



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		NILGIRI COLLEGE, NILGIRI
Name of the head of the Institution		UMAKANTA SATAPATHY
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06782233256
Mobile no.		9438749783
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
<b>2. Institutional Status</b>		

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)	<a href="https://www.nilgiri.collegenilgiri.com/aqar.php">https://www.nilgiri.collegenilgiri.com/aqar.php</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://www.nilgiri.collegenilgiri.com/Academic-Calendar.php">https://www.nilgiri.collegenilgiri.com/Academic-Calendar.php</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
Seminar Economics	06-Dec-2017 1	32
Seminar English	13-Dec-2017	20

[View Uploaded 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
NIL	NIL	NIL	2020 0	0

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

**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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**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)**

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
No Files Uploaded !!!	

**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	2020
Date of Submission	02-Jun-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The 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 employ ability/entrepreneurship	Skill Development
Certificate in Tourism and Hospitality Management	Nil	12/09/2018	180	Institution has made MOU with industry partner for focusing on employability and entrepreneurship	Regarding skill development of the students has been encouraged by National Skill Development Council by regular assessment. Regarding skill development of the students has been encouraged by National Skill Development Council by regular assessment.
Nil	Diploma in Tourism and Hospitality Management	12/09/2018	730	Institution has made MOU with industry partner for focusing on employability and entrepreneurship	Regarding skill development of the students has been encouraged by National Skill Development Council by regular assessment.
Nil	Advance Diploma in Tourism and Hospitality Management	12/09/2018	365	Institution has made MOU with industry partner for focusing on employability and entrepreneurship	Regarding skill development of the students has been encouraged by National Skill Development Council by

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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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
<b>BA</b>	<b>Economics, English, History, Philosophy, Pol. Science, Odia, Sanskrit</b>	<b>17/06/2017</b>
<b>BSc</b>	<b>Physics, Chemistry, Mathematics, Botany, Zoology</b>	<b>17/06/2017</b>
<b>BCom</b>	<b>Commerce</b>	<b>17/06/2017</b>

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

	Certificate	Diploma Course
Number of Students	<b>32</b>	<b>32</b>

**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
<b>B.VOC</b>	<b>12/09/2018</b>	<b>82</b>
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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
<b>BVoc</b>	<b>Tourism &amp; Hospitality Management</b>	<b>50</b>
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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
BA	Economics	32	36	32
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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1063	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	Number of 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)

During their three years' journey through the under graduate programme students often need mentoring, guidance and counselling from a loving elderly figure. In our college direct academic issues like selection of electives are communicated to the students in an amicable way. As such a student should have the same mentor all through the three years of his / her journey. Departmental faculty members carry on the functions of mentors till their graduation. The mentors not only help their respective wards academically but also support and advise them in their daily life as and when required. Acting as their local guardian the mentors are like reassuring hands on the shoulder. We understand that the students are going through a vital age where constant advice, encouragement and consolation is beneficial to the building of their character and moral fibre. The mentoring system offers them that. As mentoring is extremely important for our institution, it is done not through do's and don'ts but by getting students explore and think by engaging them in a dialogue. It is best taught through group discussion and real life activities rather than lecturing. Besides drawing the attention of the students to the issues of life and their role in larger society, it would build relationships between teachers and students which last for their upcoming 3 years and possibly beyond.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1063	27	1 : 39

## 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	2	4

### 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
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	03	6th	23/09/2020	21/10/2020
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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 co-curricular 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)

<https://www.nilgiri.collegenilgiri.com/syllabus.php>

### 2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
03	BA	Eco	28	19	68%
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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)

<https://www.nilgiri.collegenilgiri.com/Students-satisfaction-survey.php>

## 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
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

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

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

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

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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)
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National	English	2	Nil
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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
English	1
No file uploaded.	

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 !!!						
No file uploaded.						

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	2	0	0	1
Presented papers	1	2	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
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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 activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
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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
<b>No Data Entered/Not Applicable !!!</b>			
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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
Through verbal communication	Training Provider	Balasore Alloys Limited	05/06/2019	24/12/2020	13
No file uploaded.					

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
GM-cum-CFO, NOCCI, Balasore Infrastructure Company	26/06/2019	To create employment opportunity and encertain regular students and pass out students for practical training	42
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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
998700	902000

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 partially)	Version	Year of automation
Nil	Nil	Nil	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	11513	851967	61	3545	11574
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	55	1	3	0	1	5	5	100	0
Added	0	0	0	0	0	0	0	0	0
Total	55	1	3	0	1	5	5	100	0

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

100 MBPS/ GBPS
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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 incurred on maintenance of physical facilities
150000	142000	135000	115000

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 infibnet 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 (STATE)	246	291506
Financial Support from Other Sources			
a) National	Nil	0	0

b)International	Nil	0	0
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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
Yoga and Meditation	21/06/2020	150	ANANDAMARG, BALASORE
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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 passed in the comp. exam	Number of students 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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.Com	Commerce	F.M. (A) College	PG
<a href="#">View File</a>					

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

Activity	Level	Number of Participants
ANNUAL SPORTS	COLLEGE	72
COMPETITIONS (ENGLISH ESSAY, ENGLISH DEBATE, ODIA ESSAY, ODIA DEBATE, SONG, MONO ACTION)	COLLEGE	70
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**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 !!!						
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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 !!!
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**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered Alumni Association bearing Regd. No.- BLS-8400-121 of 2006-07

5.4.2 – No. of enrolled Alumni:

230
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5.4.3 – Alumni contribution during the year (in Rupees) :

200000
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5.4.4 – Meetings/activities organized by Alumni Association :

Annual Meet, Blood Donation Camp, Felicitation of Meritorious Students, Felicitation of Governing Body Members.
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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)?

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
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 and final 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-governance 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
<b>No Data Entered/Not Applicable !!!</b>				
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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)
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<b>No Data Entered/Not Applicable !!!</b>			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	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)

All the internal Audit financial transaction of the college are made with utmost transparency and for the purpose internal Audit is conducted by the internal Audit Committee on regular basis and thus the financial reports are prepared. All purchases and expenditure are also reflected in the financial reports. The management reviews the Audit reports regularly and recommends if any measures are required anywhere and thereby alterations are made. The NSS, NCC, Red Cross, Rover and Rangers, etc. accounts are regularly audited by the accounts audit committee of the college in every academic session. The books of accounts are properly maintained and kept for further reference. The Accounts bursar books into the feasibility external audit of any expenditure needed and passes duly. All the external Audits are made by an independent chartered Accountant appointed for the purpose. The Accounts Audit committee reviews the reports and observations. Before the external Audit, the financial statements of the college are checked by the Accounts Audit Committee and the appointed chartered accountant provides a realistic statement through his audit and report that the books of accounts reflect a true and fair view of the operational activities and the financial position of the college for every financial. All these mechanisms exhibit that transparency being maintained in financial matters of the college.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

<b>No Data Entered/Not Applicable !!!</b>
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**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	Nil	Yes	Principal
Administrative	No	Nil	No	Nil

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

<b>No Data Entered/Not Applicable !!!</b>
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6.5.3 – Development programmes for support staff (at least three)

**No Data Entered/Not Applicable !!!**

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
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

## **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
CELEBRATION OF INTERNATIONAL WOMENS DAY ORGANISED BY IQAC	08/03/2019	08/03/2019	110	45
HEALTH CHECK UP CAMP FOR STUDENTS	20/07/2019	20/07/2019	146	175

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
1- Tree Plantation Programme 2- Eco-friendly Rakhi Competition 3- Campus Cleaning Programme

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	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2019	1	1	05/07/2019	1	Car Festival Observation	Promoting Culture	140
<a href="#">View File</a>							

#### 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	14/06/2019	Code of Conduct for students was published through notice. The staff regularly check, if any student is not following rules and principal made a provision of punishment for the violation of the code of conduct.
Code of conduct for Teachers Non-Teaching Staff	14/06/2019	Code of conduct for the staff is prepared by management and principal. Government of higher education notified the conduct of teaching staff.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	21/06/2019	100
Induction Programme for 1st Year Students	16/08/2019	18/08/2019	540
No file uploaded.			

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

1- Solid waste management:- Establishment of compost plant 2- Plastic free campus 3- New plantation and increase of greenery area 4- Rain water harvesting

## 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

VISION - A strong free minded and capable youth with social bunding mission, a dynamic approach with form belief in efficiency and hard work. B.VOC for Tourism and hospitality management course sponsored by UGC which is not run by any other College of F.M.University. Our College is situated in a hilly backward tribal based area. There is very little scope for industry and placement. Students of our College manage house hold work, farm work, and attend college. There is a strong need of skill based education to be imparted to run. College continuously tries to provide skill based education, vocational programme and coaching for preparation of Civil Service exam.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

Because of the Pandemic there was countrywide lock-down . Once things will be normalized, the college will try to completely revamp its teaching and learning process and will meet the new challenges the post pandemic world will offer