Yearly Status Report - 2016-2017

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.	**067282275760**
Mobile no.	**9439421466**
Registered Email	**swarnachudc@gmail.com**
Alternate Email	**swarnachud@rediffmail.com**
Address	**At/Po-Mitrapur, Ps-Nilgri, Pin-756020,Dist-Balasore,Odisha**
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. RAMESH CHANDRA PANDA**
Phone no/Alternate Phone no.	**06728275760**
Mobile no.	**9437063440**
Registered Email	**swarnachud@rediffmail.com**
Alternate Email	**swarnachudc@gmal.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.swarnachudcollege.com/aqar.html
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%20calander-converted.pdf

5. Accrediation Details

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

6. Date of Establishment of IQAC

04-Jul-2012

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

IQAC first meeting	19-Aug-2016 1	15
Departmental Seminar in Economics	18-Aug-2016 1	20
Departmental seminar in Chemistry	06-Aug-2016 1	22
Departmental seminar in Physics	03-Jul-2016 1	21
Interdisciplinary seminar on Environmental studies	08-Aug-2016 1	21
Collection feedback from teachers	20-Sep-2016 1	26
Academic Audit	17-Nov-2016 1	8
Administrative Audit	19-Nov-2016 1	6
Green Audit	25-Nov-2016 1	5
Library Audit	26-Nov-2016 1	6
[View File](#)		

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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)

IQAC meeting held thrice.

Organization of Departmental and Inter-disciplinary Seminar.

Feedback from Students & Staff collected.

Internet Training to Teaching & Computer literacy training to non-teaching Staff.

Eye Camp organized by YRC on 08.01.2017 & awareness programme by NSS in the adopted village.

[View File](#)

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
Computer Literacy for non-teaching Staff	Hands on training on Computer given to non-teaching staff.
04. Internet Training to Faculties	Orientation Programme on Computer & Internet undertaken.
03. Feedback collected from Students & Staff.	Feedback from Students collected in the form of questionnaire, analysed in the presence of Staff members & follow up action taken.
02. Library & Laboratory verification	Stock verified, Books & Instruments procured as requisitioned by teaching departments
01. Organisation of Seminars	Enhancing knowledge and exposure of Faculties students
[View File](#)	

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	**2017**
Date of Submission	**15-Feb-2017**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton 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 applicatio0n 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 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 resourcess, 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 the the principles of the Staff Council guidelines and regulations formulated by Fakir Mohan University. The college has 12 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 te 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
Computer Course	DCA	20/06/2016	90	Computer Literacy Programme	Computer application skill
Computer Course	PGDCA	20/06/2016	365	Computer Literacy Programme	Computer application skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Phillosophy	18/11/2016
BA	Odia	18/11/2016

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	01/06/2016
BA	English	01/06/2016
BA	History	01/06/2016
BA	Odia	01/06/2016
BA	Philosophy	01/06/2016
BA	Pol. Science	01/06/2016
BA	Sanskrit	01/06/2016
BSc	Physics	01/06/2016
BSc	Chemistry	01/06/2016

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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	10/08/2016	34

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	Study Tour cum Industrial Visit	17

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Feedback system is the evaluative mechanism to measure the progress in respect of academic, infrastructure, development and overall performance of institution its related activities. A feedback formats are supplied to students at the end of the academic session. A number of objective questions are there relating to views of the students about academic infrastructure library facilities. The students get complete freedom while giving their opinion. They are also asked questions regarding cultural sports facilities which they availed during their period in college. They also narrate their views regarding the college of their dream put forth suggestions for its betterment. They drop these questionnaire format inside a suggestion box meant for the same purpose. These feedbacks are collected and before the academic committee consisting of all senior members of the college under the chairmanship of the Principal. It is a matter of rejoice that students suggests a number of novel proposals for the college of their dream. The views are examined and analysed thoroughly in the meeting. Suitable policies are framed keeping a view the students satisfaction. Improvement measures are undertaken to eradicate the weakness failures. Similarly the advantage and beneficial result of the feedbacks encouraged. Faculties follow good practices in order to develop the moral, spiritual, academic betterment of the students. This year feedback from faculty members were also drawn with respect to their opinion regarding students participation in classroom discussion, availability of text books and also on other facilities. The suggestions of faculties were given much importance.

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
BA	English,Odia,Political Science, Economics,Sanskrit, Phillosophy	128	985	141
BSc	Physics,Chemistry,Mathematics	64	468	50

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
2016	565	0	33	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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
33	8	13	1	0	3

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 17 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 geminate 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

565	33	1:17

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
33	33	0	0	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
No Data Entered/Not Applicable !!!			

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
BSc	57	Semester	02/03/2017	10/05/2017
BA	03	Semester	02/03/2017	10/05/2017
BA	05	Semester	02/03/2017	10/05/2017
BA	08	Semester	02/03/2017	10/05/2017
BA	11	Semester	02/03/2017	10/05/2017
BA	13	Semester	02/03/2017	10/05/2017
BA	14	Semester	02/03/2017	10/05/2017
BA	17	Semester	02/03/2017	10/05/2017
BSc	53	Semester	02/03/2017	10/05/2017
BSc	56	Semester	02/03/2017	10/05/2017

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

Swarnachud college a constituent college of the FM University is guided by its regulations. At the institutional level also the college maintains evaluation system in academic, administrative, accounts at the library. The Principal as the Head of Institution controls all academic activities with 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 transparency in accounts. Internal verification of library books as per accession register Issue Register are done at regular intervals.

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)

http://www.swarnachudcollege.com/images/outcome2016-17.jpg

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
53	BSc	Chemistry	19	15	78.90
17	BA	Sanskrit	17	13	76.40
14	BA	Pol.Science	15	9	60.00
11	BA	Odia	18	16	88.80
08	BA	History	18	5	27.70
05	BA	English	14	8	57.14
03	BA	Economics	19	7	36.80
01	BA	Pass	22	5	29.04
57	BSc	Physics	18	12	66.60
02	BSc	Pass	2	2	100.00

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/SSR-1-converted.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

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				

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
No Data Entered/Not Applicable !!!					

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
No Data Entered/Not Applicable !!!	

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	NA	0	00
International	NA	0	00

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
NA	0

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
No Data Entered/Not Applicable !!!						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	6

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
Van Mahostsava on 22/23.07.16	NSS YRC Unit of the College	6	36
Gyanalok ptrogramme	NSS SSG group, Chatrikhunta	11	165
Active Citizenship programme	NSS YRC	14	125
Plantation programme on 22/23.07.2016	NSS YRC Unit of the College	4	58
Self-defence Training programme for Girls	Youth Affairs, Govt. of Odisha	4	20
International Obserzavtion of InternationaY oga Day	NSS with Lions Club, Mitrapur	5	105
World AIDS day	YRC inassociation with the Lions Club, Mitrapur.	8	60
Awareness programme in adopted villages	NSS	10	41

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
Swachhata Abhiyan in the Local Areas	Efficiency in awakening consciousness	LIONS Club, Mitrapur	8

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 activites	Number of students participated in such activites
Swachhata Abhiyan on 02.06.16	NSS wing with Lions Club, Mitrapur	Swachhata Abhiyan	6	78
Rashtriya Ekta Divas on 31.10.16	NSS Unit of the College in association with the SSG Group, Chaturikhunta	Observation of National Unity Day	12	114
TB Awareness programme on 18.11.16	NSS YRC Unit of the college	Awareness Campaign	13	74
National Voters Day on 25.01.17	NSS YRC Unit of the College	Awareness Camp	12	85

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
Computer training programme	15	00	07

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	13/11/2016	19/11/2016	15

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	10/09/2016	Industry institution linkage development of scientific	5

		Industrial skill	
Lions Club, Mitrapur	16/09/2016	To promote social activities develop leadership qualities among Students.	4
Micro solution Computer Academy, Balasore	13/10/2016	Internship	15

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
0	0

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	Existing
Seminar halls with ICT facilities	Existing

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 patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6459	1099901	137	26574	6596	1126475
Reference Books	2624	572397	26	4356	2650	576753
Journals	97	2885	10	100	107	2985

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
No Data Entered/Not Applicable !!!			

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	10	0	3	1	0	4	3	100	0
Added	0	0	3	0	0	0	0	100	0
Total	10	0	6	1	0	4	3	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">

0 MBPS/ GBPS

</div>

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
0	0	0	0

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 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 maintenance of the campus. The college working hour extends from 10AM to 5 PM .The sectional officers remain opened during the working hour. The lesion works 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 prepaired 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 principal . An academic audit has been made of the classes taken by each faculty member at end of each academic session. The proctorial system has been implemented to redress personal difficulties and counseling. The college campus of 5.08 acres of land has of class rooms, lecture halls, one central library, five laboratories, one SAMS centers, examination section, account section, establishment section, students welfare section, 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, N.S.S., Y.R.C. and one botanical garden are also there in campus. There are five laboratories for science for science students. A practical group of 16 students conduct experiments as per the syllabus. Practical class are taken by demonstrator and lecturer . The student issued equipment/articles for experiment from the general stock. The students refund the non-censurable articles after the experiments. In case of any breakage the concern students are levied charges. The college library has 6596 Nos. of text books and 2650 Nos. of reference books. The library opens at 9:30 A.M and closes at 5.30 P.M. The books are issued to the students as per day schedule. A student can borrow three books for fifteen days. Students are also issued question bank to see question models of previous examinations. One staff publication display board and one new arrival section are displayed for view. In case of loss and damages of library books the students are levied the charges of three times of the cost of the books.

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
	No Data Entered/Not Applicable !!!		

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
Remedial Coaching	15/05/2017	150	Departmental Faculties

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 passedin the comp. exam	Number of studentsp placed
2016	Career Counselling	22	22	7	7

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
0	0	0

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 stduents placed	Name of organizations visited	Number of students participated	Number of stduents placed
00	0	0	NA	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	18	Swarnachud College, Mitrapur	Physics : 03 Chemistry : 02 English : 03 Pol.Sc : 03 History : 03 Economics : 04	Centurion University, Ravenshaw University, Utkal University, North Odisha University, Fakir Mohan University, Berhampur University	MSc MA

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
Any Other	5

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

Activity	Level	Number of Participants
Track field Events (Race, Jump, Throw)	Institutional	78
Cultural Events (Debate/Essay in Odia and English, Song, Art, Quiz, Recitation, Sloka Recitation, Drama)	Institutional	62

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Race	National	4	0	BA- 16-120 1313B16001	Amarendra Behera

5.3.2 – 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 indepented 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

56

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

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)

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.

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

Partial

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
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.
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 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.
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 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.
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.
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:

E-governace area	Details
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

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support

		support provided	fee is provided	
No Data Entered/Not Applicable !!!				

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)
2016	Computer Literacy programme	Computer Literacy programme	21/11/2016	22/11/2016	18	10

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
Refresher Course	1	10/11/2017	30/11/2017	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

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
00	0	NA

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
Administrative	No	No	Yes	College

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

No actiivities 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)

No Data Entered/Not Applicable !!!

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
2016	Departmental Seminar in Physics	03/07/2016	03/07/2016	03/07/2016	21
2016	Departmental Seminar in Chemistry	06/08/2016	06/08/2016	06/08/2016	22
2016	Departmental Seminar in Economics	18/08/2016	18/08/2016	18/08/2016	20
2016	IQAC first Meeting for 2016-17	19/08/2016	19/08/2016	19/08/2016	15
2016	Departmental Seminar in	20/08/2016	20/08/2016	20/08/2016	29

2016	Interdisciplinary Seminar on Environmental Studies	08/09/2016	08/09/2016	08/09/2016	21
2016	Collection Of Feedback from Teachers	20/09/2016	20/09/2016	20/09/2016	10
2016	Departmental Seminar in History	27/09/2016	27/09/2016	27/09/2016	27
2016	Computer Training for non-teaching staff	14/11/2016	14/11/2016	14/11/2016	15
2016	Academic Audit	17/11/2016	17/11/2016	17/11/2016	6

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 for Girls	14/12/2016	29/12/2016	120	0

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
Physical facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

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

No Data Entered/Not Applicable !!!

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
01. International Yoga Day	21/06/2016	21/06/2016	22
02. Plantation Programme	22/07/2016	23/07/2016	25
03. Campus Cleaning	14/08/2016	15/08/2016	35
04. World Aids Day	01/12/2016	01/12/2016	48
05. National Youth Day	12/01/2017	12/01/2017	23

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 sensitize 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

01 .WEANING POOR ST/SC/WAGE EARNERS BACK TO COLLEGE EDUCATION Weaning the Poor ST/SC/Wage Earners back to College education has been one of the best practices adopted by the Institution in the session 2016-17. The idea of adopting such a practice issued out of the establishment of the College in the Integrated Tribal Development Agency area of Nilgiri mostly inhabitated by scheduled tribes and castes who earn their livelihood by collecting wood , leaf and various other forest products as well as engaging as daily wage earners in stone quarries. The rate of higher education among such a people is dismal. Besides, a news item in a local daily reported an alarming rate of drop-outs among these people. The NSS wing of the College, following this news report, took it up as a challenge to bring back the drop-outs into the fold of higher education. With this motive, a group of 20 Volunteers, were selected to carry this campaign forward. Accordingly, villages located close to the Institution such as Mahisapata, Junukoili and Chatrikhunta were selected. The Volunteers went from door to door collecting drop-out data. A primary survey revealed that about 59 percent of students having completed their secondary education have been deprived of higher education. A Motivation campaign followed in which the families of the drop-outs were persuaded to realize the benefits of education and send their children back to education. This campaign, carried out over a

period of 1 month, successfully weaned back 19 students into the portals of higher education, exclusively through the dedicated efforts of the NSS wing of the College. 02. SWACHHA CAMPUS – GREEN CAMPUS Cleanliness is said to next to godliness. According to Mahatma Gandhi, cleanliness is more important than independence. Guided by this principle, the College adopted Swaccha Campus – Green campus as one of its best practices. The NSS YRC wing of the College played a vital role in materializing the vision for the physical well-being healthy environment of the institution. As per the decision of the IQAC, one day per week was selected to work out campus cleaning like sweeping and collecting dried leaves, twigs other garbage for deposition in a waste-bin except plastic and other non-biodegradable items. The work was carried out on a rotation basis involving the 3 students, from 1st year to 3rd year classes. This practice helped in developing the habit of Swacchata and inculcating the habit of work culture. The green surrounding of the College, preserved and maintained by the Institution with the active involvement of the students is a source of inspiration to faculty and students. This Swachhata campaign the interest to preserve the green surrounding also finds an echo in a number of rallies and awareness programmes undertaken by the Institution periodically.

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%20peractices-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

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.

Provide the weblink of the institution
http://www.swarnachudcollege.com/images/Distinctiveness-converted.pdf

8.Future Plans of Actions for Next Academic Year

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 proposed 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. As memorandum of understanding with philanthropic associations such as Lions club, Mitrapur, Balasore Chemicals, Balasore and Microsolutions Computer Academy,Mitrapur has been executed , the Institution has planned to launch various extension activities for realizing the social, educational and economic agenda of the college.