The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution for the session 2019-20
(Data may be captured from IIQA)
1. Name of the Institution   Gopalpur College

- Name of the Head of the institution :   Sri Ramakanta Choudhury

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   0680-2343578

- Mobile no.:   7978513190

- Registered e-mail: collegegopalpur@gmail.com

- Alternate e-mail :

- Address   :   Main Road

- City/Town   :   Gopalpur On-Sea

- State/UT   :   Odisha

- Pin Code   :   761002

2. Institutional status:
- Affiliated / Constituent: Constituent
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban:Semi-urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)
- Name of the Affiliating University: Khallikote University, Berhampur
- Name of the IQAC Co-ordinator :   Dr. Ranjit Kumar Das
- Phone no. :

  Alternate phone no.

- Mobile: 7978459257

- IQAC e-mail address: iqacgpc1982@gmail.com

- Alternate Email address:

3. Website address:
    Web-link of the AQAR: (Previous Academic Year):
  For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year?

Yes/No…. , if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st				from: to:
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 29.09.2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Orientation Programe for freshers	28. 08. 2018	+3 1st Year Students
2. National Seminar Organised by English Department	08.01.2020 to 09.01.2020	83
3. Workshop on Public Speaking and Personality Development	20.01.2020 to 21.01.2020	53
4. Career Counselling Programme by Centurion University and IQAC	29.02.2020	54

5.	Road Safety Mega Camp and LL/UPC/Insurance Certificate	12.01.2020 to 13.01.2020	29

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

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
Institution	Infrastructure grant	State Govt.		1000000/-

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

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. Yes (Separate sheet enclosed)
Yes/No: Yes
  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No ✓

        If yes, mention the amount: Year:

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

    *Mega Blood Donation Camp

    *Vigilance Awareness Week

    *Mo-Gandhi Programme

    *Placement Awareness Programme

    *Road Safety Mega Camp (RTO)

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

Plan of Action	Achievements/Outcomes
1. Construction of additional classroom.	1. Constructed one additional classroom.
2. Utilisation of RUSA grant for construction of new buildings.	2. Steps have been taken to utilise RUSA grant.
3. To organise Self - defence training for girls student.	3. Organised Self Defence Programme for girls.
4. Observation of 72nd Independence Day and Republic Day.	4. Observed Independence Day & Republic Day in a grand way.
5. To organise a Mega Blood Donation Camp.	5. Organised one Blood Donation camp on dated 15-11 -2019.
6. To organise plantation programmes inside the college campus.	6. Organised plantation programme inside the college campus.
7. Conduct of Swatchh Bharat Abhijan programme.	7. Conducted Swachha Bharat Abhijan programme by YRC.
8. To organise Skill Development and Career Counselling programmes.	8. Organised a two- day work shop on Public Speaking and Personality development of students on 20-01-2020 and 21-01-2020.
9. To observe AIDS Awareness day.	9. Organised career counselling, placement training programs by Centurian University, Bhubaneswar on 19-02-2020
10. Organised "Mo Gandhi" programme.	
11. To conduct NSS Special Camp.	10. Organised "Mo Gandhi" program on 19-9-2019.
12. To increase net connectivity for providing facilities for ICT tools based education.	11. Conducted special camp at Gopalpur beach from 22-12-2019 to 28-12-2019 by N.S.S Girls unit.
13. To conduct National, State and Departmental Seminars.	12. Steps taken to increase and improve ICT facilities.
	13. The department of English conducted a two day National seminar on 8th and 9th January 2020.

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

  Name of the statutory body: Governing Body   Date of meeting(s):
  The term of Governing Body has expired and the G. B. has not been formed yet. The report will be placed in the meeting for post facto approval after formation of G. B.

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
  Yes/No: No   Date:

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

    Year:2019 - 20   Date of Submission: 14.02.2020

17. Does the Institution have Management Information System?
  Yes ✓   No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Gopalpur College, Gopalpur-On-Sea has a website of its own namely www.gopalpurcollege.ac.in. This college is one of the leading institutions in Odisha. The college came into existence in the year 1990. The college promotes the culture of decentralization and participative management as per guidelines of Director of Higher Education, Govt. of Odisha and the instructions of University for effective implementation of academic policies, the college has several management information systems which take care of various activities like admissions, office management, student dealings, accounts, examinations, students grievance redressal, etc for its proper functioning of the institution.

- SAMS(STUDENTS ACADEMIC MANAGEMENT SYSTEM)

- HRMS(HUMAN RESOURCE MANAGEMENT SYSTEM)

- PIMS(PERSONAL INFORMATION MANAGEMENT SYSTEM)

- IFMS(INTEGRATED FINANCIAL MANAGEMENT SYSTEM)

e-Scholorship, such as Prerana, e-Medhabruti, National Scholarship, etc

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				

As the Gopalpur College is one of the five constituent colleges of the Khallikote Cluster University, formed in 2015-16, the curriculum is framed jointly by the Board of Studies members, nominated from all the member colleges, as per the CBCS syllabus within the frameworks of the university guidelines and the same is implemented through proper and carefully designed plans. At the beginning of the academic year, a meeting of the heads of all the departments is convened to discuss about the successful implementation of the course curriculum in the college. The heads of the departments prepare the departmental level plans for timely completion of the syllabus in their respective departments which is reviewed from time to time by the principal. The records of course progress is maintained by each individual faculty members and the same is scrutinized periodically by the Academic Bursar and the Principal.

Apart from classroom teaching, some departments organize study tour and field trips for students to give them practical knowledge, experience and exposure. Students are also encouraged to organise department seminars, workshops, and present their papers. Besides the university prescribed course curriculum, the students are also given the scope to enhance their ability by undergoing through some skill development and capacity building programmes organised by the college.

The college has also made arrangements for inter-college faculty exchange program with its neighbouring colleges to make the curriculum delivery system more interesting and appealing for students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year			
Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
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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	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
BA, B.SC and B.COM(**Hons**)	✓		2015-16	✓	
Already adopted (mention the year)					

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

No of Students	Certificate	Diploma Courses
NIL	NIL	NIL

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
There is no specific value-added course introduced by the college yet. But, there are some skill enhancement courses like Communicative English and e-commerce for the undergraduate students in the CBCS syllabus itself. Apart from the main subject papers, there are two AECC and two SEC papers for every UG programmes under CBCS pattern of syllabus.	From the session 2015-16	All UG Students

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
B.A 6th Semester - IRPM (**Hons**) students visited on 07.02.2020 to TRL Krosaki Ltd, Belpahar, Jharsuguda, Odisha for their field work	20

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No: Yes	Yes/ No: Yes	Yes/ No: No	Yes/ No: Yes	Yes/ No: No

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

As mentioned above, feedbacks are collected regularly from all the stakeholders to improve upon the existing practices and procedures followed by the college. The IQAC conducts Students' Survey, Parents-Teacher Meeting, Alumni Meeting and collects necessary feedbacks from the students, teachers and alumni respectively. There is a special committee named Feedback Committee, comprising of the IQAC Coordinator and the heads of all departments, for analysing the inputs received from the stakeholders and suggesting measures through its report to improve on the operational systems for better delivery of services. On the basis of the suggestions given by the committee, the principal takes the required measures for improvement of the existing operational systems.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile			
2.1. 1 Demand Ratio during the year			
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A(Hons)	256	Applications received and scrutinized on online mode by SAMS, dept. of HE, Govt..of Odisha.	
B.SC(Hons)	192		
B.Com	192		

2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution(UG)	Number of students enrolled in the institution(PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	1108	-----	29	-----	-----

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
32	29	03	Nil	15

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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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

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
30	17	Smart Board, Computer, Internet, Projector, Pen Drive	03	02	-----

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

Yes, the college does have a mentoring system to advise, guide and counseling of its students. Every individual teacher of the institution has been assigned the duty for mentoring students of his/her own department. The mentor, apart from seeing the academic improvement of the students under his/her control, also takes care of their mental, psychological and physical welbeings. Special care is provided by the mentor to assist the slow-learners to catch up with the fast-learners and the fast-learners are assisted to excel further by giving them necessary tips and tricks. The mentor keeps track of the mantees under his/her charge and extends every possible support to help build for them a good career and character. Any problem reported by the mantees, is immediately attempted to find a solution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1108	29	1:39

Programme Name	ProgrammeCode	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A. (Hons)	Economics Education English History IR&PM Odia Political Science	6th Semester	29.09.2020	31.10.2020
B.Sc. (Hons)	Chemistry Mathematics Physics Botany Marine Science Zoology	6th Semester	29.09.2020	31.10.2020
B.Com. (Hons)	Commerce	6th Semester	29.09.2020	31.10.2020

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

The institution is committed to improve the academic performance of the students. The faculty member's reforms by continuous internal evaluation. It is one of the essential elements of the teaching learning process. Each department conducts orientation programme to aware the students about the

evaluation process. At the beginning of every academic year the college gives the academic calendar to the students. Academic performance of the students are assessed through the evaluation system, as the institution conducts regular internal examinations. The commencement of examination is informed to all students well in advance. Examination programme of each academic session is scheduled by the principal and the members of the examination committee consisting of the HODs of all departments. The internal examination question papers are prepared by the faculty members of the respective departments. After the examination, the papers are evaluated by the faculty members.

The evaluated papers are explained personally to each student and parent teacher meeting are also conducted for discussion relating to the performance of their wards and their necessary improvement. The attendance of students are examined as the eligibility criteria of 75% attendance is mandatory in each semester to appear for University examination.

The institution is also conducting extra classes for the slow learners which is helpful to make them understand at par with the advanced students. After publication of results by the University, the principal conducts a review meeting for analysis of results with HODs of the subject concern. Suggestions from various departments are also taken into consideration & the institution adopts the methodologies to improve the performance of the students.

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

The college prepares its own academic calendar every year in coherence with the academic calendar issued by the Director of Higher Education, Government of Odisha, and adheres strictly to it for timely completion of course before the examination. All the internal and external examinations are also held as per the calendar. The students are informed about the schedule of all the activities of the college through their HOD's at the beginning of the academic session. Timetable is also prepared accordingly.

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)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
Economics Education English History IR&PM Odia Political Science	B.A. (Hons)	125	112	90%
Chemistry Mathematics Physics Botany Marine Science Zoology	B.Sc. (Hons)	115	101	88%
Commerce	B.Com. (Hons)	53	50	94%

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)   Yes

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 Academic year
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects *(other than compulsoryby the College)*	---	---	---	---
International Projects	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
National Seminar on Revisiting Classics of Indian Literature	English	08.01.2020 to 09.01.2020

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Vigilance Awareness Week	1. Lijun Gantayat 2. B. Goutami 3. Poonam	I.R.E., Ltd.	02.11.2019	---

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*	
Name of the Department	No. of Ph.Ds Awarded
NA	NA

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

	Department	No. of Publication	Average Impact Factor, if any
National	---	---	---
International	---	---	---

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

Department	No. of publication
---	---

3.3.5 Bibliometric of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
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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 the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation asmentioned in the publication
---	**---**	**---**	**---**	**---**	**---**	**---**

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1. Dr. R. K. Das, Reader in Physics, International Seminar on "Exploring The Panoramic Landscape of our Earth, Galaxy and Universe(EPLEGU-2019) on 18th Dec 2019 by Khallikote University, Berhampur, Odisha

2. Dr. K. Ch. Dash, Lect. in Physics, International Seminar on "Exploring The Panoramic Landscape of our Earth, Galaxy and Universe(EPLEGU-2019) on 18th Dec 2019 by Khallikote University, Berhampur, Odisha

3. Sri U. K. Sahu, Lect. in Mathematics, International Seminar on "Exploring The Panoramic Landscape of our Earth, Galaxy and Universe(EPLEGU-2019) on 18th Dec 2019 by Khallikote University, Berhampur, Odisha

4. Sri. S. K. Behera, Lect. in Mathematics, International Seminar on "Exploring The Panoramic Landscape of our Earth, Galaxy and Universe(EPLEGU-2019) on 18th Dec 2019 by Khallikote University, Berhampur, Odisha

5. Sri. Laxman Palo, Reader in Chemistry, International Seminar on "Exploring The Panoramic Landscape of our Earth, Galaxy and Universe(EPLEGU-2019) on 18th Dec 2019 by Khallikote University, Berhampur, Odisha

6. Sri U. K. Sahu, Lect. in Mathematics, International Conference on "Advanced Mathematical Analysis and Its Applications" (ICAMAA- 2020) 4th – 5th Feb 2020 by P.G | 1.Smt. Chanchala Jena, Lect. in History, Participated in "Regional Level Skill Development Training Course at Eastern Railway, Madhupur, Jharkhand, from 29th Jan to 7th Feb 2020

2. Sri U. K. Sahu, Lect. in Mathematics, Participated in National Seminar on "Mathematical Analysis & Computing" by National Institute of Science and Technology(Auto), Berhampur, Odisha on 15th -16th Feb 2020

3. Sri S. K. Behera, Lect. in Mathematics, Participated in National Seminar on "Mathematical Analysis & Computing" by National Institute of Science and Technology(Auto), Berhampur, Odisha on 15th -16th Feb 2020

4. Sri Laxman Palo, Reader in Chemistry, Participated in the National Seminar on "Post Accreditation Initiatives and Accreditation on 11th Hours" Organized by I.Q.A.C of R.M. Bhismagiri, Ganjam, Odisha on 27th Feb 2020

5. Sri B. N. Jagadebray, Lect. in Pol. Sc., National Seminar on 6th -7th March 2020, P. G. Dept. of Political Science, Berhampur University, Odisha

Workshops
1. Dr. P. K. Patnaik, Dept. of Botany, Participated on Training-cum- Capacity Building Programme on 30th Aug 2019 by Parala Maharaja Engineering College, Berhampur, Odisha

2. Dr. Manas Ranjan Misra, Lect. in English, Participated on Training- cum- Capacity Building Programme on 30th Aug 2019 by Parala Maharaja | 1. Dr. R. K. Das, Reader in Physics, NAAC Sponsored state level seminar on "Emerging Innovative Teaching and Learning Strategies in Higher Education: Opportunities and Challenges" on 7th Aug 2019 by Khallikote Autonomous College, Berhampur, Odisha

2. Sri Laxman Palo, Reader in Chemistry, NAAC Sponsored state level seminar on "Emerging Innovative Teaching and Learning Strategies in Higher Education: Opportunities and Challenges" on 7th Aug 2019 by Khallikote Autonomous College, Berhampur, Odisha

3. Dr. Manoj Patnaik, Lect. in Commerce, State Level Seminar on "Ramanujan's Contribution on Mathematical Analysis and Number Theory" on 22nd Dec 2019 by Department of Mathematics, Gopalpur College, Ganjam, Odisha

4. Sri Santosh Kumar Behera, Lect. in Mathematics, State Level Seminar on "Ramanujan's Contribution on Mathematical Analysis and Number Theory" on 22nd Dec 2019 by Department of Mathematics, | |

	Department of Mathematics, Berhampur University	Engineering College, Berhampur, Odisha	Gopalpur College, Ganjam, Odisha	
		3. Dr. R. K. Das, Reader in Physics, National Workshop on "Quantum Computation and Quantum Technology" on 8th – 9th March 2020 by P.G. Dept. of Physics, Berhampur University, Odisha	5. Sri Laxman Palo, Reader in Chemistry, State Level Seminar on "Ramanujan's Contribution on Mathematical Analysis and Number Theory" on 22nd Dec 2019 by Department of Mathematics, Gopalpur College, Ganjam, Odisha	
			6. Sri A. Sarangi, Reader in Education, IQAC Seminar on "Educational Philosophy of Gopabandhu Das for Development of Odisha" by Department of Education, L. N Degree College, Kodala, Odisha on 22nd Nov 2019	
Presented papers		1. Dr. G. Ch. Behera, Lect. in English, Participated in "Revisiting Classics of Indian Literature" on 8th - 9th Jan 2020 by Dept. of English, Gopalpur College, Ganjam, Odisha		
		2. Smt. P. Rashmita Kumari Patro, Lect. in Education, Participated in "Revisiting Classics of Indian Literature" on 8th - 9th Jan 2020 by Dept. of English, Gopalpur College, Ganjam, Odisha		
		3. Dr. P. K. Patnaik, Lect. in Botany, "National Conference on Recent Advances in Plant Sciences, Biotechnology and Bioinformatics" on 17th – 18th Feb 2020		
		4. Dr. Ram Chandra Jena, Sr. Lect. in Political Science Presented on 6th & 7th March 2020 entitled "Democracy, Development & Discontent :		

		Reinterrogating the Concept of Inclusive Development" by P. G. Dept. of Pol. Sc. , Berhampur University, Odisha.		
Resource Persons			1. Dr. M. Patnaik, Lect. in Commerce, As a Resource Person for EDP by District Industrial Centre Ganjam, Odisha on 13th Nov 2019 on the topic "Accounts System & Book Keeping of Enterpreneurship". 2. Dr. B. N. Patra, Lect. in Commerce, as a Resource Person on EDP by District Industrial Centre, Ganjam, Odisha on 14th – 27th Nov 2019 2. Dr. Pitambar Bisoyi, Lect. In IR&PM, Attended as Resource Person in the Seminar Topic "The Future of Workplace- Role of HR" held on 1st Dec 2019 Organized by N.I.P.M (Odisha Chapter) and M/S Larsen & Toubro Ltd at Kansbahal Works, Raurkela, Odisha 3. Dr. R. P. Panda, Reader in Zoology, Attended as Resource Person in the Seminar Topic "Cancer: A Deadly Disease" on 17th Jan 2020	1. Sri A. Sarangi, Reader in Education, appointed as a Subject expert in Education, at Sri Bharata Pati (Degree)Mahavidyalaya on 19th July 2019

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 ofthe Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Mo Gandhi	YRC & IQAC	21	109
Blood Donation Awareness	YRC	11	32
Constitution Day	YRC & NSS	05	67
Aids Awareness Day	YRC	04	32
Mathematical Awareness Programme	Dept. of Mathematics	06	59
Public Speaking and Personal Development Work shop	IQAC	12	53
World Environment Day	Bharat Scout and Guide College Unit	02	15

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
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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 thescheme	Organising unit/agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Special	Vanik PVT Ltd	Programme for Palcement Awareness in Govt sector	06	89
Special	IRE, Dept. of Atomic Energy, Govt. of India	Vigilance Awareness	05	99
Special	MKCG Govt. Medical College, Odisha	Blood Donation Camp		32
Normal	NSS Girls Unit	Beach Cleaning	04	20

Special	Bharat Scouts and Guide, Bhubaneswar Unit	Rajya Puraskar Award Exam	01	09
Special	Bharat Scouts and Guide, Bhubaneswar Unit	Sukanya Programme	00	06
Special	Bharat Scout and Guide, Jharkhand.		00	06
Special	Govt. of Odisha	Self Defence Training for Girls	03	60
Special	RTO, Govt. of Odisha	Road Safety Mega Camp & L.L/UPC/ Insurance Certificate	05	24
Special	Centurian University, Bhubaneswar	Awareness on Carrier Counseling	04	G4

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
1. To enhance teaching and learning activities	6th Semester Odia & Pol. Sc. Hons. Students of Kshetra Mohan Science Degree College, Narendrapur		2019-20 (19.01.2020)
2. To enhance teaching and learning activities	6th Semester Odia & Pol. Sc. Hons. Students of Gopalpur College		2019-20 (18.01.2020)

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 contactdetails	Duration (From-To)	participant
Field Work	---	TRL Krosaki Ltd., Belpahar,	07.02.2020	20

		Jharsuguda			

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
M/s Geetanjali Kewara Distillery, Basanaputti, Kallipalli, Ganjam, Odisha	13.08.2019	Skill Addition and Capacity Building through Participation	Students: 14 Teachers:02

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
22.759 lakhs	35.429 lakhs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	5 ACRES	
Class rooms	13	01
Laboratories	05	
Seminar Halls	01	
Classrooms with LCD facilities	02	
Classrooms with Wi-Fi/ LAN	02	
Seminar halls with ICT facilities	01	
Video Centre		
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		02
Value of the equipment purchased during the year (Rs.in Lakhs)		Rs.3,25,477/-
Others		

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

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value (in Rs.)	No.	Value (in Rs.)	No.	Value (in Rs.)
Text Books	3150	556982	1	200	3151	557182
Reference Books	6316	1013061	-----	-----	6316	1013061
e-Books						
Journals	694	38571	24	501	718	39072
e-Journals						
Digital Database						
CD & Video						
Library automation						

Weeding (Hard & Soft)								
Others (specify)								

4.3 IT Infrastructure								

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	32	10	03	---	0	9	13	22	--
Added	02	01	0	--	0	0	01	0	--
Total	34	11	03	--	0	9	14	22	--

4.3.2 Bandwidth available of internet connection in the Institution (Leased line) 03

22 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
---	---

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

Name of the Teacher	Name of the module	Platform on which module is developed	Date of launching e - content
---	---	---	---

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
---	3.495 lakhs	---	0.801 lakhs

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

The college takes care of all its physical resources in a systematic way through different committees and staff members. The use and maintenance of equipments in science laboratories are looked after by the lab attendants and demonstrators of the respective departments under the supervision of the HOD. All equipments required for a department are requisitioned by the HOD and purchased through the Purchase Committee. The equipments so purchased are recorded both in the Central Stock Register and in the Departmental Stock Register for avoiding the possibility of misappropriation. Similarly, the library stock is maintained jointly by the library attendant and the assistant librarian, and purchases of books and journals are duly recorded in the Library Stock Register. Annual stock verification of library is done every year by the library committee.

As regards to the upkeep and maintenance of sports equipments are concerned, it is totally done by the PET under the supervision of the Vice-President of the Sports Council of the college. And so far as the general repairs and maintenance of other physical and support facilities, including the sports complex, is concerned, it's looked after by a special committee, known as Repairs and Maintenance Committee. The committee closely monitor the requirements of repairs and maintenance of assets, and submit its report to the principal for taking necessary steps. The principal, after getting approval from the President, Governing Body, takes appropriate action for the required work.

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 State Govt.		67	583881/-
Financial support from Institution			
Financial support from other sources			
a) National			
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	21. 06. 2019	30	Yoga Teacher

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019-20	Career Counselling	54	---	---	---

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	NA

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus	Off Campus

Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
N. A	N. A	N. A	N. A	N. A	03

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-2020	Priyansu Dash	B.Com.	Commerce	VIGNAN, Berhampur	M.B.A
	Roshan Patro	B.Sc.	Mathematics	Ravenshaw University	M.Sc in Statitics
	Priyanka Behera	B.Sc.	Mathematics	NIST, Berhampur	M.Sc in Math
	Aman Kumar Maharana	B.Sc.	Mathematics	NIST, Berhampur	M.Sc in Math
	Poonam	B.Sc.	Mathematics	Andhra Unicersity	B.Ed
	Amrita Pattanayak	B.Sc.	Botany	Vikash College of Education, A.P	B.Ed
	Amit Panigrahy	B.A	History	Berhampur University, Odisha	M.A in History
	Gouri Achari	B.A	Economics	IGNOU	M.A in Economics
	John Biswas	B.A	Economics	IGNOU	M.A in Economics
	Deepika Digal	B.A	Economics	IGNOU	M.A in Economics
	Sasmita Kumari Sahu	B.A	Political Science	Odisha State Open University, Sambalpur	M.A in Pol. Sc.
	Babul Kumar Sahu	B.Sc.	Zoology	NIST, Berhampur	M.C.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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	…	…
SET	…	…
SLET	…	…
GATE	…	…
GMAT	…	…
CAT	…	…

GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
SPORTS FOR BOYS		
100 Meter Running Race	College Level	22
200 Meter Running Race	College Level	24
400 Meter Running Race	College Level	20
Long Jump	College Level	18
High Jump	College Level	17
Short Put Throw	College Level	11
Discuss Throw	College Level	16
SPORTS FOR Girls		
100 Meter Running Race	College Level	12
200 Meter Running Race	College Level	11
400 Meter Running Race	College Level	18
Long Jump	College Level	14
Girls High Jump	College Level	15
Short Put Throw	College Level	13
Discuss Throw	College Level	10
CULTURAL FOR BOYS		
Quiz	College Level	20
English Essay	College Level	11
Odia Essay	College Level	14
English Debate	College Level	11
Odia Debate	College Level	10
Reading Skill	College Level	11
Extempore Speech	College Level	14
Dance	College Level	11
Song	College Level	10
CULTURAL FOR Girls		
Quiz	College Level	22
English Essay	College Level	14
Odia Essay	College Level	11
English Debate	College Level	10
Odia Debate	College Level	13
Reading Skill	College Level	14
Extempore Speech	College Level	15
Dance	College Level	16
Song	College Level	11
Rangoli	College Level	10

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019-20	All India Inter University Basket Ball	National	Sports	--	Certificate No. KUSC-00145	Tushar Kumar Patra
	All India Inter University Basket Ball	National	Sports	--	Certificate No. KUSC-00146	Rudra Narayan Das
	All India Inter University Basket Ball	National	Sports	--	Certificate No. KUSC-00147	Sunil Kumar Nayak
	All India Inter University Foot Ball	National	Sports	--	Certificate No. KUSC-00163	Sahol Nayak

	All India Inter University Best Physique (Man)	National	Sports	--	Certificate No. KUSC-00170	Rajendra Kumar Panda
	All India Inter University Boxing	National	Sports	--	Certificate No. KUSC-00176	Akash Gouda
	Inter University Cricket	State	Sports	--	Certificate No. KUSC-00197	Aman Kumar Sahu
	Inter University Cricket	State	Sports	--	Certificate No. KUSC-00198	Panchanan Behera
	Inter University Cricket	State	Sports	--	Certificate No. KUSC-00199	Sunil Kumar Nayak
	National Seminar on Advances and Challenges in Biological Sciences	University level	--	Cultural	+3 Final Year Sci. 2nd Position	B. Goutami

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

The Department of Higher Education, Govt, of Odisha postponed the students union election from this session 2019 – 20 until further order. Hence, this year college could not able to conduct the students union election by which the participation of the students in different activities, which the union usually conducts through its different bodies was cancelled.

5.3 Alumni Engagement

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

5.3.2 No. of registered enrolled Alumni: 213

5.3.3 Alumni contribution during the year (in Rupees) **: NIL**

5.3.4 Meetings/activities organized by Alumni Association **:**

The Alumni Association has proposed to the principal for development of infrastructure, to improve the laboratory and equipment facilities to the students, to take steps to fillup the vacancy post of teaching and nonteaching and to follow SOP of Covid–19 pandemic.

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)

VISION

To be a premier Educational Institution for the socially, economically and educationally backward youth of local community in particular and others in general by providing excellent educational opportunities that are responsive to the needs of the students, and empowering them to meet and exceed the challenges as active participants in shaping the future of the country.

MISSION

- To foster academic and career success of students through quality education, development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment.
- To inculcate high ethical and moral values, discipline, hard-working spirit and positive thinking in students for moulding them into responsible future citizens and good human beings.

- To provide the support system that is necessary for building their career through proper guidance and career counseling.
- To achieve academic excellence through introduction of ICT and popular digital educational tools for advanced teaching and learning.
- Meeting the new dimensions of education by providing skill-based techniques.
- Promoting education through conduct of college, state and national level seminars, symposiums and workshops.
- Promoting the spirit of cooperation and self-help among students through participation in extension activities like NSS, YRC, Self-defence, Scouts and Guides, etc.

This institution gives utmost value to the decentralised form of management in which every stakeholders gets the scope to play a significant role. Since its inception, the college has been practicing this form of management and is encouraging everyone concerned to take part in it. The power is delegated even to the lowest ranked employees of the organisation to discharge their duties properly. The Governing Body, being the supreme decision making body of the institution, takes all the major policy decisions and authorise the principal to execute the same in addition to dealing with the daily matters. The decisions of the governing body are implemented by the principal with the active participation and support of staff members. Instead of keeping all the power with himself, he uses to delegate most of it to his subordinate staff for the better governance of the institution. Various committees and sub-committees are formed and delegated power to perform different functions of the college with full autonomy. Like all previous years, last year also the responsibility of conducting various college-level and university-level examinations was entrusted to a team of officers in charge of examinations and they were given a freehand to manage all matters relating to examination, starting from planning the examination schedule to publishing of results. Similarly, the Sports Council was given the full responsibility and authority to organise various sports and games events for the students and also the maintenance of sports facilities available in the college.

The feedbacks collected from the students, alumni and teachers are used for improving the existing systems of operation.

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

Yes/No/Partial: Yes

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each)**:**

❖   Curriculum Development:

As mentioned earlier, this college is one of the five constituent colleges of the Khallikote Cluster University, formed in 2015-16 academic session. As such, the faculties of the college are nominated as designated members to the Board of Studies Meeting of the university for designing and framing of its course curriculum as per the CBCS pattern within the framework of the university guidelines. The members also suggest for changes and modifications in the curriculum, if necessary.

❖   Teaching and Learning:

For improving the quality of teaching and learning experience, the college is emphasizing on the taking of ICT-enabled classes by using digital tools like computers, mobile phone, projectors, pendrive, smart boards, etc. The college presently has two smart classrooms in addition to one smart language laboratory with all modern amenities for teaching and learning. The plan is to construct more number of such classrooms.

❖   Examination and Evaluation:

Conducting of term-end semester examinations and evaluation process of answer sheets is the sole prerogative of the university. But for the internal evaluation of the students, the college is holding class tests

at regular intervals and organising departmental seminars and workshops. Besides, some departments also organise study tour and field trips for their students to give them practical experience and exposure. And, for maintaining transparency in the examination, CCTV Cameras have been installed in every room and at some strategic points.

❖   Research and Development

Institution encourages the faculty members to apply for Minor / Major research projects to different institutions. The institute conducts departmental seminars regularly by inviting external resource persons from university and different leading colleges. Faculty members are motivated to present papers by attending seminars and to publish in journals.

❖   Library, ICT and Physical Infrastructure / Instrumentation

The college has a well-equipped library and reading room for teachers and students. Two Smart Class Rooms with projectors are available to encourage the teachers to provide ICT enabled teaching methods using power point presentation to the students.

❖   Human Resource Management

Human resource is the most important of all resources an organisation possesses. It determines the fate of the organisation. The more efficient the employees are, the more is the chances of an organisation becoming a successful entity. So, the College always lays emphasis on the development of its employees through proper orientation and training.

❖   Industry Interaction / Collaboration

Institution has linkages for faculty exchange programmes with higher educational institutions, field visit and MOU with industries. As per the regulation of the university, the Industrial Relations and Personnel Management (IR & PM) Honours final year students visit the industry for their field work, as it is mandatory as per the regulations of the university. The students submit their field work report to the department after completing the field work, as part fulfilment of the curriculum.

❖   Admission of Students

The admission of the students is carried out to various programmes under the rules and regulations of Higher Education Department, Govt. of Odisha under Student Academic Management System (SAMS) on merit basis. The principal assigns the duty of admission to the experienced faculties for smooth conduct of admissions.

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

❖   Planning and Development:

The college has put its website into use for planning and development purpose. The planning documents of the college and minutes of all important meetings are uploaded in the website for the information of its stakeholders. Any suggestions and recommendations received from them is used for making amendment to the plan.

❖   Administration:

The institution follows all the rules and regulations issued by Higher Education Department Government of Odisha and University from time to time. The college receives all the notification and orders from Department of Higher Education through e-mail of the college and also makes all the correspondences by online.

❖   Finance and Accounts:

The college uses government IMFS Portal to manage spendings, payment processing and budgeting for employees. The accounting system is partially automatized.

❖   Student Admission and Support:

The admission of students into different undergraduate programs is regulated through the software developed by OCAC, Government of Odisha, under Students Academic Management System (SAMS) of higher education department. All support services like issue of CC and TC are provided to students through SAMS.

❖ Examination

All examination related works like students registration under university, filling up of examination forms, issue of registration slips and admit cards, and publication of examination results are done online. Similarly, all correspondence with the Controller of Examination of the University are made through online.

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 bodyfor which membership fee is provided	Amount of support
---	---	---	---	---

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 fornon-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019-20	Role of IQAC on Quality Education	NIL	08.01.2020	27	NIL

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
One day Training-cum-Capacity Building Programme on Art of Research and Writing of Research Project Proposal	1. Dr. P.K. Pattanaik, Lecturer in Botany 2. Dr.M.R.Misra, Lecturer in English	30.08.2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
NIL	NIL	NIL	NIL

6.3.5 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.4 Financial Management and Resource Mobilization		

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each)

   Yes, all financial transactions made during a year are audited internally by a team of faculty members headed by the Accounts Bursar and externally by the Local Fund Auditor / a Chartered Accountant appointed by the Government of Odisha.

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

6.4.2 Total corpus fund generated   NIL

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			Yes	Academic Bursar
Administrative			Yes	Administrative Bursar

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

        The college conducts Parent Teacher meeting in every year after the completion of internal examinations. It helps the parent to understand the problems faced by their wards. In the meeting the parent gives suggestion in the following matter. 1. Academic growth of institution, 2. To meet the educational needs of the student, 3. To promote good relationship among the members of teaching staff, students and parent.

6.5.3 Development programmes for support staff (at least three)

        The institution encourages the support staff to the computers for all official works. The DEO gives training to the support staff in computer laboratory during their off time. The DEO also provides training to the support staff to use the HRMS (Human Resource Management System) portal of Higher Education Department, Govt. of Odisha, for all administrative and financial aspects of the college.

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No)   Yes

b. Participation in NIRF   : (Yes /No)   No

c. ISO Certification   : (Yes /No)   No

d. NBA or any other quality audit   : (Yes /No)   No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from---- to------)	Number of participants

	1. Orientation Programe for freshers	28. 08. 2018	28. 08. 2018	+3 1st Year Students
	2. National Seminar Organised by English Department	08.01.2020	08.01.2020 to 09.01.2020	83
	3. Workshop on Public Speaking and Personality Development	20.01.2020	20.01.2020 to 21.01.2020	53
	4. Career Counselling Programme by Centurion University and IQAC	29.02.2020	29.02.2020	54
	5. Road Safety Mega Camp and LL/UPC/Insurance Certificate	12.01.2020	12.01.2020 to 13.01.2021	29

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
---	---	---	---

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

 The institution creates environment consciousness by organizing different activities under NSS, and YRC Units. The college organizes plantation programmes by the students in the campus and in the adopted villages to reduce heat and CO_2 level. IQAC has given proposals to the principal for rain water harvesting and installation of solar power plant to reduce the use of conventional source of energy in the campus.

7.1.3 Differently abled (Divyangjan) friendliness

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

7.1.4 Inclusion and Situatedness   No

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	1	1	18.09.2019	IQAC, YRC &	Mo Gandhi	109

					NSS		
2019	1	1	31.10.2019	IRE, Dept. of Atomic Energy, Govt. of India & IQAC	Vigilance Awareness Week	99
2019	1	1	14.11.2019	YRC & MKCG Medical College	Blood Donation Camp	32
2019	1	1	22.12.2019 to 28.12.2019	NSS GIRLS UNIT SPECIAL CAMP	Beach Cleaning	20
2020	1	1	08.03.2020	BSG	Sukanya Programme	7

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Calendar	Reopening Day after Summer Vacation	After summer vacation the college calendar is given to the newly admitted students during the orientation programme at the beginning of the calendar year

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to ------)	Number of participants
Observance of Constitution Day	26.11.2019	67
Self Defence for Girls	03.01.2020 to 14.01.2020	60
World Environment Day	05.06.2020	15

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

The college has been trying to make its campus eco-friendly/environment-friendly. Some of the measures taken for this are;
• Banning use of polythene
• Replacing filament and CFL bulbs by energy saving LED bulbs
• Reducing paper work by adopting to digital technology
• Discouraging the use of personal motor vehicles by students and staff for commuting
• Encouraging the use of reusable bottles by students and staff in place of disposable bottles.

7.2 Best Practices

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

   The college has adopted the best practices such as 1. Skill Addition and Capacity Building through Participation and 2. A Clean & Green Campus. The skill addition and capacity building through participation practice is to fulfill the following objectives:
   1.   To make students more employable as compared to others.
   2.   To give students the much needed extra confidence to face the future challenges of life.
   3.   To make them self-reliant.
   4.   To give alternative options for earning livelihood.

   During 2019-20 the college has organized the training programme on 20.12.2019 to 29.12.2019 for students at

M/s Geetanjali Kewara Distillery, Basanaputii, Kallipalli, Ganjam, Odisha and on 10.01.2020 to 20.01.20 at Oceanid Shrimp Seed Hatcheries, Bandar, Gopalpur-on-sea, Ganjam, Odisha.

The second best practice has been adopted the institution on "A Clean & Green Campus" keeping in view the following objectives:

1. To plant more number of trees in the campus
2. To create a pollution free atmosphere
3. To save & conserve energy.
4. To save water by limiting its wastage.
5. To develop a solid waste management system.

7.3 Institutional Distinctiveness

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

The college established in the year 1990 in the International Tourist place i.e. Gopalpur on sea, under Ganjam district in Odisha. It has been gaining momentum in the academic heights and one of the reputed institute in the state. In adherence to its vision of holistic development of students, the college has moved every inch forward with very carefully taken steps to uplift the educational, moral and socio-economic standard of the students belonging to the area, which is predominantly inhabited by the Fisherman Community and other Backward Classes. As a part of its attempt to achieve the objectives, the college has undertaken various programmes, methods and strategies, suitable for its students to learn.

All the staff members of the college are working dedicatedly with full commitment for academic enrichment of students. Emphasis is always given on the modern and innovative ways of teaching. Apart from class room teaching Seminars, Symposiums and Workshops are conducted on regular basis to develop communication skill and public speaking ability of the students. Besides, the college conducted different extension activities by the NSS and YRC Units.

8. **Future Plans of action for next academic year 2020-21 (500 words)**

1. Utilization of infrastructure grant received from state government.

2. To conduct National level, State level and Departmental seminars.

3. To encourage all departments to apply for Major/ Minor research projects under different organization.

4. To conduct Orientation/ Induction meeting of 1st year students.

5. To organize Gender Sensitization programme.

6. To organize Alumni meeting.

7. To organize Career counselling programme to create awareness among students.

8. To create awareness on Road and Safety.

9. To organize different social activities by NSS, YRC and Scout and Guide.

10. To create more infrastructure facilities to meet the requirement of government guidelines relating to Covid-19 Pandemic.

11. To conduct webinar and also to encourage faculty members to participate on webinars.

Name   <u>Dr. Ranjit Kumar Das</u>   *Name* <u>Sri Rama Kanta Choudhury</u>

Co-Ordinator, IQAC   *Principal, Chairperson, IQAC*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

***

Abbreviations:

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

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For Communication with NAAC

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