The Annual Quality Assurance Report (AQAR) of the IQAC
(For Autonomous Colleges)

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution   :**SCIENCE COLLEGE (AUTONOMOUS), HINJILICUT**

- Name of the Head of the institution   :Dr. Ajit Kumar Mishra

- Designation   :Principal

- Does the institution function from own campus   :Yes

- Phone no./Alternate phone no.-   :06811-280024

- Mobile no.-   :9437260184

- Registered Email-   :principalsch@gmail.com

- Alternate Email   :iqacsch@gmail.com

- Address   :Hinjilicut

- City/Town   :Hinjilicut

- State/UT   :Odisha

- Pin Code   :761102

2. Institutional status:

- Autonomous Status *(provide the date of Conformant of Autonomous Status):* July, 2014
- Type of Institution: Co-education/Men/Women   :Co-education
- Location : Rural/Semi-urban/Urban   :Semi-urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing- (please specify)   :Grant-in-aid/UGC 2f and 12(B)

- Name of the IQAC Co-ordinator/Director-   :Dr. BinodBihariPatra

- Phone no. /Alternate phone no-.   :06811-2400800

- Mobile -   : 9437765465

- IQAC e-mail address: :iqacsch@gmail.com

- Alternate Email address: :principalsch@gmail.com

3. Website address-   :www.sch.edu.in

    Web-link of the AQAR: (Previous Academic Year)

                :www.sch.edu.in/NAAC/AQAR/2017-18

4. Whether Academic Calendar prepared during the year? : Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website : Yes

Weblink: www.sch.edu.in/NAAC/Academic Calendar

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B+	76.10	2007	from:2007 to: 2012
2nd	B+	2.52	2017	from:2017 to: 2022

6. Date of Establishment of IQAC: DD/MM/YYYY: 10.07.2008

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Parent-Teacher Meeting for UG 1st year students	07.09.2018	35
Parent-Teacher Meeting for UG 2nd year students	14.09.2018	27
Parent-Teacher Meeting for UG 3rd year students	21.09.2018	18
Parent-Teacher Meeting for PG 1st year students	22.09.2018	16
Parent-Teacher Meeting for PG 2nd year students	24.09.2018	15

Awareness drive for newly admitted students to opt Add-on courses (E.E.T.C, E-Commerce) besides the regular course that help the scope for employability.	06.09.2019	75
All H.O.Ds are advised to organize programmes creating awareness among students to avail the scope of free online software course "Spoken Tutorial" conducted by IIT, Bombay in addition to their regular courses.	08.09.2019	All students

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Note : Some Quality Assurance initiatives of the institution are:
  (Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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8. Provide the list of Special Status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
IDP	OHEPEE	World Bank	2018-19	10,52,00000/-
CENTRAL GOVT.	RUSA-2	Central Govt.	2018-19	2,00,00000/-
U.G.C	Autonomous Colleges	U.G.C	2018-19	13,46,659/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes
*upload latest notification of formation of IQAC

Office Order No. 106/18   Date: 18.06.2018

COMPOSITION OF THE IQAC FOR THE ACADEMIC SESSION-2018-19

Sl. No.	Name	Position
1	Dr. M.KrishnaRao, Principal	CHAIRPERSON
2	Dr. S.K.Panigrahi, Deptt. of Botany	Controller of Examinations
3	Dr. SabitaKumariSahu, Deptt. of Chemistry	Teacher Member
4	Dr. P.K.Nanda, Deptt. of Electronics	Teacher Member
5	Sri. Bhaskar Mishra, Deptt. of Odia	Teacher Member
6	Dr. BabitaPatro, Deptt. of History	Teacher Member
7	Miss. DebapriyaParida, Deptt. of Pol.Sc	Teacher Member
8	Sri. Suraj Kumar Sahoo, Deptt. of Philosophy.	Teacher Member
9	Dr. Sudhir Kumar Panigrahy, Lect-in-Economics	Teacher Member
10	Prof. Dr. Saketha Rama Rao	MANAGEMENT NOMINEE
11	Dr. Sunil KantaTripathy	ADMINISTRATIVE OFFICERS
12	Smt. S.R.Das, reader in Zoology	ASSOCIATE COORDINATOR, IDP
13	Dr. L.M.Patnaik, H.O.D	Accounts Bursar
14	Sri. ParsuramSahu	NOMINEE FROM LOCAL SOCIETY
15	Prof. Major R.R.Padhy	EMPLOYERS NOMINEE
16	Prof. Dr. Prakash Chandra Mishra	SPECIAL INVITEE
17	Prof. Dr. ManmathPadhyFormer V.C	ALUMINI REPRESENTATIVE
18	**Dr. Binod Bihar iPatra, Reader-in-Physics**	**CO-ORDINATOR**

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. Yes/No Yes

(Please upload, minutes of meetings and action taken report)

IQAC meeting was held at 03.30 P.M on 30.06.2018 with Dr. M.K.rao, Principal of the college in the chair of the session 2018-19. The proceedings of the last meeting was read by the Director, IQAC and after threadbare discussion it was confirmed.

Resolution-1

The Academic Calendar of the college for the academic session 2018-19 prepared by the Director IQAC,Dr. B.B.Patra and Major R.R.Padhy, Employer's Nominee was placed before the body and after necessary discussion it was resolved for to place before the Governing Body for kind approval.

Resolution-2

The Administrative calendar for the academic session 2018-19 prepared by the Director, IQAC Dr. B.B.Patra and Major R.R.Padhy, Member IQAC was unanimously confirmed for submitting before the Governing Body for kind approval.

Resolution-3

The feedback collecxted from outgoing students on present curricullum design prepared by the reprective Bopard of Studies and duly approved b y the Academic Council are analysed and was resolved to place the analysis report before the Governing Body meeting for its perusal.

Resolution-4

Resolved that a committee be constituted by taking the following members for preparing the Annual Action Plan of the college for the session 2018-19 and they will be requested to submit the same before the chairman of IQAC by first week of July, 2018.

Members of the committee are;
1. Sri. Ch.Chandra Sekhar Prusty, Controller of Examinations
2. Dr. Sunil Kanta Tripathy, Administrative Bursar
3. Dr. K.Debendra Senapati, U.G.C in charge

Resolution-5

The feedback report received from outgoing students and parents were reviewed and was resolved to place the same in the next Governing Body meeting for appraisal.

Resolution-6

In accordance with the suggestions given by the peer members of the NAAC in its second cycle the IQAC is pleased to resolve to submit a proposal before the Governing Body for introduction of two new Post Graduate courses i.e M.Sc in Mathematics and M.Sc in Computer Science from the academic Session 2019-20.

Resolution-7

It is unanimously resolved that the IQAC will appeal the members of the Board of Studies of each department for integration of cross-cutting courses and value based courses for curricullum enrichment.

Resolution-8

Resolved that during Academic Calendar Year 2018-19, at least three sponsored National Seminar/Workshops shall be conducted under the auspices of IQAC/Science Departments/Social Science Departments.

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No   √

          If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Digitization of attendance of staff by installing Bio-metric machines which is linked with the websites of the Director of Higher Education, Odisha.
- Creating awareness for minimizing environmental degradation (Tree Plantation) and energy conservation (replacing filament and LCD bulbs by LED bulbs)
- Faculty Development Programmes:
- Fulfilling social responsibilities like making awareness in the public regarding traffic rules, health and hygiene etc. by involving the YRC, NSS and NCC volunteers.

- Participation from stakeholders in various programmes organised by IQAC

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements
To encourage all Departments to conduct International National/State level /Departmental Seminars	All Departments conducted Departmental Seminars
To encourage all departments to apply for Major/Minor research Projects of U.G.C and undertake research on their own field and Inter-Discipline research	All the Faculty Members have been instructed to apply for Minor/Major research projects of U.G.C /CSIR
To conduct Orientation/ Induction meeting of the 1st year students.	All Departments have conducted orientation/Induction meeting for the 1st Year students after admission process is over
To introduce cashless transaction for admission/examination etc.	Introduced cashless transaction for collecting Admission and Examination Fees through online.
To conduct the Board of studies of all departments and Academic Council of the college.	All the Departments conducted Board of Studies Meeting for the Academic Year-2018-19held on 20.07.2018. Academic Council Meeting was also heldon 29.09.2018 and approved the Course of Studies for the session 2018-19. Other suggestions of Academic Council- - Opening of new P.G courses - Introduction of Skill enhancement courses - Seminar presentation of the project papers by students

Close Circuit Surveillance Camera installation	42 CC Cameras are installed at different sensitive positions of the college and inside class rooms and examination halls to monitor the activities of students in the campus and prevent the illegal practice of coping and use of incriminating materials, outsidersin the campus.
To introduce New P.G and U.G courses	Permission to open Honours in Philosophy, M.Sc (Botany) and M.Sc (Mathgematics) has been applied to Government in the regular course.
Best Practices	- College is following strictly the implementation of its Environmental Policy to keep the ambience clean and green. - Cultural activities conducted by various societies of the college.
Institutional Social Initiatives	- Proposal for developing a solid waste disposal mechanism has been submitted to the Governing Body. - Departments have organised extension activities in their respective adopted villages to create awareness among them for clean environment, health and hygiene , energy conservation etc. - Several social lactivities carried out by N.S.S, Y.R.C, Rovers and Rangers and N.C.C units of college. - Gender sensitization programme were also organised.

14. Whether the AQAR was placed before statutory body?   Yes /No: No

        Name of the statutorybody:Governing Body   Date of meeting(s):
The report will be submitted in the Governing Body meeting for post-facto approval since the
term of the Governing Body has expired and formation of new Governing Body has not been
done yet.

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

Yes/No: | No | Date:

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2019   Date of Submission: 26.02.2019

17. Does the Institution have Management Information System? **Yes**

If yes, give a brief description and a list of modules currently operational.

Science College (Autonomous), Hinjilicut has website of its own www.sch.edu.in . The modules developed for maintaining transparency of all the information of the college, various types of modules have been developed.

1. **About Us**

History- Science College (Autonomous) Hinjilicut, Ganjam, Odisha is one of the premiere educational institutions of the state. It came into existence in the year 1963 through the initiative and untiring endeavours of the benevolents, the then Head Master of BrundabanVidyapitha, Hinjilicut, Late Kishore Chandra Panda and other philanthropists of the locality to fulfill the long cherished dreams of the local people. During its infancy the college was nurtured by the generous patronage of Raja Saheb, Purna Chandra MardarajDeo of Khallikote regency out of the benevolent fund created by his father Raja Bahadur Rama Chandra MardarajDeo, one of the prominent architects of modern Odisha with the whole hearted co-operation and support of the then Hon'ble Minister of State, Late. BrundabanNayak, a beloved leader of South Odisha. At present, the institution is flourishing under the dynamic leadership of Smt.V. SugnanaKumariDeo, Hon'ble President K.C (Trust) Managing Committee. The Hon'ble Chief Minister of Odisha, Sj. Naveen Patnaik, who represents the Assembly Constituency, Hinjili, has taken special care and concern for the infrastructural development of the college by sanctioning a Special Assistance of Rs. 50,00,000/- in the year 2014. The college is located over an area of 10 acres by the side of the National Highway 59. Initially it was an affiliated college of Utkal University till the establishment of Berhampur University. The college has already celebrated its Golden Jubilee on completion of its 50th Birth Anniversary. It has been functioning as an Autonomous institution since the academic session 2014-15, following the conferment of Autonomy by the UGC. The college was placed in Grade 'B+' in 2007 and Grade 'B+' in 2017 after an assessment by the National Assessment & Accreditation Council (NAAC). This institution has rendered a tremendous service in the field of Higher Education especially in South Odisha. It imparts qualitative education by engaging professionally qualified academicians to prepare the students with positive attitude and competitive spirit.Over the years this college has grown into a full-fledged Multi Faculty co-educational institution with Post Graduation in Commerce, Honours facilities in Science,

Commerce & Arts, Professional courses like BBA, BCA, E-Commerce, EETC and IT apart from regular courses with due approval of the State Government.

- **Mission**

  The mission of the college is to have programmes that ensure the young minds and prepare them to face new challenges in their personal and professional life with dignity. The mission of the college aims at implementing the college's vision through concrete plan and programme.
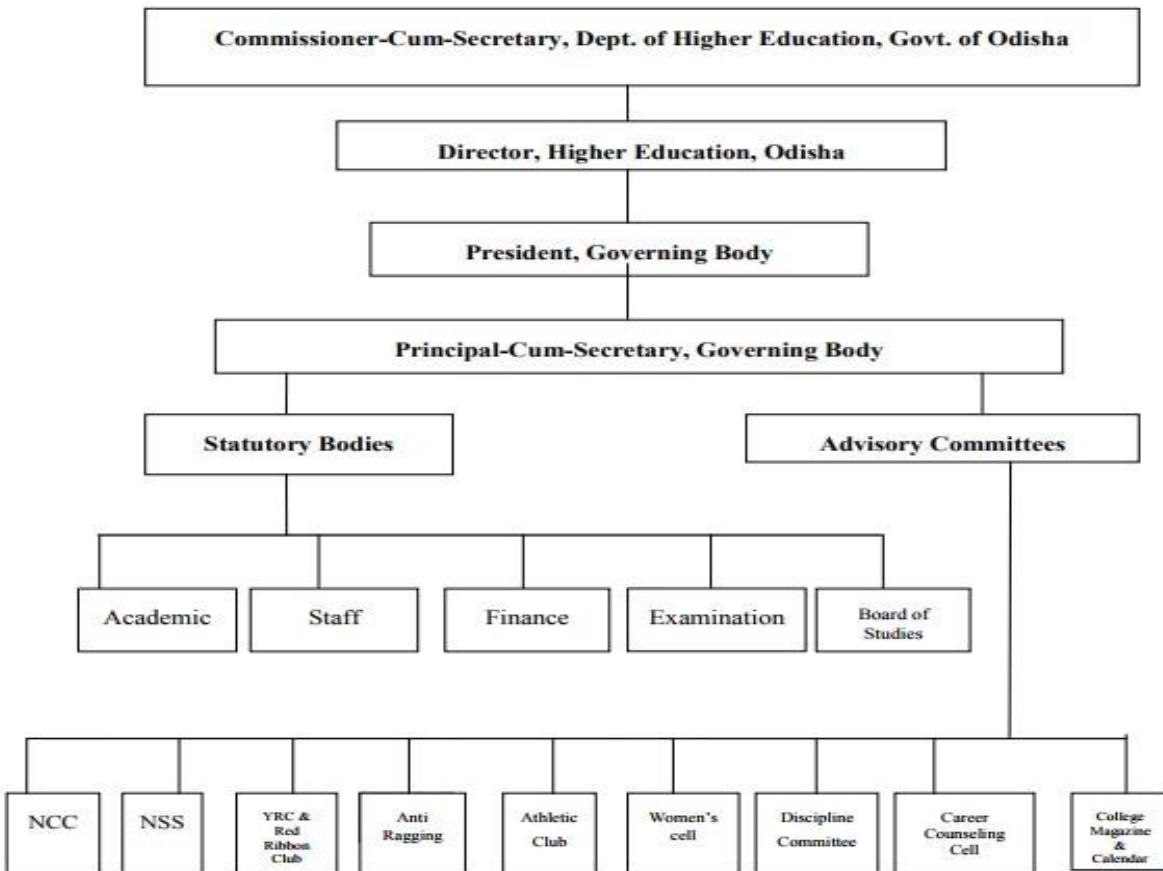
- **Vision**

  The college envisions the need to provide access and spread quality education and other skill-based education including information and communication technology among the predominantly backward community of the region serving the cause of social justice, fostering core competencies among the students to face the new challenges of the ever changing world. Simultaneously with the skill development, the college inculcates the values of co-operation and mutual understanding and to understand and appreciate the plurality and diversity of India. The college also ensures the proliferation of scientific temper among the students.

- **Administration**
- The following chart shows the Administrative Hierarchy for the smooth Management of the College

INTERNAL ORGANISATIONAL STRUCTURE

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┌─────────────────────────────────────────────────────────────────────┐
│  Commissioner-Cum-Secretary, Dept. of Higher Education, Govt. of Odisha │
└─────────────────────────────────────────────────────────────────────┘
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              ┌─────────────────────────────────────┐
              │  Director, Higher Education, Odisha  │
              └─────────────────────────────────────┘
                                │
                 ┌──────────────────────────────┐
                 │  President, Governing Body    │
                 └──────────────────────────────┘
                                │
          ┌──────────────────────────────────────────────┐
          │  Principal-Cum-Secretary, Governing Body      │
          └──────────────────────────────────────────────┘
             │                                    │
    ┌────────────────┐                  ┌────────────────────┐
    │ Statutory Bodies │                │ Advisory Committees │
    └────────────────┘                  └────────────────────┘
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Statutory Bodies: Academic | Staff | Finance | Examination | Board of Studies

Advisory Committees: NCC | NSS | YRC & Red Ribbon Club | Anti Ragging | Athletic Club | Women's cell | Discipline Committee | Career Counseling Cell | College Magazine & Calendar

Statutory Bodies
Governing Body
Academic Council
Board of Studies
Finance Committee

Non Statutory Bodies
Planning and Evaluation Bodies
Grievance Appeal Committee
Examination Committee
Admission Committee
Library Committee
Student Welfare Committee
Extracurricular Activities Committee
Academic Audit Committee

Governing Body
SCIENCE COLLEGE(AUTONOMOUS), HINJILICUT, GANJAM

Sl. No.	Name Of The Member	Post
1	Smt. V. SugnanaKumariDeo Hon'ble Rani Saheba of Khallikote	President
2	Dr. Saketh Rama Rao, Home Farm, Nirmaljhar, Khallikote (Management)	Member
3	Major. Rama Raman Padhy Educationist & Secretary K.C. Trust Management Committee (Management)	Member
4	Tahasildar, Hinjilicut (Management)	Member
5	Executive Engineer, R & B, Div-I, Berhampur, (Management)	
6	Dr. RabindraNathSahu, Reader in Political Science (Nominated by the Principal)	Member
7	Smt. Samparna Rani Das Reader in Zoology (Nominated by the Principal)	Member
8	Dr. Prakash Chandra Mishra, Retd. Professor in commerce, Berhampur University, (Educationist Nominated by Management)	Member
9	Dr. Ehsan Ahmad Khan Professor of Statistics, JamiaHamdard, New Delhi (UGC Nominee)	Member
10	To be nominated (request letter sent vide letter no. 319, date-10.04.2017) (State Government Nominee)	Member
11	Prof. D.P. Patnaik, Professor PG Department of Odia, Berhampur University, (University Nominee)	Member
12	Dr. Ajit Kumar Mishra, Principal,	Principal and Ex-officio

Sl. No.	Name Of The Member	Post
	Science College (Autonomous) Hinjilicut, Dist-Ganjam	Secretary Governing Body
		Principal-cum- Secretary Governing Body, Science College (Autonomous), Hinjilicut

BOARD OF STUDIES

Structure:

- Head of the concerned department (Chairman)
- The entire faculty of each specialization.
- Two experts in the subject from outside the College to be nominated by the Academic Council.
- One expert to be nominated by the Vice-chancellor from a panel of six experts recommended by the College Principal.
- One representative from Industry/ Corporate sector/ allied area relating to placement.
- One postgraduate meritorious alumnus to be nominated by the Principal. The Chairman, Board of studies, may, with the approval of the Principal of the College, co-opt.
- [A] Experts from outside the College whenever special Courses of Studies are to be formulated. [B] Other members of staff of the same faculty.

Board of Studies for the session 2018-2019:

ENGLISH

Dr. Asween Kumar Singh	Chairman
Sri. L.K.Baliarsingh	Member
Smt. SoumyaSamanta	Member
Dr. SugunaPatnaik, Former Reader, Berhampur	A.C./Principal Nominee
Smt. ShantilataPatro, Former Principal City College, Berhampur	Member
Prof. R.N.Panda, P.G.Dept.of English, Berhampur University	V.C.Nominee

ODIA

Dr. Bhaskar Mishra, Reader in Odia	Chairman
Dr. Bishnupriya Panda	

Sri. Jagannathmahapatra, Lecturer	
Dr. Harihara Mishra, Retd. Reader in Odia	Member
Dr. LambodarPanigrahi, Retd. Reader in Odia	Member
Dr. SraddhanandaNayak, Reader in Odia	Member

ECONOMICS

Dr. Swastika Padhy, Reader in Economics	Chairperson
Sri. RashmiRanjanBehera, Lecturer	Member
Miss. ElaraniBehera, Lecturer	Member
Dr. Sudhir Kumar Panigrahy	Member
Dr. K.C.Patnaik	Member
Dr. UpendraPathy, Retd. Reader in Economics	Member
Smt. P.Sabat, reader in Economics	Member

HISTORY

Dr. Sunil KantaTripathy, Reader in History	Chairman
Dr. BabitaPatro, Lecturer	Member
Sri. A.K.Pradhan	Member
Dr. Lalit Mohan Rath,Former Reader Tulasi Nagar, 1st Lane, Berhampur	A.C./Principal's Nominee
Dr. Brundaban Mishra, Retd. Reader in History	A.C./Principal Nominee
Prof. L.N Rout, Retd. Professor in History	V.C.Nominee

PHILISOPHY

Mr. Suraj Kumar Sahu	Chairman
Dr. A.K.Mishra, Head K.S.U.B.College, Bhanjanagar	A.C./Principal Nominee
Dr. RatnakarGajendra, Retd. Reader in Philosophy, Berhampur	A.C./Principal's Nominee
Dr. B.C.Dash, Reader in Philosophy K.S.U.B.College, Bhanjanagar	V.C.Nominee

POLITICAL SCIENCE

Dr. DebapriyaParida, Lecturer	Chairperson

Mr. Manoj Kumar Dakua	Member
Dr. NilamadhabPadhy, Retd. Reader in Pol.Sc	Member
Dr. Nila M Padhi, Reader/Principal ChikitiMahavidyalaya, Chikiti, Ganjam	Member
Dr. SudhakarPatnaik, Retd. Reader in Pol.Sc	Member
Dr. Amulya Kumar Tripathy, Retd. Reader in Pol.Sc	Member
COMMERCE	
Dr. Lalit Mohan Pattnayak	Chairman
Dr. JogendraPanigrahi	Member
Sri. Ajit Kumar Partro	Member
Dr. Prafulla Kumar Rath	Member
Dr. S.K.Padhy, Former Reader Basudev Nagar, Berhampur	A.C./Principal's Nominee
Prof. K.C.Rout, Former Professor Berhampur University	A.C./Principal's Nominee
Prof. P.K.BiswasroyP.G.Dept.of Commerce, Berhampur University	V.C.Nominee
MATHEMATICS	
Dr. Ajit Kumar Mishra	Chairman
Mr. K.D.Senapati	Member
Dr. P.N.Samanta, P.G.Dept.of Mathematics B.U	A.C./Principal Nominee
Dr. Umakanta Mishra, Retd. Reader in Mathematics.	A.C./Principal Nominee
Dr.(Smt.) SaritaChoudhury, Lecturer in Mathematics	Member
Dr. S.P.Panda, Reader in Mathematics	Member
BOTANY	
Dr. Bandana Panigrahy, Reader in Mathematics	Chairman
Dr. Susil Kumar Panigrahi	Member

Dr. SujataMohapatro	Member
Smt. Supriya Devi, Lecturer in Botany	Member
Dr. Manjula Muni, Head & Reader City College, Berhampur	A.C./Principal's Nominee
Prof. Ashok Kumar PanigrahiP.G.Dept.of Botany, Berhampur University	V.C.Nominee
Miss. ArchanaKumariSahu, Lecturer in Botany	Member
Dr. Manjula Muni, Reader in Botany	Member
CHEMISTRY	
Dr. SabitaKumariSahu	Chairperson
Smt. BijayalakshmiMaharana	Member
Dr. Saroj Kumar Dash, lecturer in Chemistry	Member
Dr. M.D.Patro	
Dr. Panchanan Gouda, Reader in Chemistry Khallikote(Autonomous) College, Berhampur	A.C./Principal's Nominee
Dr. Dillip Kumar Patro, Reader in Chemistry	Member
PHYSICS	
Sri. R.C.Rowlo, H.O.D Physics	Chairman
Dr. BinodBihariPatra, Reader in Physics	Member
Dr. Keshab Chandra Shadangi, Sr. Lecturer inb Physics	Member
Smt. PrativaKumariSahu, Lecturer in Physics	Member
Sri. JituMuthamajhi, Lecturer in Physics	Member
Dr. Chapala Dash, Reader in Physics, B.U	Member
Prof. Sukanta Kumar Tripathy, Prof. in Physics	A.C./Principal's Nominee
ZOOLOGY	
Smt. Samparna Rani Das, Rewader in Zoology	Chairperson
Sri. Manas Mohan Baliarsingh, Reader in	Member

Zoology	
Smt. Nalini Dash, Reader in Zoology	Member
Smt. Supriya Gupta, Lecturer in Zoology	Member
Prof. Gitanjali Mishra, Prof. in Zioology, B.U	**A.C./Principal's Nominee**
Dr. Devi Prasad Samanta, Readere in Zoology	**A.C./Principal's Nominee**
Prof. R.C.Choudhury, Retd. Prof. in Zoology, B.U	**A.C./Principal's Nominee**

Student Academic Management System (SAMS)

- It is an integrated academic management system.
- It is a mechanism to overcome the challenges in the process of college admissions and post admission processes.
- It is a comprehensive tool for students, parents, administrators at colleges and government as well.
- E-Admission of SAMS helps students to apply online through Common Application Form (CAF) for all intended colleges.
- Students after generating user id- and pass word make entries and take a printout.
- After putting signature of the candidate and guardian submit the application form with relevant required documents at the nearest SRC (SAMS Resource Centre).
- It allows students to apply through one Common Application Form (CAF) for all SAMS colleges.
- To ensure a smooth admission process in all the colleges, the concept of SAMS Resource Centre (SRC) was introduced.
- These SRCs acted as facilitators for students/parents throughout the entire process of admission. The CAF is student friendly and is easy to access even at remote places of Odisha.

MIS
- Our college is having several MIS to deal with Academic, Administration, Establishment, Examination, Finance, Disbursement of salary, Payment to Business Organisations etc.
- Several MIS are in use in the institution for its proper functioning such as
- SAMS (Student Academic Management System)
- HRMS (Human Resource Management System)
- PIMS (Personal Information Management System)
- IFMS (Integrated Financial Management System)
- PAR (Performance Appraisal Report)
- e scholarships such as Prerana, e-medhabruti, national Scholarship etc…

- These enable a transparent administration for all the students and the employees.

The salient features of this ICT solution are as follows:

- Single window admission system.
- Common Application Form (CAF) and Common Prospectus for all colleges.
- SMS/e-mail alert to applicants/students at each instance.
- Applicants can check their application status post submission of their CAFs & before the merit list is published, at any point of time.
- After publication of merit list students can compare their selection status with that of others.
- Unique 8 digit code allocation to every college. Coding of colleges helps identifying the location, source of funding & type of the college.
- Centralized selection for all colleges.
- Flexibility to accommodate any customization as per the requirement of HE Dept..
- Backend integration of qualifying exam results to ensure correctness in applications submitted.
- Opportunity to students to go for higher choice of colleges / options.
- This type of admission is time saving, easy, economic and transparent for the students.

HRMS

- A Human Resources Management System (HRMS) is software developed for smooth administration, developing pay bill of the employees, training, employees SAR, performance analysis, declaration of property into one package.
- HRMS has been made employee friendly where an employee may apply leave, loan or put forward his/ her report, request or grievance through internet.
- HRMS is database application software to carry out personnel transaction of government employees online through internet.
- The Service Book of each employee is also incorporated which facilitates the employee to get complete information of all transactions during his service career.

PIMS

- The institution follows PIMS for recording and management of personal information of the employees.
- A personal information manager (often referred to as a PIM tool or, more simply, a PIM) is a type of application software that functions as a personal organizer.
- As an information management tool, a PIM tool's purpose is to facilitate the recording, tracking, and management of certain types of "personal information".

IFMS

- An integrated financial management system (IFMS) is an IT-based budgeting and accounting system that is being used by the institution which manages spending, payment processing, budgeting and reporting for government employees.
- IFMS improves an organization's financial management through the following capabilities.
- Enhanced management of cash, debt and liabilities, ability to use historical information to provide better budget modelling processes, reduced cost for financial transactions, increased decision-making efficiency

PAR(Performance appraisal report)

- Performance appraisals are a part of career development and consist of regular reviews of employee performance within organizations.
- A performance appraisal is a systematic, general and periodic process that assesses an individual employee's job performance and productivity in relation to certain pre-established criteria and organizational objectives.
- All employees of the institution submit their PAR for each academic year online.

E SCHOLARSHIPS

- Government of Odisha provides a number of scholarships for students who are domiciled in Odisha.
- The eligibility conditions are based on a student's current academic qualification and financial need. Irrespective of the category, class or background to which he/she belongs, he/she can find a suitable scholarship for further education.
- All transactions of scholarships in the institutions are made online and the scholarship amount is directly transferred to the beneficiary's account.

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- It allows students to apply through one Common Application Form (CAF) for all SAMS colleges.
- To ensure a smooth admission process in all the colleges, the concept of SAMS Resource Centre (SRC) was introduced.
- These SRCs acted as facilitators for students/parents throughout the entire process of admission. The CAF is student friendly and is easy to access even at remote places of Odisha.

MIS

- Our college is having several MIS to deal with Academic, Administration, Establishment, Examination, Finance, Disbursement of salary, Payment to Business Organisations etc.
- Several MIS are in use in the institution for its proper functioning such as
- SAMS (Student Academic Management System)
- HRMS (Human Resource Management System)
- PIMS (Personal Information Management System)
- IFMS (Integrated Financial Management System)
- PAR (Performance Appraisal Report)
- e scholarships such as Prerana, e-medhabruti, national Scholarship etc…
- These enable a transparent administration for all the students and the employees.

The salient features of this ICT solution are as follows:

- Single window admission system.
- Common Application Form (CAF) and Common Prospectus for all colleges.
- SMS/e-mail alert to applicants/students at each instance.
- Applicants can check their application status post submission of their CAFs & before the merit list is published, at any point of time.
- After publication of merit list students can compare their selection status with that of others.
- Unique 8 digit code allocation to every college. Coding of colleges helps identifying the location, source of funding & type of the college.
- Centralized selection for all colleges.
- Flexibility to accommodate any customization as per the requirement of HE Dept..
- Backend integration of qualifying exam results to ensure correctness in applications submitted.
- Opportunity to students to go for higher choice of colleges / options.
- This type of admission is time saving, easy, economic and transparent for the students.

HRMS

- A Human Resources Management System (HRMS) is a softwaredeveloped for smooth administration, developing pay bill of the employees, training, employees SAR, performance analysis, declaration of property into one package.
- HRMS has been made employee friendly where an employee may apply leave, loan or put forward his/ her report, request or grievance through internet.
- HRMS is database application software to carry out personnel transaction of government employees online through internet.
- The Service Book of each employee is also incorporated which facilitates the employee to get complete information of all transactions during his service career.

PIMS

The institution follows PIMS for recording and management of personal information of the employees. A personal information manager (often referred to as a PIM tool or, more simply, a PIM) is a type of application software that functions as a personal organizer. As an information management tool, a PIM tool's purpose is to facilitate the recording, tracking, and management of certain types of "personal information".

IFMS

An integrated financial management system (IFMS) is an IT-based budgeting and accounting system that is being used by the institution which manages spending, payment processing, budgeting and reporting for government employees. IFMS improves an organization's financial management through the following capabilities: Enhanced management of cash, debt and liabilities, ability to use historical information to provide better budget modeling processes, reduced cost for financial transactions,increased decision-making efficiency

PAR(Performance appraisal report)

Performance appraisals are a part of career development and consist of regular reviews of employee performance within organizations. A performance appraisal is a systematic, general and periodic process that assesses an individual employee's job performance and productivity in relation to certain pre-established criteria and organizational objectives.All employees of the institution submit their PAR for each academic year online.

E SCHOLARSHIPS

Government of Odisha provides a number of scholarships for students who are domiciled in Odisha.
The eligibility conditions are based on a student's current academic qualification and financial need. Irrespective of the category, class or background to which he/she belongs, he/she canfinda suitable scholarship for further education. All transactions of scholarships in the institutions are made online and the scholarship amount is directly transferred to the beneficiary's account.

2. **ACADEMICS**
   Admission-
   Course-
   Fees-
   Academic Excellence-
3. **ADMISSIONS**
4. **DEPARTMENTS**
5. **FACILITIES**
   Infrastructure
   College Library
   Financial assistance
   Hostel
6. **STUDENT'S CORNER**
   Students' login
   NCC
   NSS
   YRC
7. **EXAMINATION**
   Examination Regulation
   Student Results
   Other
8. **NAAC**
   IQAC
   AQAR
   Accreditation
   SSR

Part-B

CRITERION I – CURRICULAR ASPECTS		
1.1 Curriculum Design and Development		
1.1.1 Programmes for which syllabus revision was carried out during the Academic year.		
Name of programme	Programme Code	Dates of revision
U.G and P.G	ALL PROGRAM	2018-19
SCIENCE		
BOTANY	BOT	20.07.2018
CHEMISTRY	CH	20.07.2018
ELECTRONICS	ELE	20.07.2018
MATHEMATICS	MAT	20.07.2018
PHYSICS	PHY	20.07.2018
ZOOLOGY	ZOL	20.07.2018
ARTS		
ECONOMICS	ECO	20.07.2018
ENGLISH	ENG	20.07.2018
HISTORY	HIS	20.07.2018
ODIA	ODI	20.07.2018
POLITICAL SCIENCE	POL	20.07.2018
COMMERCE		
COMMERCE	COM	20.07.2018
MASTER IN COMMERCE	M.COM	20.07.208
SELF FINANCING COURSES		
BACHELOR IN COM.APPLI.	BCA	20.07.2018
BACHELOR IN BUS. ADM.	BBA	20.07.2018
P.G.D.C.A	PGDCA	20.07.2018
ADD-ON COURSE		
E-COMMERCE	E-COM	20.07.2018
E.E.T.C	EETC	20.07.2018
U.G and P.G	As per the instruction of the Department of Higher Education, Government of Odisha all autonomous colleges of state introduced U.G.C CBCS syllabus for all programmes from the academic session 2015-16	From the session 2015-16
1.1.2 Programmes/ courses focused on employability/ entrepreneurship/ skill development during the Academic year		

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Arts, Science & Commerce (U.G)	2018-19 Academic Year	SEC-I & II	2018-19 Academic Year

1.2 Academic Flexibility	
1.2.1 New programmes/courses introduced during the Academic year	
Programme/Course	Date of introduction

P.G.D.C.A			20.07.2018		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.					
Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
BOTANY					
CHEMISTRY					
ELECTRONICS					
MATHEMATICS					
PHYSICS					
ZOOLOGY					
ECONOMICS			**CBCS COURSE INTRODUCED FOR UG, PG AND ALL SELF FINANCING COURSES SINCE 2015-16 DATE OF IMPLEMENTATION-28.08.2015**		
ENGLISH					
HISTORY					
ODIA					
POLITICAL SCIENCE					
COMMERCE					
BACHELOR IN COM.APPLI.					
BACHELOR IN BUS. ADM.					
P.G.D.C.A					
E-COMMERCE					
E.E.T.C					
Already adopted (mention the year)-2015					

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Skill Enhancement course has been introduced from the pool of subjects for UG courses of U.G.C syllabus to open the scope for employability. Two SEC and two A.E.C.C subjects; Environmental Science and Communicative English has been introduced for 1st Year and 2nd Year students. There are two self financing courses viz: e-commerce and EETC which were added to their normal regular course to open the scope for employability.	From the session 2015-16	All UG students.

Government of Odisha has also made signed a memorandum with Bombay IIT to open Spoken Tutorial Software courses for the students of our college. The programme will start from the academic year 2019-20.		

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Under the CBCS pattern of syllabus, there is a paper DSE-IV for students of Sixth Semester of UG and fourth Semester of PG classes. The Board of Studies and Academic Council have approved the introduction of a Project Paper for DSE-IV for UG and a project paper for fourth Semester students of PG by selecting topic of the respective subjects.	It has been made mandatory for all the students to submit project paper in the final end semester examination.

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5)Parents
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Yes	Yes	Yes	No	No

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

- Final Year students who are to leave the institution after their course and examinations are over were given questionnaires to mention their opinion about various points of the college.
- The questionnaires comprise of infrastructure, library facilities, faculty support
- The feedback obtained from the above mentioned stake holders were analysed by a committee comprising of the three senior faculty members.
- After obtaining the report, it was placed before the Governing Body to take measure on the points where there were adverse remarks.
- Adverse remark from any stake holder was viewed seriously which was later informed for correction.
- The remarks on the development of the college were brought to the notice of the Governing Body.

Part-B

CRITERION I – CURRICULAR ASPECTS		
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PHYSICS					
ZOOLOGY					
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HISTORY					
ODIA					
POLITICAL SCIENCE					
COMMERCE					
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E.E.T.C					
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CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
ARTS	256	690	263
SCIENCE	256	775	251
COMMERCE	256	342	249
M.COM	32	70	31
B.C.A (S.F)	48	64	48
B.B.A	48	0	0
P.G.D.C.A	48	0	0
Total	**800 (Excluding S.F courses)**	**1877 (Excluding S.F courses)**	**842**

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)-)-1:45.7

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	2238	31	49	--	07

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)-25%

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
49	03	LCD Projector Internet Facility, Desk Top Are available	03	02	03

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

The student mentoring system is a part of the activities of the college. The mentors are given the responsibility of a group of students to keep a track of the activity, academic progress, problem faced by the students in the institution, to find the latent talent of the student, to promote them in the field of their interest, to motivate students. The mentors also make the students aware about various welfare schemes, scholarships meant for them. The mentors see the academic progress of the students and guide them as per their actual need. The mentors also teach on morality and the importance of the youth in nation building. The mentors also teach the students on various cells like Women's Cell, Anti-Ragging Cell etc. and advise to make use of it when necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2238	49	1:46

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
52	43	09	0	22

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
	N.A	N.A	N.A

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
UG	ARTS18 COM18 SCI18 BCA18	5th Sem./ 2018-19	03.12.2018	06.04.2019
PG	MCOM18	3rd Sem.	08.12.2018	06.04.2019
UG	ARTS18 COM18 SCI18 BCA18	3rd Sem.	08.12.2018	06.04.2019
UG	ARTS18 COM18 SCI18 BCA18	1st Sem.	24.12.2019	17.05.2019
PG	MCOM18	1st Sem.	24.12.2019	17.05.2019
UG	ARTS18 COM18 SCI18 BCA18	6th Sem.	02.04.2019	17.05.2019
PG	MCOM18	4th Sem.	02.04.2019	17.05.2019
UG	ARTS18 COM18	2nd Sem.	04.05.2019	08.08.2019

	SCI18 BCA18			
PG	MCOM18	2nd Sem.	04.05.2019	08.08.2019

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Do not include re-evaluation/ re-totalling

No such major written complaints received from the students during the year. Oral complaints have been redressed at that instant which have not been recorded.

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
NIL	NIL	NIL

2.6 Student Performance and Learning Outcomes

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

www.sch.edu.in/OTG Monitoring

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
U.G	ARTS	278	215	77.3%
U.G	SCIENCE	265	213	80.4%
U.G	COMMERCE	276	196	71.0%
U.G	B.C.A	20	18	90.0%
P.G	M.COM	30	29	96.6%

2.7 Student Satisfaction Survey

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

For SSS Principal has been requested to appraise the web designer to include the questionnaire from next academic year 2019-20. The college has designed its Students' Feed Back Form which are provided to the students while leaving the institution. The feedback report of all the students are reviewed by a committee comprising the senior teachers. After obtaining the analysis report necessary steps are taken by the management.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research,

Yes......... No. ....   if yes give details

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant
NIL	NIL	N.A	N.A

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	NIL	NIL	NIL	NIL
International	NIL	NIL	NIL	NIL

3.2 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects *(other than compulsory by the College)*	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

In CBCS course structure there is a project paper in the last semester of both PG and UG classes.

The teachers shoulder the responsibility of the guiding the students in preparing the project paper

without getting assistance from any Government and Non-Government organization.

3.3 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL	NIL	NIL

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL

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

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

Name of the Start-up	Nature of Start-up	Date of commencement
N.A	N.A	N.A

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded
Political Science	01

3.4.2 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	NIL	NIL	NIL
International	NIL	NIL	NIL

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

Department	No. of publication
NIL	NIL

3.4.4 Patents published/awarded during the year

Patent Details	Patent status **Published/ Filed**	Patent Number	Date of Award

| NIL | NIL | NIL | NIL |

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02 1. Smt. SoumyaSamanta participated in the International conference on Globalisation, Literature & Culture, Government. 2. Smt. SoumyaSamanta participated in the International Conference on "Performing the Nation: Memory and Desire in Contemporary Literature on 6-7th Feb 2019 P.G Dept. of English, Berhampur University.	01 1. Smt. SoumyaSamanta participated in the Special Training for Skill Enhancement Course at INFOSYS DC BBSR on 29-1st Nov,2018 2. Dr.P.K.Nanda, participated in the National Level Half ady workshop on NI-LAB VIEW AND NI-ELVIS at Berhampur University on 18.04.2018 3. Lt. SradhanjaliSahu, participated in the National Level Half ady 4. Miss. Beauty Nayak, participated in the National Level Half ady		

		workshop on NI-LAB VIEW AND NI-ELVIS at Berhampur University on 18.04.2018		
Presented papers	01 Presented a paper on " Identity Crisis in Pamuk'sThe Black Book and New Life"			
Resource Persons	02 1. Dr.Lalit Mohan Pattnaik- 38th Odisha Commerce Conference participated as resource person at Revenshaw University, Cuttack, 2018 2. Dr.Lalit Mohan Pattnayak, participated as a key note speaker in the Natioanal Level Seminar			

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	NIL

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	NIL	NIL

3.6 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** in such activities	Number of students participated in such activities
10	U.G.C	Teachers of all the departments	Honours students of all the departments conducted Extension Programme on selected adopted villages on themes related to their

				subjects.

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	NIL	NIL	NIL

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Swachha Bharat Abhijan	N.S.S, Y.R.C, N.C.C, Rovers and Rangers	Campus cleaning and a rally arranged in the town to make aware in the public about Swachha Bharat	08	About 100 students participated in the programme.
Road Safety Week	Municipality, Hinjilicut	Creating awareness on Road Safety by participating in a rally organized by the Department.	All programme officers of N.S.S/Y.R.C/Rovers and Rangers and the N.C.C officer.	About 150 students participated in the rally.

3.7 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
NIL	NIL	NIL	NIL	NIL

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

Organisation	Date of MoU signed	Purpose and Activities	Number of **students/teachers participated under MoUs**
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1403669	1447500

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	10 acre	NIL
Class rooms	25	NIL
Laboratories	08	NIL
Seminar Halls	NIL	NIL
Classrooms with LCD facilities	06	NIL
Classrooms with Wi-Fi/ LAN	NIL	NIL
Seminar halls with ICT facilities	NIL	NIL
Video Centre	NIL	NIL
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	NIL	50 Computers added to newly constructed computer Laboratory of P.G.Department of Commerce
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 5,75,380/-	Rs. 842,001/-
Others		

4.2 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Infilib-net	Partially Automated	--	2017

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value Value
Text Books	31652	----	545	162414	32197	---
Reference Books	1995					
e-Books						
Journals	08	1500				
e-Journals						

Digital Database					
CD & Video					
Library automation					
Weeding (Hard & Soft)					
Others (specify)					

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	110	02	30Mbps		02	03	01		110
Added	04	01	NIL	NIL	NIL	NIL	NIL	NIL	04
Total	110	02	30Mbps		02	03	01		110

4.3.2 B*andwidth available of internet connection in the Institution (Leased line)*

30 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 Maintenance of Campus Infrastructure

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

Assigned budget	Expenditure incurred	Assigned budget on	Expenditure incurred on maintenance

on academic facilities	on maintenance of academic facilities	physical facilities	of physical facilities
6449377	5922868	15,000,00	1417381

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

- All the physical facilities such as laboratories, class rooms and computers are used by the students and staff and maintained by them, when repaired this is done from student's contingency fund. The cleaning of laboratories are done by the efforts of staffs designated for this purpose.
- The college has a Botanical garden which is used by both UG and PG students and is maintainedbythe support staffs of class 4th grade on part time basis
- The college has computer laboratories with LAN connections used by the students for their syllabus, these computers are maintained from the college development fund with the help of trained personnel. The ICT classroom (smart room) with LAN and related systems are maintained by the AMC of the service provider.
- Electrical and plumbing maintenance service is delivered by persons on out sourcing basis whenever they need so...
- The academic support facilities like sports, library and NSS etc. are open to all the students by their option. The college has NCC, NSS, YRC, Rovers and Rangers wings and sports facilities with the guidance of a Physical Trainer.
- Institution has a play ground, stadium, a basketball court which attract the sports lover students to practice and compete in State and National level.
- The college has a Career Counseling cell with a regular staff as Prof. in charge of Career Counseling Cell who guides the students regarding various career options and preparation methods. It also facilitates the placement of students in the final year by different National companies.
- The regular maintenance of the building and other physical facilities are done by the management out of the Development fund generated from students' Development fees. Whenever Govt. or any other supporting agencies like U.G.C, RUSA, OHEEP provide funds for the same maintenance is done out of those funds.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	NIL	NIL

Financial support from other sources-NIL

a) National			
b) International			
c) State	Prerana Scholarship for SC,ST, OBC students (Fresh)	160	Not available with the office as the scholarship comes under direct benefit on transfer
	Prerana Scholarship for SC,ST, OBC students (renewal)	599	Not available with the office as the scholarship comes under direct benefit on transfer
	e-Medhabruti(fresh)	236	Not available with the office as the scholarship comes under direct benefit on transfer
	e-Medhabruti (renewal)	164	Not available with the office as the scholarship comes under direct benefit on transfer

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab	One period in a week	English Hons. Students	College
Spoken Tutorial	February, 2019	Open for all students	State Government in collaboration with IIT, Bombay.

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL	NIL	NIL	NIL	NIL	NIL

The students of U. G & P.G final year appear in off campus interview arranged by different companies and the selected students get placed whose information is not available with us. The companies arrange campus interview at one of the renowned near by Autonomous Colleges in this region Khallikote (Autonomous)

college and the information is not available about the students who get placed.

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N.A	N.A	N.A	N.A

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
N.A	N.A	N.A	N.A	N.A	N.A

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

Items	No. of Students **selected/ qualifying**	**Registration number/roll number for the exam**
NET	N.A	N.A
SET	N.A	N.A
SLET	N.A	N.A
GATE	N.A	N.A
GMAT	N.A	N.A
CAT	N.A	N.A
GRE	N.A	N.A
TOFEL	N.A	N.A
Civil Services	N.A	N.A
State Government Services	N.A	N.A

Any Other	N.A	N.A

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

Activity	Level	Participants
NIL	—	NIL

In the year 2018-19 the state government directed to all educational institutions not to hold student union election due to the devastating effect of the cyclone "Fani" that hit the coastal districts of the state. As there was no official student body, hence, there was no participation of the students in the academic & administrative bodies/committees of the institution.

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

Keeping in view of the devastating effects of the cyclone "Titili" in the state, the Department of Higher Education, Government of Odisha in its circular declared the cancellation of student union election for the year 2018-19. As the student union election was not formed this year, the participation of students in all the activities, which the union usually conducts through its different bodies, was cancelled.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO

5.3.2 No. of registered Alumni: **NIL**

5.3.3 Alumni contribution during the year (in Rupees) **:** **NIL**

5.3.4 Meetings/activities organized by Alumni Association **: 0**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

VISION

To spread quality & other skill based education among the students from disadvantaged sections of the region serving the cause of social justice, fostering core competencies among the students to face the new challenges of ever changing world.

MISSION

To have programmes& activities to prepare the young minds to face new challenges in their personal and professional life with dignity.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: Yes

Yes, the college has an academic management system which takes care of various activities like admissions, attendance and internal assessment, office management, student dealing, accounts, publication of results of examinations and student grievance redressal.The result and the marks secured by the students are sent to their registered mobiles. It produced a positive impact in the ambience.The result is always published within the prescribed time limit of 45 days after completion of the examinations.

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

H.O.Ds and senior members of the departments are involved in course restructuring and revision committees constituted by Berhampur University.
H.O.Ds of Commerce is also a member of the academic council of Berhampur University.
The IQAC plays an important role for overall academic growth and quality improvement.
In order to impart effective teaching we follow the Government rule of distribution workload per faculty.
Examination committee ensures smooth conduct of examinations of both Mid-Term and Term End Examinations.
Many senior faculty members are active members of University appointed examination committee to evaluate examination scripts and members of the conducting board of the examinations.

❖ Teaching and Learning
- More than 50% of the faculty members are highly qualified and dedicated faculty.
- Healthy interaction between students and faculty which goes beyond the classrooms.
- Learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.

- Remedial classes are held for the weak learners in order to improve their standard.
- Library and Reading Room are well equipped in order to cater good reading environment.
- Besides text books the library also has collected some rare and reference books.
- Regular feedback from students to improve teaching and learning methods.
- One of the senior members of the faculty has been assigned the charge of the Academic Bursar in order to look after academic development and progress of the curriculum.
- More than 50% of the faculty members are highly qualified and dedicated faculty.
- Healthy interaction between students and faculty which goes beyond the classrooms.
- Learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.
- Remedial classes are held for the weak learners in order to improve their standard.
- Library and Reading Room are well equipped in order to cater good reading environment.
- Besides text books the library also has collected some rare and reference books.
- Regular feedback from students to improve teaching and learning methods.
- One of the senior members of the faculty has been assigned the charge of the Academic Bursar in order to look after academic development and progress of the curriculum.

- ❖ Examination and Evaluation
- Continuous evaluation through different methods like weekly test, monthly test, internal assessment test, assignments, presentations, projects etc.
- Transparency is maintained in evaluation process. If any student complains regarding his/her marks he/she has the scope to see the valued script. If not satisfied with the evaluation subject experts are appointed to examine the script.
- Examination committee to ensure smooth conduct of examinations.
- The end semester examination question papers are set by teachers as suggested by the Members of the Board of Studies.
- The practical examination is conducted with internal and external examiners appointed by the Controller of examinations. The names of the external examiners are proposed by the members of the Board of Studies.

- ❖ Research and Development
- Faculty members are motivated to apply for minor/major research projects of the U.G.C.
- The college allows the faculty members to go on study leave if selected by the University to for research by appointing new members.
- College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions.
- ❖ Regular Departmental Seminars are also conducted by inviting External Resource Persons from University or from other leading colleges.

- ❖ Library, ICT and Physical Infrastructure / Instrumentation
- Fully equipped library and reading room with automation facilities.
- 2 full-fledged Computer Labs. Which are available for all when remain vacant after the computer class of students is over.
- The smart room is provided with projectors.
- 24x7 Wi-Fi Facility

❖ Human Resource Management-No major initiative has been taken but Govt. regulates all under HRMS.
❖ Industry Interaction / Collaboration- NIL
❖ Admission of Students- ❖ The admission of the students in higher educational institutions of the state is regulated by software developed by OCAC, Govt. of Odisha under SAMS (Student Academic Management System). There is mobility facility of the students for institutions of their own choice. The admission is done as per the regulations of the Department of Higher Education and the entire fees for admission is deposited in the Govt. account which later is returned by the Govt. to the concerned institutions on the basis of the students admitted.

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

HRMS

- A Human Resources Management System (HRMS) is software developed for smooth administration, developing pay bill of the employees, training, employees SAR, performance analysis, declaration of property into one package.
- HRMS has been made employee friendly where an employee may apply leave, loan or put forward his/ her report, request or grievance through internet.
- HRMS is database application software to carry out personnel transaction of government employees online through internet.
- The Service Book of each employee is also incorporated which facilitates the employee to get complete information of all transactions during his service career.

PIMS

- The institution follows for recording and management of personal information of the employees.
- A personal information manager (often referred to as a PIM tool or, more simply, a PIM) is a type of application software that functions as a personal organizer.
- As an information management tool, a PIM tool's purpose is to facilitate the recording, tracking, and management of certain types of "personal information".

❖ Planning and Development: ❖ The college has a Planning Board who frames policies for the developmental of the college.
❖ Administration
❖ Finance and Accounts

IFMS

- An integrated financial management system (IFMS) is an IT-based budgeting and accounting system that is being used by the institution which manages spending, payment processing, budgeting and reporting for government employees.
- IFMS improves an organization's financial management through the following capabilities.
- Enhanced management of cash, debt and liabilities, ability to use historical information to provide better budget modelling processes, reduced cost for financial transactions, increased decision-making

efficiency.

- ❖ Student Admission and Support
- ❖ Student Admission is done as per the guidelines of SAMS and there is provision for scholarship for students as per the guidelines fixed by the Department of Higher Education, Government of Odisha.

E SCHOLARSHIPS

Government of Odisha provides a number of scholarships for students who are domiciled in Odisha.
The eligibility conditions are based on a student's current academic qualification and financial need. Irrespective of the category, class or background to which he/she belongs, he/she canfinda suitable scholarship for further education. All transactions of scholarships in the institutions are made online and the scholarship amount is directly transferred to the beneficiary's account.

- ❖ Examination
- ❖ Conduct of Examinations are also as per the guidelines fixed by the Department of Higher Education, Government of Odisha. In the year 2019-20 the Higher Education Council of the Department of Higher Education, Government of Odisha has introduced a Model syllabus for all the Under Graduate Colleges of the State. The Council also has a guideline gor conduct of Examinations.

6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	NIL	NIL	NIL	NIL
6.3.2 Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year				
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
NIL		NIL	NIL	NIL	NIL
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year				
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)
Refresher Course		05		**03.12.2018 to**

		28.02.2019
Refresher Course	Smt. Supriya Gupta, Lecturer in Zoology	03.12.2018 to 23.12.2018
Refresher Course	Dr. Saroj Kumar Dash, Lecturer in Chemistry	08.01.2019 to 28.01.2019
Refresher Course	Sri. Ramesh Chandra Rowlo, Reader in Physics	08.01.2019 to 28.01.2019
Refresher Course	Dr. Lalit Mohan Pattanaik, Head, P.G.Department of Commerce	06.02.2019 to 26.02.2019
Refresher Course	Dr. Prafulla Kumar Rath, Lecturer in Commerce	06.02.2019 to 26.02.2019
Refresher Course	Dr. BabitaPatro, Lecturer in History	04.02.2019 to 24.02.2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime
NIL	NIL	NIL	NIL

6.3.5 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	NIL

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

The financial audit of the institution is continuously done every year. The institution follows all the norms of the financial transaction of the Government of Odisha. Every transaction is done either electronically or through cheque. Utmost care is being taken to maintain transparency in financial transaction. The management is also very much vigilant about the financial aspects of the college. As per the direction of the State Government, our institution has appointed a Charted Accountant to make the Financial Audit of the institution every year. After going through the report of the Auditor the management, if finds any irregularity in financial transaction of the college, takes necessary steps to avoid it and directs the concerned authority to follow strictly as per the report of the auditor. All transactions are also maintained in the Higher Education of Department portal (CAPA) College Accounting Procedure Automation) of the Government of Odisha.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

NIL	NIL	NIL

6.4.2 Total corpus fund generated-   NIL

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	NAAC & U.G.C	Internal	Principal
Administrative	Administrative	YES	NAAC & U.G.C	Internal

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

The parent teacher meet is held as per the guidelines and academic calendar CMS (Common minimum Standard) of Government of Odisha. Every department organizes the meet to make parents aware about various activities of the college. Discussion is done on the matters:

- Activities of the college
- Attendance of the students
- Morality and responsibility

6.5.3 Development programmes for support staff (at least three)

The support staffs are encouraged to use computers for all official report and note. They are trained in computer labs by the DEOs during their off times. Principal allows all support staffs to undertake the training arranged by the Government from time to time. The support staffs are also trained to use the HRMS (Human Resource Management System) portal of the Department of Higher Education , Government of Odishafor all administrative and financial aspects of the college.

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

6.5.5
a. Submission of Data for AISHE portal   : (Yes /No)- YES on 26.02.2019
b. Participation in NIRF   : (Yes /No)
c. ISO Certification   : (Yes /No)
d. NBA or any other quality audit   : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018 -19	Seminar/workshop organized by IQAC	16.02.2019	One day Seminar/Workshop organized by IQAC on	All faculty Members

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
NIL	NIL	0	0

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources-NIL

There are various sectors on which the students are taught to focus on environment. The department of Botany conducted a seminar on conservation of water, energy, fuel etc. The department of Physics organized an extension programme in the nearby Govt. High School at Pitala on 'Energy Conservation'. The students carry on extensive plantation programmes in the campus and nearby villages to reduce the heat and co2 level. IQAC has given a proposal to the Governing Body of the college for installation of Solar Power Plant and Rain Water Harvesting Plant in the campus to reduce the use of conventional source of energy. All the filament bulbs in the campus has been replaced by LED bulbs to reduce the power consumption in the **college.**

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	
Provision for lift	NIL	
Ramp/ Rails	Ramp	01
Braille Software/facilities	NO	
Rest Rooms		
Scribes for examination	Yes	For all rooms where examination is conducted
Special skill development for differently abled students	No	
Self defense for Girls	Yes	100 girl students

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	05	05	24.09.2019	N.S.S Day	Socilal Service; a step to a better society	All volunteers and programme officers

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

Administrative Calendar, Academic Calendar, Action plan for various departments, Extra curricular activities	Reopening day after summer vacation	Administrative Calendar, Academic Calendar, Action plan for various departments, Extracurricular activities

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to-------)	Number of participants
International Day of Yoga	21.06.2019	YRC, NCC & NSS Volunteers

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
- Students and employees are advised to protect the cleanliness and greenery of the institution.   - N.S.S volunteers are engaged to on holidays to pick up the plastic garbage and other waste Materials form the campus and dump the garbage in the dump yard.

7.2 Best Practices
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link   - It has always been the efforts of the faculty members and the management to fulfill the requirements of all its stake holders. Educational Institutions have the vision to enrich their respective institutions compared with the renowned institutions of the country. We also have been trying tirelessly to augment the standard of our institution by introducing some best practices. These best practices are so called agents which can bring about a significant change in the educational institution as well as in the society. Knowledge without skill is is a burden and that knowledge caters nothing to society.   - To make our students equipped with the skill of their own interest which would come in use when they go out to serve tha nation. The students are constantly encouraged to develop skill on the branch of their own interest which would help them to earn for their livelihood in future. Also they are encouraged the sense of entrepreneurship by obtaining benefits of the various Governmental schemes.   - Now-a-days technologies are rapidly changing and students must be aware of this and upgrade their skills accordingly. The students are properly groomed by imparting teaching in communicative English classes to increase their speaking fluency in English which has become mandatory at UG level after adoption of CBCS syllabus.

7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words   Science College (Autonomous), Hinjilicut is the premier aided educational institutions of South Odisha which has been catering higher education in this region which is mostly inhibited by rural people. It has produced so many students having reputation in the society in the State and national level. The institution has a motto to achieve academic excellence, promoting quality education with incomparable innovations in teaching and learning by empowering the manpower through innovative research and development. The Institution always strives for excellence in education by imparting quality education by well trained, experienced faculty members. The institution has taken utmost care to build fully equipped language laboratories for the benefit of the student community and communicative English classes are mandatory for UG students with the implementation of CBCS courses, making the students fluent in English speaking.

8. **Future Plans of action for next academic year (500 words)**

CURRICULAR ASPECTS
- Value-added courses imparting transferable and life skills to be conducted.
- To motivate students to undertake field projects and internships.
- More add-on courses to be introduced

TEACHING LEARNING PROCESS
- To encourage faculty to adopt ICT enabled innovative teaching/evaluation methods.
- To offer remedial coaching and special guidance for slow learners and advanced learners.

RESEARCH, CONSULTANCY AND EXTENSION
- To motivate faculty to apply for minor/major research projects of UGC and to act as supervisor for Ph.D registered students under Berhampur University.
- To publish research papers in National/International/UGC journals.

INFRASTRUCTURE AND LEARNING RESOURCES
- Appeal to the Administration to build more class rooms and seminar rooms.
- **STUDENT SUPPORT SERVICES**
- To conduct capability enhancement and developments programs such as soft skills training life skills, vocational skills, yoga, self-defence etc.
- To encourage students to participate in intercollegiate activities Viz. Quiz, Debates, sports and other events.
- To conduct career guidance program, awareness session on opportunities for higher studies/ placement motivation, entrepreneurial avenues, competitive exams etc.

GOVERNANCE, LEADERSHIP, MANGEMENT

- To implement 'e-governance' in Planning and Development, Administration, Finance and Accounts through the implementation of College Management System
- To provide sponsors for faculty to attend conference/workshop/seminars etc.
- To conduct professional development programs for teaching/non-teaching staff.
- To conduct academic /administrative audit.
- **INSTITUTIONAL VALUES & BEST PRACTICES**
- To organize more number of programs relating to gender sensitization, environmental consciousness and sustainability, universal values, Work Culture & ethics etc.

Name: Dr. Binod Bihari Patra,

Co-ordinator, IQAC

Binod Bihari Patra
Coordinator, IQAC

Signature of the Coordinator, IQAC

Name: Dr. Ajit Kumar Mishra ,

Principal, Chairman, IQAC

31-12-19

Signature of the Chairperson, IQAC

Principal
Science College (Auto)
Hinjilicut (Ganjam.)

_____ *** _____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

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