Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	NILGIRI COLLEGE, NILGIRI
Name of the head of the Institution	MANORANJAN PANDA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06782233256
Mobile no.	9938228336
Registered Email	nilgiricollege@yahoo.in
Alternate Email	principal@nilgiricollegenilgiri.com

Address	**AT-NILGIRI, PO-RAJ-NILGIRI, PS-NILGIRI**
City/Town	**BALASORE**
State/UT	**Orissa**

Pincode	**756040**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**RATNAKAR MUDULI**
Phone no/Alternate Phone no.	**06782233256**
Mobile no.	**8249631270**
Registered Email	**ratnakara1967@gmail.com**
Alternate Email	**nkparhi05@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://www.nilgiricollegenilgiri.com/aqar.php**

4. Whether Academic Calendar prepared during the year

	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	**https://www.nilgiricollegenilgiri.com/Academic-Calender.php**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	**Period To**

2	B+	2.63	2017	23-Jan-2017	22-Jan-2022

6. Date of Establishment of IQAC	02-Nov-2011

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
No Data Entered/Not Applicable!!!		

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NILGIRI COLLEGE, NILGIRI	RUSA	Govt. of Odisha	2017 365	10000000

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	**View File**
10. Number of IQAC meetings held during the year :	1
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	No

funding agency to support its activities during the year?

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

. All members agreed to conduct remedial classes for SC ST students. . Members also agreed for increased use of audio visual aids in teaching.

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

Plan of Action	Achivements/Outcomes
Conduct Remedial Classes	Better performance of SC ST students
Increased use of audio visual aids	Teaching Learning process became more interesting and effective

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14. Whether AQAR was placed before statutory body ?	No
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	19-Apr-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 college has successfully implemented the MIS both in the areas of administration and admission. The college makes use of 2 modules developed by higher education department, Govt. of Odisha viz. HRMS, Odisha and SAMS, Odisha for the above purpose

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

IQAC Cell of this institution has well planned to ensure regular classes, remedial classes and proctorial classes effectively. importance will be given on maximum student attendance. The quality of student will be assessed through periodical examination like monthly, mid semester and annually. Further students are encouraged to participate in departmental seminars under the direct supervision of IQAC. Students are encouraged to participate in cultural activity like debate competition, essay writing, quiz test, song competition, mono action in greater number. Special care is taken by IQAC for computer education of all students. IQAC emphasized with consultation with academic cell of the institution for modernization of all science laboratories to meet the syllabus framed by University. Students are encouraged to join departmental study tour programme. Steps have been taken by IQAC to improve the students cooperative society of this institution for betterment of students. Further Yoga, Sports and Self Defence Programmes for girls students, Social Service activities, YRC activities are performed time to time by students and teachers by direct supervision of IQAC. Financial aids to all BPL students, meritorious students in form of stipend sponsored by Govt. of Odisha has been done under the guidance of IQAC. IQAC has taken bold steps for making the campus ragging free, tobacco free, single use plastic free and sexual harassment by bridging with administration, anti ragging cell and women harassment cell of this institution. Special help desk has formed to guide the new comers during admission with team work of Student Academic Management System(SAMS). Further the IQAC has suggested to the Library Committee to purchase latest published journals, e-journals, science journals in order to improve the quality of education of students and suggestions given to administration to supply uninterpreted electricity to Laboratory, Library, Class Rooms for comfort education to students by regular maintenance of inverters, Digital Generator etc. Further IQAC suggested to administration of the institution to supply

safe drinking water, clean and sanitized laboratories and class rooms for better hygienic atmosphere of the campus.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics, English, History, Philosophy, Pol.Science, Odia, Sanskrit	17/06/2017
BSc	Physics, Chemistry, Mathematics, Botany, Zoology	17/06/2017
BCom	Commerce	17/06/2017

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
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	**Programme Specialization**	**No. of students enrolled for Field Projects / Internships**
No Data Entered/Not Applicable !!!		

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

IQAC of the institution has taken feedback from different stakeholders like students, parents and alumni members. About 80 result came out excellent and about 20 very good. The feedback result has been thoroughly discussed and analysed by the members of IQAC under the chairmanship of the principal. The committee suggested to develop the teaching method by taking remedial classes. Further IQAC recommended regular student teacher parent meeting to chalk out from problems as reflected as feedback process.

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
No Data Entered/Not Applicable !!!				

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
2017	1308	0	27	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
27	5	3	3	1	0

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

Yes, the college has students mentoring system which provides better guidance, support and career counselling to the under graduate students. In the beginning of every session ,each department is assigned a teacher mentor to each student of the first year. The mentor-mentee ratio mostly depends upon the no. of faculties against the students number. The teacher mentor prepares a list of his/her mentees and gets acquainted with them. Mentors conduct meetings with their mentees to discuss not only students' skill enhancement , different competitive exams and problems related to courses but also college's infrastructure, academic, non-academic or personal as well. The mentor tries his/her best to find solutions to such issues and informs the college administration about the matter if be needed. This students mentoring system establishes consistent communication with parents , helps closely monitor the growth of students. Our mentors have demonstrated that they are responsible , hardworking, outgoing and friendly and have a strong passion for being of services to others. This system presents a glaring examples of mutual relationship between mentors and students. The provision of remedial classes has also been launched for the slow learners for upgradation their standards in the subject in which their performance is not satisfactory. More over the sample probable question as per the university pattern are also being provided for the larger benefit of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1308	27	1:48

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	27	6	1	5

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 !!!		

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Economics(03), English(05), History(08), Odia(11), Philosophy(13), Pol.Science(14), Sanskrit(17),	Final University Exam-2018	22/03/2018	17/06/2018
BSc	Botany(52), Chemistry(53), Mathematics(56), Physics(57), Zoology(59)	Final University Exam-2018	22/03/2018	17/06/2018
BCom	Commerce(81)	Final University Exam-2018	22/03/2018	17/06/2018
BA	Economics(03), English(05), History(08), Odia(11),	2nd Semester Exam-2018	14/04/2018	12/10/2018

	Philosophy(13), Pol.Science(14), Sanskrit(17),			
BSc	Botany(52), Chemistry(53), Mathematics(56), Physics(57), Zoology(59)	2nd Semester Exam-2018	14/04/2018	12/10/2018
BCom	Commerce(81)	2nd Semester Exam-2018	14/04/2018	12/10/2018
BA	Economics(03), English(05), History(08), Odia(11), Philosophy(13), Pol.Science(14), Sanskrit(17),	1st. Semister 2017	26/12/2017	04/07/2018
BSc	Botany(52), Chemistry(53), Mathematics(56), Physics(57), Zoology(59)	1st. Semister 2017	26/12/2017	04/07/2018
BCom	Commerce(81)	1st. Semister 2017	26/12/2017	04/07/2018

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

Continuously the result of the examinations have been evaluated by the College.Before the implementation of CBCS system the 1st university exam, 2nd university exam and 3rd university exam were conducted by F.M. University. For the better results in the university exams the college conducted monthly test,unit test, and final test exams.

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

Our college has its Academic Calendar that lists the important dates for the academic session. It includes the dates of admission process as per DHE, Odisha website admission notification, commencement of classes for the new academic session, list of holidays, examination schedule, annual athletic meet, annual function, seminars and other cocurricular as well as extracurricular activities.

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)

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!					

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2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
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 !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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	**English**	**3**	**Nill**

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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
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

No Data Entered/Not Applicable !!!

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	1	0
Presented papers	1	0	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Car Festival Observation	NSS	4	140
Campus Cleaning Programme	NSS	4	140
Bahuda Yatra Observation	NSS	4	130
One day Camp at Panchalingeswar	NSS	4	140
AIDS Day Observation	NSS	4	140

Rally of Road Safety Week	NSS	4	140
Blood Donation Camp	YRC	5	27
World AIDS Day	YRC	7	200
Road Safety Day	YRC	4	180

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	NSS Unit, Nilgiri College	AIDS awareness Programme	2	50
NSS	NSS Unit, Nilgiri College	Swachha Bharat Rally	2	50

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
		No Data Entered/Not Applicable !!!			

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
	No Data Entered/Not Applicable !!!		

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)		Version	Year of automation
Nill	Nill		Nill	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10681	697684	341	70000	11022	767684
Reference Books	11198	2956794	0	0	11198	2956794
Journals	650	120000	0	0	650	120000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
		No Data Entered/Not Applicable !!!	

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	1	3	0	1	5	3	100	0
Added	35	0	1	0	0	0	0	0	0
Total	55	1	4	0	1	5	3	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

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
No Data Entered/Not Applicable !!!			

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)

For maintaining and utilizing physical, academic and support facilities, very transparent procedures and policies are adopted. Since the infrastructure is the pivot for academic purpose, it is reared up and upgraded for its maximum utilization from time to time. The laboratories of all the departments which need practical's as per their respective syllabi, are functional as well as well-equipped. These are also cleaned and maintained regularly since practical classes are given importance vis-a-vis theory classes. The students can make maximum utilization of the laboratories for gaining practical knowledge in their concerned subjects. The piece-de-resistance of our institution is the library since both students and faculties bank on it for reading and orientation of their theoretical knowledge. The impressive collection of books and journals has a binding on the novice learners for utilization. The faculties have been provided with inflibnet facility to have easy access to the e-library so that they keep pace with the upgradation of e-resources available. The college office is equipped with computers wherever it is necessary and the computer system is connected through LAN which has been converted to fibre optic cable for gaining more speed so that uninterrupted and hassle-free net service is available for all work needed to be done at any moment. The no of classrooms have been increased so that all physical classes can be accommodated and the academic facility can be upgraded. Our college playground is not only meant for recreation but for making the students humane by increasing self-esteem, improving collaboration skills and strengthening their immune system. It also works as bedrock for practice of extra-curricular activities which have been taken up by students as career or after life hobbies. This playground has witnessed their sportsman spirit groom in building themselves as able and efficient citizens of the country. The embellishment of our institution may seem fall short without our garden. It has reared up the oxifresh milieu of the college and it invigorates the learners and staff members to be engaged in academic activities actively and vigorously. Herbal saplings are planted regularly and gardener

engaged in the garden takes care of each and every plant of the garden. He clears the weeds and wastages off the garden on daily basis.

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	**POST METRIC SCHOLARSHIP**	**686**	**797309**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**Nill**	**Nill**	**Nill**

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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
Course in Yoga and Meditation	**17/06/2017**	**25**	**NA**
Course in Business English	**17/06/2017**	**14**	**NA**
Remedial Coaching	**04/09/2017**	**55**	**NA**

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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
No Data Entered/Not Applicable !!!					

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	3	B.Com	Commerce	ICAI, BCET, ICAI	CA, MBA, CS
2017	4	B.Sc.	Botany	FMU	PG, JMC
2017	3	B.Sc.	Mathematics	NOU, FMU	PG, M.Lib., B.Lib.
2017	3	B.Sc.	Physics	Balasore B.Ed. College, FMU, FMU	BED, PG(Phy.), PG(E.S.)
2017	3	BA	Odia	OSOU	PG
2017	5	BA	Sanskrit	RSV,Tirupati , JU,Puri , NOU	PG

No file uploaded.

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

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No Data Entered/Not Applicable !!!

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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 participative management encourages the involvement of stakeholders at all levels of an organization. Management representatives, principal, faculty members and students play an important role in participative management. The governance of the college clearly reflects the vision and mission of the college which emphasizes on the idea of education for all. The IQAC of the college which is responsible for the all round development of the institution gives paramount importance to diversity. It not only involves all stakeholders but in doing so keeps an eye on the fact that all sections of society including gender and caste are adequately represented. We also nominate a student as a member of the governing body who acts as a representative of all students who are the primary stakeholders of our organization.

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

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Yes

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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
Curriculum Development	Although the institution is dependent on the University for the design of curriculum (Being an affiliated college), the institute adds value to the courses by providing value added courses such as ethics and Values, Environmental Studies, English Communication etc. Thus the college aims at creating not only highly competent graduates but also law abiding and ethical citizens for the country.
Teaching and Learning	Teaching-learning plays a major part in the development of students and in creating the required skill set which will cater to the rising demand of high-skilled work-force in the present times. Keeping this in mind, our institution college formulates an exhaustive academic calendar to ensure timely and effective teaching learning outcome. Our college has adopted chalk and talk methods, group discussion, lecture-cum-demonstration

	methods, practical teaching, ICT teaching via projectors, e-resources, audio visual aids, question bank, quiz, assignments, wi-fi campus and upgradation of library with latest edition of books. Apart from class room lecture method group discussion, field studies, seminar, conference laboratory visits are used for teaching. Peer learning is promoted in and outside the class. Educational tours are organised for making learning more effective as per requirements. Some of the departments encourage their students to prepare wall magazines by submitting informative articles. Quality of teaching is ensured by systematic feedback taken from students and all stakeholders. Remedial classes and proctorial classes are taken by teachers to develop first-hand knowledge and help the students to catch up to their peers.
Examination and Evaluation	Our institution conducts internal examinations, semester examinations andfinal university examinations as per the schedule of the affiliating university.Examination Committee has taken steps to streamline internal examination within the stipulated time period given by the university. Examination Committee has enforced guidelines for the conduct of the examination and made all faculties aware of these guidelines before the commencement of the examination. Preference of faculties regarding dates of invigilation duties is taken into consideration. Duty charts of invigilation are prepared and circulated much in advance to ensure presence of faculties during the exams. Internal flying squads comprising of faculties are formed to check unfair means and proper accomplishment of examination. Faculties of our institution are assigned as a evaluators in the evaluation process of the affiliating university. The faculties of our institution are assigned as external examiners by the university to conduct practical examinations.Those students who do not perform well in examinations are counseled individually as and when required. Weaker students are given more chances to improve their scores.
Research and Development	As ours is an Undergraduate College there is limited scope for research in an institution like ours. However, the college encourages its members of faculty to participate in seminars, conferences and other research programs. The institute also adopts a liberal approach in leave policies and issuance of No Objection Certificates in order to allow our faculty members to pursue PhD programs. In addition to that we also subscribe to a limited number of e-resources in order to facilitate the research conducted by our faculty members.

Library, ICT and Physical Infrastructure / Instrumentation	Library ICT, physical infrastructure is upgraded periodically based on the recommendation of the Library Committee, ICT Committee and Building Committee respectively. The College Library is partially automated, storing 24391 barcoded books. The Library has provision for online search of books, research journals, periodicals for ready reference. Library has three computers, three printers, reading room with sixteen more computers having high speed internet connectivity.
Human Resource Management	The college adopts a liberal policy when it comes to the question of human resource management. We try and create a cooperative atmosphere for the staff as well as students by creating operational bodies such as staff grievance cell and student grievance cell. We have also created various portfolios in order to address the varied requirements in the field of human resource management.
Industry Interaction / Collaboration	The college runs a full-fledged B.Voc course in which students go for internships in different industries. In this regard our institute has signed MoUs with NOCCI Residency, Hotel Swarnachud and THSC in order to enhance the employment opportunities for our students.
Admission of Students	The admissions in UG courses of the college are being done through Student Academic Management (SAMS). The rules and regulations for admission are laid by the Department of Higher Education, Odisha which are strictly followed by the College. Under this system, a student can apply the form for admission and download the CAF from the website. The merit based selected candidates can submit the form along with all the documents offline in the college which are verified by the faculty assigned as admission-in-charge. Also during the spot admissions the merit list is prepared and displayed in the college notice board for transparency. The students who fulfil all the norms are admitted into a particular programme. A student Undertaking forms are collected from students. The admission process of this college is transparent fair. During the academic admission a Help Desk has been made for the students support.

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

E-governace area	Details
Planning and Development	All the data regarding the employees have been updated in the HRMS Odisha website and all employee related issues are dealt online through the website. The college also subscribes to the e-admission procedure of the government of

	Odisha in which the students apply for admission online and deposit the fees remotely from any corner of Odisha.
Administration	Notice and circular are uploaded in the college website and communicated to different departments through Email from the office of the principal. Student database is maintained by Accounts Management Software. College has I-card generation for student, faculty. Also it has Biometric system of attendance for all teaching and nonteaching staff. The college campus is equipped with CCTV Cameras. A student Undertaking form with brief rules and regulation and fee structure are collected for smooth conduction of academic and administrative processes.
Finance and Accounts	The accounts and finance section is fully computerised and high speed internet is used for proper functioning of account section. The administrative office maintains the books of accounts properly which help in auditing procedure. Faculties and staff salaries are credited on bank account directly.As per instruction of Finance Higher Education Department, Govt of Odisha, our college uses College Accounting Procedure Automation(CAPA) to maintain day to day financial transactions and preparation of accounts related documents to meet audit requisites. This system brings uniformity and clarity in accounting.
Student Admission and Support	The admissions in UG courses of the college are being done through Student Academic Management (SAMS). The rules and regulations for admission are laid by the Department of Higher Education, Odisha which are strictly followed by the College. Under this system, a student can apply the form for admission and download the CAF from the website. The merit based selected candidates can submit the form along with all the documents offline in the college which are verified by the faculty assigned as admission-in-charge. Also during the spot admissions the merit list is prepared and displayed in the college notice board for transparency. The students who fulfil all the norms are admitted into a particular programme. A student Undertaking forms are collected from students. The admission process of this college is transparent fair. During the academic admission a Help Desk has been made for the students support.
Examination	The college has Examination Committee for proper conduct of regular exams. Staff members have accessed to a WhatsApp group dedicated exclusively for examination related information. The computerised result analysis is done regularly to generate reports which help teachers to plan additional remedial classes to improve students' learning process. As per the requirement of the

Examination Committee,all the necessary equipments are provided by the college such as strong room, separate desktop ,high speed internet facility for proper conduct of exams.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<td colspan="5" align="center">**No Data Entered/Not Applicable !!!**</td>

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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)
<td colspan="7" align="center">**No Data Entered/Not Applicable !!!**</td>

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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
Changing Dimensions of Higher Education : Issues Challenges and Opportunities	1	28/06/2017	18/07/2017	21
Life Science	1	18/01/2018	07/02/2018	21

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

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
0	4	0	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nill	Nill	Co-operative Society

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<div align="center">Yes</div>

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
No Data Entered/Not Applicable !!!		

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6.4.3 – Total corpus fund generated

<div align="center">No Data Entered/Not Applicable !!!</div>

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	Nill	Yes	Principal of the College
Administrative	No	Nill	No	Nill

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

<div align="center">No Data Entered/Not Applicable !!!</div>

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

<div align="center">No Data Entered/Not Applicable !!!</div>

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

<div align="center">No Data Entered/Not Applicable !!!</div>

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
		No Data Entered/Not Applicable !!!			

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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
Health Checkup Camp for Students	09/08/2017	12/08/2017	130	110
International Women's Day	08/03/2018	08/03/2018	45	37
Pandit Jawaharlal Neheru Jayanti	14/11/2017	14/11/2017	60	40
Self Defence Training	09/10/2017	23/10/2017	90	0

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

<div align="center">Percentage of power requirement of the University met by the renewable energy sources</div>

<div align="center">Environmental Camp Cleanliness Drive Plantation of Nutree Cleaning the Campus Every Week Vehicle Free Monday Wormy Compost Project</div>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	4
Ramp/Rails	Yes	4
Rest Rooms	Yes	4
Scribes for examination	Yes	2

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
2017	1	1	27/10/2017	1	Supply of Surgical Mask to Local People	Sanitation	300
2017	1	1	21/06/2017	1	International Yoga Day	Health	100
2017	1	1	07/09/2017	1	Blood Donation Camp	Health Awareness	150
2017	1	1	10/08/2017	1	AIDS Awareness Camp	Health And Awareness	140

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	09/07/2017	Code of conduct for Students was brought forward from previous prospectus. The staff regularly monitor strict adherence to the code of conduct. The Principal also made a provision for disciplinary action for any violation of code of conduct.
Code of conduct for Staff	09/07/2017	Code of conduct for the Staff is prepared by the Management and Principal for teaching staff and is in accordance with the resolution of DHE, Govt. of Odisha.

Code of conduct for Management	09/07/2017	Code of conduct for Management is framed by Governing Body Bylaw and Resolution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2017	21/06/2017	150
Induction Programme for 1st Year Students	08/07/2017	11/07/2017	240

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

225 new trees have been planted in the campus. Cleanliness Drive was conducted on Gandhi Jayanti. College regularly observes Vehicle Free Monday. All forms of single use plastic is strictly prohibited in side the campus. Wormy compost project for waste management.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. SPECIAL TEACHING PRACTICE FOR THE WEAKER STUDENTS :- In order to provide special assistance to the students who are unable to follow the instruction of the teachers in general classes, the colleges organizes special remedial and tutorial classes. While doing so the college promotes the spirit of equality and zero discrimination among students. Expected out come is that the beneficiaries will be able to walk hand in hand with the privileged students surpassing the hurdles they face in their socio-economic environment. 2. PLANTATION PROGRAMME :- In order to fight deforestation and global warming from a grass root level, the college has taken up the task of planting trees on vacant areas in the locality. While planting trees, care is taken that the selection of plant must include useful plants which will bear fruits in future. The NSS unit of the college plans approximately 200 trees every year in near by vacant lands and creates awareness among localities for the conservation of natural ecosystem.

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

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

When the college was established the vision was to provide quality higher education to the socially and economically backward sections of society especially the tribal community which resides in its vicinity at an affordable cost. Since its establishment in 1978, the college has been tirelessly working in that area. After nearly 5 decades of its existence it has not even once derailed from its objective which can be asserted by looking at the community wise enrollment profile and comparing the fee charged by the college from students with that of near by colleges.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The College wants to establish itself as a premier higher education institution which imparts quality and affordable education to all sections of society.