Ds decide about the internal examination dates and other related examinations like workshops, seminars, project work and practical work. Regularly staff meetings are conducted to ensure adherence to the schedule given in the academic calendar. Each department prepares the time table, period allocation to the different staff members as per the work load prepared by the University. The time table is given to each and every student of the department to ensure that they stick to the schedule. The college calendar is well planned in the beginning of the year. The continuous internal assessment and evaluation pattern for all the six semesters are followed by the college. The time table for each internal assessment is prepared well in advance as the calendar schedule; one test in September and another in January. But the time schedule of the internal assessment depends on the final university examination. The subject teachers are given ample time to set the question papers as per the university norms. Apart from the written tests, students are also given opportunity to think examine various aspects of a problem that will enable to enhance the teaching learning process within the stipulated time in each semester. Students are also assessed on the basis of seminars assignment, practical tests and projects. Students are encouraged to participate in a topic of their choice for discussion in the seminars.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The institution follows the guidelines of Berhampur University and increases the employability quotient of the students for programme outcomes, programme specific outcome and course outcome. All programmes offered by the institution are circulated to all faculties and displayed on the notice board for the information of the students. Teaching is planned in such a way so as to bring out the desired outcomes as stated in the syllabus. The main objective of the course is to prepare the students with the technical and theoretical aspects of different courses. Expected course outcomes of all courses are prepared and distributed to the students at the beginning of the academic year. Students are prepared and motivated towards outcome throughout the course of the programme by course teacher. The programme specific outcomes aimed towards imparting in depth subjective and objective knowledge of the discipline among the students. The I.Q.A.C. of the college analyzes the feedback obtained from students with regard to their respective teachers. The outcome of the feedback is passed on to the H.O.D. for the corrective measures and improvement. The Regional Director of Higher Education Odisha, the District Level Consultant and others keep keen contact with the institution and its academic matters. The senior members of the society, the members of the Governing Body, and some of the parents used to give positive information about the college and faculty members.

Mechanism of communication of course out comes:

1. Communiated our programme outcomes to stakeholders especially employers, parents though electronic media.
2. Posted in the College notice board.
3. Intimated to the students in the classrooms.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Attainment of programme outcome, programme specification and course outcomes are duly evaluated by the institution. The evaluation system and students feedback ensures that the course objectives are received through proper channel to the students. It is proved by various indicators that our students are well placed in the various options available in the job market either in the public or private sector. The institution

conducts frequent class tests in all the departments to gain confidence in the relevant subject and the weak areas are identified and discussed with the students. Each faculty members is given charge of 15 students who will observe the development of the students, give counselling if required and calculate the attendance and communicate with the parents periodically, if needed to discuss the growth of the students. Our college also has a grievance mechanism cell where the students can also place their problems at any point of time while studying. The teachers prepare the teaching plan and maintain daily progress report to achieve the predefined outcomes. Apart from the written test assignments and seminars are given to the students to enable them to gain more knowledge in the subjects. The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures such as organizing class test and subject oriented quizzes. Students' seminars as well as talks and measure discussion are a part of their improvement schemes. Various departments observe development activities like Science Society, Odia Sahitya Samaj, Cultural day etc. The college also organizes various university level competitions as a programme specific outcome to encourage our students. Extension activities such as Observation of National and International Days in inculcate values among the students. The activities such as Plantation Programme, Observation of World Aids Day, Swacha Bhart Programme, and International Yoga Day by Yoga Programme, Self Defense for girls students, Cleaning Programme, Gender Sensitization etc. which enable our students, to be creative and promote the moral values among them. As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution is able to make many students to obtain distinctions, medals and give honour among our students those who have participated in the inter college Sports and Cultural meets at national level and have brought name and fame to our institution. The IQAC of the college publishes an academic report which is displayed on the College Board as a part of mechanism communication. Our college also has a counselling cell which helps in resolving students problems academic, psychological etc. in order to attain programme outcomes. On successful completion of final year study, there is reward system through which students are encouraged to excel in life.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 94.69

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 321

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

Response: 339

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.76

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 2.95

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.95	0	2.0

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.02

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

Response: 03

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

Response: 154

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

Many of the staff members provide lecture classes through LCD projectors to facilitate the students learning. The teachers are provided with umpteen opportunities to submit innovative research papers, publish them as chapters, books and journals with ISBN and ISSN respectively. The various departments generate co-curricular stimuli by means of National Seminars sponsored by U.G.C. Each department conducts seminars every year for creativity of the students to sharpen their innovativeness. Separate Labs are set up for the students of Science and B.C.A. departments to make them acquainted with the latest knowledge in the field and improvise on them.

The institution has been promoting its innovators at all levels. In future we are looking forward to establish separate intellectual property Rights (IPR) Cell to explore and develop ideas that are worthwhile to draw attention of the academia.

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

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

File Description	Document
Any additional information	View Document

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

Response: 0.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	1

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Chikiti Mahavidyalaya, one of the leading non-govt aided colleges of southern Odisha, believes in the holistic development of the students and sensitizing them by exposing them to various social issues in the neighbourhood community as per the limitations of the college and the local community norms. The institution organizes seminars, awareness programmes, through NSS, YRC wings of the college and also other govt. and non-govt. Organisations of the state. These activities provide the students with a helping hand to the fortunate countrymen and bridges the gap between the educated and the uneducated by various skill development programmes. The extension activities like self defence training for girls and active citizenship programmes are organized to influence the students', their understanding of the problems in the rural and urban areas of the state. The various policies of govt. and their impact on human life are brought to the perception of the students.

As a part of the whole exercise, the four NSS wings of the college have conducted special camps at adopted villages like Dhanaghar, Pandri, Ramaguda and Tentulia for seven days taking twenty-five volunteers each which help them to mingle with the village and rural people to understand their lifestyle and needs better. The YRC wing of the institution has also extended its help by organising different activities like health camps, blood donation camps, waste management programme, health and hygiene programme and Swachh Bharat programme inside college premises and also in the neighbouring communities. The self-defence training programmes are being undertaken by the institution for the last five years for empowering the girls students and to enhance their skill and confidence to make them able to defend against physical assault. Active citizenship programmes are also being conducted by the college with the help of sports and youth services, govt. of Odisha, for the last five years to aware the students about the negative impact of social evils.

File Description	Document
Link for Additional Information	View Document

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

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

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 47

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	8	14	12	6

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

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

Response: 31.65

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

2017-18	2016-17	2015-16	2014-15	2013-14
220	320	720	320	0

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

3.5 Collaboration

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

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	01	01

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	01	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The College ensures adequate facilities for teaching-learning. There are 16 class rooms, 06 laboratories, 15 department staff rooms, having departmental libraries with internet connectivity, one central library, one reading room and more than 80 computers and laptops. The College offers adequate infrastructure facilities for curricular and extracurricular activities. The College has promoted the use of ICT tools for facilitating teaching-learning process. The semester system and midterm internal evaluation of students have been adopted at undergraduate level. Students are well adapted to the system. UGC recognized research journals are available in the reading room/central library. The common facilities available in the campus includes staff room, separate common rooms for boys and girls, a gymnasium, telephone, internet and purified drinking water facilities. The whole campus is under CCTV surveillance. The College has made the campus free WI-Fi zone which is helpful for students and staff in their teaching and learning process. The college has installed 15 KVA Solar Power panels to generate electricity from renewable energy source and encourages and maintains an environment friendly atmosphere without depleting the conventional sources of energy and polluting the environment. The college has 16.5 KVA generator for uninterrupted power supply during power-cut. The institution intends to upgrade its standards every year to cater to the needs of the current generation of students.

Facility	Nos.	Description
Classrooms	16	Classrooms are spacious, well ventilated with natural sufficient number of lights and fans. Adequate seating facilities are provided.
Smart Classroom	01	Out of 16 classrooms, 01 no. is smart classroom. Smart Classroom has mounted LCD projector and 32 nos. of computer with internet with advanced audiovisual multimedia facilities to support Lecturers and other academic activities and administrative
B.Sc. Laboratories	05	Well equipped B.Sc Laboratories contains all equipment Physics-2 no. of rooms, Chemistry-1 no. of room, Botany-1 no. of room, Zoology-2 no. of rooms, Geology-1 no. of room.
Computer Labs.	01	30 nos. of Desktop Computers with UPS facilities, internet connectivity, printer for BCA students

Auditorium	01	Well furnished with attached toilet facility.
Staffroom	01	Well furnished with attached toilet facility, Computer connectivity.
Central Library	01	It is housed in three spacious rooms which are made purpose of with a reading room adjacent to it.
Department staff room	15	Well furnished and provided with desktop having internet

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The record of achievements of the Department of Physical Education forms one of the biggest strengths of the college during the last decade. The college has been consistently and progressively maintaining and bettering its track record in the field of sports and games at both intercollegiate and interuniversity levels by producing a number of achievers at state and national events. The College has well laid out facilities for indoor and outdoor game. The followings are the facilities for indoor and outdoor games:

Facilities for outdoor games		
01 no. of play ground having dimension 100mx60m		
Facilities	Nos.	Description
Play ground	01	100mX60m outdoor field
Kabadi Court	01	11mX8m
Ball and badminton court	01	12mx24m
Khoko field	01	36mx18m
Volleyball court	01	18mx9m
Athletic Track 200mtr.		Athletic track with ground for Long Jump, High Jump, Throw.
Utilizing all these facilities, the College has been conducting the many intercollegiate tournaments for encouragement among the students.		
Facilities for indoor games		
Table Tennis	01	2.75x 1.53m
Caroms and chess boards	06	Availibility at Boys' and Girls' common room and library
Gymnasium	01	A well furnished Gymnasium of 400Sq.Meter area has been under the active guidance of our P.T. by the students round the clock before and after the school hours. The components available

		as follows:
		1.Sports Cycle Sharp fit
		2.Peck Deck
		3.Leg Press
		4.Bench Shoulder
		5.Leg Circle
		6.Leg extension Body sho
		7.Power Plus
		1. Dumbles of 2/2,3/
		9.Rubber and steel Plate
		10. Weight Machine.
Outdoor podium	01	for cultural activities
<p>Extracurricular/Co-curricular activities (dance, drama, debate, quiz, music etc.) have been closely interwoven with the curriculum. The Well laid flooring of 3375Sq.Meter within the College premises is used for Yoga training and Self-Defense programmes to Girls' and for events involving large gatherings.</p>		
File Description	Document	
Any additional information	View Document	
Link for Additional Information	View Document	

<p>4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc</p> <p>Response: 100</p>
<p>4.1.3.1 Number of classrooms and seminar halls with ICT facilities</p> <p>Response: 16</p>

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

4.2 Library as a Learning Resource

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

Response:

Library of the College plays a vital role in disseminating knowledge. The Library of this College is a leading Library of the region that caters to the needs of entire student community and staff (both teaching and non-teaching). It is housed in a separate block with a reading room. The library possesses a rich collection of books, Journals, periodicals and dailies. It also houses a rich collection of palm leaf manuscripts and rare collections like "PURNA CHANDRA BHASA KOSA" & Encyclopedia Britannica of 21st century. In addition to this, the Library has a section where the theses of M.Phil/Ph.D. of faculty members are kept for furtherance of research and scholarly pursuits. The Library functions from 10Am to 5PM on all working days. Books are purchased through open tender from the book sellers from the state by the financial support of U.G.C./Govt. and College funds. Besides subscribing News papers and Journals from the local suppliers, the College also subscribes National Journals by post. Sometime a team of teachers are also sent to publishing houses and book fairs to procure new books. The Library staff takes all kinds of measures to preserve and issue of books. The Library staff remains acquainted with the latest arrivals so that they can locate and display the same for the benefit of users. They also help the students and faculties in physically locating the books and journals in the almirah/book self after finding the same on computer. The library advisory committee advises on all matters relating to the organization, maintenance and service of the Library.

All the function of Library has been automated by the TEAM IN TECHNOLOGY, BERHAMPUR since 2014. Currently Library uses its upgraded version. Some of the modules of the software are Acquisition, Data entry. Searching and retrieving books and journals are made fast and easy by using Computerized Catalogue Services. The Library uses BARCODE technology for speedy issue/ return operations. It provides current awareness services such as displaying the latest issues of periodicals in the Reading room and new additions in the Central Library. The Library also extends Reprographic services to its users.

In addition, all the Departments have their own Department Libraries with a collection of books in the respective subjects and providing access to students and teachers.

File Description	Document
Link for Additional Information	View Document

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

Response:

The list of some of the rare books available in the library including the details of publishers, year of publishing, authors and no. of copies is provided here. In addition, the complete list of rare books is attached as a separate file

Sl.No	NAME OF THE BOOK	NAME OF PUBLISHER	THE NAME OF THE AUTHOR	No. OF COPIES	OF
1	The new Encyclopedia Britannica Vol.1	Encyclopedia		32	
2	Purna Chandra Bhasakoso. Part-1	Odia Utkal Sahitya Press, Cuttack	Gopal Chandra Praharaj	2	
3	Purna Chandra Bhasakoso. Part-2	Odia Utkal Sahitya Press, Cuttack	Gopal Chandra Praharaj	2	
4	Purna Chandra Bhasakoso. Part-3	Odia Utkal Sahitya Press, Cuttack	Gopal Chandra Praharaj	2	
5	Purna Chandra Bhasakoso. Part-4	Odia Utkal Sahitya Press, Cuttack	Gopal Chandra Praharaj	2	
6	The Historian's History of World, Vol-1	The Times, London	Thomas K. Cheyne, Prof. Adlof Ernman, Prof. Joseph Halevy and others	01	
7	The Historian's History of World, Vol-2	The Times, London	Thomas K. Cheyne, Prof. Adlof Ernman, Prof. Joseph Halevy and others	01	
8	The Historian's History of	The Times, London	Thomas K. Cheyne,	01	

World, Vol-5	Prof. Adlof Ernman, Prof. Joseph Halevy and others
File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

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

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

Response: 1.53

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.68903	0.55463	1.89295	1.50643	0.99015

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

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

Response: No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 23.75

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

Response: 290

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has an effective policy to create and enhance the infrastructure to facilitate effective teaching and learning process. In order to meet the increasing demand for better IT infrastructure and internet connectivity, the institution has furnished the staff and students with modern IT equipments and High speed wired and Wi-Fi internet connectivity. Our institution frequently upgrades IT facilities to keep pace with the academic growth and technological advancements. Our Institution provides IT facilities to the students and teachers in four different locations inside the campus which include the computer laboratory, SAMS centre, General laboratory and individual departments. The IT laboratory is also used for seminars to access these facilities. All the computer system of the IT lab is connected with a highly efficient printer and scanner. The computer assistants help them to avail these services. In order to ensure the proper utilization of internet by the students, the assistants and faculty members guide and advise them to explore the websites enriched with educational materials such as e-papers, articles etc. for ICT enabled teaching. Most of the departments are also updated with IT enabled classrooms to facilitate the teaching-learning process. All the computer systems of the college are frequently updated to latest windows, software and hardware to ensure that they meet the requirements of modern information-loaded websites and heavy tasks.

- The College have well-equipped computer laboratories having around 62 computers with required soft-ware and antivirus. The computer lab. is powered by UPS to ensure unintriputed usages computers.
- LCD projector classes are available to provide effective teaching to the students.
- 15 departments, Administrative block, SAMS centre and Library are provided with individual systems.
- Faculty members are using power point presentations, videos etc. in the classroom to enhance learning.
- The facility of scanners, printers, Xerox machines is available to both students and teachers.
- The College campus is Wi-Fi enabled. All class rooms, staff rooms, administrative office, library and computer labs are Wi-Fi enabled.
- The college campus and Women's' Hostel is under CCTV surveillance to ensure transparency as well as safety to all its members.
- In order to provide high quality speed of network, the College has broad band connection.
- The teachers and students are encouraged to use IT infrastructure in the best possible way to acquire knowledge and information.

•	o	
Computer labs	20 Desktop Computers with back up facility Connectivity.	
Smart class rooms	Smart Board-1 LCD projector-1, 31 Computers with internet co (line)	
Administrative Office	04 Desktop computers with back up facility connectivity,Xerox,scanner, 1Copier machine, p	
IQAC	01 Desktop with internet facility, printer and sca	
•	01 Desktop with internet connectivity, copier ma	
Staff common room	01 Desktop with internet connectivity and Printe	
▪	One Desktop with UPS and printer and intern	
•	01 Desktop with UPS facility and internet connec	
Wi-Fi facility	College campus is Wi-Fi enabled. All class rooms, staff rooms, administrative Computer Lab are Wi-Fi enabled. Cat 5 cable-500 m Data rate- Upto 16 Mbps (three separate line) Frequency band-2.4 GHz	

4.3.2 Student - Computer ratio

Response: 37.06

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
168.52	148.02	149.72	94.57	76.87

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Response:

To ensure proper maintenance and utilization of physical, academic and support facilities provided by the college, there is a system of de-centralized management. Different committees are formed each year with the selected teaching and non-teaching members of staff, students and the principal to take care of these facilities.

The institution has a planning board and building and infrastructure committee to look after the maintenance and development of infrastructural facilities of the college. The library is maintained by the library committee comprised of members of staff from arts, Science and commerce streams. Library funds are allocated considering the requirements of different departments in consultation with the respective Heads. Library expenses are met using the PD accounts and UGC funds, and particulars regarding fund allocation are conveyed to all Heads of departments and committee members. The library committee verifies the available stock of books and journals at the end of every academic year. For smooth functioning of the library, different slots of time and working days are allotted for members of staff and students.

The purchase and maintenance of laboratory equipments is handled by the purchase committee with the approval of the planning board and principal. The respective Heads of departments and demonstrators keep record of available stock of lab equipments and forward the list of requirements to the purchase committee.

The sports complex has a very large campus situated at a little distance from the college campus. It is maintained by the sports committee comprising of the P.E.T and a senior faculty member with support from the management. Members from the non-teaching staff are assigned duties to take good care of the campus and regularly maintain its cleanliness and beauty.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 37.87

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

2017-18	2016-17	2015-16	2014-15	2013-14
443	407	426	316	257

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[View Document](#)

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 21.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
62	50	315	332	200

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the students benefited by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 6.7

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	10	11	21

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

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

Response: 8.5

5.2.2.1 Number of outgoing students progressing to higher education

Response: 26

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	6	7	5

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

5.3 Student Participation and Activities

<p>5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</p> <p>Response: 0</p>				
<p>5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years</p>				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0
File Description	Document			
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document			

<p>5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution</p> <p>Response:</p> <p>The college has an active student council whose office bearers are selected immediately after the admission process is over. Every year, student representatives from each department are selected on the basis of the merit list and in consultation with the heads of the respective departments. The office bearers –president, vice-president, general secretary and association secretaries-are selected from among the student representatives with the principal as the ex-officio president of the council.</p> <p>The members of the student council are engaged in a structured partnership with faculty members, the college management and the principal in the operation of different facilities of the college. The general objectives of the student council are:</p> <ul style="list-style-type: none"> • To enhance communication between students, management and staff. • To promote an environment conducive to educational and personal development. 				
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- To support the management and staff in the development of the college.
- To represent the views of the students on matters of general concern,
- To observe or celebrate important days and functions on the college campus.

There are student representatives as the members of all the academic and administrative bodies/committees- sports committee, cultural committee, magazine committee, purchase committee, dramatic society, Anti-ragging cell, hostel committee, women protection cell, sexual harassment cell (Girl student representatives) and college planning board and development committee. They in co-operation with the other committee members ensure smooth conduct of all the activities.

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

Response: 29.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
29	30	29	29	29

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

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

Response:

The college has an alumni association with former students of the college as its members. The association organizes an alumni meet every year where the former students get together and discuss about their role and contribution towards the development of the college.

During the last five academic years, the alumni association has actively organized the alumni meet every year and felicitated a number of former faculty members of the college, best students and also some local people for their contribution towards the development of the institution. The college has a tradition of

inviting their alumni during the department functions, seminars and college functions. The current students of the college get a chance to have healthy conversations with them, and get to learn about their hard work and professional experiences. The institution has produced numerous highly talented students who went on to become very successful in different professions. So the present students are highly benefitted when they get to listen talks from them during seminars and college functions.

The institution constantly remains in contact with the former students and faculty members through phone or email and tries to strengthen the alumni association even more so as to garner their support, both financially and non-financially, to bring further improvement to the different facilities of the college.

The illustrious alumni of the college has been generously announcing awards, cash prizes and scholarships for the needy and talented students of the college. As one of the oldest colleges of the locality, the institution has a very widely spread spectrum of alumni, that directly or indirectly, supports the college in various ways.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

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

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision-

The institution is to spread higher education among the rural youth at affordable cost. The vision of the college is for all round development of the students through innovative methods of teaching and involving them in the extra and co-curricular activities and to enhance their employability.

Mission-

1. To impart qualitative higher education through personal, vocational, practical and creative skills to the students giving equal opportunity to eliminate the perception of discrimination.
2. To inculcate the habit of social, cultural and ethical activities among the students.
3. To build knowledge society.
4. To produce disciplined morally and socially committed citizens.
5. To bridge the gulf between students of urban and rural areas.
6. To imbibe humanism and national integration in the younger generation.
7. To face the competitive examinations the institution conducts coaching for entry into service Career Counseling Cell of the college.
8. Allow faculty members to go for Research activities in their core areas.

For fulfillment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. A two-way communication channel between the staff and the leadership is an important feature of the institution. The Principal of the college interacts with staff and students at formal and informal levels, on various occasions. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session.

The governing body (GB) is the executive authority and exercises general supervision and control of the affairs of the college. Principal and two teacher representatives from the college are on GB. Next level of management is staff council which constitutes chairperson (Principal), staff council secretary and all the faculty members of the college. Staff Council is an important platform for formal interaction between the Principal and the faculty. Staff council committee holds regular meeting with the Principal for planning and mandated tasks of the institution. Then department and its committees form the basic/grass root level bodies -the micro level structure for the smooth implementation of the staff council directives and content specific curriculum transactions. They provide informal feedback. Interaction with students is a continuous process, Joint Consultative Committee is a forum where students & teachers meet to discuss issues and seek feedback about various aspects of the college functioning.

The leadership of the college supports faculty endeavors in getting funding and sponsorship from different government agencies, for organizing seminars, workshops and community initiatives. The management

also motivates teachers and students to undertake applied research projects and innovative projects. The College uses alumni network and interacts with industries, government and non-government organizations for training students in career planning, internships and placements.

Governance of the institution is reflective of an effective leadership in tune with its vision and Mission.

The management ensures quality education by promoting teaching-learning process as the college ensures highest standards of commitment by its employees. The institution has long term planning for the growth and development.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The principal is the head of the institution and is vested with day to day administration. The principal is an important link between Governing body and the staff. All decisions are taken by the Management which is communicated to the staff members as and when required.

The Principal is in charge of all the academic and non academic activities in the institution. The principal is assisted by Academic Bursar, Administrative Bursar, Accounts Bursar and other committees.

The Principal conducts regular meetings with the HOD's to carry out the college activities smoothly.

There are various academic and non-academic committees of the institution involving faculty members and office staff.

Academic committees are involved in various activities such as admissions, examinations, time table preparation, purchase of equipment, library purchases, research activities etc. Institution has committees like grievance redressal Cell, Anti Ragging, disciplinary committee.

All the teaching and nonteaching staff are fully involved and participate in the development of the college.

The college encourages a culture of participative management by involving the staff members in a number of administrative roles. The participative culture is reflected as the college is managed by committees constituted for academic and non academic activities. Major committees comprise of teachers and it also includes non-teaching staff and students as well. The college has created a decentralized structure for decision making where departmental committees interface their decision with college committees of the staff council.

All department heads are invited to submit carefully the proposed budget for every academic year with a break of individual sessions. Budget proposals are finalized after long discussions. The requirement of each department is carefully decided. The budget mostly includes various developmental activities of the students such as guest lectures, seminars, workshops and conferences.

Apart from the budget there are various other activities where decision is taken along with a close discussion and taking the various opinions from almost all the staff members. This ensures a close relationship in terms of trust, understanding and positive behavior.

In case of any exigency or problems related to students or staff, the approach is participative in nature. The decisions of staff council remains final and all the committees have to get their decisions approved by the council. A report of yearly activities is presented to the Staff council at the end of the session. Department representatives involve themselves in all ways.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

The perspective Strategic planning is carried out in the institution by the governing body. The Governing body comprises of members from teaching and non-teaching staff. The development of the college is a constant ongoing process. At every step the governing body tries to improve the institution with the help of strategic/ perspective plan. Actions are taken whenever necessary. All the members of the governing body involve themselves in the process. The inputs and suggestions are considered while developing the strategic plan. The tasks are divided based on their merit and the facilities.

For the development of the college, every year plan is made for improving the organization. It is the responsibility of each department to provide valuable suggestions and also to provide support for the same. Constant support from various departments is highly valued.

The institution has planned a separate building for the construction of library with all facilities.

There is a plan for another basic amenity by the entire student community which is the provision for a separate toilet complex and a part of it has already been completed.

There is plan for an exclusive building for administrative purposes.

There are various committees operating which are again responsible for various functions.

The Governing Body takes important decisions regarding the development from time to time.

The IQAC works in tandem with the Governing body and the Principal as a liason coordinates the functioning of institutional activities pertaining to the academic, administrative, financial, infrastructural and other activities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

The college functions under the supervision of the governing body. The structure of the organization is a flat structure with the Director, Higher Education, Odisha as the supreme body at the apex. Under that is the Governing body who guides the following:

Teachers Council

Principal cum secretary, governing body

IQAC

- 1.The Teachers Council has the Academic wing the Academic Bursar to carry out the functions like admission, examination, Career counseling. Here the Heads of the department play an active role.
- 2.The administrative wing constitutes of the administrative Bursar along with the Head Clerk, committees with predefined function.
- 3.Next the Finance department includes the Accounts Bursar who is supported by Accountant and purchase committee.
- 4.There is a learning Resource Center including the library and library committees.
- 5.There is a Training Research and Development cell for various developmental activities.
- 6.IQAC includes the NSS and YRC which are responsible to carry out several extension activities.

Function of various committees:

Although at the apex is the Governing body but it is again assisted by the other committees and sub committees.

Academic Committee- The academic committee is headed by an academic bursar. The committee reviews

the academic progress and regular meetings are conducted to discuss the academic issues.

Finance- The finance is headed by a finance bursar who takes important decisions with respect to finance and related issues.

Service rules- It is followed as per the rules of Odisha Government

Grievance Cell- A students Grievance Redressal Cell is in operation in the college with members of teaching staff assigned with the duty. At first the students contact their proctor and then after to the principal.

Anti Ragging Cell- A anti-Ragging Cell is functioning in the college to prevent ragging. The students are required to give in writing confidentially to any of the members of Anti Ragging Squad.

Women Protection Cell- The women protection cell has been constituted with a team of senior members of staff headed by a woman. The objective of the cell is to have a curb on gender discrimination in the campus and to protect safety and security of woman/ girl student.

Recruitment and promotional policies- this is as per the guideline of the Odisha government. Depending on the vacancy, the government decides to fill up the vacancies. There may be advertisement for further appointment. But depending on the urgency, the college may recruit management staff from time to time.

Apart from this there is an Internal Academic system for the Hostel Administration.

The hostel committee comprises of the Chief Warden who is the Principal, then the warden of the hostel assisted by the officers in-charge, matrons and office staff. There are also kitchen staff and other sub staff to help functioning of the hostel smoothly.

The Hostel Committee undertakes the following:

1. To review the functioning of the hostel
2. To provide infrastructural facilities
3. To ensure the maintenance of hostel building
4. To ensure general health and hygiene among the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts

4.Student Admission and Support**5.Examination****A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** E. Any 1 of the above

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

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

Various committees are formed to groom the leadership skills which includes teaching, non-teaching staff and students. The responsibilities of the committee are explained below:

Anti Ragging Cell (as per directions of Supreme court)

This committee is formed to check ragging among the students. The cell constitutes of senior staff members. According to Supreme Court ragging should be strictly prohibited and discouraged among the students. Those involved in this act should be punished strictly.

Sexual Harassment

Sexually abusing any person or passing any comment or showing gestures is considered as a serious offence. This cell is specially constituted to check such issues among the students and staff members. Meetings are conducted at regular intervals to discuss these aspects.

Discipline committee

Discipline committee plays an important role in the college as the students need to be discipline in all aspects for the smooth conduction of the college. It constitutes of both teaching and nonteaching members who are vested with the responsibility of ensuring discipline in the college.

IQAC- Internal Quality Assurance Cell

This cell constitutes of senior and experienced staff members. This cell is continuously thriving to bring quality improvement not only in teaching but also in every aspect. This cell is having the basic objective to bring about all round development among students and staff members. The cell organizes various programs to achieve the objective, including NSS, Workshops, Training programs, student development activities etc.

Grievance redressal cell

It is the primary body of the college which receives grievances of both staff and students. The members of the cell identify the issues or grievances and find ways to resolve them. Even the grievances received indirectly ie through suggestion boxes or complaint boxes are redressed in analogous manner.

Student counseling cell

The counseling cell is an active body comprising of teaching staff members. The purpose of this cell is to guide and counsel the students with regard to their career which may include higher studies or preparing for competitive exams or even taking up jobs.

Library Advisory committee

The library advisory committee meets at the beginning of every academic session and discusses the expansion of the library in procuring hard copies as well as soft copies. As per requirement the books are purchased and allotted to the students.

Remedial coaching

This cell facilitates in conducting extra classes for those students to bridge the gap and improve their performance. This is mainly to reduce their failure and dropout rate.

Career and counseling cell

The cell provides career guidance and counseling for the final year students by organizing career guidance seminars and placement drive to help them to secure a good job

Purchase committee

This committee comprising of both teaching and non-teaching staff members. Based on the requirement, this committee plans for the purchase of different items for various departments and the entire college. The committee at regular intervals meets and decides accordingly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college has undertaken a few welfare measures with a view to support the teaching / non-teaching staff in both the general functioning of the college as well as in solving personal issues.

1. There is a separate common room for the staff members. Along with that there is separate wash room for male and female staff members.
2. There is also a provision of a Gym for the faculties and non-teaching staff.
3. There are other facilities such as availability of clean drinking water, study room or reading room.
4. Very shortly the college is going to run its own canteen inside the premises. The canteen facility will be both for the students and staff members. Utmost care will be taken to provide quality food with reasonable rate. There will be a canteen committee to monitor the canteen functions and handle the day to day activities.
5. There is a playground for the students which is well maintained. Everyday students are playing different games and sports in the playground guided by P.E.T.
6. There is an exclusive hostel only for the girl students with an excellent infrastructure. The hostel is located around 0.5kms from the college with an open and wide space around. The college has a internal administrative system with Principal as the chief warden, warden, in-charge officers, kitchen staff and other staff members. The hostel is three storied building with big rooms having all facilities. Rooms are well ventilated, lighted and maintained. There is a common dining hall where students take their food together. The hostel is Wi-Fi connected. There is also a provision for watching television where students can watch various programs whenever free. Hostels are kept neat and clean as there is an efficient housekeeper for that purpose. Students are provided with healthy food three times in a day. Students are leading a comfortable stay. The warden and other officer in-charge visit hostel frequently to interact with the students and discuss their problems. There is a big kitchen maintained by the kitchen staff. All around the hostel, plants are planted and there is greenery everywhere.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	2	1	1

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 11.62

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	4	6	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

In order to keep track of Teaching –learning process the IQAC ensures filling of Performance appraisal of students about various courses taught to them. The main objective of this exercise is to look for completion of various courses being taught in the semester system. The students are free to fill this Performa as per their understanding. The results of this are discussed internally in IQAC and the outcomes are discussed with the Principal

As such there is no such performance appraisal system either for the teaching or non-teaching staff. But there is a feedback system for the teaching staff where the students give feedback to individual faculties on certain criteria.

Every year there is an increment for the staff members as decided by the guidelines of Odisha Government.

Presently college does not have an established mechanism for evaluating the Non –Teaching Staff by written appraisals but in the near future the College has a plan to incorporate their evaluation more objectively and systematically.

Faculty appraisal is also done through student feedback mechanism. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed at every semester to evaluate how far the teacher had been successful in reaching out to the advanced as well as the slow learners in the classroom. This is further intimated to the concerned faculty in the academic meeting and

suggestions for development or appreciations are made.

Non-teaching staff like the librarians, office staff, support staff etc are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work,

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Year	Internal Audit	External Audit
2013-14	Conducted and verified	2013-14 Alfa audit report no 60932/AR/2017.www.alfadisha.com Report is good
2014-15	Conducted and verified	Date-15/9/16-alfa audit report
2015-16	Conducted and verified	Date-1.4.15-31.3.16, alfa audit report no 297185/AR/2017.www.alfadisha.com
2016-17	Conducted and verified	Date-1.4.16-31.3.17,Alfa audit report no 194780/AR/2017.www.alfadisha.com
2017-18	Conducted and verified	2017-18 , Alfa audit report no-394521/AR/2018, www.alfadisha.com

As per the above data, it is clear that the College is regularly conducting both external and internal audits.

The external audit is conducted with the help of external source, while the internal audit is carried within the system. There is a prior notification by the head of the institution for the internal audit. Faculties of various departments are engaged where they visit the other department either to verify the stock or other details. A brief report is generated and produced.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the

last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

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

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The institution receives very nominal amount of fees from the students. As per the directions of NAAC, the college has BCA program where the infrastructure is facilitated by the college.

The resource mobilization of funds is ensured in order to update Teaching-learning resources and infrastructure development. In order to utilize the funds judiciously after a careful discussion with the College development committee.

All important proposals are discussed thoroughly with the principal and then decision is taken for optimum use of funds. Major funds are generated from admission and exam fees and used for various academic/co-curricular/ maintenance requirements of the college whenever needed.

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes****Response:**

The IQAC of this college was set up in 14.05.2014 and since then it has come up a long way in catering to the academic and administrative needs of the institution.

The cell has developed several quality Assurance mechanisms with the existing academic system. These are:

1. Establishment and use of quality benchmarks in academic activities.
2. Promotion of culture to organize seminars, workshops, FDPs etc
3. To follow the latest guidelines of NAAC/ UGC and work accordingly
4. It collects maintain and analyses documents and prepares the Annual Quality assurance Report (AQAR) and submit it to NAAC.
5. The main objective is to plan and complement quality imitative and evaluation.
6. Co-ordination with all stakeholders.
7. The cell also does regular monitoring of the feedback of students.
8. Students are encouraged to give feedback every year.
9. IQAC has been taking interest to conduct various programs keeping in mind the benefit and enhancement of knowledge of students.
10. IQAC conducts regular meetings for ensuring quality teaching.

The cell has developed several quality Assurance mechanisms with the existing academic system. These are:

It has now applied for 2nd cycle of accreditation by NAAC. The prelim report has already been accepted by NAAC.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The college conducts exams regularly to assess the progress of students. It conducts unit tests, internal assessments and counsels the under-performing students to identify their issues and rectifies them.

Department-wise result analysis is made after the university declares the results. A staff meeting is organized to discuss the results. Discussion takes place to improve the low performers and appropriate steps is taken in this regard.

The teaching methods have undergone a sea of changes as compared to last few years. Previously basic pedagogical tools were used for teaching processes that included lectures, use of chalk and dusters etc. However with the advancement in technology and teaching-learning aids, the college is trying its best to conduct and deliver classes in ICT based education.

Much emphasis is now laid on power point presentations, various models and use of new techniques to impart education. The following measures are taken:

1. Seminars are conducted at regular interval.

2. The infrastructure facility is mechanized and promotes optimum use of the same for quality of academic activities.
3. There is a career and counseling cell, remedial coaching class and coaching for entry into service for entry into service for socio economically backward students.
4. Promoting the use of grievance Cell, Women development Cell and welfare measure for better environment.
5. Participation of students in various cultural and sports activities.
6. Training like Computers, Office management, Yoga, Gender sensitization, YRC, NSS Programmes by the staff members for the effective complementation of the Quality Assurance Procedures.
7. All the lecturers/ Teaching Staff Members prepare their lesson plans as per the academic calendar of DHE, Odisha. This reflects the detailed of syllabus and their completion. The HODs distribute syllabus and the faculty members of their respective departments. The Principal supervises the classes and go through the lesson plans. There is a systematic planning, organization and complementation of teaching and learning process.

Methodologies of operation

At the initial level various curricular aspects are discussed at the Departmental level, after which they are discussed in the IQAC. All the relevant suggestions are given to the Department concerned.

Learning outcomes at IQAC

The IQAC cell ensures that the student feedback is filled timely and at regular intervals. The cell monitors the entire process and subsequent actions are taken by the Principal. All such initiatives taken by IQAC cell have proved beneficial in establishing a sound methodology of functioning and in enhancing quality education.

File Description	Document
Link for Additional Information	View Document

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

Response: 6.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	4	11	6	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

ACADEMIC ADMINISTRATIVE

1. Library automation process completed.
2. Building and infrastructural changes have been developed towards creating separating building for science block.

3. Establishment of GYM completed with all latest equipments for both students and staff members.
4. Introduction of smart boards.
5. Entire campus under CCTV surveillance.
6. Installation of more computers.
7. Internally 15 departments are operating.
8. Provision of a big playground for the students.
9. Separate hostels for both girls and boys with all facilities like television, study room, well equipped rooms and washrooms.
10. Recently solar panel has been installed.
11. The institution also provides pure drinking water in campus through few water filters.

2016-17

Domain

Quality Enhancement Initiatives

1. For the effective implementation of the curriculum, the academic calendar had been prepared before the commencement of the new session.
2. System of Online Admission was introduced for making the admission process smoother and transparent.
3. Students are provided with the recent prospectus where all information's are available.
4. Various committees were formed where each committee has a convener to carry out the activities.
5. Extensive use of ICT (laptops and projectors) have been introduced to make the process of teaching learning more learner-centric.
6. Mentoring of students have been strengthen to minimize dropouts through personal counseling.
7. Encourage students to present papers in Departmental seminars and participate in various academic activities.
8. Library automation is in process
9. Feedback and suggestions collected from students of various semester.

2015-16

ACADEMIC ADMINISTRATIVE

1. Academic calendar of the session has been prepared.
2. Various sub committees were formed before the beginning of the sessions and decision taken by

Staff council meeting.

3. Self defense course for girl students was conducted.

2014-15

1. Academic calendar of the session

2. Various sub committees were formed before the beginning of the sessions and decision taken by Staff council meeting

2013-14

1. The common academic calendar had been prepared.

2. Various sub committees were formed before the beginning of the sessions and decision taken by Staff council meeting.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	01	00

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

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and Security:

Chikiti Mahavidyalaya is a co-educational institution and is the first choice of colleges among girls seeking admission in the college. Approximately 52% of our students are represented by girls. Keeping in view the boys girls ratio is 12:13. So the institution has adopted appropriate measures to provide safety and security to girls on the premises of college as well as Hostel. There is zero tolerance policy towards any case of harassment of women students and the staff. The issue of gender sensitivity is being addressed by the college authorities very sincerely. The college has formed different cells like students Grievance redressal cell, Anti-Ragging cell and women protection cell to address the problems of girls as well as boys students. The entire college campus including class rooms and corridors has been put under surveillance system constantly being watched out by CCTVs' and cameras. There is a code of conduct in the Institution that clearly violating which strict disciplinary action is initiated against them. There are separate and secure common rest rooms for both which are well furnished for their recreation and information. There is a lady attendant posted at girls' common room to look after them. Our girls are provided with self-defense training for their own safety. Clean and safe hostel facility is provided for women students. We have a

provision for patrolling squad in and around the campus during college hours.

Counselling:

Soon after admission, orientation and counselling sessions/classes are conducted by the institute for making girls and boys aware of their rights and available facilities. Women's cell organizes counselling programmes to facilitate academic, emotional, social and cognitive development. The cell also arranges awareness programmes related to health and hygiene, safety and security. In addition to this, the girls widen their horizon through participation in various programmes conducted by NSS and YRC units of the college where the officers in charge counsel them regarding democratic values and practices.

Common room:

Our girl students are performing well in academic domain as well as in extensive activities. This is reflected in the University Merit list as they secure high rank in the University examinations. Due to in-house training available for different sports, our female students bring laurels to the college in the form of cash prizes, certificates and medals at University, State and national level competitions. One student Banita Ghadai of 2nd year Arts (BA-English) has won the national medal in **BRONZE** at Achaya Nagarjuna University, Andrapradesh. Besides interactive class room sessions, our girl students have proved their metel on various occasions like fairs, seminars, cultural festivals and other programmes and camp activities. The institution has established common room to facilitate female students. The room is designed to give the girls a place to relax, study and can have informal discussion.

7.1.3 Alternate Energy initiatives such as:

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

Response: 2.19

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 700

7.1.3.2 Total annual power requirement (in KWH)

Response: 32000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1200

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

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

Response:

1. Solid waste management:

To ensure a smoke free campus, the entry of vehicles has been restricted to the campus. The college has a provision to segregate Bio-degradable and non-Biodegradables waste to insure its proper disposal. A number of garbage bins are placed at common locations across the campus to collect solid waste and the garbage is disposed according to NAC Norms regularly.

The College undertakes the responsibility towards up keeping the campus neat and clean without causing any damage to the environment. The college has installed sanitary pad dispensers in the ladies wash rooms. The college has a plan to make the campus plastic free in the near future.

2. Liquid waste management:

The College has drainage system and soaks pits wherever necessary. There are wash areas for students. The waste water from all these areas flow out to the main drain constructed by the NAC. The chemical waste from laboratories is disposed off with proper conduct pipes and drainage without causing any damage or harm to the plants or animals. The waste water from canteen is disposed off into a leech pit.

3. E-waste management:

Old and default computers and other electronic gadgets are dumped in a storage and disposed off (Xerox machine, fax, telephone hand set, UPS, batteries, printers) to scrap dealers only after a decision made by the infrastructure committee.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The entire campus has been surveyed by ground water recharge experts to tackle water logging. After the careful survey of main campus the college has taken up this issue. In order to avoid water logging the administration has taken proper steps to conserve the rain water in underground pits at various strategic points. Water from the roof is collected in the ground tank. Water from the roof of the building is directed underground to rejuvenate underground water and also bore wells in the campus. Excess rain water flowing down the vitrified floor finds its free flow to the nearest drainage system made by the NAC. It is a matter of fact that the institution never faces scarcity of water supply throughout the year as we have different channels to collect water sufficiently to sustain the campus. In spite of its own system of water supply through bore well, the institution also gets its major quantity of water from public system as designed by NAC. The opening of pits and tanks is regularly cleaned which has enabled sustenance of rain water harvesting system. Moreover, the new blocks of buildings which are under construction also covered under the extended harvesting system. To conclude, rain water harvesting is made an integral part of the building plans and insisted upon during construction.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Our institution has encouraged students and staffs to come the college by their bicycle and to use the public transport system such as buses and auto-rickshaws. Our college bans the use of plastic and polythene wrappers inside the campus. Now all our offices are computerized which has reduced the use of papers thus making it a paperless office. We have a little but beautiful campus dotted with decorative plants. But we lack the beauty of a sprawling campus with green vegetation and green cover. However we have a green garden at Radhamohonpur that is few kilometers away from the location of the main campus. There is a little herbal garden near men's hostel with variety of medicinal herbs. We are planning to beautify recently developed hostel campus and college play ground by plantation during rainy season.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response: 0**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-

wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

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

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

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise

during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

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

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

Response: 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	2	2	1

File Description	Document
Report of the event	View Document

7.1.12

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

Response: No

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

Response: No

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

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about

national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

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

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** No

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

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

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

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 42

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	8	9	9

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

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

Response:

The Institution celebrates National festivals to commemorate the birth and death anniversaries of great leaders and great historic events of National importance. These create an atmosphere of patriotism in the minds of young and budding students of the College. Independence Day and Republic Day are celebrated with fervour and festivity. On these days, various events including flag-hoisting and literary and cultural competitions are organized to commemorate the spirit of freedom and tenets of democratic ideas. Death anniversaries of great personalities are also observed meaningfully to recall their scarifies who took part in fight for freedom for India and in building the nation. On 2nd October, 14th November and 5th September, different competitions such as song, debate, essay-writing, painting etc are organized to remember the legacy of Mahatma Gandhi, Jawaharlal Nehru and Sarvapalli Radhakrisna. Beside this, different International Days as prescribed by the UNO are observed to create awareness among the youth on the importance/relevance of such events/occasions. The young learners get inspired and motivated by the ideas and visions of such days and events.

The birth/death anniversaries of some of the following visionaries, leaders, freedom fighters are observed in the college.

Sl.No	Title of the programme/ Activity conducted
1	Republic Day Celebration
2	Independence Day Celebration
3	Gandhi Jayanti
4	Teachers day
5	Swacchata Diwas
6	National Voters Day
7	Rashtriya Ekta Diwas
8	International Yoga Day
9	World AIDS Day
10	National Education day
11	NSS Day
12	Children Day
13	National Youth Day
14	Martyrs' day
15	Utkal Diwas

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

Response:**Financial Transparency:**

The college maintains complete transparency in financial matters by conducting internal as well as external audits at regular interval as desired by the State Government. The audit reports are made available to public on demand. As the college is under RTI, all information is made available to public. The information officer and Accounts Bursar are answerable to public queries. All expenditure and purchases are made through purchase committee and Principal's approval.

Academic Transparency:

- College Academic calendar is prepared at the beginning of academic session and uploaded on website.
- Time table for all courses is uploaded on college website before the commencement of each semester.
- Students' attendance is uploaded month wise on website.
- Internal quality assurance cell ensures quality culture to achieve academic excellence.

Administrative and auxiliary functions:

- All notifications are displayed on the website.
- Personal records are maintained for all staff and students.
- Staff council is a statutory body of the college that constitutes different committees to conduct various activities.
- The college follows RTI ACT to set out practical regime of right to information.

The college maintains transparency in the internal assessments of papers. After evaluation, the answerscripts are given back to students to know their performance and standard. The administrative section also maintains complete transparency by keeping records; personal files of staff, stock entry etc and avails it to college staff and other stake holders when requested. The college has different auxiliary units like NSS/YRC and they conduct several programmes from time to time and maintain complete transparency relating to expenditure and keeping records. The college provides information relating to such matters under the provision of RTI Act of the Government.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:**

Title of the Practice: Automation of college library and Office administration

OBJECTIVE:

- To provide quick and effective services
- To smoothen the daily operation of the college office
- To reduce physical labour and requirement of manpower
- To cope up with the rapidly changing scenario of higher education in India and meet its demand
- To be commensurate with the quality promotion and sustenance initiatives fostered by the college

The Context:

The institution is one of the premier institutions of higher education in the southern Odisha. The college has to deal with hundreds of students every year. About seventy employees work in the college. The college has an enriched library with about twenty-four thousand books to its credit. It involves a good number of non-teaching staff to provide services like admission, examination, scholarship and free ship, issue of books etc to various stake holders. The college is also a Nodal Centre of Students Academic Management System of Odisha to facilitate the admission of the college and colleges in the block . A good amount of labour is required for the smooth delivery of these services and to maintain a record of data regarding student profile, college fees, grants and accounts etc. Expertise in ICT is also required to maintain a salubrious relationship with the affiliating University, the State Government and the UGC. But a good number of staff are not accustomed to computers and advanced technology. There is also dearth of non-teaching staff in the college office and library.

The Practice:

Under the above mentioned context, the college Management and IQAC took initiatives for automation of the college library and office. Some of the practices maintained for this purpose include:

- The college has procured the College Automation software Team-In Tech., Berhampur and installed the same.
- The State Government has also provided training to the Head Clerk, Accountant and accounts Bursar to prepare the Pay Bill under HRMS
- The college has arranged training of non-teaching staff to accustom them to work with computers
- For training of these staff the IT Lecturer and DEO are engaged with nominal remuneration from management funds.
- Training is also imparted to non-teaching staff to operate Xerox machine.
- Computerization has been introduced in fields like fees collection, Pay roll preparation, Accounts, Book search in library, Maintenance of correspondence and records etc.
- The library and office are provided with broad band connections.

Evidence of Success:

Introduction of automation in the college has accepted by the Non-teaching staff and stake holders with enthusiasm. Students and other stake holders are receiving quick services. Complex processes like admission, examination, salary payment, scholarship, correspondence etc are performed effectively and efficiently. Library users are able to search books by using the automation mechanism. Thus the automation process ensured quality attainment and sustenance by College administration.

Problems encountered:

At the outset the Non-teaching staffs were lack of self-confidence to shift from manual to automation. Members of staff on the verge of retirement were reluctant to learn computer at the fag end of their career. To overcome the resistance, the Principal and IQAC organize meetings with the library staff and office staff to motivate them. Professionals were invited to accustom the staff with the operations of the newly installed software. Ultimately the financial and infrastructural resources available in the college were utilized.

BESTPRACTICE 2

Title of the Practice: Focused student outreach Activities:

Objective:

In pursuit of the mission of the College which is reflected even in its crest, it has committed itself to perform its role as an agent of change in the society. The institution enjoys a unique status with regard to the healthy and living relationship maintained between the interests concerned. When the entire nation has come under the grip of global knowledge and culture, this institution maintains its identity as something different from some other institutions. It is for this reason that members of the faculty are able to discharge their duties and responsibilities in a peaceful atmosphere. Recognizing the importance of the commitment to society on part of the students, the College has initiated wings of YRS, NSS and quality Volunteers of Active Citizenship forum and self defense mechanism unit.

The Context:

The institution aims at fostering unity and amity by practicing inclusiveness and instilling constitutional activities viz, equality, Justice and secular values. The larger chunk of the students which belongs to women, Schedule caste and schedule tribes require all assistance care and attention to be well at home in the institution. The College has opened various service wings involving the students. The outreach activities were perceived to be an integral part of the institutional life.

The Practice:

The activities of the YRC, NSS and self defence mechanism wings and members of the other social wings form a part of the life on campus. The commitment and achievements of these young human beings are commendable because they touch the life of community. These activities prove to be very important aspect in the lives of both the provider and receiver of service. Self defense mechanism is one of the best activities the institution follows. The activity is martial Art training to girls' for self defense. The institution plays the role of a nodal centre to train the girls in the nearby Colleges of the locality. We have three master trainees to guide who have been trained by the Department of Women and Child welfare, Govt. of Odisha. Our NSS and YRS wings organize special camps under Swacha Bharata Abhiyaan from time to time. The institution also got name and fame in the sports and cultural activities by participating in the National level competitions.

Evidence of Success:

The three master trainers of Self Defense Mechanism wing give Martial Art Self defence training to girls' students. Although the College is located in a rural area, the girls are more attracted to participate in the programme. The master trainers also provide training to the girls of the nearby feeding Colleges of the

locality. Similarly the YRS and NSS wings of the College organize cleanliness programmes inside and outside the campus under Swacha Bharat Abhiyaan. Both the staff members and students participate in the programme with enthusiasm. The volunteers clean the nearby community Health centre campus. Besides these activities, our students have excellent performance in the Sports and Games in the National level competitions. Some of our students represented in the National Level Games in Sports activities like Kabadi, Kho-Kho, Volley Ball, Boxing and Badminton. Two of our students participated in the NSS Trekking Special camp held at MANALI. These practices should be emulated by all the institutions of Higher Education.

Problems encountered and resources required:

The major constraint is largely theoretical in the sense that quality as a concept is difficult to explain and make acceptable. The difficulty has been resolved with the involvement of the members of IQAC.

7.3 Institutional Distinctiveness

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

Response:

If one thinks for an ideal place of learning, Chikiti Mahavidyalaya stands as a progressive institution where students of all categories avail abundant scope to expose their inherent qualities and passion for learning. Since inception (1980) the institution is striving to impart quality education with thrust on equality and access. In fulfillment of the vision, the college is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students' community with academic, social, scientific and spiritual values and to enable them to have an insight into the spirit of individual dignity and universal brotherhood. We are very much aware of the responsibility to our students and do our best to provide a most friendly and growth oriented ambience for them. We do everything in our capacity to ensure excellent standards that would secure them leadership in tomorrow's challenging world. The vision behind the establishment of the college is to spread the light of knowledge and wisdom to kindle faith in themselves to become academically accomplished, emotionally balanced, morally upright, socially responsible, ecologically sensitive and professionally dedicated. The institution stands for humanity for tolerance, for reason, for the adventure of the ideas and for the search of the truth. The institution believes in the principle of inclusion and promotes the nation building qualities of equality justice and fraternity.

Our motto is to remain at the forefront of the institutions of higher learning, teaching and research. The college ensures these values through the work and conduct of its faculty, non-teaching staff, disciplined students and very able governing body that always keep striving to maintain academic charisma and beauty of the Alma-mater.

5. CONCLUSION

Additional Information :

The College was established in 1980 with a vision to impart quality education to the students of poor, downtrodden, socially and economically backward communities at an affordable cost. During the last 39 years, it has produced generations of students who are well placed and it has immensely improved the quality of life in local communities. Since the 1st cycle of NAAC accreditation, the college has been scrupulously following all the norms and standard as prescribed by the University and quality drive as envisaged by the NAAC. The college administration and IQAC have taken sincere note of the earlier recommendations and use of ICT has been enhanced and their academic parameters as suggested by NAAC are taken care of. Some efforts have recently started to make the teaching-learning process more attractive to the students and make them learner-centered. Apart from academic activities, the college is exceptionally active in extension and community development work. **Some teachers (as NSS Programme Officers) and students volunteers take the community development work at the site of adopted village “RAMAGUDA” with commendable zeal. Students visit the village a number of times arranging interaction sessions with the villagers. They have arranged Environment Awareness Initiative through posters, placards and meetings. Villagers have been convinced about the relevance of using toilets, sending their children especially girl students to schools. Activities like tree plantation, literacy awareness drives, cleanliness drives etc. are conducted throughout the year.** NSS volunteers who participate in these programmes are sensitized to the needs of the rural communities and arouse in them a desire to serve the society. **All the students of the institution are insured of their life by providing life insurance policy for their safety.** It has been felt that there is a need to add new course which will increase the employability of students. Simultaneously the institution needs to enhance its power of infrastructure and technology-added class room teaching. For this and everything, the institution cannot grow on its limited resource. Therefore the institution needs national level funding for its all-round growth and development.

Concluding Remarks :

It has been placed in record that the NAAC accorded Grade-B to the institution in the year 2006-07. Ever since its 1st Cycle of accreditation, the institution has undertaken a journey of commitment towards achieving a higher grade in domain of higher Education. The IQAC (Internal Quality Assurance Cell) was formed in the year 2014. The IQAC has been instrumental in bringing about transformations in the academic and administrative facets. Policies regarding quality assurance are communicated to different bodies such as staff council, the staff association, the Alumni, the Berhampur University, the state Government and the NAAC (UGC), the AIHSE through report submitted from time to time. The IQAC also supports different activities like teaching-learning evaluation, holding of seminars, orientation training for competence building among the staff, augmenting leadership activities among the students and their participation in academic development. It effectively maneuvers the total quality management and improves academic activities of the college. It could be maintained that in the last 39 years of its existence, the college has held aloft the mission of enlightening so many generations of students of the area through education. Simultaneously it has also been instrumental in bring about a transformation in the life of families in the surrounding rural areas. In that context, the institution has been greatly successful in ful-filling and realizing its vision and mission. But the scarcity of the funds bottlenecks the progress and growth. The institution needs adequate funds to develop its infrastructure and other facilities so that it can reach greater heights of academic standard and research. The institution is all poised to go ahead and seeks supports from all the stakeholders. Keeping in view all the aforesaid developing

works of the college, we have the great pleasure to submit the Self Study report for assessment and accreditation of Cycle-II. Because we firmly believe that education of the soul in the soul of education.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.1	<p>Average percentage of students from other States and Countries during the last five years</p> <p>2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>07</td> <td>08</td> <td>02</td> <td>06</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : No supporting documents provided</p>	2017-18	2016-17	2015-16	2014-15	2013-14	09	07	08	02	06	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
09	07	08	02	06																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	00	00	00	00																	
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 16 Answer after DVV Verification: 18</p>																				
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>0</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	0	1	0	2	1	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	2	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	1	0	2	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	2	1																	
3.3.3	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years</p>																				

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	0	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

Remark : Revised as per clarification

3.4.3 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 last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	10	17	17	9

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	8	14	12	6

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender

Issue, etc. during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	4	3	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
220	320	720	320	0

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
52	36	35.5	28	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Supporting document not provided

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
76.87996	102.5238	279.1226	111.2166	168.5271
	5	4	9	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

168.52	148.02	149.72	94.57	76.87
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Remark : Revised as per clarification provide. However no proper detail in the supported statement of account

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
443	407	426	316	257

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
443	407	426	316	257

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : C. Any 5 of the above

Answer After DVV Verification: E. 3 or less of the above

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

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 30

Answer after DVV Verification: 26

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	1	1	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	6	7	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	6	7	5

Remark : No pass certificates provided

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29	31	30	30	30

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
29	30	29	29	29

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : B. Any 4 of the above

Answer After DVV Verification: E. Any 1 of the above

Remark : No supporting document

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	6	6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : No supporting proof provided

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
05	10	07	08	02

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	01	00

Remark : Revised considering gender equity programs

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH)

Answer before DVV Verification : 900

Answer after DVV Verification: 0

7.1.4.2. Annual lighting power requirement (in KWH)

Answer before DVV Verification : 1200

Answer after DVV Verification: 1200

Remark : No supporting document

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.024	0.024	0.024	0.024	0.048

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : No supporting document

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

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

Answer before DVV Verification : D. At least 2 of the above

Answer After DVV Verification: E. None of the above

Remark : No supporting document

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	8	8	4	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

Remark : Revised based on SSR

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : No supporting document or link provided

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : No supporting document provided

2.Extended Profile Deviations

ID	Extended Questions										
1.3	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)										
	Answer before DVV Verification:										
	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>76.87996</td> <td>102.52385</td> <td>279.12264</td> <td>111.21669</td> <td>168.52715</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	76.87996	102.52385	279.12264	111.21669	168.52715
2017-18	2016-17	2015-16	2014-15	2013-14							
76.87996	102.52385	279.12264	111.21669	168.52715							
	Answer After DVV Verification:										
	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>168.52</td> <td>148.02</td> <td>149.72</td> <td>94.57</td> <td>76.87</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	168.52	148.02	149.72	94.57	76.87
2017-18	2016-17	2015-16	2014-15	2013-14							
168.52	148.02	149.72	94.57	76.87							