

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Science College (Autonomous), Hinjilicut

1.2 Address Line 1

At-Hinjilicut

Address Line 2

Main Road

City/Town

Hinjilicut

State

Odisha

Pin Code

761102

Institution e-mail address

principalsch@gmail.com

Contact Nos.

06811-240080

Name of the Head of the Institution:

Sri. Ch.Chandra Sekhar Prusty

Tel. No. with STD Code:

06811-240080

Mobile:

9438251458

Name of the IQAC Co-ordinator:

Dr. Binod Bihari Patra

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	76.10	2007	from: 2007 to: 2012
2	2 nd Cycle	B ⁺	2.52	2017	from: 2017 to: 2022
3	3 rd Cycle	---	----	----	----
4	4 th Cycle	----	----	----	----

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR -----31.12.2018-----
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="04"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="NIL"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- | |
|---|
| <ul style="list-style-type: none"> i. Quality Enhancement in Higher Education ii. Financial Management and Accountability |
|---|

2.14 Significant Activities and contributions made by IQAC

- | |
|--|
| <ul style="list-style-type: none"> • Digitization of attendance of staff by installing Bio-metric machines • Creating awareness for minimizing environmental degradation (Tree Plantation) and energy conservation (replacing filament bulbs by LED bulbs) • Faculty Development Programmes • Fulfilling social responsibilities like making awareness to 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 • Motivating better participation from the differently able students and staff in all activities |
|--|

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To encourage all Departments to conduct International National/State level /Departmental Seminars	Department of Pol.Sc conducted two National Level Seminars. All other 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
To conduct Orientation/ Induction meeting of the 1 st year students.	All Departments have conducted orientation/Induction meeting for the 1 st Year students.
To introduce cashless transaction for admission/examination etc.	Introduced cashless transaction for collecting Fees for Admission and Examination through online.
To conduct the Board of studies of	All the Departments conducted Board of Studies

all departments and Academic Council of the college	Meeting for the Academic Year-2017-18 and necessary recommendations have been incorporated in the syllabus. Academic Council Meeting was also held.
Close Circuit Surveillance Camera installation	17 CC Cameras were installed at different sensitive positions of the college to monitor the activities of everyone in the campus.
To introduce New P.G and U.G courses	Permission to open Honours in Philosophy has been applied to Government in the regular course and PGDCA for Self Financing Course has been opened

** Attach the Academic Calendar of the year as Annexure. ANNEXURE-I*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

After submission of the AQAR-2017-18 in the Governing Body of the College it was approved unanimously and suggested for augmentation of the academic activities and career counseling so that the backward community would join in the main stream of the society.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	----	----	----	----
PG	01	----	----	----
UG	14			
PG Diploma	01			
Advanced Diploma	02			
Diploma				
Certificate				
Others				
Total	18			
Interdisciplinary	01			
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options-CBCS/Core/Elective
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	
Annual	01

- 1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (*On all aspects*)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Keeping in view of the introduction of GST Act, the Department of commerce substituted Indirect Tax by GST in both UG and PG Programmes.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No new department was opened during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	50	34	16	0	0

2.2 No. of permanent faculty with Ph.D.	22
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	02	12							02	12

2.4 No. of Guest and Visiting faculty and Temporary faculty	0	0	04
---	---	---	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers		03	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The total number of students is divided into groups consisting of about 40 students. The academic and career planning of each group is given to mentors to keep a track of each student.

2.7 Total No. of actual teaching days during this academic year	225
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	NIL
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	26	0	36
---	----	---	----

2.10 Average percentage of attendance of students-82%	86%
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2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts U.G	286	212	170	09	07	87.4
Science U.G	252	202	216	07	0	92.0
Commerce U.G	275	115	45	45	36	71.6
Commerce P.G	32		26	04	0	93.75
BCA U.G	30	22	21	03	0	86.6

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC has introduced the system of evaluating the Academic Progression by forming a committee comprising external peer members who are seasoned academicians. The peer members are invited to college make an audit of the academic progress of the students. After analyzing their report and suggestions, necessary measures are taken to improve the quality in the teaching, learning and evaluation system.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	02	0	0
Technical Staff	05	06	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The U.G.C Cell and the IQAC Cell of the college motivate the newly joined teachers to apply for Minor Research Projects to various funding agencies for funds to undertake research in the field of their interest related to their subject.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

02

01

3.19 No. of Ph.D. awarded by faculty from the Institution

03

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0

SRF 0

Project Fellows 0

Any other 0

3.21 No. of students Participated in NSS events:

University level 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum 0

College forum 0

NCC 0

NSS 0

Any other 0

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The YRC unit of our college organise Blood Donation Camps - organized twice a year 1. On World Aids Day Dec, 01 and the other on May, 08 .
- In order to imbibe the spirit of helping and donating to weaker and needy sections of the society the NCC, YRC and the NSS volunteers visit to the nearby hospital to donate fruits and clothes to the patients.
- The NSS units of our college also organised an free eye camp in the college inviting doctors and experts from the nearby Medical College. The nearby villagers who had eye sight problem came to consult with the doctors.
- Environment awareness camps – The students of the department of Botany conducted an awareness programme to encourage the College employees and students to reduce the use of plastic and paper in the campus.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 acre			
Class rooms	24			
Laboratories	14			
Seminar Halls	01			
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The library of the college is fully automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31652	----	545	162414	32197	
Reference Books	1985					
e-Books	--					
Journals	8	1500				
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	02	05	01	02	03	01	--
Added	04	1	0	0	0	0	0	
Total	59	03	05	01	02	03	01	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The computer laboratory of the college remains opened for training to teachers and support staffs. The wi-fi facility is under way to make internet access for the students and employees.

4.6 Amount spent on maintenance in lakhs : 36 lakhs (Appro.)

i) ICT	3.31720
ii) Campus Infrastructure and facilities	15.00986
iii) Equipments	4.75216
iv) Others	12.91301
Total :	35.99223

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Participation of students in various activities of the college is displaced in the college notice board.
- In order to promote paperless transaction cash collection in the college counter is stopped.
- Students are trained to go for online grievance, if any.

5.2 Efforts made by the institution for tracking the progression

- In order to keep a track of the students' progression the mentors are instructed to find out the advanced learners, slow learners and weak learners. Necessary steps are taken to impart effective teaching for each group keeping in view of their ability.
- The alumni, who are placed at better position in the society are invited to motivate the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2559	63	0	

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	NA	

Women

No	%
NA	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No such initiation has been taken for coaching for competitive examinations.

No. of students beneficiaries

Data not available

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counseling and career guidance

Career Awareness for students was conducted in August 2017
 Internship fair. Searching for jobs in Employment news and in other reputed news paper was regularly notified for students.
 CV preparation and writing CV skills were taught to the students.

No. of students benefitted

Data not available

5.7 Details of campus placement-As the outgoing students attend the off campus drive done by agencies the data is not available with us.

Data not available

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- The cell has spread awareness on gender through movie screenings held as part of a series with other Women Development Cell in the district and student led talks on issues decided by the students, such as online harassment and misogyny.
- Informal discussion sessions have been organized for students to discuss contemporary social issues. These activities have been further supplemented with meetings inviting experts in these fields.
- Self defence training programmes were organised in the college and the girl students were trained how to protect them in the event of any untoward incidents happen.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	<input type="text" value="04"/>	National level	<input type="text" value="01"/>	International level	<input type="text" value="---"/>
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No. of students participated in cultural event

State/ University level	<input type="text" value="02"/>	National level	<input type="text"/>	International level	<input type="text"/>
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	<input type="text" value="---"/>	National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>
Cultural: State/ University level	<input type="text" value="---"/>	National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Exhibition: State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.12 No. of social initiatives undertaken by the students

The NSS, NCC, YRC and Scout and Guild units organize various activities related to social issues from time to time to create awareness among the public by way of organizing meetings, street plays and rallies. Distinguished persons who work on social issues are invited to the meetings to share their knowledge with the students and public.

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Institutional Vision and Mission

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.

6.2 Does the Institution has a management Information System

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.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 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 Midterm 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.

6.3.2 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.

6.3.3 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.

6.3.4 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.

6.3.5 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

6.3.6 Human Resource Management

- Faculty and Staff are assigned with extracurricular work are advised to discharge their work effectively without wasting the human resource.
- Those faculty who have leisure hour during the working days are advised to move round the campus and interact with the students to ensure a friendly relationship with the students.

6.3.7 Faculty and Staff recruitment

- The Governing Body of the college takes necessary measures to appoint new teachers and support staffs, when ever required, following the State Government guidelines and U.G.C guidelines.
- A panel of members consisting experts constitute the interview board who select the best.
- The interview is conducted in fair and transparent manners.

6.3.8 Industry Interaction / Collaboration

- Departments are encouraged to introduce course cutting subjects which are based on agriculture, industry and finance based.
- Experts are invited from different fields to interact with the students.
- Industrial visits, lectures by industry experts are regularly conducted.

6.3.9 Admission of Students

- The admission process of under graduate students comes under the SAMS (Student Academic Management System) of the Government of Odisha, Department of Higher Education.
- For admission into the P.G classes, an entrance test is conducted to select the students. Taking the Career marks and entrance marks together into consideration students are selected to take admission.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Yes
Administrative			Yes	Yes

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Follow the university guidelines and the Conduct of Examination Act-1988 of the State Government of Odisha.
- In order to make transparent in the evaluating process, the valued scripts of the students are shown, if any, complain arises.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable to autonomous colleges.

6.11 Activities and support from the Alumni Association

- Alumni meeting are conducted where distinguished alumni who have been placed at better positions in the society participate.
- Suggestions of the alumni are actively considered for implementation.
- Motivational lectures are arranged where distinguished alumni are invited as resource persons.
- Alumni and former faculty who institute scholarship, medals and prizes are incorporated in the college activities like sports and cultural events.

6.12 Activities and support from the Parent – Teacher Association

- Parent-teacher meeting is conducted twice in a year to assess the satisfaction of the parents about the teaching, infrastructure facilities, teacher-student relation, support staff-student relation of the institution.
- Suggestions of the meetings are considered for implementation.

6.13 Development programmes for support staff

- IQAC plays an important role for the augmentation of the working ability, development of the work culture based on ethics.
- Necessary training are imparted to make all support staffs computer literate

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Campus is environmental friendly.
- Tree plantation programmes are conducted by the N.S.S, Y.R.C and N.C.C units in the campus and necessary steps are taken for grooming the plants till they become self sustainable for growth.
- Steps are taken for digitalization of all transactions with minimum use of paper.
- Steps are taken to harvest rain water of the campus.
- Steps are taken to install Solar Panels to minimize the use of conventional energy.
- Laboratory wastes are properly treated to keep the environment clean.
- Online form fill up for semester examinations to save paper.
- All financial transactions are done online to save time and paper.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Green Audit of the campus and facilities available.
- Energy conservation:
- Water harvesting as a step for ground water level rise.
- Students and employees are advised to use bicycles as an effort of Carbon Neutrality
- Plantation in the campus to make it greener and eco-friendly
- E-file system has been introduced.
- Lectures and interactive sessions with distinguished alumni so as to motivate the students.
- Talk on current challenges in science & opportunities for young students
- Newer and greener methods are being adopted to carry out experimental work
- Ramp at important position towards making the campus disabled friendly

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Opening of College Website- www.sch.edu.in
2. Internal quality check for enrichment of academic curriculum:
3. Activating Academic Audit
4. An effective Proctorial System
5. Introduction of Inter disciplinary Courses
6. To make the teaching Learner-Centric.
7. Efforts are made towards all round personality development of learners by regularly conducting competitions like debate, quiz, essay writing, personality test, creative writing, songs, mono action, dance competitions and annual functions to excel in the future.
8. Efforts to inculcate general/ transferable skill among the students such as capacity to learn Communication skill, Numerical and Analytical skill, and use of IT.
9. Strengthening of regular academic programmes through other complementary systems like Self-Financing courses
10. Every effort is made by all employees and sensible students to make the campus ragging-free and every girl student feels safe in the campus.
11. Establishment of Language Lab to Development Communicative Skill
12. Community orientation efforts through NCC, NSS & Red Cross activities.
13. Proper functioning of the Grievance Redressal Cell, Career Counseling Cell, Women Harassment Cell and Anti-ragging Cell.
14. Alumni function-Felicitation of old Teachers and Students by Alumni Association.
15. Conduct of Remedial Coaching Classes and the Coaching Classes for Entry into Service for the students of weaker sections.
16. Opening of College Website- www.sch.edu.in
17. Internal quality check for enrichment of academic curricul

18. Activating Academic Audit
19. An effective Mentor-Mentee System
20. Introduction of Inter disciplinary Courses
21. To make the teaching Learner-Centric.
22. Efforts are made towards all round personality development of learners by regularly competitions like debate, quiz, essay writing, personality test, creative writing, songs, mono action, dance competitions and annual functions to excel in the future.
23. Efforts to inculcate general/ transferable skill among the students such as capacity to learn Communication skill, Numerical and Analytical skill, and use of IT.
24. Strengthening of regular academic programmes through other complementary systems like Self- Financing courses
25. Every effort is made by all employees and sensible students to make the campus ragging-free and every girl student feels safe in the campus.
26. Establishment of Language Lab to Development Communicative Skill
27. Community orientation efforts through NCC, NSS & Red Cross activities.
28. Proper functioning of the Grievance Redressal Cell, Career Counseling Cell, Women Harassment Cell and Anti-ragging Cell.
29. Alumni function-Felicitation of old Teachers and Students by Alumni Association.
30. Conduct of Remedial Coaching Classes and the Coaching Classes for Entry into Service for the students of weaker sections.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

i.	The College holds quiz competition on environment every year. This practice has been going on for the last 05 years.
ii.	The College also organizes Poster competition on environment
iii.	Rallies are organized against use of polythene bags and other environmental hazardous products.
iv.	NSS volunteers of the College perform the activities like collecting road side polythene, cleaning roads and teach villagers to use smokeless fuel efficient chullahs and install gobar gas plants.
v.	The students are advised and motivated to put off lights and switch off lights and fans when going out of class rooms and not to waste papers.
vi.	In the College the plantation is done on the occasion of Bano Mahochhaba in the last week of July every year. After the plantation the plants are properly looked after.
vii.	The students are also motivated and enlightened for conservation of water in the College and in their daily life schedule too.
viii.	The Science Society, Women Cell, NCC, YRC and NSS units of the College organize seminars, extension lectures, rallies and other awareness programmes on the issues like declining Sex Ratio, Female Foeticide, AIDS, crime against Women and Sex Discrimination.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>Campus: Environment friendly campus.</p> <p>Quality Education: Highly qualified and dedicated faculty. Healthy interaction between students and faculty which goes beyond the classrooms. Learning beyond curriculum.</p> <p>Commitment toward students' welfare: Equal opportunity cell monitors the facilities available for differently abled students, girl students, ST and SC and minority students.</p> <p>Counselling for students at both formal and informal levels, Mentoring system well structured.</p> <p>Infrastructure and Technology Access: 24X7 Wi-Fi connection.</p> <p>Well-equipped library: Excellent collection of rare and latest books and journals; The library is also equipped with special software.</p> <p>Research & Innovations: The research cell of the college motivates the newly appointed faculty to apply for minor research project of the U.G.C and undertake research work.</p> <p>Sports achievements:The College offers excellent sports infrastructure and coaching leading to University, State and National level sports achievements.</p> <p>Scholarships and financial Aids: Many students avail scholarships under various schemes of the State and Central Governments.</p> <p>Fulfilling our Social responsibility: N.S.S, Y.R.C and N.C.C organize various social related programmes in adopted villages to make the people aware about the social responsibilities of the citizens of the country.</p>
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Extra-curricular activities: There are various extracurricular activities function in the college. Faculty members are assigned the responsibilities for effective implementation. The activities are organized as per the academic and administrative calendar designed by IQAC for the year.

College Website: The college website is user friendly. It provides all the information of day to day activities of the college. The students are updated with all the examination related information of attendance, examination result and other students welfare schemes.

Distinguished Alumni: Alumni of the college play the role of motivator for the students and also participate in the progress and development of the college.

8. Plans of institution for next year-

ANNEXURE-IV

IQAC - Plan of action to be decided upon at the beginning of the year.

Academics.

To offer interdisciplinary seminars, workshops and conferences.

Add-on courses to increase the number of options/electives for students

To encourage Faculty to start thinking about new courses and introduce cross-cutting courses in the curriculum.

Research and Innovations

Institutional Social Initiatives

Eco-friendly measures

Implement the existing awareness programmes on environmental issues.

Welfare Programmes

Evolve a scheme for Non Teaching staff

Infrastructural development

Interactive feedback, analysis and monitoring.


Name Dr. Binod Bihari Patra

Name Ch. Charan Sekhara Dousty.



31.12.2018

Signature of the Coordinator, IQAC



31.12.18

Signature of the Chairperson, IQAC

1. Commencement of Academic Year- June, 2017
- 2 On line admission for both P.G and U.G for 1st Semester-As per Govt. instruction
3. Commencement of the Academic Session (3rd week of June for even semester and 1st week of August for odd Semester or as per the Govt. instruction)
4. Board of Studies Meeting- 1st week of May or before Summer vacation
5. Students' union election- As per the Govt. instruction
5. N.S.S Day observation (Sept, 24)
6. Alumni Meeting (Second Sunday of December)
7. Mid-Semester Exam-Oct. last week
11. Sporting Events (During the month of December)
12. Cultural and Students' union competitions-December
13. Union and other sister Association Functions-1st and 2nd week of January
14. Odd Semester Examination-Month of December

ACTION TAKEN REPORT

1. Curricular Aspects:

- (i) Implementation of Academic Calendar for effective curriculum delivery.
- (ii) Carrying out more number of Seminars, Workshops, Academia, and Industrial Visits as a part of Curricular Aspects.
- (iii) Effective Implementation of Curricular Planning and Progress Register for effective Academic Management.
- (iv) Proposal to the Members of the Board of Studies for introduction of cross cutting courses and value based courses for curriculum enrichment.
- (v) Revision of the Feedback Structure for the stakeholders of the college to make a systematic analysis of students' satisfaction/dissatisfaction on Curriculum Design.
- (vi) Career Guidance and Placement Cell to be strengthened.
- (vii) Submission of application to the Department of Higher Education, Government of Odisha for opening **PGDCA** under Self Financing Mode and Honours in Philosophy from the Academic Session, **2018-19**.

2. Teaching, Learning and Evaluation:

- (i) Creating Data Base of the students and uploading in the website.
- (ii) Catering to student Diversity.
- (iii) Introduction of new methodology in Teaching-Learning process.
- (iv) To conduct of Orientation Programs and Seminars for Faculty Members for enrichment of their Profile and Quality.
- (v) Analysis of Student's Performance and learning: Semester wise, Program wise and action taken.
- (vi) Feedback of the stakeholders on teaching, learning and evaluation. Analysis of the outcome and submission before GB/Management and action taken.

3. Research, Innovations and Extension:

- (i) Encouraging teachers for writing research oriented articles and publishing in UGC approved journals.
- (ii) Conduct of more number of Extension Activities through Departments/NSS/YRC.
- (iii) Publication of National Standard Monograph.

4. Infrastructure and Learning Resources:

- (i) Providing more physical facilities to the students.
- (ii) Motivating students to use library facilities as a Learning Resource.
- (iii) Expansion of IT infrastructure.
- (iv) Providing Budget for Maintenance of Campus Infrastructure.
- (v) Implementation of Green Audit.

5. Student Support and Progression:

- (i) Providing More Number of Scholarship, Free ship and SSG taking into consideration of the Academic Merit.
- (ii) Encouraging students to participate more in number in Literary, Cultural, Scientific, Entrepreneurship and Employability programs to be conducted by different associations and Departments of the college.
- (iii) Encouraging students to excel in various Sports and Games events at State University and National level.
- (iv) Conducting Alumni Meet.

6. Governance Leadership and Management

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

7. Institutional Values and Best Practices:

- (i) Inculcating the habit of Social Responsibility among students and faculty Members.
- (ii) Implementation of Best Practices for the benefit of Primary stakeholders of HEI.
- (iii) Creating an image and distinctiveness of HEI across the community through its Multidimensional Activities.

1. Environment awareness among students.
2. Conducting Blood donation Camp
3. Separate Gymnasium Hall with multi-gym facilities.
4. In-campus mini-stadium for outdoor games
5. Teaching and Learning through modern teaching aids like LCD and OHP
6. Automation of library, office, accounts, examinations.
7. Broadband Internet facility.
8. High tech Language Laboratory.
9. A committee for Equal Opportunity Cell to take care of the weaker section of the society.
10. Team work among the staff and the students.
11. Opening of College Website- www.sch.edu.in
12. Internal quality check for enrichment of academic curriculum:
13. Activating Academic Audit
14. An effective Proctorial System
15. Introduction of Inter disciplinary Courses
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