

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : SWARNACHUD COLLEGE, MITRAPUR.

- Name of the Head of the institution : Dr. Satis Kumar Panigrahi
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 06782-275760 / 9338559271
- Mobile no.: 9437063440
- Registered e-mail: swarnachud@rediffmail.com
- Alternate e-mail : swarnachud@gmail.com
- Address : AT/PO; MITRAPUR, DIST-BALASORE, ODISHA. PIN- 756020
- City/Town : BALASORE
- State/UT : ODISHA
- Pin Code : 756020

2. Institutional status:

- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women

- Location : Rural/Semi-urban/Urban: RURAL
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify) GRANTS-IN AID AND UGC 2f & 12(B)

- Name of the Affiliating University: FAKIR MOHON UNIVERSITY, BALASORE
- Name of the IQAC Co-ordinator : DR. RAMESH CHANDRA PANDA
- Phone no. :

06782-275760

Alternate Phone no

- Mobile: 9437063440
- IQAC e-mail address: swarnachud@rediffmail.com
- Alternate Email address: swarnachud@gmail.com

3. Website address:

4. Whether Academic Calendar prepared during the year? Yes/No, if yes, whether it is uploaded in the Institutional website: YES

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1 st	C++	Institutional Score (%) - 68.25	2006	from: May 21, 2006	to: May 21, 2011

6. Date of Establishment of IQAC: DD/MM/YYYY: 04/07/2012

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1) Departmental Seminar in Physics	03/07/2014	28
2) Departmental Seminar in Chemistry	06/08/2014	25
3) Departmental Seminar in Economics	18/08/2014	20
4) IQAC first Meeting for 2014-15	19/08/2014	15
5) Departmental Seminar in Sanskrit	20/08/2014	32
6) Departmental Seminar in History	27/09/2014	21
7) Departmental Seminar in Political		

Science	07/12/2014	25
8) Meeting on Management Training	18/12/2014	22
9) Meeting on Management Training	10/01/2015	28
10) Interdisciplinary Seminar on Environmental Studies	27/01/2015	92
11) IQAC second Meeting for 2014-15	08/02/2015	14

Note: Some Quality Assurance initiatives of the institution are:

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	General development assistance	UGC	2014-15	8, 81,040/-
	Womens Hostel	UGC	2014-15	16,00,000
	IQAC	UGC	2014-15	300000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No YES

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

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes from UGC 12th Plan

Amount: Rs. 3 Lakhs

Year: 2014

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

- * IQAC meeting held twice.
- * Organization of Departmental and Inter-disciplinary Seminar
- * Organisation of Eye Camp.
- * Training to students for self-employment.
- *Forest preservation Awareness Camp organized.

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

Plan of Action	Achievements/Outcomes
01. Computerisation of Accounts 02. Training to Teachers, non-teaching Staff for Computer & Internet access. 03. Allowing Faculties to attend Refresher Courses. 04. To organize departmental seminars.	College Accounting Procedure automation introduced. Orientation Programme on Computer & Internet undertaken. Two number of Faculties participated in Refresher Course. Conducted Seminars on various discipline.

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

Name of the Statutory body: Governing Body Date of meeting(s): 18.07.2015

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

Yes/No: NO

Date:

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

Year: YES

Date of Submission: 12/11/2015

- 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)

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.

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 ITDA Block, it imparts UG education in Arts Hons & science Hons stream. Curricular aspects of the courses taught at this college are guided by University regulations & Acts. With a view to disseminating knowledge & invigorate future human resources, the institution continues to inculcate social & human values of in mind of younger students through academic curriculum & socially meaningful activities. The vision, mission & objectives are communicated to all stake holders at the beginning of each academic session. On the very first day of academic session, the staff council meets under the chairmanship of the Principal to chalk out plans for academic cultural. After analysis of the 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 & regulations formulated by FM University. The college has well qualified, dedicated & experienced faculties for timely completion of course curriculum through different course delivery methods like lectures, class, presentations, tutorials, practical, proctorial & remedial classes. Weak students are given special importance in order to bridge the gap between the Advanced & slow learners. Provisions of scholarships & rewards through felicitation increases the learning zeal of students. The management of the classes are supervised by the Academic Bursar & the Principal on daily basis. The plan & progress of the academic work are maintained by individual lectures, supervised by HOD weekly & reviewed by the Principal on monthly basis. The authority of the Higher Education Department, Govt. of Odisha as well as the authorities of FM University inspect the institution to review the academic progress & management. The college has well equipped library with reading room facilities. The students are provided with question banks, reference books, journals, & news papers. The college has developed internal assessment system like monthly unit test, half yearly test & presentation papers in seminars. The student appears the year end examination as university Guidelines. The college rewards best graduate in science & arts stream in foundation day ceremony. All students centric programmes are under taken 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 & important days as per Central and State Govt. declaration. At every academic year the college publishes its annual magazine “**The Maitree**” where the literary creativity of students are exposed. The editorial board of college plays a dominant role in publishing the magazine. The literary creativity of the students are also ventilated in college wall magazine “**Swarnadhara**”. The infrastructure of the college are being continuously updated to full fill the academic requirement of the students. The institution is orientated towards academic excellence.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
No Diploma/Certificate course has	Nil			

been introduced in the session.					
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
No new programme or Course has been introduced during the current session 2014-15	NA		NA	NA	
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
No CBCS in implementation by Govt of Odisha for the session 2014-15	Traditional UG course is in operation	NA	NA	NA	NA
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NA		NA		
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	
NO Value added Courses in the session		NA		NA	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NIL			NIL		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders. NO					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
No	No	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
NA					
CRITERION II -TEACHING -LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available		Number of applications received		Students Enrolled
BA	128		211		127
BSc	32		201		38 (due to 20% increase of seats by govt.of Odisha)

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014	422	0	25	0	0

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
25	04	Projector – 02 Computer Pen Laptop – 01 Camera – 02 Powerpoint transmission, audio-visuals Pdf files.	01	00	03

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

The Proctoral system in operation corresponds to the mentoring practices adopted in many institutions of higher education in India. The mentoring system of the college pertains to relationship between mentor & mentee. The ratio of mentor mentee is 1:17. One mentor guides 32 mentees. The problems of the students in regard to the academic and other related pursuits are many, and its redressal with top most priority is the prime need of the time. Mentors role is 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.

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 department 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
422	25	1:17

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year : 25				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	25	03	Nil	10
2.4.2 Honours and recognitions received by teachers				
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2014	00	NA	NA	
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
B.A (Econ)	03	Year	22.03.15	28.06.2015
B.A (Eng)	05	Year	22.03.15	28.06.2015
B.A (Hist)	08	Year	22.03.15	28.06.2015
B.A (Odia)	11	Year	22.03.15	28.06.2015
B.A (Pol.Sc)	14	Year	22.03.15	28.06.2015
B.A (Sans)	17	Year	22.03.15	28.06.2015
B.Sc (Chem)	53	Year	22.03.15	28.06.2015
B.Sc (Phy)	57	Year	22.03.15	28.06.2015

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

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

Academic calendar is prepared by consulting the schedule and list of holidays of the Fakir Mohan University and the Govt of Odisha. Classes and schedules of examinations are conducted accordingly. 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.

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) Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution.

Weblink

Swarnachud College, Mitrapur provides the below mentioned programmes for student satisfaction as incorporated in its vision & mission with a view to inspire the students opting for higher studies. The programme, its outcome, its specific outcome & course outcome are narrated below in brief, for better understanding.

Program me	Outcome	Programme Specific	Outcome	Course Outcome
Bachelor of Arts	* Helped in developing the communicative skill through writing & speaking ability.	UG Eng. (Hons.)	Increased skill in English literature.	Presentation in English language, report writing & official procedure.
		UG Odia (Hons.)	Knowledge in regional language & literature.	Promotion of literature, & Regional tradition.
		UG Hist. (Hons.)	Learning of past socio-Economic-political & cultural traditions.	To develop a Sprit of Investigation in to the past.
	* Broadened the mental horizon of	UG Pol.Sc. (Hons.)	Knowledge about various political theories & system	Knowledge about theory like socialism, secularism, liberalism, communism etc

	students.		of governance.		
		UG Eco. (Hons.)	Basic Knowledge about economic system, trade & commerce.	Application of economic ideas in day to the affairs & future way of life.	
		UG Sans.(Hons.)	Knowledge about cultural traditions, language, way of character building.	Making one a moralist & counselor to inject the spirit of human values.	
Bachelor in Science	* Create a query mind among the students to go deep in to the Physical, Chemical & Biological world.	UG Chem. (Hons.)	Basic ideas in composition of matter & its transformation.	Upgradation of Experimental skill in both organic & inorganic analysis.	
		UG Phy.(Hons)	Knowledge about various theories which guides & controls the physical world.	Idea about natural phenomena, computational skill	

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
03	B.A (Econ)	10	00	0
05	B.A (Eng)	04	04	100%
08	B.A (Hist)	16	05	31%
11	B.A (Odia)	17	09	53%
14	B.A (Pol.Sc)	16	03	20%
17	B.A (Sans)	15	09	60%
53	B.Sc (Chem)	14	07	50%
57	B.Sc (Phy)	20	15	75%

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) Students Satisfaction Survey conducted by a team of Teachers orally.

CRITERION III – RESEARCH, I NNOVATIONS 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 Academic year
Major projects	0	Nil	0	0
Minor Projects	0	Nil	0	0
Interdisciplinary Projects	0	Nil	0	0
Industry sponsored Projects	0	Nil	0	0
Projects sponsored by the University/ College	0	Nil	0	0
Students Research Projects (other than compulsory by the College)	0	Nil	0	0
International Projects	0	Nil	0	0
Any other(Specify)	0	Nil	0	0
Total	0	Nil	0	0
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(s)
No Seminar/Workshop conducted in the session 2014-15	NA			NA
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
No awards Won	NA	NA	NA	NA
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
No Incubation Centre	NA		NA	
Name of the Start-up	Nature of Start-up		Date of commencement	
No Start-ups in the session 2014-15	NA		NA	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
0	0		0	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
NA		NA		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	

National	0	0	0			
International	0	0	0			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
0		0				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
0	0	0	0	0	0	0
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the

						publication	
Nil	Nil	Nil	Nil	Nil	Nil	Nil	
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :							
No. of Faculty		International level		National level		State level	Local level
Attended Seminars/ Workshops 02		-		-		02	-
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 co-ordinated such activities			Number of students participated in such activities	
Awareness programme in adopted	NSS & YRC		10			41	

villages				
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	No. of Students benefited
No Awards received	NA		NA	NA
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 coordinated such activities	Number of students participated in such activities
0	0	0	0	0
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
0	0	0		0
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-To)	participant
0	0	0	0	0
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 and Activities	Number of students/teachers participated under MoUs
0		0	0	0
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		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities			Existing	Newly added
Campus area			5.08 acre	0
Class rooms			10	0
Laboratories			03	02
Seminar Halls			0	0

Classrooms with LCD facilities	0	0
Classrooms with Wi-Fi/ LAN	0	0
Seminar halls with ICT facilities	01	0
Video Centre	0	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0
Others	0	0

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS} Library is manually operated

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No software currently being used.	NA	NA	NA

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8442	47000	47	20300	8489	67300
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library automation	0	0	0	0	0	0
Weeding (Hard & Soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.3.1 Technology Upgradation (overall)									
	Total Com p uters	Comp u ter Labs	Internet	Browsin g Centres	Com p uter Centr es	Office	Departments	Available band width (MGBPS)	Others
Existi ng	10	0	03	01	0	04	06	100 kbps	0
Adde d	0	0	03	0	0	00	0	100 kbps	0
Total	10	0	06	01	0	04	06		0
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									

..... MBPS /GBPS No ILL connection.			
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	
0		NA	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	Nil	Nil	Nil

4.4 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
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>The institution 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, 4 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.</p>			
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			
Financial support from other sources			
a) National			
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
Nil		NA	NA	NA	
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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2014-15	Management Training	02	38	02	02
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed	Average number of days for grievance redressal		
Nil		Nil	NA		
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
Emami Paper Ltd, Balasore	38	02	02	10	Nil
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
2014					
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		No. of Students selected/ qualifying		Registration number/ roll number for the exam	
NET		0		0	
SET		0		0	
SLET		0		0	
GATE		0		0	

GMAT	0	0
CAT	0	0
GRE	0	0
TOFEL	0	0
Civil Services	0	0
State Government Services	0	0
Any Other	08	Data not available

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

Activity	Level	Participants
Track & field Events	Institutional	78

5.3 Student Participation and Activities

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

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

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

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

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. 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 hones their social service skill and acumen and helps them represent themselves as good and active citizens in future. The Career Counselling Cell takes into considerations their need and consults them before organizing tailor-made programmes for their benefit.

5.3 Alumni Engagement

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

No. The Alumni Association is operative at the Institutions. However proposal to register the same is under active consideration.

5.3.2 No. of ~~registered~~ enrolled Alumni: 40

5.3.3 Alumni contribution during the year (in Rupees) : Nil

5.3.4 Meetings/activities organized by Alumni Association : 01
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
<p>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)</p> <p>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.</p>
<p>6.1.2 Does the institution have a Management Information System (MIS)?</p> <p>Partial in operation.</p> <p>Yes, Management information system has been developed by Govt. of Odisha.</p> <p>The Students Admission and Management System plays an important role as the basic structure of the MIS of the institution. Data captured at the time of admission is processed and preserved as information regarding the students with the help of modern technology. It helps the Institution to facilitate students in obtaining scholarships, provide CLC, filling up of forms and so on. The e-despatch system helps the institution in receiving and sending official communication without loss of time or paper. The Human Resource Management Services of the government of Odisha maintains and processes essential service related data in respect to the e-management of the employees.</p>
6.2 Strategy Development and Deployment
<p>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</p>
<p>❖ Curriculum Development:- 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 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 :- 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</p>

	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.
❖	Examination and Evaluation :- 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 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 stakeholders 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 Ministerial staff perform all official activities related to the Institution. Besides teaching, the faculties atre assigned with various curricular and co-curricular activities allotted to them from the beginning of the session.
❖	They organize Seminars, Study tours, industrial visits and monitor the students as Mentors in all academic and co-curricular activities. The Ministerial staff manage the Accounts, Establishment, Examination, Admission and other activities relating to the college administration under the guidance of the Principal and Officers-in –charge delegated by the Head. The entire human resource of the college remain engaged in academic and official activities from 10am to 5pm. The entire data of the resources are managed with the help of the HRMS website managed by the govt. of Odisha.
❖	Industry Interaction / Collaboration
❖	Admission of Students :- 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.
	6.2.2 : Implementation of e-governance in areas of operations:
❖	Planning and Development :- 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 electronic portal. The employees withdraw their GPF, Account Slip and manage their PAR through the HRMS Portal managed by the Government of Odisha.					
❖	Administration :- :- 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.				
❖	Finance and Accounts :- 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.				
❖	Student Admission and Support :- 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.				
❖	Examination :- 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.				
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					
Ye ar	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
2014	0	0	0	0	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Yoga and Vedic Science		02		09.02.15 – 01.02.15	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): No recruitment					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary

0	0	0	0
6.3.5 Welfare schemes for			
Teaching	Bank Loan, GIS, GPF, CAS		
Non teaching	GIS, GPF, Bank Loan, MACP		
Students	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/ Grants received in Rs.	Purpo se	
No Funds or grants received for the session 2014-15	00		
6.4.2 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	Authorit y
Academic	No	No	College authority
Administrative	No	No	College authority
6.5.2 Activities and support from the Parent – Teacher Association (at least three):- No act6ivities has been conducted by the PTA			
6.5.3 Development programmes for support staff (at least three) Capacity building, computer literacy programme, work shop for Lab. Demonstrator & Attendance.			
6.5.4 Post Accreditation initiative(s) (mention at least three)			
6.5.5			
a. Submission of Data for AISHE portal	: (Yes /No)	Yes	
b. Participation in NIRF	: (Yes /No)	No	
c. ISO Certification	: (Yes /No)	No	
d. NBA or any other quality audit	: (Yes /No)	No	
6.5.6 Number of Quality Initiatives undertaken during the year			

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from ----to-- ----)	Number of participants
2014-15	Conduct of Seminars	03.07.2014	1 day Programme	26
		06.08.2014	1 day Programme	22
		18.08.2014	1 day Programme	13
		20.08.2014	1 day Programme	24
		27.09.2014	1 day Programme	20
		07.12.2014	1 day Programme	21

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
No programme undertaken	NA	-	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources : 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 : No special facilities except scribes for examinations and Rest rooms.

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Rest rooms	Nil
Provision for lift	No	No
Ramp/ Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders : No Code of conduct/handbooks are published.

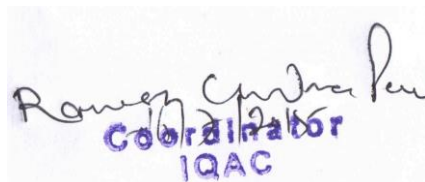
Title	Date of Publication	Follow up (maximum 100 words each)
0	0	0
7.1.6 Activities conducted for promotion of universal Values and Ethics : No activities undertaken.		
Activity	Duration (from-----to -----)	Number of participants
0	0	0
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> • 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. <p>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.</p>		
7.2 Best Practices		
<p>Describe at least two institutional best practices</p> <p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <p>01. Preservation of nearby Forest :</p> <p>Environmental consciousness is an important best practice undertaken by the Institution. The College is situated in the foothill of Swarnachud mountain, which was once a lush green forest with a rich stock of flora and fauna and wildlife. However, the growth of population, spread of urbanization and rapid deforestation has left it as a dwindling forest. In this critical juncture, the Institution has taken up preservation of a patch of forest adjoining its boundary with the help of students and the local adivasi community. The Institution regularly conducts green programmes like Vanmahostav, Swachhata Abhiyan, cleaning of the local villages and Awareness programmes to sensitise and include the local inmates into keeping the locality green and eco-friendly.</p> <p>02. EACH ONE, TEACH TWO :</p> <p>Each One, Teach Two..was the slogan selected to inspire the students of the college to spread education and literacy in the locality. The motivational programme GYANALOK organised under the aegis of the NSS wing of the College, served as an inspiration to motivate more than 150 students to participate in the “Each One, Teach Two” campaign. NSS Volunteers went from door to door around the locality preparing a list of poor and needy students in need of guidance as well as adults in need of minimum literacy. Each volunteer under this scheme was allotted a pair of learners with whom he spent 3 hours per week for guidance. This process initially launched locally as an experiment has helped in bringing in more than 200 beneficiaries till now. And this is just a new beginning..</p>		
7.3 Institutional Distinctiveness		
<p>Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust</p> <p>Provide the weblink of the institution in not more than 500 words</p>		

Ever since its inception in the year 1978, it has been the vision of the founder members to provide quality education at an affordable cost to the poor and underprivileged students of this locality. It aims to create a holistic development in the students through participation in social, physical, moral and educational sphere. In order to achieve these objectives, the Institution has adopted a number of measures. Top priority is given 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" venture, to name a few, are directed towards achieving development through participation. The Institution which was established 37 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.

1. Future Plans of action for next academic year (500 words) :-

The College prepares its plan of action for the forthcoming year keeping in view the development of academic , infrastructure and extension programmes. In the Staff Association meeting held under the presidentship of the Principal, the IQAC of the college porposed to undertake various steps for the promotion of learning and growth of moral, spiritual and material prosperity of the students and the institution. It proposed to organize seminars on quality education with a motive to equip and encourage the students for self employment. Much emphasis was given on quality teaching learning process and organization of computer training programme each year for non-teaching staff. The members unanimously resolved to conduct academic, administrative, Library and green audit programmes in the forthcoming session. More emphasis is to be given to organization of departmental seminars. The newly created forest adjoining the college is to be looked after and more local participation in this regard is to be sought for. The NSS & YRC of the college are to be activated in creating awareness and undertake programmes that is beneficial to the local community. Steos are to be taken to conclude memorandum of understanding with philanthropic associations such as Lions club, Mitrapur and Balasore Chemicals, Balasore for realizing the social, educational and economic agenda of the college.

Name Dr. Ramesh Chandra Panda



Signature of the Coordinator, IQAC

Name Dr. Satis Kumar Panigrahi



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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