



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SWARNACHUD COLLEGE, MITRAPUR, BALASORE
Name of the head of the Institution		Dr. Gajendra Prasad Parida
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06782275760
Mobile no.		9861343301
Registered Email		swarnachudc@gmail.com
Alternate Email		swarnachud@rediffmail.com
Address		AT/PO:MITRAPUR, DIST-BALASORE, ODISHA. PIN- 756020
City/Town		Balasore
State/UT		Orissa
Pincode		756020

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Manoranjan Dash
Phone no/Alternate Phone no.	06782275760
Mobile no.	9437063440
Registered Email	swarnachudc@gmail.com
Alternate Email	swarnachud@rediffmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.swarnachudcollege.com/images/AQAR%2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.swarnachudcollege.com/images/Academic%20calendar%202019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	68.25	2006	21-Dec-2006	21-May-2011

6. Date of Establishment of IQAC	04-Jul-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Recognition for Distinct	04-Oct-2019	2

Contribution.	1	
Departmental Seminar in Phillosophy	24-Sep-2019 1	14
Departmental Seminar in Political Science	16-Sep-2019 1	28
Departmental Seminar in History	11-Sep-2019 1	24
Departmental Seminar in Chemistry	04-Sep-2019 1	25
5.Departmental Seminar in Physics	25-Aug-2019 1	22
Organisation of Departmental Seminar in Odia	24-Aug-2019 1	28
Departmental Seminar in English	21-Aug-2019 1	26
Quantitative Aptitude and Logical Thinking	16-Aug-2019 1	38
IQAC 1st Meeting	20-Jun-2019 1	17
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Swarnachud College, Mitrapur	OHEPEE, World Bank assisted	Government of Odisha	2019 365	2000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

- Recognition for Distinct Contribution.
- Sharing of Knowledge with Local Institutions.
- Organisation of Departmental & Interdisciplinary Seminars.
- Academic, Administrative, and Green Audit.
- Organisation of Blood Donation Camp.

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

Plan of Action	Achivements/Outcomes
Organisation of Departmental Seminar	Increase of knowledge and Exposure
Blood Donation Camp	35Units of Blood Collected.
Capacity Building Programme for Non-teaching staffs	Knowledge of office procedure and practices gained.
Recognition for distinct contribution	Persons having distinct contributions were felicitated.
Make Life Beautiful Programme	Students imbibed with creative culture.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	23-Sep-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

27-Feb-2018

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information system is in practice partially with regards to admission of students, award of scholarships and information about various examinations. The Students Academic management System (SAMS) is meant for submission of online application for admission into various UG courses. The selection procedure, admission particulars and application for award of scholarships are intimated to the students on their registered mobile. SMS are also sent to communicate admission schedules.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Swarnachud College, Mitrapur in the district of Balasore in Odisha is an affiliated Institution under Fakir Mohan University. Situated in the ITDA Block of Nilgiri, it imparts UG education in Arts Hons and Science Hons stream.

Curricular aspects of the courses taught at this College are guided by university regulations and Acts. With a view to disseminating knowledge and to invigorate future human resources, the Institution continues to inculcate social and human values in the mind of younger students through academic curriculum and socially meaningful activities. The Vision, Mission and Objectives are communicated to all stakeholders at the beginning of each academic session. On the very first day of the academic session, the Staff Council meets under the Chairmanship of the Principal to chalk out plans for academic, cultural and other outreach programmes. After analysis of inputs provided by different departments, the Staff Council prepares the guidelines for smooth functioning of the college in an effective way. The teaching plan is prepared by respective departmental faculties as per the principles of the Staff Council guidelines and regulations formulated by Fakir Mohan University.

The college has 29 qualified, dedicated and experienced Faculties for timely completion of course curriculum through different course delivery methods like lectures, class presentations, tutorials, practicals, proctorial and remedial classes. Weak students are given special importance in order to bridge the gap between the advanced and slow learners. Provisions for scholarship & rewards through felicitations increases the learning zeal of the students. The management of the classes are supervised by the Academic Bursar and the Principal on a daily basis. The Plan and Progress of the academic work are maintained by individual lecturers, supervised by the HODs weekly and reviewed by the Principal on monthly basis. The authority of the higher education department, Govt. of Odisha as well as the authorities of the FM University inspect the Institution to review the academic progress and management. The college has a well-equipped Library with reading room facilities. The students are provided with question banks, reference books, journals and newspapers. The college has developed internal assessment system like monthly unit test, half-

yearly test and presentation of papers in seminars. The students appear at the year end examination as per university guidelines. The college rewards best graduate in Science and Arts on the Foundation Day Ceremony of the College. All Students-centric programmes are undertaken by the Institution for overall development of students. Besides class teaching, regular annual athletic meet, cultural competitions, community awareness programmes through NSS & YRC, annual day celebration and observance of various important days at par central and state govt declarations. The college publishes its annual magazine THE MAITREE where the students and the staff express their creativity. The editorial board of the college plays a dominant role in publishing the magazine. The literary creativity of the students are also ventilated on the college wall magazine SWARNADHARA. The infrastructure of the college are being continuously updated to fulfill the academic requirement of the students. The institution is oriented towards

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	NA	17/08/2019	01	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Nil	11/08/2019
BA	Nil	05/08/2019

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics	01/06/2019
BA	English	01/06/2019
BA	History	01/06/2019
BA	Odia	01/06/2019
BA	Philosophy	01/06/2019
BA	Pol. Science	01/06/2019
BA	Sanskrit	01/06/2019
BSc	Physics	01/06/2019
BSc	Chemistry	01/06/2019
BSc	Mathematics	01/06/2019
BSc	Botany	01/06/2019
BSc	Zoology	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga Education	20/06/2019	65
Communicative English training for Students	10/07/2019	50
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Visit to Industrial Expo Fair	32
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback system is the evaluative mechanism to measure the progress in respect of academic, infrastructure, development and overall performance of institution its related activities. This year Feedback was collected from Students Faculties as per OHEPEE. 47 undergraduates responded to a variety of questions on Infrastructure, Teaching-Learning Process, College Culture, Class Room Teaching, Extra- Curricular activities, Language learning and Logistics. 57 of the students were satisfied with Infrastructure facility and 71 with Lab Infrastructure. Similarly on questions regarding Teaching- Learning Processes, the highest rating was given to up to date knowledge of the subject teacher. On an average, 76 the students reported satisfaction on the Teaching-Learning Activities/ Processes. On Classroom teaching 72 felt that teachers explained the concepts satisfactorily. 83of the students found Internal Evaluation Process always fair. Similarly 68 felt that the college provides Technical Learning Opportunities and an equal percentage opined that the college provides Learning and growth opportunities to Improve Soft Skills. It was heartening to find out that 87 expressed their preference to be taught in English. A cent percentage students reported that classes begin at 10 AM. In the Faculty Satisfaction Survey, 8 faculty responded from the college out of which, 38 was female. 53 of the faculties were satisfied with general Infrastructure. 50 of the Science faculty were satisfied with Lab services. While 91 were satisfied with general administration, 58 of the faculty were satisfied with Pedagogy and Research Activity. All of them agreed that the workplace environment which they found congenial and friendly. Similarly 70 were satisfied with financial and managerial autonomy, an equal percentage were satisfied with the academic autonomy. There was cent percentage agreement while voicing their overall</p>

satisfaction rate with the College.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics, Chemistry, Mathematics, Zoology, Botany	128	852	122
BA	English, Odia, Political Science, Economics, Sanskrit, Philosophy	128	1142	116

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	692	Nil	31	Nil	31

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	12	6	Nil	Nil	Nil

[View File of ICT Tools and resources](#)

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

A proctor plays a vital role in the dissemination of knowledge. The Proctoral system in operation corresponds to the mentoring practices adopted in many institutions of higher education in India. Swarnachud college, Mitrapur adopted this practice as one of its important guiding principle. From the very beginning of the establishment of the Institution, teachers acted as friend, philosopher and guide for their students. Later on, mentoring system which is otherwise known as the relationship between mentor-mentee played a vital role in shaping the career and life of students and guided the educational activity of the Institution. The ratio of mentor mentee in the college is 1:24. One mentor guides 24 mentees. The Academic Bursar and all HODs of various Departments chalk out the ratio from the very beginning of the Academic session. After due approval of the Principal each department of the college is provide with the Mentor-Mentee ratio chart. The students earmarked for each individual faculty meet their mentor. They discuss with their mentor about holding doubt clearing classes. The various problems of the students in regard to the academic and other related pursuits are discussed in the class. The mentor tries his best to redress those difficulties with top most priority. Besides Mentors also organize

the mentees and during the time of Annual sports they prepare and encourage their respective groups to participate and get maximum success. This process creates competitiveness among the students and helps in their progress in all aspects of college education. The role of mentor in a college like ours is multidimensional and indeed an important one with respect to the problems faced by the students in the process of acquisition of knowledge and also as guidance to their prospective career and opportunities in the future. The mentors are looked upon. Mentors role symbolised the role of a friend, philosopher and guide. In contemporary society, the mentor has become a vital role-model for shaping the destiny of the students. The college has the practice of organising P.T.A. Parent Teachers Association every year where the details of students in the college, and their matters relating to academic curriculum are informed to parents. The parents are advised to inculcate a sense of positive approach to the growth of the child and help them cure the ills that germinate in regular intervals. Parental guidance along with efforts of mentors of various Departments are the best practices adopted by the college in mentors- mentee relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
672	31	1 : 22

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
29	32	3	Nil	12

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Lecturer	NA
2020	Nil	Lecturer	NA
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	03	Semester	18/03/2020	18/06/2020
BA	05	Semester	18/03/2020	18/06/2020
BA	08	Semester	18/03/2020	18/06/2020
BA	11	Semester	18/03/2020	18/06/2020
BA	13	Semester	18/03/2020	18/06/2020
BA	14	Semester	18/03/2020	18/06/2020
BA	17	Semester	18/03/2020	18/06/2020
BSc	52	Semester	18/03/2020	18/06/2020
BSc	53	Semester	18/03/2020	18/06/2020
BSc	56	Semester	18/03/2020	18/06/2020

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

Swarnachud College remained under Utkal University till 1999. And from that year it came under the direct control of Fakir Mohan University. As a constituent college it was guided by the regulations of the new University. Holding of Examination, Evaluation, Audit etc. are conducted as per University guideline. At the institutional level also the college maintains evaluation system in academic, administrative, accounts and the library. In the beginning of every Academic session, the IQAC of the college arranges a meeting. The detail plan of action for Internal evaluation of various organs of the Institution is prepared. Committees are formed by inculcating two to three faculty members and they are advised to perform all assignments without hampering Academic activities. Accordingly the Calendar of the college is prepared. The Principal as the Head of the Institution controls all academic activities with the help of Academic Bursar. Classes are monitored, plan and progress register of teachers are verified , remedial and tutorial classes are arranged, monthly unit tests are held and half yearly tests are conducted in time. Similarly, the Principal with the help of Administrative Bursar maintains uniformity in administration. While discharging his responsibility he always looks into the welfare of the staff. The Account Bursar helps the Principal in performing and maintaining proper accounts of the college. The Bill Bursar also performs his duty as per stipulated norms. Internal verification of library books as per accession register Issue Register are done at regular intervals by the committee formed for the purpose.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college Calendar is an indispensable guide book of the students and the employees of the Institution. While each year the Institution creates its own Academic Calendar with its own defined dates, however as an affiliated college, the Academic calendar is prepared by consulting the schedule and list of holidays of the Fakir Mohan University and the Govt. of Odisha. In the first meeting of IQAC the committee constituted for preparing the same present it for review and approval of the Principal. After due approval the Calendar of the college is officially adopted, provide to each department and notified in the college Website and notice board for the information of students. Classes are conducted, Examinations are scheduled, Sports and Cultural events are organized, Extension activities are carried on, eventful days are observed as per the dates prescribed in the Calendar. While half-yearly and mid-term examinations are regulated by the Institution, it follows the schedule of the FM University with regards to the conduct of Annual Examinations. The Calendar also stipulates the organization of curricular and extra-curricular activities around the year which is followed to the spirit. In exigencies the college Authority changes or modifies dates and events as per suitability and State guidelines. However, various activities of the college like NSS and YRC activities in adopted villages are not mentioned in the college Calendar. Here the Principal as the head of the Institution with the help of the PO of those wings fix the dates.

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)

<http://www.swarnachudcollege.com/images/outcome-converted.pdf>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
14	BA	Pol.Science	9	9	100
11	BA	Odia	16	16	100
08	BA	History	12	12	100
05	BA	English	8	7	87.5
03	BA	Economics	12	9	75.0
1	BA	Pass	7	6	85.7
17	BA	Sanskrit	11	9	81.8
4	BA	Phillosophy	4	4	100
52	BSc	Botany	15	15	100
53	BSc	Chemistry	18	15	83.3

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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)

<http://www.swarnachudcollege.com/images/Students%20feedback2.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	00	NA	0	0
Minor Projects	00	NA	0	0
Interdisciplinary Projects	00	NA	0	0
Industry sponsored Projects	00	NA	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	NA	16/08/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Nil	NA	00	13/08/2019	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	08/08/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	Nil	00
International	Nil	Nil	00
No file uploaded.			

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

Department	Number of Publication
Nil	Nil
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NA	NA	2019	0	NA	Nil
Nil	NA	NA	2020	0	00	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	NA	2019	Nil	Nil	00
Nil	NA	NA	2020	Nil	Nil	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	2	Nil	6
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat Abhiyan	NSS and YRC	4	56
Fit India Falgging run	NSS Unit of the College	8	55
NSS Day	NSS YRC Wings of the College in association with the SSG	5	44
Banomahostav	NSS YRC Wing	4	52
International Yoga Day	NSS	3	34
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Gyanloka Programme	Recognition of efficiency inawakening consciousness.	LIONS CLUB, Mitrapur	24
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness programme on stress management	NSS YRC Unit of the College	Awareness on stress	7	76
National Voters Day	NSS YRC Unit of the College	Awareness Camp	12	85
Road safety week	NSS YRC Unit of the college	Awareness Drive	13	74
Swachha Bharat Abhiyan	NSS Unit of the College in	Campus Cleaning,	12	88

	association with the Lions Club, Mitrapur	cleaning of the locality adopted villages		
World AIDS day	NSS wing with Lions Club, Mitrapur	Students' Rally, Road show Meeting	8	60
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	NA	00	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project work	Winter internship	Micro solution computer academy, Balasore	13/11/2019	25/11/2019	22
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Balasore Chemicals, Bls	10/09/2019	Industry institution linkage development of scientific Industrial skill	6
Lions Club, Mitrapur	16/09/2019	To promote social activities develop leadership qualities among Students	4
Micro solution Computer Academy, Balasore	15/10/2019	Internship	18
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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
2200000	2142798

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
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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
Nil	Partially	NA	2019
Nil	Partially	NA	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7139	1242071	767	202703	7906	1444774
Reference Books	2775	612679	183	43388	2958	656067
Journals	387	12282	117	5655	504	17937
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	NA	NA	18/09/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	14	0	3	1	0	4	6	0	0
Added	0	0	3	0	0	0	0	0	0

Total	14	0	6	1	0	4	6	0	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2.2 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	NA

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1000000	942798	1200000	1100000

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

The institution, Swarnachud College, Mitrapur believes in the maximum utilization of its physical, academic and support facilities at its disposal for the realization of its mission and vision. The physical infrastructure comprising 22 classrooms, 06 laboratories, the Library, the Establishment, Examination and Accounts section, the SAMS centre the Gym stand on an area of 5.8 acres are maintained by the Governing body. A committee of Teachers headed by the Principal regularly monitor the use and necessity of additional facilities and take steps accordingly. The Principal assigns responsibility to different members for the upkeep, regulating cleanliness, vigilance, security and maintenance of the campus, roads, garden, corridors and buildings at its disposal. There are well-equipped Laboratories for teaching subjects like Physics Chemistry. A number of 16 students constitute a Practical group. Practical classes are conducted according to the syllabus of the University. The Lab Assistants aided by the departmental Heads manage the classes and maintain the records and Lab equipments. The management and the maintenance of the College Library is handled by the Librarian with the help of the support staff. A Teacher is delegated with the job of supervising the activity by the Principal. New books as requisitioned by different teaching departments are procured by a Purchase Committee as per the guidelines of the UGC and the State Financial rules. Academic system: The college working hour extends from 10AM to 5 PM .The sectional officers remain opened during the working hour. The lessons are conducted as per departmental time table. The time table includes both Practical and Theory classes as well as Proctorial and Seminar classes. The Academic calendar is being prepared to streamline the working days, observation days and holidays. The faculty members make lesson plan, take lesson notes and maintain a progress register of the lesson delivery. The progress register is verified by Academic Bursar and the Principal . An academic audit has been made of the classes taken by each faculty member at the end of each academic session. The Proctorial system has been implemented to redress personal difficulties and counseling. Physical Facilities: The college campus of 5.08 acres of land has of class rooms, lecture halls, one central library, six laboratories, 02 SAMS centers, examination section, account section, establishment section, students welfare section, one ladies hostel, one GCR, one BCR, one staff common room, one conference hall, one network resource centers, students reading room, one dark room, students canteen, one computer

laboratory, strong room for question paper, IQAC conference room, guest room, students employment and information cell, medical checkup centers, students consumer co-operative store, sports complex, N.S.S., Y.R.C. and one botanical garden are also there in campus. Sports complex: one play ground of 610×55 meter size and one tank 110×100 meter size are also in the campus. The students practices games in the afternoon annual athletic meet and interclass machetes are done regularly. Laboratory: There are five laboratories for Science stream. A practical group of 16 students conduct experiments as per the syllabus. Practical classes are taken

[http://www.swarnachudcollege.com/images/Policy%20\(1\).pdf](http://www.swarnachudcollege.com/images/Policy%20(1).pdf)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Prerana	145	793713
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	12/08/2019	26	Vivekananda Yoga Center, Balasore

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling	14	10	4	2

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	NA	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	30	Swarnachud College, Mitrapur	All departments (Arts and Science)	MPC College, NIT, MIIT, OUAT, University, Ravenshaw University, Utkal University, North Odisha University, Fakir Mohan University, Berhampur University.	MSc, MA, MSW, MBA, MCA, Journalism, Nursing
View File					

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

Items	Number of students selected/ qualifying
GATE	Nil
CAT	Nil
Civil Services	Nil
Any Other	4
View File	

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

Activity	Level	Number of Participants
Cultural Events (Debate/Essay in Odia and English, Song, Art, Quiz, Recitation, Sloka Recitation, Drama)	Institutional	82
Track field Events (Race, Jump, Throw)	Institutional	76
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nil	Nil	00	NA
2020	Nil	International	Nil	Nil	00	NA
No file uploaded.						

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

Students are the largest stake holders of an educational Institution. The students admitted into the different Courses are given representation in the academic as well as administrative bodies of the Institution. While organizing departmental seminars, study tours, conduct of Annual sports, organizing functions and observance of Annual day celebrations, the students get maximum liberty in making those events successful. The Students Union for which election is held according to norms set by the Govt. of Odisha and the department of higher education, usually takes place in the month of October. The students get a suitable platform to present their views, vision and leadership qualities. Students representatives are elected to various offices which work under the guidance of Teachers and organize different co-curricular and extra-curricular activities round the year. During Annual Sports the students help the PET and the Athletic Committee in organizing all Sports, Games and Competition in a disciplined way. The students stage Drama during Annual Day Celebration. In all functions in the locality the students of the college play vital role. The Lions Club of Mitrapur extend its helping hand in performing all activities. Besides all the honours teaching departments have student representatives as secretaries to help organize Seminars, Discussions, Study tours and other Cultural events of the department. Inter-disciplinary competitions are arranged by the students and participants are encouraged by the faculties to show their latent talent. The IQAC includes students' representatives to give them an opportunity to voice their preferences in the quality cell. Besides the students express their views by publishing their independent views and opinions in the college magazine as well as wall magazines. The NSS YRC wing of the college shows their social service skill and acumen which helps them represent themselves as good and active citizens in future. The Career Counseling Cell takes into considerations their need and consults them before organizing tailor-made programmes for their benefit. The activity of students of the college is really praiseworthy.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

82

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

A Meeting was held on 23 Dec 2019 in the presence of the Principal, Administrative Bursar and lecturers in the Vigyan Bhaban follow

resolutions were undertaken. 1. Efforts to increase the membership strengthen it. 2. To create funds to carryout extension activities. 3. To lunch the Association in the social media and create Whats app named Swarnachud College Alumni Association.

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)

1. Decentralized Governance:- The College adopts decentralized governance and participatory management. From the beginning of each academic year, the principal distributes various portfolios among the teaching and non-teaching staff and gives them autonomy to function independently. This helps in the smooth working of the administrative machinery. Two Teachers and one from non-teaching staff are nominated to the governing body of the college. The principal appoints one senior member of the college to the IQAC as Co-ordinator for a period of two years to guide the quality developmental aspect. The Academic and Accounts Bursar are appointed for streamlining the smooth operation of accounts and academics. For matters relating to day to day administration involved, he appoints a senior member as Administrative Bursar. The heads of the teaching departments are given autonomy to organize departmental events like seminars, discussions, tours as well as Proctorial system. The NSS and YRC wing of the college headed by teachers appointed by the Principal propose and formulate their plan of action with regards to the social welfare agenda of the college. The teachers are also delegated with the responsibility of organizing the cultural competitions and Annual sports as per the schedule of the academic calendar. The Public Information officer, chosen by the Principal from among senior staff members, handles and responds to all queries under the RTI Act on behalf of the college. The Examination section, under the guidance of the OIC, carry out all examination related functions starting from the beginning to the end of each examinations. Delegation of responsibilities and decentralization are properly adhered to in the administration of the college. 2. Participatory Management:- Participatory Management is adopted in curricular and co-curricular activities. Here the Institution practices thorough decentralization. In Science Departments Laboratory and Experiments connected with it are totally decentralized. Each department with the help of bearer, Laboratory demonstrator and faculty in-charge of department carries on experiment. Teachers in humanities section involved in Academic activities completely in participatory way. Teachers and students participated in teaching and learning process for achieving excellence. In Sports and Games, PET, Sports In-Charge and students participated in Annual Athletic Meet. In self-defense Training programme for girls, Trainers, Trainees and faculty in-charge of programme extend whole hearted support for participatory models of the work. In cleaning programme, both students, teachers, NSS volunteers and Alumni take part for facilitating participatory mode. In extra-curricular field, departments take extension activities in participatory form. Students, teachers and the people of the concerned locality participated and interacted with one another freely and in an amiable atmosphere.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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<p>Curriculum Development</p>	<p>Curriculum Development is an important aspect of the college administration. From the beginning of the establishment of the institution, the curriculum of the college has been designed in a way to develop the academic ability of the students. However the college follows the syllabi designed by the Fakir Mohan University. UG course in Arts stream was introduced in 1983, Honours in History and Political Science in 1991, Science Stream in 1992 Honours in Physics Chemistry were opened in 2009. Subsequently, Honours teaching facility in all other subjects were introduced. The Principal with the the assistance of the Academic Bursar some Senior members of the college design the plan of action for course coverage completion. In order to make the students aware of the future career options Career Counselling Cell organizes different programmes for the benefit of the students. The Routine is prepared so as to highlight the students about these programmes.</p>
<p>Teaching and Learning</p>	<p>The college gives much importance to teaching learning process. At the beginning of the academic session the faculties prepare their plan of study. Lesson Plan Progress register are properly maintained verified by the Academic Bursar the Principal regularly. Though the college has not developed any new technology to improve the teaching learning process ,the students are encouraged to participate in Seminars, Study Tours, Industrial visit Class room interactions. They are made aware of various opportunities scope for future prospects in the course of learning. The students actively participate in proctorial doubt clearing classes. Teaching Learning process in the college is very cordial and student-centric.</p>
<p>Examination and Evaluation</p>	<p>The College follows the Examination and Evaluation process of the Fakir Mohon University. From the beginning of the academic session, the students are made aware of various rules and regulations for appearing examinations. Departmental Unit tests are conducted and the performance of the students are monitored by the respective faculty of each department. Students appear two</p>

Internal examinations in a year 6 internal examinations in Toto in three years. In other words, each student has to appear at 6 Internal and 6 semesters to qualify for a Bachelor degree. The Evaluation of answer scripts are carried out both in the online and offline mode. Results are usually declared within 45 days of the examination . The Students who do not fare well in the exams, are usually supplemented with notes and extra classes to qualify.

Research and Development

The College imparts education specially to UG students. So there is less scope for the faculty to be involved in research activities. However faculties are encouraged to carry on research activities under various Universities. The faculties have undertaken Minor Research projects 7under UGC from time to time. They presented Research Papers in various Seminars and also acted as Resourse Persons in different Seminars. Some of the members have been awarded Ph.d and M.Phil Degrees from different Universities. In departmental Seminars, students are helped and encouraged to prepare papers on assigned topics and present it before an audience to help them overcome the fear and develop a research bent of mind.

Library, ICT and Physical Infrastructure / Instrumentation

The College has a Library having more than 10000 books and journals. The Library is a boon for the poor stakehoders who are heavily dependant on its services for procuring necessary text books and references for their education. The Library card is issued forthwith after the admission. Students of each year are all9ocated two days in a week to take advantage of the lending Library. The books are renewed periodically. The Reading room attached to the Library helps the students avail books on a daily basis. The Reading room remains open from 10 am to 5 pm every working day. Newspapers and journals are made readily available to the students. New books and journals are displayed in a special rack for the information of the students.

Human Resource Management

Teaching Non-teaching employees constitute the human resources of the institution. While the faculties impart education to the students, the

	<p>Ministerial staff perform all official activities related to the Institution. Besides teaching, the faculties are assigned with various curricular and co-curricular activities allotted to them from the beginning of the session</p>
Industry Interaction / Collaboration	<p>The College follows the idea of broadening the vision students both in theory and practical activities. With motto, while on the one hand Departmental Seminars organised, on the other hand Industrial tours to various industries and Study tours to Universities undertaken by the Institution under the active participation of IQAC. In the year 2019-20, Study Tour to Balasore chemicals, Balasore Rubber Industry, Hari Udyog, and Meet the Industry Expert Programme were organised which enhanced the industry-institution linkage for giving to the young minds to develop an idea of entrepreneurship.</p>
Admission of Students	<p>The admission to the UG classes are conducted through the SAMS Portal managed by the college as per directives of the Higher Education Dept of the Govt. of Odisha and the rules formulated by the Fakir Mohon University to which the college is affiliated to. The students opting for UG courses apply through Common Admission Form in the online mode. After central selection, the SAMS centre of the college is handed over a list of selected students for admission. The Admission Committee of the College verifies the documents and formally admits the selected candidates.</p>

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

E-governance area	Details
Planning and Development	<p>Planning and Developmental activities of the College are broadly governed by the Directorate of Higher Education, Odisha and the rules of the Fakir Mohon University. At the beginning of the academic session, the College Calendar is prepared in consultation with the FMU and the holiday list prepared by the Govt. The Calendar is uploaded in the website for information. Admission of students are electronically managed and a students' database is created. The Students apply for and obtain various scholarships through the</p>

	<p>electronic portal. The employees withdraw their GPF, Account Slip and manage their PAR through the HRMS Portal managed by the Government of Odisha.</p>
Administration	<p>The Admission to various UG courses of the College are carried on through the Students Admission and Management Portal operated in the College. The individual data of the employees are managed through the HRMS Portal. They can withdraw their GPF, Account Slip, apply for loans and submit their Performance Appraisal Report annually through this e-portal</p>
Finance and Accounts	<p>The e-governance is in operation in a very limited field specially in the sphere of disbursement of payment to the employees through the IFMS Portal.</p>
Student Admission and Support	<p>The admission to the UG classes are conducted through the SAMS Portal managed by the college as per directives of the Higher Education Dept of the Govt. of Odisha and the rules formulated by the Fakir Mohon University to which the college is affiliated to. The students receive help and support from the Institution in applying for and obtaining various scholarships offered by Central and State government.</p>
Examination	<p>All information relating to Examination and Evaluation are notified in the college website for the information of the students. Much importance is given to continuous evaluation of the students progression. So the unit tests are conducted every month by all Honours departments. Valued answer scripts are shown to students in the classroom. Faculties are directed in the staff Council meetings to clarify doubts of the students by taking extra-classes. Before filling up of forms for final examinations, test examinations are conducted. The deficiencies of the students found in the examinations are rectified in doubt clearing classes.</p>

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	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
2019	Nil	NA	NA	Nil
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Capacity Building Programme for Non-teaching staffs	Capacity Building Programme for Non-teaching staffs	29/10/2019	01/11/2019	17	12
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
SECE Parogramme	1	17/09/2019	20/09/2019	04
View File				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Bank Loan, GIS, GPF, CAS	GIS, GPF, Bank Loan, MACP	Merit Scholarship, Institutional Award, Scholarship for ST/SC/OBC Students.

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 records of the Institution have been managed manually ever since its inception. However, the Accounts of the College are audited annually each year by local fund audit of the Govt. Before such audit the Internal audit committee of the college verifies the document related to income and expenditure and submit their report. For this purpose, at the beginning of each financial year, the principal appoints the accounts Bursar to look into the collections and spending and thus monitors the expenditure. The college accounts and expenditure statement for the year 2014-15 has been audited and

ratified by appropriate authorities

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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	No	No	Yes	College Authority
Administrative	No	No	Yes	College Authority

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

No activities

6.5.3 – Development programmes for support staff (at least three)

Capacity Building, Computer Literacy Programme, Work Shop for Lab. Demonstrator Attendants.

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

Steps to obtain World Bank Assistance 02. Steps Undertaken for Accreditation 03. Steps taken to develop Civil Infrastructure
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC 1st Meeting	20/06/2019	20/06/2019	20/06/2019	17
2019	Quantitative Aptitude and Logical Thinking	16/08/2019	16/08/2019	16/08/2019	38
2019	Organisation of	21/08/2019	21/08/2019	21/08/2019	26

	Departmental Seminar in English				
2019	Organisation of Departmental Seminar in Odia	24/08/2019	24/08/2019	24/08/2019	28
2019	Organisation of Departmental Seminar in Physics	25/08/2019	25/08/2019	25/08/2019	22
2019	Organisation of Departmental Seminar in Chemistry	04/09/2019	04/09/2019	04/09/2019	25
2019	Organisation of Departmental Seminar in History	11/09/2019	11/09/2019	11/09/2019	24
2019	Organisation of Departmental Seminar in Political Science	16/09/2019	16/09/2019	16/09/2019	28
2019	Organisation of Departmental Seminar in Philosophy	24/09/2019	24/09/2019	24/09/2019	14
2019	Recognition for Distinct Contribution	04/10/2019	04/10/2019	04/10/2019	2
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants
------------------------	-------------	-----------	------------------------

			Female	Male
Self Defence Training Programme for Girls	14/12/2019	30/12/2019	118	62

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No alternate energy initiative has been undertaken. Only non-renewable energy sources exists. (General electric supply and DG)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	3
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	20/08/2019	02	Gyanaloka Programme	Motivational Programme for Dropout	34
View File							

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

Title	Date of publication	Follow up(max 100 words)
A Handbook for Teachers	19/07/2019	The essence of morality and ethics can be found at all levels of the society. Ethical behavior is equally important in the workplace as it is in the personal lives. As a professional code of ethics, a handbook on morality and ethics was adopted in the institution to set a standard for each member to emulate and imbibe. It provides a benchmark for the members of the college to act in a manner that protects the wellbeing of each and every stakeholder as well

as the public. Teachers come first in the process of safeguarding human values. As architects of nation building processes, they imbibe a spirit of love, fellow, feeling, discipline and botherhood.

A CODE OF CONDUCT FOR STUDENTS

20/08/2019

Students are the backbone of a nation. The manners and mortality they imbibe during their formative years, becomes the foundation of their ethical outlook in the future. Therefore a student is to be regular and punctual, honest and sincere, devoted and dedicated to be successful in life. The students ought to be motivated towards social service and develop a zeal for social work with the help of NSS and YRC wing of the institution. Thus, a handbook such as "A Code of Conduct for students" will go a long way in fulfilling such an ideal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	21/06/2019	22
Plantation Programme	22/07/2019	22/07/2019	24
Campus Cleaning	14/08/2019	16/08/2019	35
World Aids Day	01/12/2019	01/12/2019	42
National Youth Day	03/01/2020	04/01/2020	28

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The College has taken up the preservation of the forest nearby its boundary as one of its best practices.
- NSS and YRC Wing of the College have undertaken massive plantation in the adopted villages.
- Various saplings are planted each year to keep it green and eco-friendly.
- The College garden is filled with both medicinal plants.
- Awareness programme are regularly conducted by the NSS and YRC wing to sensitise the students on the importance of a green and eco-friendly environment

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Recognition for Distinct Contribution:- The function of Swarnachud College is not only restricted to academics but is also an Institution with Social responsibility. Hence the IQAC plays a dominant role in Planning organizing implementing various novel ideas to bring about quality culture development.

Best Practice adopted by the cell is to recognize the efforts made by individual or groups towards preservation and maintenance of quality culture in distinct areas of human activity. Imbibed by idea of Preserving ancient seeds(rice), an individual farmer has been collecting preserving more than 1040 no. of species of Oryza sps. which is an unique contribution. The cell recognized the effect of this individual for his unique contribution. • Mr. Dinabandhu Panigrahi-for preservation of more than 1040 variety of seeds. The Institution appreciated encouraged the effort achievement. He was felicitated in the annual Day of the Institution. The college resolved to continue recognition of such novel unique efforts as one of its best practices every year. **Sharing Knowledge:-** As an higher Institute with much responsibility the college believes in the motto of sharing its pool resources of knowledge with the nearby High School. Under this Practice the faculties of the college periodically become resource Persons to share their knowledge skill with the students of the selected nearby schools. The Cell chalks out the plan to felicitate this Process by selecting faculties to visit selected schools for knowledge sharing. Two meritorious students of each school, recommended by respective school authorities are of formed to avail the facility of the college library as a recognition of the merit of the student to encourage them. This best Practice has led them to look upon this institution as a model college inspiring adding their efforts for the spread of knowledge. This has created a huge platform for the institution to carry out its extension activities by associating these institution in the spread of Awareness, Sanitation, Literacy such other ventures in the locality.

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

<http://www.swarnachudcollege.com/images/Best%20practices-converted.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Institution Swarnachud College endeavours to educate , empower promote intellect through holistic learning for individual growth, self-reliance social progress. As it operates in Integrated Tribal Agency Area with poor, underprivileged, predominantly tribal stakeholders, thus it persistently strives to promote objectives such as the following • To promote need-based quality Higher Education to Students hailing from rural background. • To impart Knowledge and Skill for the development of the self through value-based Education. • To reach out to the diverse varied needs of the society. • To strive for Excellence with the state-of-the-art facilities. • To organize such Extension Extra-curricular Activities to make them good human beings responsible citizens of future India. • To give recognition to Individual/Group for their distinct contribution. • Sharing of Knowledge with local Institutions. Undoubtedly, with the help of World Bank assistance, the Institution is gearing up to be a Model Institution of Higher Education in the State. The IQAC of the College has taken up the challenge of its present transition and consistently making efforts to maintain high degree of Excellence any Quality in every sphere. Top priority is given to the sphere of Teaching, Learning and Evaluation. Introduction of Lesson Plan at the beginning

of the academic session and the progress made is closely monitored by the Academic team headed by the Principal. Internal Examinations, Extra-classes for slow learners, Seminars, Discussions, and Field visits to industries and Exhibitions are integral to the Teaching and Learning practices of the Institutions. The college Library refreshes its stock of books and references each year keeping in view the requirements of the Staff and the Students. The College has helped the students in obtaining various National and State scholarships like Senior Merit scholarships, Students' Merit Award and other aid from local industries to support their aspiration for higher education. Through the NSS and YRC Wings of the Institution, a number of programmes have been launched this year aiming at the social, physical and moral development of the students through participation. The GYANALOK programme, the "Each One, Teach Two", Weaning Poor ST/SC/Wage Earners Back to College Education, Swachha Campus-Green Campus, Service to Local Community Empowering Students through Swarnachud Groups, introduction of Institutional Identity Card Dress Code concepts like Morning Music Mantras, Recognition of Distinct Contributions sharing of Knowledge with local Institutions are ventures, to name a few, are directed towards achieving development through participation without compromising in quality. The Institution takes the assistance of Lions Club, Mitrapur the Swayam Sevak groups of local villages, local educational Institutions as well as the participation of local Industries to carry out social welfare programmes from time to time. The Institution which was established 39 years ago, has remained steady fast in the path of realizing its ideal of providing quality education at an affordable cost as well as working out a holistic development in the students.

Provide the weblink of the institution

<http://www.swarnachudcollege.com/images/Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. Strengthening Student Mentoring system. 2. Organisation of Workshop on Project writing For Faculty members Students. 3. Conduct Meet the Industry Expert Programme. 4. To raise Green Brigade, a team of committed student volunteers for better upkeep of environment in and around the campus. 5. To organize Seminars for Career Counselling Placement Guidance. 6. Organisation of Departmental Seminar. 7. Conduct of Environmental Audit Energy Audit. 8. Collection of Feedback from Stakeholders like Students, Parents, Alumni Faculties. 9. Increase Social activities Programmes under NSS YRC wing. 10. To Enlarge the Cycle Stands to meet growing need of students. 11. Felicitation for Distinct Activity 12. Continuation of the Meet the Industry Expert Programme.