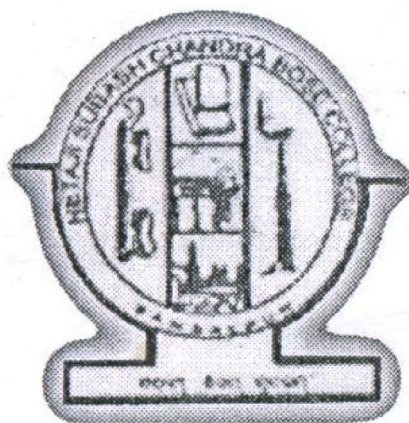


NETAJI SUBHASH CHANDRA BOSE COLLEGE

SAMBALPUR, ODISHA

[www.nscbcollegesbp.in]



SELF STUDY REPORT

Track Id :- EC/39/57

(NAAC ACCREDITED "C" : Year 2006)

For

Submission to

National Assessment and Accreditation Council

Nagarbhavi, Bangalore

30th September, 2015

PREFACE

Change is the demand of the day. Change from data to information, from information to knowledge and from knowledge to wisdom has assumed paramount importance for the perpetuation and evolution of the human civilization. Higher Education as a part of the whole education process has a crucial role in bringing about this change among the young generations. Moreover, the ever increasing cost of the private education ignores and excludes the weaker and the marginalized sections of the society. This is where this college perfectly fits in. Being a Government College and situated in the serene suburb of Sambalpur town, it seeks to provide free and quality education to these excluded sections of the society.

The preparation of SSR with an expectation of assessment and accreditation is a modest enterprise on the part of this institution. It is a humble submission before the Peer Team of NAAC.

30th September, 2015

PRINCIPAL

EXECUTIVE SUMMARY

CRITERION-1 CURRICULAR ASPECTS

This institution is an undergraduate Govt. college preparing the students for +3 University Degree Examinations in Arts and Commerce under Sambalpur University. It imparts teaching in Honours in English, History, Economics Political Science and Odia and Accounting in Commerce. The University has not given any academic flexibility regarding the structure of syllabus. However, with a dedicated team of faculty the institution has been striving its best to execute the existing syllabus and bring about novelty in teaching process. We try to impart life skill and capacity building education within the framework of the prescribed syllabus like computer literacy, communicative English and plantation programme for protection of environment. The feedback on the overall performance is drawn from students' corner, parents and alumni. Besides, there is PTC (Performance Tracking Cell) of Department of Higher Education that evaluates the institution through various quality parameters like CMS (Common Minimum Standard), SIP (Staff Information Position) and QMT (Quality Monitoring Tool).

CRITERION-2 TEACHING LEARNING AND EVALUATION

The process of students' enrolment to different programmes of the college is controlled, monitored and regulated by the State Government through SAMS. It is a transparent and properly administered mechanism complying with Reservation Policy and weightage to different category as per law of the State Government. The major constituent of the students profile are SC, ST and Minority community. Approximately, 50% of the students are girls-a step towards promoting gender equity. The teaching-learning process is structured through regular class room teaching, remedial/tutorial classes, seminars and project papers and online learning sessions. Efforts are taken for enhancement of existing teachers' quality through Orientation and Refresher Courses. The evaluation of learning is done through Monthly Tests, Half Yearly Test. And Final University Examinations. Reforms are initiated to ensure continuous learning and maximum attendance in the class room by the students. For this purpose, the Monthly Tests have become mandatory and its marks are taken into consideration for being sent up for Final Examinations. After these reforms it was observed that considerable improvement has been achieved by the students and the broader objectives of the teaching-learning process are realized.

CRITERION-3 RESEARCH, CONSULTANCY AND EXTENSION:

As an undergraduate Govt. college the institution has little scope and infrastructural facility to undertake research activity. However there is a research committee to recommend the Minor Research Projects of members of staff. The college is also undertaking a number of academic activities like publication of Annual College Magazine the Jagruti, The Bahu Varna (wall magazine), the Bahu Varna (e-magazine) and the NSCB Business Time (Quarterly) to enlarge the academic horizon of the students. At present, the institution does not have facility in consultancy activities. In Extension Activities, the institution regularly undertakes activities like observance of Universal Brotherhood Day, National Integration and Communal Harmony Week, Health Camp, NSS Camp, Cleaning Drives under Swachha Bharat Abhiyan in the Sadar Hospital, distribution of books and study materials in Anganwadi Kendras, organizing plantation programmes in the campus for better environment under the aegis of Legal Aid Cell. Save the Girl Child drive and Seminar on Women Empowerment.

CRITERION-4- INFRASTRUCTURE AND LEARNING RESOURCES:

In addition to the existing infrastructure of the college new infrastructural development has gained momentum in recent years to cope with the growing need of the students. A new building is under construction and going to be completed very soon. The Social welfare department, Govt. of Odisha has sanctioned a 200 seated boys' hostel which will help the large numbers of students coming from far off places. At present, the college has properly engineered buildings for both academic and non-academic activities. In addition to this, new constructions like a Girls' Hostel, Students' Recreation Centre and SC/ST Boys' Hostel are underway. The college also hosts an updated library which is used as a learning centre by the students. In keeping with the time, ICT is used in a big way for the delivery of the programme. It helps the students to remain updated in the latest trends of knowledge. It also compensates the shortage of teaching staff. The campus with all these facilities is properly kept and maintained by an established mechanism. To meet the energy requirement proposal has been submitted to the UGC for installation of solar energy system on the campus.

CRITERION 5 -STUDENT SUPPORT AND PROGRESSION

The college has its mechanism to support the students for both co-curricular as well as extra-co curricular activities. UGC sponsored Entry into Service Class, Remedial Class, Career Counselling are held regularly to inculcate and improve the competitive skill among the students. Apart from

this, various indoor competitions like essay and debate competitions, quiz and GK competitions and group discussion go a long way in personality building of the students. Students are encouraged to participate in outdoor competitions like sports and games and the college itself too provides a befitting platform for this. The college has always been in touch with different inter college activities held from time to time in which the students are given scope to participate. The student progression for last few years is satisfactory. Our students have achieved success in Chancellor Debate Competition in University Level and District Level Debate Competition held by district administration. In various sport and game events too, the students have got success. In swimming, football and kabadi students of the college are representing the University. Their participation in inter college Kabbadi, Foot Ball and Cricket match and success has been up to mark. There is broad scope for the students to participate in various literary activities like publication of the Annual Magazine Jagruti, wall magazine Bahu Varna and NSCB Business Time .Students are included in the internal decision making process which exclusively act in favour of their interest. The students too participate as members in Grievance Cell and Sexual Harassment Cell.

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

The institution's mission towards the upliftment of the students coming from the marginalized and unprivileged strata of the society and to prepare them to join the mainstream successfully with life skill and capacity building is a big challenge.

The management and the administration are both under the control of the Department of Higher Education, Govt of Odisha. Moreover, the college also has to depend upon Govt allotment and grants for all its financial need. In the face of these limitations, the institution emphasizes teaching learning aspect with maximum priority to develop capacity building and life skill among the students. Use of computer based technology has been introduced and seminars and group discussion has been promoted. As a part of faculty empowerment teachers have been assigned with various co-curricular and extra-curricular activities. The decision and opinion 0given by the members of faculty are always given due consideration.

The IQAC has been constituted to help the administration evince new directions. The quality parameters prescribed by the Government are assessed through IQAC. It has provided much needed help in bringing technical reforms in teaching method. Organization of the Regional Principals' Conference, Regional Programme Officer meeting of NSS and

Inter-college Quiz Competition successfully are some of the measures taken by the in its bid to bring a charge in the quality image of the institution.

CRITERION 7-INNOVATIONS AND BEST PRACTICES

The concept of environment protection and sustainable development is now confined to syllabus only. However, it is high time we put it to action. Under the aegis of NSS and Eco Club plantation programme is being carried on in and around the premises for a green campus and proposal has already been sent to the UGC for installation of solar panel as a substitute of electricity. With regard to best practice we are intent upon the introduction of two practical aspects such as use of handloom made cloth by both the students and the staff and the 'Joy of Giving' as a mission. Students have immensely gained from these practices in term of character building, understanding the society, developing love and compassion, leadership quality and the quality of managerial skill. It is hoped, this will go a long way in fulfilling the mission and objective.

It is not out of place to mention here the steps taken by this institution to act as per the recommendations and suggestions made by the NAAC Peer Team in its maiden visit on 20-21 February, 2006. With the sincere and dedicated effort of the faculty the success rate of the students in University Examinations has increased. The introduction of computer literacy and communicative English has enhanced the capacity building of the students and helped them in preparing for various competitive examinations. Value education is imparted through Yoga classes, extra-mural lectures, students' participation in Vivekananda Club and various Extension Activities. As a part of infrastructural development a new building is under construction which will be handed over to the college authority in the next session. Nearly 30 sets of computer, 10 printers and 03 photo copiers have been added within these years to the teaching infrastructure so as to bring novelty in it. The WI-FI facility in the premises has enhanced the E-administration and E-education in the college.

The life of an institution is a long journey. A story of success cannot be written taking only a glimpse of it. But it is hoped, the endeavour and the achievement of today will go a long way in following the vision and mission of the institution in future.

PRINCIPAL

A SWOC ANALYSIS

STRENGTH

- ❖ The Institution has a team of well qualified, dedicated and sincere faculty members.
- ❖ The institution enjoys an amicable student – teacher relationship.
- ❖ There is a transparent admission process with high enrolment of students from marginalised group.
- ❖ The Institution boasts of a ragging free campus.
- ❖ There is no case of gender discrimination and sexual harassment.
- ❖ There is community support for the endeavour of the Institution with help and co-operation from parents and students.
- ❖ The institution strives for inclusive education with majority of the student population from ST/SC/minority/ girls.
- ❖ The institution realises the importance of student – support wings like NSS, RED CROSS, ECO- CULTURAL, VIVEKA NANDA Club, and its strength.

WEAKNESS

- ❖ Being a Govt. College, there is no autonomy for the Institution with respect to the academic flexibility, financial and administrative reform.
- ❖ As a U. G. College, the research facility and research participation is very limited.
- ❖ Vacancy in regular teaching faculty and sub staff affects the efficiency of the Institution.
- ❖ Inadequacy in Infrastructures relating to class room, auditoriums, separate library building, residential accommodation for members of staff and Hostel for students.
- ❖ Lack of proper communication facility to the college.
- ❖ The Entry level academic standard of the students is relatively poor.

OPPORTUNITY

- ❖ Introduction of vocational courses from this academic session will help in skill development and employability of students.
- ❖ As a Lead college this Institution has substantial potential to be associated with Odisha Open University whose HQ is Sambalpur and the proposed Diploma and certificate course to be introduced from this academic session will give an added advantage to the students to pursue dual academic studies.

- ❖ Being located at the outskirts of the township there is scope for the extension of infrastructure which is needed for academic developments and residential accommodation.
- ❖ After G.M. (Auto.) being upgraded to G. M. University this is the only Co-educational U G College in the District HQ. Therefore, it is hoped it will be developed into a premier college by the Govt.

CHALLENGE

- ❖ Checking the exodus of promising student (to G.M. University & Govt. Women's College) for better academic ambience.
- ❖ Arranging the budgetary provision for the expansion of infrastructural facility for Class room and residential accommodation.
- ❖ Lateral expansions by opening new Honours / Electives in education, psychology and sociology.
- ❖ Opening Science in Degree Class.
- ❖ Opening management course in Commerce and changing it to Dept. of Commerce and Management.

FUTURE PLAN OF THE INSTITUTION

- ❖ Opening Science in Degree Class both in Physical and Biological Science after the completion of new building
- ❖ Construction of Boys Hostel from the available grants of the Govt.
- ❖ Construction of Women's hostel.
- ❖ Institution of Solar Energy panel from U G C Grant.
- ❖ Opening of an independent NCC Unit in the college (now it is tagged to other institution)

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Netaji Subhash Chandra Bose College	
Address :	At-Dhanupali, Po-Dhanupali, PS- Dhanupali, Dist-Sambalpur	
City : Sambalpur	Pin : 76 8005	State : Odisha
Website :	www.nscbcollegesbp.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr(Mrs.)N. Panda	O:0663-2546403 R:9438201959	9438201959	0663-2546403	nscbcsbp@gmail.com
Vice Principal	NA	O: R:			
Steering Committee Co-ordinator	Mr Sarat Ku Majhi	O:0663-2546403 R:9437535632	9437535632	0663-2546403	saratkumarmajhi@gmail.com

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

✓

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

✓

b. By Shift

i. Regular

ii. Day

iii. Evening

✓

5. It is a recognized minority institution?

Yes

No

✓

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government

✓

Grant-in-aid

Self-financing

Any Other

7. a. Date of establishment of the college: **15/01/1973**

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Sambalpur University, Sambalpur

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	15-01-1973	
ii. 12 (B)	15-01-1973	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NOT APPLICABLE			
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

No

If yes, has the College applied for availing the autonomous status?

Yes

No

9. Is the college recognized
 a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: (dd/mm/yyyy)

- b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area
 in sq.mts:

Location *	URBAN AREA, DHANUPALI. SAMBALPUR
Campus area in sq. mts.	11570 Sq. mts
Built up area in sq. mts.	4000 Sq. mts

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities

- Sports facilities

* play ground - **Yes**

* swimming pool - **No**

* gymnasium - **Yes**

- Hostel - **No**

* Boys' hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel

i. Number of hostels ii. Number of inmates

iii. Facilities (mention available facilities)

* Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)

Class - II (2 nos), Class-III (2 nos) & Class - IV (2 nos)

- Cafeteria – **No**
- Health centre – **No**

First aid, Inpatient, Outpatient, Emergency care facility,

Ambulance..... Health centre staff – **First Aid Facility**

Qualified doctor	Full time	<input type="text"/>	Part-time	<input type="text"/>
Qualified Nurse	Full time	<input type="text"/>	Part-time	<input type="text"/>

- Facilities like banking, post office, book shops – **No**
- Transport facilities to cater to the needs of students and staff – **No**
- Animal house – **No**
- Biological waste disposal – **No**
- Generator or other facility for management/regulation of electricity and voltage **Yes**
- Solid waste management facility – **No**
- Waste water management – **No**
- Water harvesting – **No**

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	BA & B.COM	3 yrs.	+2 Arts, Science, Commerce	Odia/ Eng.,	384 + 192	
2	Post-Graduate	NA					
3	Integrated Programmes PG	NA					

4	Ph.D.	NA
5	M.Phil.	
6	Ph.D	
7	Certificate courses	
8	UG Diploma	
9	PG Diploma	
10	Any Other (specify and provide details)	

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any? :- HONOURS IN ECONOMICS

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	16
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	NA			
Arts	OD, ENG, HIST, ECO & Pol. Sc.	Yes		
Commerce	COMMERCE	Yes		
Any Other (Specify)	NA			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with - NIL
- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)
18. Does the college offer UG and/or PG programmes in Teacher Education?
- Yes No
- If yes,
- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable) - NA
- Notification No.:
- Date: (dd/mm/yyyy)
- Validity:.....
- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
- Yes No
19. Does the college offer UG or PG programme in Physical Education?
- Yes No
- If yes,
- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
- Notification No.:
- Date: (dd/mm/yyyy)
- Validity:.....
- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?
- Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government <i>Recruited</i>	-	-	-	01	03	-	11	-	-	-
<i>Yet to recruit</i>	01				05		04			
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>										
<i>Yet to recruit</i>										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	Nil
Ph.D.	-	-	-	01	01	-	02
M.Phil.	-	-	-	-	-	-	Nil
PG	-	-	-	-	02	-	02
Temporary teachers							
Ph.D.	-	-	-	-	-	-	Nil
M.Phil.	-	-	-	-	01	01	02
PG	-	-	-	-	-	03	03
Part-time teachers							
Ph.D.	-	-	-	-	-	-	Nil
M.Phil.	-	-	-	-	-	-	Nil
PG	-	-	-	-	-	-	Nil

22. Number of Visiting Faculty /Guest Faculty engaged with the College. **05**

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	57	19	60	15	82	29	98	40
ST	27	27	30	24	52	27	68	32

OBC	10	05	17	21	38	17	43	24
General	172	184	148	174	297	169	326	185
Others	36	21	32	35	48	27	57	29

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	190				
Students from other states of India	NIL				
NRI students	NIL				
Foreign students	NIL				
Total	190				

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

- a) is it a registered centre for offering distance education programmes of another University

Yes No

- b) Name of the University which has granted such registration.

- c) Number of programmes offered

- d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered

B. A. - 1:54, B.Com. - 1:96

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 20/02/2006 (dd/mm/yyyy) Accreditation Outcome/Result... 'C'

Cycle 2:..... (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3:..... (dd/mm/yyyy) Accreditation Outcome/Result.....

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. Number of working days during the last academic year.

241 days

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

180 days

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC ...December, 2013..... (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) **Under Preparation** (dd/mm/yyyy) (To be submitted after submission of LOI)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

2. Criteria - wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The institution is the feeding centre of those ambitious students who represent the lower strata of the society mostly to ST, SC and Minority Community. Girl students constitute nearly half of the total student population of the college. The institution imparts its scholastic and non-scholastic programmes with the following vision and mission.

Vision-> Capacity building among the students for facilitating their progression to higher studies and improving potential for employability.

> Imparting education for developing life-skill among the students for holistic development.

> Striving to bring the marginalised students to the mainstream of general development.

Mission-> To train the students in life skills and to prepare them for knowledge based vocations as a part of capacity building programme.

> To practise the habit of character building and to prepare student with value education for the society.

> To develop technology based learning skill among the students.

The institute is in regular communication with various stakeholders:-

- Through College Website www.nscbcollegesbp.in
- Through Prospectus and Annual Calendar of the College
- Through displays on the Notice Board
- Through Induction Ceremony
- Through Regular staff Council Meeting
- Through Parents-Teacher meeting
- Through Alumni meeting
- Through Media participation.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

At the beginning of the academic session each and every member of faculty is asked to prepare lesson plan and lesson note for the lecture they have to deliver. Moreover, question banks are developed from the syllabus to prepare students effectively for the examination. Following are the actions taken for effective implementation of the curriculum:-

- Adoption of inclusive pedagogy in the form of group discussion, question-answer with students.
- Regular classroom teaching and counselling sessions
- Remedial, tutorial classes
- Seminars and Workshops
- Project papers by students
- Inter-disciplinary Seminars
- Study tours & Field Survey
- ICT supported teaching.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Resources are always short for a public institution like us but it has never been a hurdle to impart quality teaching to the students. Following are the infrastructural and academic support available to the teachers:-

- Orientation and Refresher Courses sponsored by UGC and conducted by Academic Staff Colleges of Universities
- 24 x 7 free of cost Internet facilities in the whole campus
- Independent and separate departments with book banks and computer (ICT) system.
- Encouragement to Research activities.
- A well-equipped Library
- Reading room facility for the teachers

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

The following Initiatives have been taken for effective curriculum delivery: -

- Project works periodically assigned to students (activity based learning)
- Online learning facilities for students for audio visual delivery of curriculum

- Monthly tests (as a structural part of Test Examinations) to assess and ensure continuous learning.
- Encouraging students to go beyond curriculum and developing an aptitude for general knowledge.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Periodically the institute Interacts with various beneficiaries. Though the institution has no direct link with industries with respect to operationalisation of the curriculum, it has been successfully associated with NGOs like Patang to involve in various services and extension activities as per the vision and mission.

In the university level various departments of the institutions (Economics & Commerce) have the opportunities to prepare the draft syllabus of vocational course. Moreover, members of staff are associated with the examinations, examinations supervision (observer & squad members) and valuation process of the university.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

- This academic year the Department of Economics and Commerce played key role in prepare Draft Syllabus fir vocational courses.
- The university has entrusted Department of Economics prepare of draft syllabus for vocational course in “Financial Literacy & Banking”.
- The Commerce department has been assigned with preparing draft syllabus for vocational course on “Office Management” in association with department of economics.
- The members of staff participate in election to syndicate of the university which is the policy framing body of the university.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the

courses for which the curriculum has been developed.

The institution has no opportunity

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

For the accomplishment of its objectives, the institutions is taking all possible measures in association with its faculty, students and parents. It is ensured through:-

- Mandatory Monthly tests
- Surprise tests - (i) both multiple choice (ii) Essay type
- Seminar presentation by learners
- Library and reading room activities of students are analysed.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

In line with the vision and mission of the institutions, it has been decided to open a study center of Odisha Open University from this academic session. Diploma and certificate course will be offered to the students of this institution as a part of vocational and life skill development. It is in addition to:-

UG Courses offered by the institution:

- Bachelor of Arts (Honours)
- Bachelor of Commerce (Honours)

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

NO

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options

NA

- Courses offered in modular form

NA

- Credit transfer and accumulation facility

NA

- Lateral and vertical mobility within and across programmes and courses

NIL

As an affiliated member of the university and a Government College, this institute has no academic flexibility regarding the syllabus. Honours in English, Economics, History, Odia and Political Science are offered in Arts Stream and Accounting in Commerce Stream. Students can choose any two elective one minor and one major from subjects like Indian Polity, Indian Economy, Land mark in Indian History, Odia, Communicative English and Computer Science. Proposal has been submitted to the Govt. to include NSS as one of the elective.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

NO

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The institution lacks the necessary financial and human resource support to provide such programme.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No such flexibility is provided by the university.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The institution has taken following steps to supplement the university's curriculum and to fulfil its objectives as enumerated in the

vision and mission.

- Providing Life skill development :- Through computer literacy to all students, Online learning facilities for students for audio visual delivery of curriculum coaching in Entry into Service facility, Career counseling sessions(one by SEBI, one by HDFC been organized for the benefit of student and one by ICICI)
- Application & Research : Organization of Study tours and Exhibitions, Assignment of Project and seminar activities to students
- Capacity building carried on through NSS, NCC, Plantation, Self defense training for girls
- Character Building through Regular Yoga practices, awareness programs about traffic rules, gender sensitization workshop was held at regular interval.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The education system is becoming more and more techno-friendly and job market becoming capital-intensive. In this regard the institution has taken the following steps :-

- Imparting computer education to students.
- Career Counseling -Counseling the students on career opportunities and preparing them for a wider competitive employment environment
- Encouraging entrepreneurship and knack for being start-ups
- Creation of “Finance Awareness Cell” to sensitize the students about SEBI, Financial Management, Investment Management, Insurance Management, governmental programmes like Jan Dhan Yojana, Sukanya Samriddhi Yojana ,Atal Pension Yojana etc.
- Development of work culture among students - (respect for Labour) through NSS

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- The college has selected one of its +3 Final year student Sri Bibhudatta Bhoi as **Gender Champion**. With an objective on promoting gender equity in the campus and society.
- ICT- There is an UGC Network Resource Center to provide computer literacy to the students. Moreover student can take the benefit of online learning as a supplement to normal classrooms
- Human Rights - The District Legal Cell has been associated the students through debate, discussion and essay writing on Human Rights.
- Environmental Education- The students are not only taught on environment in the classrooms, efforts have been made to integrate them to the day-to-day life. Plantation is carried on in the campus and periphery for a greener premises. Proposal has been given to UGC for installation of a Solar Energy Panel.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- For Moral and ethical values – Yoga sessions, Extra mural lectures, Vivekananda club
- For Employment and life skills – Computer Literacy, Plantation, Self Defense Training for girls students, Debating club
- For Better career options –
 - Career Counselling Cell,
 - Coaching in Entry to Service facility
 - Coaching in Communicative English
- For Community orientation
 - Extension activity have been undertaken in organizing health camp, providing study material to the marginalized primary students of nearby schools.
 - Charity programs have been undertaken in organising “Joy of Giving”
 - Plantation programme are regularly held in the college Premises to promote green environment
 - Participation of students in cleaning of Hospital Campus and Religious Shrines to promoting as a part of national harmony

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

(a) In the PTA meeting, discussed was held, in the necessity of online learning by students in view of shortage of adequate teaching staff in the college. This led the college authority to establish an online learning facility for the students with the existing resources. This way the problem of shortage of teachers is temporarily solved.

(b) To improve the academic performance of the students in final examination the staff council as per the suggestion of parents has decided to conduct Unit Test and Monthly Test regularly in the classroom so that students will be acquainted with the examinations.

(c) Question Banks has been developed to practise students on the examination pattern.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

Evaluation of quality is done through:-

- Official views from college supervising authorities like RDE, Higher Education and DLC, Higher Education
- Opinion and suggestions resolved in the PTA meeting
- Suggestions and advised by the Alumni Association
- From the feedback received from students & Students' Union
- media reports and participation

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The members of the institution actively participate in various meetings held under the auspices of university. In this academic session the university has entrusted department of economics to prepare the draft syllabus for vocational course in "Financial Literacy & Banking". The Commerce department has been assigned with preparing draft syllabus for vocational course on "Office Management "in association with department of economics.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes – Feedback is drawn through PTA meeting, Alumini meeting and

student feedback formats.

These feedbacks are thoroughly discussed in different fora of the college. If found beneficial for the students, they are communicated to the University for information and necessary action.

For Example: - To cater to the need of one of our physically challenged student who is a slow learner, university has been approached to prepare question paper in his mother tongue. After consistent effort of the administration the university facilitated the question papers to the student in his mother tongue creating a new example.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

During the last four years the institution has been successful in opening Economics as an honours subject in Arts Stream (in the session 2011-12).

The demand for students to study Economics has been taken into consideration with a view to familiarizing them with Indian Economy, banking and financial literacy, etc.

It has been decided to introduce vocational courses as elective subjects from this academic session as a part of +3 syllabuses (both Arts & Commerce).

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Admission to the college is done through a very transparent and open online process, by SAMS (Students Academic Management System), which comes under OCAC a Govt. of Odisha organization. The total e-admission process is managed, conducted and monitored by the authority of Department of Higher Education, Odisha. The role of the college is to allow and admit those applicants for admission who are selected through the online process, taking in to consideration due reservation policy and weight.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other)to various programmes of the Institution.

The criteria adopted for selection of applicants for admissions is merit and other reservations parameters (like SC/ST, NCC, Sports, Ex-Serviceman). The criteria for selection and admission are decided by the Dept. of Higher Education Government.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Colleges	Arts		Commerce	
	Minimum %	Maximum %	Minimum %	Maximum %
NSCB College	53.50			58.83
Kuchinda College	48.50			39.50
Hirakud College	47.67			48.33
Parmanpur College	41.33			-----

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, the institution has an Academic Section to look into this matter. It was found that candidates having better marks are migrating to other institutions for a better academic environment. They were subsequently counselled and advised not to migrate and in this effort, we have been highly successful.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

- * SC/ST
- * OBC
- * Women
- * Differently abled
- * Economically weaker sections
- * Minority community
- * Any other

In this matter, the college follows the Reservation policies, scholarships and stipend provisions of Government. As reflected in the student profile half of the student population constitute girls student. ST/SC admission is according to their quota and if required more candidates are accommodate in extended seat. Minority constitute nearly 18% of total student population.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
1+3 ARTS	762	128	1:6
2+3 commerce	468	64	1:7

PG 1 2 3	NA
M.Phil.	
Ph.D.	
Integrated PG Ph.D.	
Value added 1 2 3	
Certificate 1 2 3	
Diploma 1 2	NA
PG Diploma 1 2 3	
Any other 1 2 3	

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

(a) Ramp is built, though, at present we don't have any student requiring ramp.

(b) A student submitted that as he is deep and dumb, he cannot comprehend and answer questions written in English language. Therefore, initiative was taken for a university question for him in Odia language and university allowed our request and provided a single question for him in

Odia in all his subjects in First Year University Examination creating an example for other institution as well.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

In the induction meeting is held in the beginning of the academic session where students are interacted. Then a counselling is held before the commencement of class where students were counselled for choice of honours. Subjects were allotted with due deliberation with students.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

To bridge the knowledge gap of the enrolled students this institution conducts remedial classes and tutorial classes.

Before examination they are provided with question bank to gain confidence.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college uses wall writings, talks, one act play, and debate competitions to sensitize the students on these matters. A student of +3 3rd year BIBHUDATTA BHOI has been declared GENDER CHAMPION to sensitise the issue of gender equity

An NGO, Patang works with the students in this regard. Besides, the students are motivated through regular camp of NSS and through Eco Club.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

We identify the advanced learners through monthly tests and conduct special coaching session for them before the final examinations. Reference Books are provided to them from the library.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

PTA meetings, particularly of students not attending to classes regularly and those not willing to fill up examination forms for various reasons are held. Such students are also called to state their problems. Often, their genuine financial needs are met with money from institutional provision like SSG.

They are also convinced about various stipend, scholarship and insurance scheme available to them in continuation of studentship.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The institution plans and organizes the teaching and evaluation schedules through the following:-

- Time table for classes
- Lesson plan and progress register by all teachers
- Academic calendar which is prepared and circulated at the beginning of the session, by DHE, Govt. of Odisha.
- Evaluation schedule that constitute monthly test, surprise test and test examination

2.3.2 How does IQAC contribute to improve the teaching -learning process?

The IQAC sets different parameters for the members of faculty to bring innovative and quality teaching in the class room. With introduction of computer based teaching faculties are using PPT method in special classes and seminars. The IQAC also goes through the Lesson Plan and Progress Registers and give valuable advice in case of necessity. It is instrumental to organizing extra-mural lectures, inter college quiz competition and inter departmental seminar.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning process is made student-centric by the following measures :-

- Using ICT like online classrooms, Interactive Board and projectors for audio visual learning.

- Activating proctorial system for collaborative learning.
- Constitution of learner groups for independent learning.
- Group discussion under the supervision of teachers.
- Question Bank and self explanatory notes prepared by faculty members and supplied to students.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Students are nurtured through:-

- Organisation of seminars and workshops
- Assignment of project papers
- Conducting study tours and exhibitions
- Developing problem solving ability by empowering them through nominations and elections
- Encouraging students participation in college magazine and wall magazine
- Contribution by students to college “NSCB Business News Bulletin” published under Department of Commerce.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g. Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The technology used by the faculty for effective teaching-learning :-

- Online learning facility for students under the supervision of teachers.
- Use of interactive boards and projectors
- Internet facilities to departments and students

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

Advance level of knowledge is imparted to the students and faculties through :-

- Seminars and workshop
- Extra mural lectures

- Refresher and orientation programmes conducted by UGC
- Research activities by teachers and students as a part of curriculum
- Faculties of this institution take lessons in IGNOU study center in GM University in UG/PG course which expands their horizon.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/ mentoring/ academic advise) provided to students?

The following are the support and guidance provided to the students :-

- Proctorial system :- dividing students into proctorial groups and placing them under proctors
- Remedial classes
- Entry to service classes
- Career counseling session
- Grievance redressal forum
- Anti-ragging cell
- Human rights cell
- Anti-sexual harassment cell

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

(a) A "Language Board" is maintained by the department of English. Each student of the department is assigned with the job of writing five new words from the dictionary along with their meanings and usage on the board. Also a quote the day from a literary text is also written.

(b) A "Financial Awareness Cell" is instituted and maintained by the department of Commerce. Here the students are exposed to various financial issues like insurance, investment, Jan Dhan Yojana, Atal pension Yojana, etc.

(c) In the Dept. of Economics, students are encourage to learn and are appraised of the recent economic trends/ data from various paper.

(d) Faculty and students are both encouraged to use technology in class rooms and seminar.

2.3.9 How are library resources used to augment the teaching-learning process?

Students are encouraged to visit the library and the Reading Room as frequently as possible. They are asked to write Seminar Papers after consulting many materials from the library. The academically better students are also provided with the reference books from library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, the institution suffers due to vacancy position of regular faculty. However, with permission and funding from the Government, the institution engages the services of Guest and Visiting Faculties for completion of course. Moreover, online learning facility is created to facilitate self learning by the students.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The quality of learning is continuously evaluated through monthly & surprise test and through student feedback format. Principal supervises the lesson plan and progress register of all teaching staff regularly. The IQAC also extend quality support in this regard. The members of IQAC in various meetings are apprised of the qualitative changes.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

The recruitment and appointment of teaching faculty is made by D.H.E., Govt. of Odisha, all recommendation of OPSC. The college has no role in this regard.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	Nil
Ph.D.	-	-	-	1	1	-	02

M.Phil.	-	-	-	-	-	-	Nil
PG	-	-	-	✓	✓	-	04
Temporary teachers							
Ph.D.	-	-	-	-	-	-	Nil
M.Phil.	-	-	-	-	✓	-	01
PG	-	-	-	-	✓	✓	02
Part-time teachers							
Ph.D.	-	-	-	-	-	-	Nil
M.Phil.	-	-	-	-	-	-	Nil
PG	-	-	-	-	-	-	Nil

However, The vacancy of regular faculty is compensated by recruitment of temporary and part-time teachers. The recruitment process begins with an open advertisement in news papers and college websites followed by an interview. Candidates are selected taking into consideration their carrier mark and personality test.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

-----NA-----

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Strategies adopted by the institution to enhance teacher quality:-

- Orientation and Refresher programmes conducted by UGC
- Participation in seminars / workshops
- Publication of research articles and books
- Interaction with teachers from other institutions, IGNOU classes
 - a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	04
HRD programmes	
Orientation programmes	04

Staff training conducted by the	
Staff training conducted by other	02
Summer / winter schools, workshops, etc.	

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ✓ Teaching learning methods/approaches
- ✓ Handling new curriculum
- ✓ Content/knowledge management
- ✓ Selection, development and use of enrichment materials
- ✓ Assessment
- ✓ Cross cutting issues
- ✓ Audio Visual Aids/multimedia
- ✓ OER's
- ✓ Teaching learning material development, selection and use

The institution has no opportunity and resources for these activities.

c) Percentage of faculty

*** invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

- Dr. Raghmani Naik, Lecturer in History, was invited as resource person to Jamankira College, Jamankira

- Sri Sarat Kumar Majhi, Reader in Economics was invited as resource person to Hirakud College, Hirakud in the seminar of Department of Commerce.

- Dr. Aditya Meher, Lecturer in English, was invited as resource person to Parbati Giri Arts College, Mahulpali

- Sri Rabindra Kumar Panigrahi, Lecturer in English, was invited as resource person to Jay Durga College, Padiabahal

- * **participated in external Workshops / Seminars / Conferences recognized by national/international professional bodies**

Following members of staff have attended different seminar and workshops in previous years.

- Dr. Raghumani Naik, Lecturer in History
- Sri Sarat Kumar Majhi, Reader in Economics
- Dr. Aditya Meher, Lecturer in English
- Sri Rabindra Kumar Panigrahi, Lecturer in English

- * **Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

Papers have been presented by :-

- Sri Sarat Kumar Majhi, Reader in Economics
- Dr. Raghumani Naik, Lecturer in History

- 2.4.4 **What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The members of faculty can take all benefits like study leave and academic leave as per govt. norm and UGC provision.

- 2.4.5 **Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

NIL

- 2.4.6 **Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Evaluation of teachers is done through feedback from PTA and Alumni meeting. The teachers have an interface with the parents and alumni in the presence of the Principal. This helps in catering to the need of all students.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

At the beginning of the session, a staff council meeting is held to discuss the evaluation process. All teachers are sensitized about the system already in place. New and innovative ideas are invited and if found useful, they are incorporated with the approval of the staff council. The students are also informed about the process during the counselling session for Honours subjects and electives.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

(a) Any reform in evaluation process initiated by the university is adopted by the institution. As an affiliated institution, we are expected to follow the university guidelines in toto.

(b) A major reform in the evaluation process is adopted by the college. We conduct at least two monthly tests before the test examinations. The higher mark of the two monthly Tests is then added to the test examination made in the same subject to prepare the final results. This system is expected to ensure continuous learning.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The college has its own mechanism for effective implementation of the evaluation reforms. The examination establishment is manned by the OIC of examination and examination clerk. The authority is periodically informed about the performance of the students in monthly tests. An examination calendar is prepared from the beginning of the session in conformity with the university calendar. The time lines of the calendar are strictly maintained. The students are also counselled one to one on their performance in the examinations by the department faculties.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

As a part of formative assessment there will be at least two

monthly Tests and the higher mark of the two will be added to the marks secured in the test examination. The preparation of results of test examination to sent up students is done at departmental level taking these marks into consideration. The final university exams are part of summative assessment.

The introduction of mandatory monthly test as a part of test examinations has a very positive impact on the sincerity as well as attendance of the students in their class rooms.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.

Rigor and transparency in the internal assessment is ensured records which are open for all. Due weightage is given to behavioural aspects and communication ability of the students inside the classroom and in the campus as a whole. Students are also encouraged for independent learning. Apart from classroom teaching, they are advised to visit library reading room and make best use of it.

2.5.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

These are reflected in the vision and mission of the college. Moreover, it is expected that with graduation a student will be equipped with-

- A sound knowledge based on the subject of study
- Good communication skill
- Value education for a responsible citizen
- Life skill education

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

At the college level, the students can freely and openly approach the authority with their grievance. The grievance redressal facility has also been available in the college website.

At the university level, there is a way of applying for re-addition of marks; students can put their grievance through proper channel.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The college has a clearly stated learning outcomes in its vision and mission. It is planned that maximum number of students enable to pass in the university examination with better marks. Moreover, students should come out from the college as good, responsible and able citizens who can contribute positively to the process of nation building. The students and staff are made aware of all this through admission literature, meetings and counselling sessions.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The institution monitors the progress of the students through regular notice and circulars. Moreover, through respective proctors letters are written to the parents of students who perform poorly in examinations, or those who remain absent from classes.

year	Arts				Commerce			
	Appeared		Passed		Appeared		Passed	
	M	W	M	W	M	W	M	W
2011-12	35	46	32	41	36	14	24	05
2012-13	36	48	23	32	24	22	14	16
2013-14	32	57	20	43	24	31	16	23
2014-15	38	55	25	41	26	23	16	15

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Teaching/Learning is structured in Regular Classroom teaching, Remedial classes, Entry to Service classes, Seminars and Workshops and writing of Project papers.

Assessment process consists of Monthly Tests as part of Test Examination, Test Examination itself to sent up the students to University Examinations., and Final University Examination conducted by Sambalpur University.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude

developed among students etc.) of the courses offered?

The institution has been proactive in giving the students counselling in career opportunities. Resource persons from external organisations like SEBI, Axis Bank and HDFC Insurance are invited to advise the students on career matters in insurance and investments. Moreover, field surveys, particularly in Commerce and Economics are conducted to develop research aptitudes and practice among the students.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The institution collects and compares University marks secured by the students from General, SC/ST, Minority and Women categories. The data are now presented before the board of studies and other relevant fora for discussion and analysis. The outcomes are used in a phased manner to overcome barriers of learning.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Academically students' performances are reflected in the university results. Every year after the publication of result, staff council meetings are held between

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes. As an example, it was observed that a good number of students were not attending their classes regularly. They were also not visiting the library. Often, their result in the examinations was not satisfactory. Thus, it was decided to hold monthly tests where the marks of these tests will be added to the marks secured in Test Examination for the preparation of list of candidates eligible to fill up forms for final university examinations. It ensured the attendance and sincerity of the students in classrooms and in studies.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

The College doesn't have any recognized research centre as it is an undergraduate institution. Moreover, there is lack of resources to act as a research centre.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the Institution has a Research Committee to monitor and address the issues of research of those staff who undertake research work like Minor Research Project and Survey.

Composition of Research Committee- The committee consists of six members, principal being the chairperson. The other members are - one is external member from college of nodal centre, academic bursar, administrative bursar, one member as principal's nominee and another is research supervisor.

The committee recommends for research funding, gives declaration certificate and certifies the certificate by the principal.

In this academic year the committee has recommended the minor research project of Dr. Raghumani Naik, Lecturer in History.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- autonomy to the principal investigator
- timely availability or release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities

- any other

Though the college doesn't have research facilities of its own, it helps the researchers by providing other computer and internet facility and library facility to smoothen the research work. Besides, inflib.net, a part of e- library, is provided to members of staff.

Academic leave is sanctioned to the staff to attend any research related programme, seminar, conference and workshop etc.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

We follow analytical teaching method to teach the students. Besides, we adopt scientific method, conduct seminars, group discussions, survey and study tour to develop research culture.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Dr Nilendree Panda, Reader in Economics and Dr Raghumani Naik, Lecturer in History have already completed one Minor Research Project each and now Dr Naik has applied for another Minor Research Project in the academic session 2015 -16.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

Programmes like workshops and exhibitions are held from time to time to promote research culture among the students and the staff. An Inter college Science Exhibition and Workshop organized in 2014 and graced by Dr S. K. Das, DLC, Dr Prashant Kumar Mohapatra Regional Director and visitor Sri P.K. Mohapatra had drew wide appreciation from all corners.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Special research work of Dr Raghumani Naik, Dept of History is based on predominantly tribal study and missionary activities. He has explored into the tribal ways of life of Undivided Koraput District

of South Odisha.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college has been trying to attract researchers of eminence to the college by conducting extra mural lectures and seminars. Following is a list of researchers who were invited to the college at different points of time.

- English - Miss. Manisha Mishra
- Science - Sri Santosh Kumar Das
- Commerce - Dr. Dilip Kumar Parichha & Dr. Sambhu Mishra
- Odia - Dr. A. Rath

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

NIL

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Unfortunately, there is no such provision in the institution.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The college usually depends upon Govt. Grants for all these activities.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Such facilities are provided by the Govt.

3.2.3 What are the financial provisions made available to support student research projects by students?

There is financial provision for students' seminar, survey and study tour as earmarked in the 12th Plan General Development Grant of UGC. The college does utilize the grants for this purpose. A UGC network centre has been developed from UGC fund to facilitate the students for research project.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research?

Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

No such activity has been undertaken so far.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The institution has a good number of infrastructures like computer, Laptop, internet, projector etc to encourage the students and the staff to utilize these equipments for research and departmental seminars. Besides, library and reading room facility are provided to both the students and the staff.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Nil

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects						
Major projects						

Interdisciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college provides only infrastructural facilities which include computer and internet facility, Inflib-net (e-library) and reading room facility.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Staffs are encouraged to take research projects to enhance their research oriented knowledge. Dr Raghmani Naik, HOD, Dept of History, has applied Minor Research Project for the academic session 2015-16

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.

No

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

No

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- Library /Inflib-net (e-library) facility.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

NIL

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

* Patents obtained and filed (process and product) - Nil

☐ Original research contributing to product improvement -Nil

* Research studies or surveys benefiting the community or improving the services

Research in missionary activities on tribal communities of undivided Koraput District of South Odisha undertaken by Dr. Raghumani Naik.

* Research inputs contributing to new initiatives and social development

Gender Sensitization has been undertaken by Bibhudatta Bhoi, a student of +3 Final year Arts.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

NIL

3.4.3 Give details of publications by the faculty and students:

* Publication per faculty

* Number of papers published by faculty and students in peer reviewed journals (national/ international)

Sl. No	Name	Department	National	International
1	Dr Raghumani Naik	History	07	18

- * Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - Nil
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

3.4.4 Provide details (if any) of

- * research awards received by the faculty - Ph. D. degree awarded to Aditya Meher, Lecturer in English
- * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally - Nil
- * incentives given to faculty for receiving state, national and international recognitions for research contributions.- Nil

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

No

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

No

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

No

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

No

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Being an undergraduate college this institution does not have facility in consultancy activity.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

Students of this college have done commendable jobs in this regard. Mainly, they have been associated with many social activities e.g. organising Blood Donation Camp & Health Camp, organising UGC sponsored Extension Activities and undertaking plantation programme through NSS & Eco-Club. Besides, a film on Active Citizenship Programme under the Ministry of Youth and Sports Affairs, Government of India had been shown with a view to inculcating spirit of good citizenship among the students.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Students are encouraged and awarded in various functions and celebration. Best volunteer's prizes have been awarded to the students by the university.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

In different meeting, the decisions and resolutions being given by different stakeholders are taken into the consideration.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

A seminar on Women Empowerment was held in 2012 and financed by UGC. In this seminar, Mrs Jyoti Panigrahi, chairman of State Women Commission was the Chief Guest. Apart from that,

study materials were distributed among to the poor students to help them in a small way to come unto the learning track.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

All activities are carried on with dedicated and active involvement of student volunteers and the members of staff.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institution has initiated various activities like distribution of books and study materials in Anganwadi Kendra, organization of health camp adoption of village by NSS Wing and plantation activities in the campus. A meeting on Save the Girl Child was held in collaboration with Legal Aid Cell, Sambalpur to sensitize the students on gender discrimination. One student Bibhudatta Bhoi is undertaking a project on girl discrimination.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The activities taken up under extension activities are aimed to inculcate the spirit of social service and aptitude for value education among students. The students show keen interest and their involvement was satisfactory.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

A Seminar incorporating various wings like SSGs, NGOs and Anganwadi Karmees of peripheral was held on Women Empowerment. They actively participated and gave their valuable suggestions on various social and community development issues. In the health camp, awareness was created against vulnerable diseases.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach

and extension activities.

The students of our institution along with the students of Govt. women's College undertook cleaning drive in the district headquarters hospital. Recently a joint rally by the students of all colleges of Sambalpur will be undertaken for creating awareness on free polythene township.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The service of the institution has been acclaimed in the hospital cleaning drive and a certificate of merit to this effect has been awarded.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The institution has not done any collaboration with any industries as there is no science stream in undergraduate level.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

NIL

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/library/new technology/placement services etc.

NIL

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

NIL

3.7.5 How many of the linkages/collaborations have actually resulted in

formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated

NIL

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

NIL

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

A strategic relationship is established between the existing physical & IT infrastructure with delivering the main motto. In addition, new infrastructural development has gained momentum in recent years to cope with the growing need of the time. A new building is under construction and going to be completed very soon. A girls' hostel has already been sanctioned by UGC. SC & ST welfare department has also sanctioned a boys' hostel. The college has provided its stakeholders well equipped class room, library, canteen, student's union room, gymnasium, computer lab, student's common room and staff common room etc.

4.1.2 Detail the facilities available for

a) **Curricular and co-curricular activities - classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

The institution focused on smart class room with LCD Projector, mobi pads and visualizers. This smart classroom facilitates ICT based teaching and learning. Seminars are held through PPT presentation and students also present seminar papers in PPT mode. One hall having 300 seats is used for seminar purpose. For technical sessions, smart classes are being used. Arrangement has been made for tutorial classes in the concerned departments. Extra classes, remedial classes are also equipped in the existing infrastructure.

An herbal garden is under construction. Separate rooms are provided for remedial coaching class and career counselling cell. The existing class room as and when required is engaged for such purpose.

The computer lab is well set and ever ready with 24 x 7 internet facility both for students and teachers. Students use internet to browse knowledge. It also helps the staff in research activities with certain open access journals or data base and free research software.

b) **Extra -curricular activities - sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and**

hygiene etc.

For outdoor sports, college playground is used. The institution has its own badminton court to promote indoor sports like badminton. The NCC unit, presently attached to other institution subject to vacancy, aims at infusing not only the spirit of patriotism and social service in the cadets but also seeking their physical growth and development. The Youth Red Cross Unit and the Red Ribbon Club have been playing a vital role in this regard through holding blood donation camp, detecting blood group and inviting doctors to deliver talk on different health issues. Gymnasium is also in action for the physical well being of its beneficiaries.

Though the institution is lacking a full-fledged auditorium, it has one big hall with an in-built public address system to be used for multiple purposes.

- 4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The existing infrastructure is optimally used. A new building is now under construction. A ladies hostel is already sanctioned by UGC. The SC/ST department of Govt. of Odisha has also sanctioned a hostel. The projects are undertaken by the Govt. of Odisha. So it is not possible to mention the exact budgetary provision.

- 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

With a motto to ensuring barrier free education the institution strives at its level best to make the disabled students feel at home. For example, ramp has been constructed where necessary to help them move freely. However, till now there is no need of this infrastructure.

- 4.1.5 Give details on the residential facility and various provisions available within them:**

- **Hostel Facility - Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**

- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy**
Constant supply of safe drinking water
- **Security**

Two hostels have already been sanctioned by UGC and State Government respectively and its construction is soon to start.

A gymnasium unit is always ready for the use of the beneficiaries.

As Yoga is made mandatory by State Government, the college has set apart a room for yoga where the mind and body is linked and value added to both.

As there is no hostel in the college, the internet facility has been expanded largely and made open to the students and the staff so that most of them derive gain from it.

The institution has a well set up library. Inflib-net is available to teachers.

Both Students' Common Room and Staff Common Room are in operation with audio-visual facility. The administrative block is facilitated with Wi-fi system to smoothen the administrative activities.

There are staff-quarters inside the campus and allotted to them.

The institution has an uninterrupted water supply system. It supplies underground and filtered drinking water to its stakeholders. Moreover, water purifier and freezers are provided for the hygienic well being of the students and the staff.

The college is under CC TV surveillance which is monitored from the Principals' room. However city police has arranged regular patrolling system for the external prodigals.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The institution has not dispensary of its own. But first-aid facility is available for minor injuries.

4.1.7 Give details of the Common Facilities available on the campus-spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students,

safe drinking water facility, auditorium, etc.

The existing infrastructure is smartly used for multiple purposes. Separate room is provided for IQAC, carrier counselling cell, remedial classes, canteen, and staff common room. But for women cell, student grievance redressal unit, the infrastructure is used in multiple ways.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has an Advisory Committee comprised of an officer in charge of library, Academic Bursar, Administrative Bursar and the all HODs of departments.

The committee take decisions on smooth function of the library like issue of books to the students on time, opening of reading room regularly, purchasing of books and journals etc.

4.2.2 Provide details of the following:

- * Total area of the library (in Sq. Mts.) - 320 sq.mts
- * Total seating capacity - 40 for students and 10 for staff
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation) = same as college hours.
- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) - lay out is provided in the appendix.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

All the purchases are made according to the decisions of The Library Committee. Total purchase during the last four years is rupees -1,53,718/- details has been given in table below:

Library holdings	Year -1		Year - 2		Year - 3		Year - 4	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost

Text books	140	20192	102	20,000	317	68512	115	15014
Reference Books	02						20	
Journals/ Periodicals								
e-resources								
Any other (specify)							254	31,602

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * OPAC
- * Electronic Resource Management package for e-journals
- * Federated searching tools to search articles in multiple databases
- * Library Website – staff members are provided with INFLIB-NET facility.
- * In-house/remote access to e-publications
- * Library automation – yes, (E- Granthalaya)
- * Total number of computers for public access - 02
- * Total numbers of printers for public access - 01
- * Internet band width/ speed (i) 2mbps (ii)10 mbps (iii)1 gb (GB) -
2mbps
- * Institutional Repository – facilities available to a limited level.
- * Content management system for e-learning
E- Learning facilities are available in departments.
- * Participation in Resource sharing networks/ consortia (like Infflibnet)
Yes, the institution is a member of Infflibnet.

4.2.5 Provide details on the following items:

- * Average number of walk-ins - 06
- * Average number of books issued/returned –08 per week
- * Ratio of library books to students enrolled - 02 : 01
- * Average number of books added during last three years

263 (788/03)

- * Average number of login to opac (OPAC)
- * Average number of login to e-resources - NA
- * Average number of e-resources downloaded/printed -NA
- * Number of information literacy trainings organized - NA
- * Details of “weeding out” of books and other materials - Damaged

4.2.6 Give details of the specialized services provided by the library

- * Manuscripts - No
- * Reference - Yes
- * Reprography - Yes
- * ILL (Inter Library Loan Service) - No
- * Information deployment and notification (Information Deployment and Notification) - No
- * Download - Yes
- * Printing - Yes
- * Reading list/ Bibliography compilation - Yes
- * In-house/remote access to e-resources - No
- * User Orientation and awareness - No
- * Assistance in searching Databases - No
- * INFLIBNET/IUC facilities - Yes

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library is running through shortage of staff. After the retirement of the librarian, Group -C employee has been given appointment for the running of the library and he is extending every possible help to the students and member of the staff.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

No case of physically challenged has come so far.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Time to time the officer in charge of library takes the opinions of members of staff, visitors and students. The feedbacks received are discussed in various meetings and appropriate actions if necessary are taken.'

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)

Sl. No.	No. of Computers	Configuration	
1.	36 Desktop	i3 processor 500GB HDD 2GB RAM	
2.	03 Laptop	i5 processor 500GB HDD 2GB RAM	
3.	06 Laptop	i5 processor 500GB HDD 4GB RAM	

- Computer-student ratio - 1 : 18
- Stand alone facility -
- LAN facility available in the net work centre
- Wifi facility available in the block
- Licensed software
- Number of nodes/ computers with Internet facility
- Any other Printer, photocopiers and scanners available

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

32 nos of computer with internet facility is available.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

It is seen that maximum number of students take the benefit of

IT infrastructure. Attempt is being made to make e-Literacy programme extensive.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

In total Thirty numbers of Desktop and Nine numbers of Laptop have been purchased over these years costing approximately Twenty One lakh.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

In the class and during leisure hours students and staff are encouraged to use IT resources, Power Point Presentation and Data Downloading.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching

Learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher. Students and staffs both are benefited from the IT technology. PPT Method has gained popularity. Online courses are helpful in the absence of teachers.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

Not Available

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

As the components of infrastructure maintained by the PWD department, Govt. of Odisha, budgetary allocation is not available with the institution.

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

There are officers in charge for different infrastructural, facilities and equipments of the college.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

As and when required.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Sensitive equipments are maintained regularly by GED, PWD and GPH department.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. The prospectus contains detailed information about the subjects offered to students of the college. As per the college prospectus the students go for the subjects as mentioned below

+3 1st Arts

Compulsory-

English, M.I.L. (Odia, Hindi & Alternative English and any one of other Indian Languages) & Indian Society & Culture

Honours-

Odia (32 seats), English (32 seats), Economics (16 seats), History (32 seats) and Political Science (32 seats)

Electives-

Odia (128 seats), English (128 seats), Economics (128 seats), History (128 seats) and Political Science (128 seats)

+3 2nd Arts

Compulsory- English & Indian Society & Culture/ Computer Application.

Honours- As mentioned above

Electives- No provision of Electives in +3 2nd Year Arts

+3 3rd arts

Compulsory-Environmental Studies

Honours- As mentioned above

Electives- As mentioned above for the students of +3 1st Year Arts

COMMERCE.

+3 1st Com.-

Compulsory- Communicative English

Honours- Financial Management (16 seats)

Optional- Financial Accounting, Business Statistics, Business Economics and Business Law.

+3 2nd com.-

Compulsory- Indian Society & Culture/ Computer Application

Honours- Specialized Accounting (16 seats)

Optional- Management Accounting, Cost Accounting, Principles of Management, Company Accounting, ISC or Computer Application.

+3 3rd Com.-

Compulsory- Environmental Studies

Honours- Marketing Management and Advanced Cost and Management Accounting (16 seats).

Optional- Quantitative Techniques and Business Mathematics, Auditing, Income Tax.

However, after the introduction of E-admission system in Degree Class publication of a college prospectus is looked after by the SAMS, Department of Higher Education, Odisha. The students and parents can get the detailed information on all the subjects through their access to internet. The institution tries to keep up its commitments as per the prospectus. The members of teaching staffs try their level based to impart quality education.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The amount paid under these scholarships is directly credited in the accounts of the students through online transfer. However, the amount and number of students receiving these scholarships are as

per the following table.

Sl. No.	Year	No. of Recipients	Amount (₹)
1	2011-12	44	1,71,830
2	2012-13	80	2,75,576
3	2013-14	91	3,53,454
4	2014-15	106	4,15,949

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Students receive financial assistance as stipend from the state government. The percentage of such students during last four years is as per the table given below-

Sl. No.	Year	% of students
01	2011-12	3.2
02	2012-13	13.7
03	2013-14	15.6
04	2014-15	18.8

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections?

✓ Students from SC/ST, OBC and economically weaker sections- With a view to improving the academic standard and competitive efficiency among them students are provided with UGC sponsored Entry into Service class, Remedial class and Career Counselling.

✓

✓ Students with physical disabilities- Students with physical disabilities- National Scholarship and Disability Scholarship by State Government is provided to the students so that they will feel encouraged both financially and morally to come into the mainstream of learning

✓

Overseas students- No Overseas students have taken admission in the college.

- ✓ Students to participate in various competitions/National and International-
 Various competitions are held at college level to improve the competitive efficiency of the students. Besides, students do participate in various inter college competitions not only for prizes but also for improving their faculty in this regard.
- ✓ Medical assistance to students: health centre, health insurance etc.-
 Blood donation programme and detection of blood group is done through the Red Cross Society of the college. Occasional health camps are organized through NSS and general health-check up is done. Besides, eminent doctors are invited from time to time to talk to the students on various health related issues. In case of urgent medical problem of students, all the members of staff including the students come forwarding extending the hand of cooperation.
- ✓ Organizing coaching classes for competitive exams-
 Career Counselling classes are held to make them competent for competitive examinations.
- ✓ Skill development (spoken English, computer literacy, etc.,)-
 Special classes are taken by the faculties of Department of English for skill development. In computer Literacy, there is provision for imparting basic knowledge in computer application to the students by the Data Entry Operator of the college. Students are often advised to spend their leisure time in the computer laboratory making practice of their basic knowledge. Besides, internet facility has been provided for easy access to useful information relating to their syllabus as well as the topics beyond syllabus.
- ✓ Support for “slow learners”-
 Tutorial and Remedial classes serve as good efforts to improve the slow learners. In Group Discussion class, special care is taken for them and they are encouraged to take lead role in discussion.

- ✓ Exposures of students to other institution of higher learning/ corporate/business house etc.-
Inter college debate and essay Competition are the platform for the exposure of the students which the college has been providing them. Our students participate in University Chancellor Cup every year. Students have exposure through Inter-college and inter university Kabaddi and Cricket tournaments.
- ✓ Publication of student magazines
Keeping in view the enhancement of creative faculty among the students, the college has been making sincere effort in publishing Jagruti, the Annual Magazine of the college every year. Publication of Wall Magazine is a regular practice. A Quarterly News Letter named NSCB NEWS LETTER is being published by the Department of Commerce. Priority is always given to the articles by the students for publication in these magazines.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

To provide access to entrepreneurial skill efforts have been made to arrange classes under Career Counselling Cell and Entry into Service. Resource-persons invited to take these classes are keen on facilitating entrepreneurial skill among the students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

Students show keen interest in extra-curricular and co-curricular activities, Annual Athletic Meet and Annual cultural festival. These activities are carried on throughout the year.

Additional academic support, flexibility in examinations-

The college makes effort at its best to inculcate a very positive attitude among the students for examination through organizing regular Unit test both class wise and cohort wise. Seminar with the

objective of developing Reading, writing and speaking skill is organized in all departments. Students also gain immensely from cultural competitions held on different occasions.

Special dietary requirements, sports uniform and materials-

Sports- In addition to college level sports students are encouraged to participate in sports organized at district level. It is because of institutional care that the students of the college have achieved success in various competitions in sports held at district level.

Games-

Games (Football, Kabadi and Cricket) both at intra college and inter college level are organized. The college never fails to send a team in each of these games to inter-college tournament. Our team in Kabaddi has been able to create its special identity in the university.

Quiz Competition-

Besides the quiz competition held in the college, students are made to participate in inter college competitions.

Debate-

The College has its own platform for the growth and development of this faculty through different college-based discussions, seminars and symposia. Apart from this, the institution gives full support to the students to participate in various debate competitions held at district and state level.

Cultural activities-

Students have a greater exposure to cultural activities especially in Dance, Song and Drama which are organized in the college. They also represent the college in such activities organized by other institutions.

□ any other

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE/ CAT/GRE/TOFEL/GMAT/ Central/State services, Defense, Civil Services, etc.

There are provisions for Entry into service and career counseling in which utmost care is taken to infuse competitive spirit and improve competitive skill among the students. Being an Under Graduate college there is no provision for keeping the record of outgoing students.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Members of staff play the role of students' Counsellors as per their need. In the beginning they act as academic counsellors in choosing honours and electives and preparing for competitive examinations. The teachers are also in touch with the students even in their post college life.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The institution does not have a structured mechanism for career guidance and placement of its students.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes. No reports relating to student grievance have yet come to the notice of the institution. However, continuous efforts are being made to trace and resolve the grievances if students have any.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Sexual Harassment Cell has been formed with the Principal as

chairman to combat the cases relating to the cited. No sexual harassment issues have been registered to the authority till date

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes. No instances have been reported during the last four years. It is a regular practice on the part of both the teaching and the non-teaching staff of the college to make the students conscious about ragging and its legal consequences. CCTV has been installed at strategic points for closed surveillance.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

S.S.G-

Its objective being helping the needy and deserving destitute at the natural calamities the college has been doing to its best to render help to the students. Donations are often collected from the staff and high officials to add to the SSG fund which is created by collecting Rs 2.00 from each student.

ST/SC Scholarship-

Students belonging to these communities are benefitted by these scholarships. As per the provision made by the Govt of Odisha a student is eligible to receive an amount of Rs 1500 per annum along with being exempted from all the fees to be paid in the college.

Beedi Worker Scholarship -

It is a financial provision introduced by the Govt. of Odisha in which the children of beedi workers are eligible to obtain different financial assistances from time to time.

Minority Scholarship -

Children belonging to minority groups are provided with financial supports from the Govt.

General insurance-

It has been provided that students who hail from labour class and whose parents are registered labour card holders will be covered under General Insurance scheme. The college does take step to make students benefitted by this scheme.

Book Bank-

This is another welfare scheme available in the college in which poor and needy students are allowed to lend book from their

respective departments.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Though not registered, the Alumni Association often holds meeting in the college and seeks its well being through not only interacting with the students but also providing wise counselling with regard to general administration and the management of the college.

5.2 Student Progression

5.2.1 Provide the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

As it is an under graduate college, it has not been possible to maintain the record of the number of students progressing to higher education. However, students have been engaged both in govt. and private sectors like WESCO, Odisha Police and DPS.

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed	
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

year	Arts				Commerce			
	Appeared		Passed		Appeared		Passed	
	M	W	M	W	M	W	M	W
2011-12	35	46	32	41	36	14	24	05
2012-13	36	48	23	32	24	22	14	16

2013-14	32	57	20	43	24	31	16	23
2014-15	38	55	25	41	26	23	16	15

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

In addition to Unit Tests held on regular basis Qualifying Tests are held to facilitate the students to perform their best in the University Examinations. Through these tests attempts are made to reach up to each individual student clarifying his doubts.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Remedial coaching classes are a proper way to support the students passing through uncertainty of their success. Besides, students are divided into several Proctorial Groups each group being under the charge of one responsible lecturer who is obliged to maintain a personal rapport with each student of his group. The college also brings the cases of such students to the notice of parents at the PTA meetings thereby finding out possible solution to the problem. VSTs(very similar test)are held before final examinations with a view to familiarizing students with the question patterns and method of answering questions in the examinations.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Following is the list of sports, games & cultural activity available to the students:-

Sports and games: -_Chess, Badminton, Foot ball, Kho-kho, Kabaddi, Hockey, Archery, Boxing, Volleyball, Cricket, Swimming and Judo

Cultural Activity:- Dance, Song and Drama

Extra Curricular: - Essay & Debate Competitions

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Following is the list of major students' achievements in

different activities-

Sl. No.	Name of student	Fields of achievement
1.	Prashant Thakur	Cricket
2.	Rajeswari Mahakur	Swimming
3.	Chinmaya Beriha	Kabaddi
4.	Deepak Behera	Kabaddi
5.	Aditya Biswal	Swimming
6.	Md. Aspak	Football

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

To improve the performance and quality of institutional provisions, the college follows the academic calendar and other guidelines prescribed by the DHE, Odisha from time to time

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Students are encouraged to enhance their creative faculty through the college wall magazine BAHUBARNA, College Magazine JAGRUTI and The NSCB News Letter. Apart from this, we involve them in drawing competition, Rangoli, storytelling essay, debate in native language (Kosli)

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes. A Student Council named Students Union, NSCB College does exist in the college. The Members are elected through general election from among all bonafide degree students. The election is conducted as per the rules and guide lines prescribed by the DHE Govt of Odisha. Election is held to elect the students for the post of :-

OFFICE BEARERS:

- (i) President
- (ii) Vice-President
- (iii) General Secretary
- (iv) Asst. General Secretary
- (v) Dramatic Society
- (vi) Athletic Association
- (vii) S.S.G.
- (viii) D.S.A.

EXECUTIVE MEMBERS:

- (i) Class Representatives
- (ii) Oriya Sahitya Sansad
- (iii) Commerce Society
- (iv) Students' Common Room
 - (a) Secretary (Boys Common Room)
 - (b) Secretary (Girls Common Room)

Activities-

In addition to maintaining discipline on the campus, the Students' Union assists in conducting all the cultural activities like the Annual Sports, Annual Drama, Literary Activities and Seminars and Annual Function of the college.

Funding-

The students' Union is funded by the contribution from the students during admission.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The students are actively involved in day to day activities of the college. Following academic bodies have students' representatives.

Grievance Cell-

Students' representatives are included in the Grievance Cell during election and their reasonable suggestion on any deadlock arising in the process of election is paid due consideration.

Sexual Harassment Cell-

Two student representatives are taken as members in Sexual Harassment Cell who are authorized to have views on any issue related to the cell. Besides student representatives play vital role in anti-ragging cell, athletic association, cultural association and dramatic association.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The college has been in constant touch with the Alumni Association and seeking help in the matters like pursuing government for infrastructural development, holding Governing Body meeting and conducting college function. Former faculties take honorary classes and interact with the students

Any other relevant information regarding Student Support and Progression which the college would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 **State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

Vision- > Capacity building among the students for facilitating their progression to higher studies and improving potential for employability.
> Imparting education for developing life-skill among the students for holistic development.
> Striving to bring the marginalised students to the mainstream of general development.

Mission- > To train the students in life skills and to prepare them for knowledge based vocations as a part of capacity building programme.
> To practise the habit of character building and to prepare student with value education for the society.
> To develop aptitude for technology based learning skill among the students.

As stated earlier, this will cater to the need of the unprivileged and socio-economically backward students of the college. Therefore, the prime objective is to understand their problems, prepare the students for a successful career and bring them to the main stream.

The vision for the future is opening +3 Science stream with a view to boosting scientific temper among students. Further, a proposal has already been muted to open NCC Group headquarters office in this institution which we earnestly hope will add to the status of the college.

6.1.2 **What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

Being a Govt. College, most of the administrative decisions and financial controls like recruitment of staffs, appointment, transfer, budget allocations, infrastructural development and welfare scheme for students like scholarship & stipends are administered by Director Higher Education, Govt. of Odisha

However, **Principal** is the head of the institution and enjoys the power of DDO. There is a **Governing Body** with District Magistrate

and Collector as its President which is an advisory body to approve some administrative decisions of the college. **Staff council** with all the teaching staffs as members, is associated with principal to involve in participatory management. The **students union** approves the budget for the various students' activities and cultural functions.

As the administrative head / DDO, Principal carries on the all financial transactions of the institution which includes salary to the staff, development expenditure and students welfare schemes. Some important activity are -

- To implement the **Academic Calendar** in letter and spirit
- To monitor and fulfil the **Common Minimum Standard**
- Supervising classes, lesson plans, attendance register, conducting
- Students' union election and evaluation process are some other major activities carried out by the Principal.

6.1.3 What is the involvement of the leadership in ensuring:

- **the policy statements and action plans for fulfillment of the stated mission**

The Principal is directly involved with the action plan of the institution as enumerated above. He/She takes the help of staff council, PTA, Alumni Association and Student Union for execution of the plan.

The Regional Director, Higher Education, Sambalpur and DLC, Higher Education, Sambalpur provides the administrative supports in this regards.

- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

- **Interaction with stakeholders**

Regularly the institutions keep close contact with PTA & Alumni Association. The students Union is taken into confidence for the external activities and students activities.

- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- Principal with help of staff council monitors and evaluates different plan and policies regularly.

- In the institutional establishment the administrative bursar and the accounts bursars co-operate the principals relating to establishment and accounts matters. There are e-Admission committee, Examination Committee, Purchase Committee, Discipline Committee and Students advisory body to help and support the administration time to time.

- The supervision of college administration is controlled by Department of Higher Education directly with Performance Tracking Cell (PTC), Regional Director, Higher Education and District Level Co-ordinator (DLC) are the immediate supervising officers.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The administration strongly believes in the development of academic, administrative, managerial and leadership of its faculty members. Therefore, there is distribution of the extracurricular activities. Group of teachers both seniors and juniors are entrusted with the responsibility and accountability for some important assignments.

ASSIGNMENT OF EXTRA CURRICULAR ACTIVITIES

- | | | |
|--------|---|--|
| 1. | Secretary, Staff Council | 1. Sri S. K. Majhi |
| 2. | Administrative Bursar | 1. Sri S. K. Majhi
(A). Sri R. K. Panigrahi (Establishment)
(B) Dr. R. M. Naik (Legal affairs) |
| 3.(A) | Accounts Bursar | Sri. P.K. Panda |
| | (B) Academic Bursar | Sri. R.K. Panigrahi (+3)
Sri. A Meher (+2) |
| 4. | Public Information Officer (R.T.I. Cell) | Mr.S.P.Nanda |
| 5. | Legal Officer | Dr. R. M. Naik |
| 6. | College Union/ +2 Cultural Association
Advisor | Sri S. K. Majhi |
| | Associates | 1. Sri A. Meher
2. Sri S.K. Sahu
3. Miss Reeta Nayak |
| 7. | Discipline Committee | 1. Sri. S.K. Majhi
2. Sri R. K. Panigrahi
3. Dr. R. M. Naik
4.Miss Reeta Nayak |
| 8. (A) | College Calendar & Wall Magazine | 1. Sri A. Meher |

		2. Mr.P.B.Panda
	(B) Editorial Board, College Magazine	1. Sri. R.K. Panigrahi 2. Dr. R. M. Naik 3. Sri S. N. Behera 4. Miss. R. Nayak
9.	E-Admission Committee (+3) Co-Ordinator Help Desk Validators	Mr A. Meher Mr. R.K. Panigrahi 1.Mr. Satyaprakash Nanda 2. Dr. R. M. Naik 3. Mr. P. K. Panda 4. Mr. S. N. Behera
10.	E-Admission Committee (+2) Co-ordinator Help Desk Validators	Sri P. B. Panda Sri S.K. Singh 1.Sri S.K. Sahu 2. Sri S.P. Tudu 3. Miss Reeta Nayak
11.	Officer I/c Examination	1. Sri A. Meher (+2) 2. Sri R. K. Panigrahi(+3) 3. Mr. S. K. Sahu
12.	Officer I/c UGC	Sri S. K. Majhi
13.	Officer I/c Remedial Coaching	Dr. R.M. Naik
14.	Officer I/C Entry in to Service	Sri A. Meher
15.	Officer I/C Carrier Counseling	Sri R. K. Panigrahi
16.	Officer I/C UGC Network Centre	Sri S.P. Tudu
17.	CO-Ordinator , NAAC/ I.Q.A.C. Associate Members	Sri S.K. Majhi 1. Sri A. Meher 2. Sri R.K. Panigrahi 3. Dr. R.M. Naik 4. Sri P.B. Panda
18.	Co-ordinator, AISHE	Sri A. Meher
19.	Officer I/c Time-Table	Sri S.K. Sahu Sri S.P. Tudu
20.	Office I/c College Building, Furniture and Equipment & Infrastructure Development	1.Sri R.K. Panigrahi 2. Dr. R. M. Naik 3. Sri P.K. Panda 4. Sri S. K. Sahu
21	Officer(I/c) Stock And Inventories	1.Sri S. K. Sahu

		2.Sri S.P. Tudu
22.	Tabulation(+3) Arts Commerce	1. Sri Satyaprakash Nanda 2. Dr. R. M. Naik 1. Sri S. N. Behera 2. Sri P. B. Panda
23.	Tabulation(+2) Arts Science Commerce	1.Miss R. Nayak 2.Mr S. K. Singh 3. Sri P.K.Panda
24.	Officer I/c Library	1. Dr. R.M. Naik(+3) 2. Sri P.B. Panda(+2)
25.	Grievance Redressal Cell	1.Mr. S.K. Majhi 2.Mr. A. Meher 3.Mr. R.K. Panigrahi
26.	Financial Aid Committee	Accounts Bursar-Secretary All H.O.D.s
27.	Students Common Room Boys Girls	Sri S. P. Nanda Miss R. Nayak
28.	Purchase Committee	1. Accounts Bursar-Secretary 2. Administrative Bursar 3. Officer I/c Examination 4. Officer I/c library (Senior Member) 5. Officer I/c Furniture (Senior Member)
29.	Post-Purchase pre-payment Quality assessment committee	1. Sri A. Meher 2. Sri P. B. Panda
30.	Computer	1. Sri P.K Panda. 2.Sri S.P. Tudu
31.	Proctorial	1. Mr. Satyaprakash Nanda (+3 Arts) 2. Sri P.B. Panda (+3 Commerce) 3.Miss R. Nayak (+2 Arts) 4. Mr S. K. Singh(+2 Science) 5. Mr. S.K. Sahu (+2 Commerce)
32.	Dramatic Association	1. Sri R. K. Panigrahi 2.Mr. P.B. Panda 3. Miss R. Nayak
33.	Athletic Association Vice President Associate	Sri S.K. Singh Dr.R M NAIK Sri S.P. Tudu

		Miss R. Nayak Sri P.K. Panda
34.	D.S.A.	Sri Satyaprakash Nanda
35.	S.S.G.	Mr S. N. Behera
36.	Anti-Ragging Cell	1. Sri A. Meher 2. Dr. R.M. Naik 3. Miss Reeta Nayak
37.	Oriya Sahitya Sansad	H.O.D. Oriya
38.	(a) Commerce Society (b) Science Society	H.O.D. Commerce Sri S.K. Singh
39.	Junior/Youth Red Cross	Mr. S.P. Tudu
40.	N.S.S. (Boys Unit) (Girls Unit)	Sri S.N Behera Miss R. Nayak
41.	N.C.C.	Sri P. B. Panda
41.	Women Cell & Anti-Sexual Harassment Cell	Miss R. Nayak
42.	Post Metric and all scholarships (+3)	1. Sri Satyaprakash Nanda 2. Sri R.M. Naik
	(+2)	1.Sri S.P. Tudu 2.Miss Reeta Nayak
39.	Eco-Club	1. Sri S.K.Singh 2.Sri S.P.Tudu
40.	S.C. /S.T. Cell	1. Sri Satyaprakash Nanda 2. Sri R.M. Naik
41.	Self Defense Training (Girls Student)	Miss R. Nayak
42.	OIC PTA	Dr. R.M. Naik
43.	OIC Alumni Association	1.Sri A. Meher 2.Mr. M. R. Nayak (office)
44.	Social Auditing And Monitoring Committee Convener Members	Accounts Bursur Sri R.K. Panigrahi Sri S.K. Sahu
45.	Staff Club	1. Sri. A. Meher

6.1.6 How does the college groom leadership at various levels?

At faculty level there is autonomy for a teacher in conducting different activities. In the organizational setup there is democratization of the administration so that every teacher gets opportunities to raise his/her opinion or views.

At the students level their trained and grooms in different activities like NSS, NCC (attached), Debate club, Seminar and cultural programme, etc. Election to Students Union is an opportunities for students to execute their organizational , managerial and leadership talent.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

As mentioned earlier the college believes in the philosophy of decentralization and participation from all.

All HODs are entrusted with responsibility of attendance, unit test, tabulation and publication of results of the students of their respective departments.

Each department holds its seminars, welcome meeting for the newcomers and various competitions independently.

With respect to various extracurricular activities committees take their independent decisions on budget allocation and other programme in consultations with Principal.

All the major decisions relating to student welfare and cultural functions are taken by Students Union in association with its advisor

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, The institution strongly believes and practices participative management. The above noted descriptions are self explanatory in this regard. To name a few:-

- Decisions relating to admission taken by e-Admission Committee
- Decisions relating to examination and publication of result taken by Staff Council
- Decisions relating to academic, innovative teaching, seminar taken by HODs.
- Decisions relating to purchase of articles taken by Purchasing Committee

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the institution has a formally stated quality policy. The quality parameters are mainly prescribed by DHE, Govt. of Odisha & Sambalpur University. These are reflected in the common minimum standard as notified by the Govt. and various rules and regulation pertaining to academic performance of the students as given by the university.

These are being enforced by Principal, HODs & Staff Council in principles.

The IQAC provides supports for innovative teachings and provision of technology in the classrooms.

Periodically in the Staff Council meeting, IQAC meeting & Governing Body meeting, these are reviewed.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

As per Govt. directive and UGC Guideline the college has constituted a planning body with Principal as the chairman and Co-ordinator, IQAC as the convenor. Members of teaching staff, Accounts Bursar are members of the planning body.

The college has added UGC Network Center, Smart Classroom, a College Canteen, Wi-Fi facilities, badminton court, Gymnasium, thirty computers, four photocopiers, ten printers, scanners, projectors and SLR cameras to its infrastructures for development of quality educations.

It is planned to go for installation of Solar Pannel as a part of Go Green project, a basketball court, full Wi-Fi campus, opening +3 Science in both physical and biological group, adding management courses in Commerce Stream by changing the Department of Commerce into Department of Commerce and management.

6.2.3 Describe the internal organizational structure and decision making processes

Planning Body is association with other bodies like UGC Committee, IQAC, Purchase Committee and Library Committee etc. is involved with all the decisions relating to college development. First, a plan of action is drawn taking the resources and requirement in the

consideration. The Govt. department like PWD, GED & GPH are asked for necessary help in this regards.

6.2.4 **Give a broad description of the quality improvement strategies of the institution for each of the following**

- **Teaching & Learning-** The quality improvement of teaching and learning is ensured through :-
 - implementation of academic calendar and Common Minimum Standard
 - Transparent admission procedure
 - Induction classes are held in the beginning of the academic session.
 - Use of computer assistant teaching in the classroom (projector, visualizer, moviepad)
 - Provision of Infilbnet
 - Provision of Remedial Coaching to the students
 - Provision of Entry into Service classes
 - Members of staff are encourage for Orientation and Refresher Courses
 - Organizing Seminars in departments
 - Members of staff participate in national level seminar and workshop
- **Research & Development -** The institution have a research committees to select the proposed Minor Research Project submitted to UGC by the members of faculty
 - Members of staff are encourage for publications of articles in different journals
 - There is provision of computer with internet facility for the members of staff
 - Students are encourage through inter college debate / seminar
- **Community engagement -**
 - The college NSS wing, Red Ribbon club, YRC, NCC, Eco Club actively associated with various community services.
 - “Patang” an NGO mostly by the ex-students of this college organizes various social services with the college students.
 - Extension activities are carried on with Health Camp, distribution of study materials to the students of unprivileged group.
 - In collaboration with District Legal Aid Cell, a awareness meeting on Female foeticide with the message “**Save the Girl Child**” was held to sensitise the students on the issue.
- **Human resource management-**
 - Computer literacy has been made mandatory for all the members of staff
 - Recently three members of teaching staff and DEO has attended a training on e-Valuation

- As a part of office automation the Account section has attended workshop on e-Accounting (iFMS)
- On Financial Part, the salary and all Govt. transaction is operated through HRMS portal
- The performance report of the members of staff (PAR) now has been made online through HRMS
- **Industry interaction**
- Recently the Govt. has introduced vocational subjects in the +3 degree course from the session 2015-16. On behalf of the institution the Department of Higher Education has written to different stake holders like HDFC Bank, ICICI Bank, Hotel Swasti Plaza, Life Insurance Corporation of India, Odisha Tourism Development Corporation to extend all possible help in this regard.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

Presently all the communications and information are made available to the higher authorities through a online systems. The RDE & DLC make surprise visit to the institution as and when desire. All the data and information relating to the college are available in the college website -www.nscbcollegesbp.in .

The college regularly upload data in the AISHE portal of MHRD, Govt. of India.

The college data and information are link to the Department of Higher Education through Staff in Position, Common Minimum Standard and Quality Monitoring Tools.

Moreover, in the PTA, Alumni Association and Governing Body meetings problems are discussed and as per advice activities are carried.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Members of staffs are the backbone of a institution. There are encouraged and are practically involved in the decision making process through various committees. Various co-curricular and extracurricular activities are held with the support of members of staff

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Taking to consideration the demand for admission, it was decided to request for an increase in 20% of the sanctioned strength in Arts & Commerce. It was approved by the Govt. and increased strength was admitted into +3 Ist year Classes.

A proposal for OBC boys hostel was moved to the Govt. The Govt. sanctioned a hostel with budgetary provision it will be constructed shortly

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, the decision regarding status of the autonomy rests on the Govt.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

There is a grievance redressal cell in the college to address the complaint of the students. Apart from it specifically there is women cell to deal with the sexual harassment complaint and anti ragging cell to deal with complaint relating to ragging. The discipline committee of the college is always alert to combat any such menace unsociable in nature.

As per the advice of UGC, a page has been facilitated in the college website to bring the grievances of the students directly to the notice of the administration.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, there is no instance of court cases filed against the institution during the last four years.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes- the students feedback are taken into consideration. The students' feedbacks are taken through questionnaires and they can directly give their views and proposals in the college website. In the PTA meeting, the views of the students are collected through their parents and steps are taken accordingly.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

To enhance the professional development of the members of staff, the computer literacy programme has been undertaken in general and been made compulsory.

The Officer-in-Charge, Accounts & the Accountant have undergone the accounts training provided by Department of Finance, Govt. of Odisha as the e-Admission, e-Administration & e-Valuation projects have been undertaken by the Govt. members of staff has been provided different training in different periods.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Institution believes quality improvement is a continuous process. For Academic development, members of staff have been allowed to join the UGC sponsored Orientation programme & Refresher Courses.

Moreover, smart classroom facility has been provided to enrich the classroom teaching.

Members of staff are also encouraged to attend different seminars and workshops held at national level.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

All the members of staff both teaching and non-teaching report PAR annually as a part of their service requirement. This is considered and record confidentially by the Principal to DHE, Odisha.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Based on the report, submitted by the Principal, performance appraisal is consider as the time of promotion. The Annual increment and RACP are the financial incentive provided by the Govt. for satisfactory service rendered.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of

such schemes in the last four years?

All the employees of the institution are entitled for the welfare schemes and financial benefits given by the Govt. which are in the form of Medical Leave, Maternity Leave, Paternity Leave, Reimbursement of Medical Bill, Festival Advance, Gratuity Benefit provided after Retirement, House Building Advance and Motor Vehicle Advance, etc.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Faculty members are recruited by OPSC an autonomous body and being appointed by Department of Higher Education, Govt. of Odisha. So, the decision regarding continuity and vacancy in different department rests on the Govt.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

To monitor the efficient use of available financial resources, A.G. Odisha & audit section of DHE make periodic inspection of the accounts. Similarly UGC funds are also audited by a chartered Accountant and subject to verification of Govt. audit.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

As mentioned earlier, the external audit is made by AG, Odisha & Auditors from Department of Higher Education. Moreover, for transparency in internal transactions the Accounts Bursar look into the day-to-day accounts of the college.

The last audit was done in the session 2013-14 and no major objection or missed utilisation of funds has been reported. The details of compliance is attached in the annexure.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

As the total budget is provided by the Govt. there is no need of external funding or deficit. However, the institution provided with grants from UGC and Govt. for different development expenditure.

The audited income and expenditure statement of academic and administrative activities of the previous year is attached in the annexure.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

As mentioned above, the institution have limited scope in securing additional funding periodically the UGC grant received by the college is utilised for different activity as per the UGC guidelines.

The utilisation of UGC fund is attached in the annexure.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, in obedience to NAAC policy frame work and as per UGC guideline the institution has constituted an IQAC since December, 2013.

The institution strives seriously to implement the decision and resolution taken in the IQAC with meeting held in regular interval. the IQAC also monitors the implementation and effectiveness of the resolutions taken for the benefit of the larger interest of the students.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Most of the decisions of the IQAC are taken within the parameters that can be resolved or carried out by the Principal and in some cases with co-operation and co-ordination from Govt. departments like PWD/ GED/ GPH, etc.

Some of the problems have also been reported to higher authority for their approval.

Some of the major initiatives taken by IQAC and successfully implemented by later on are,

- (i) Opening Honours in Economics
- (ii) Increased in 10% seats over and above the sanctioned strength
- (iii) Provision of water purifier in the college canteen
- (iv) Provision of tree guard

- (v) Opening of Smart Classrooms
- (vi) Wi-Fi facility in the administrative block

Some of the proposals that awaits govt. funding are:-

- (i) Construction of 100 seated boys hostel
- (ii) Matching grant for womens hostel
- (iii) Shifting of NCC group Headquarter office

**c. Does the IQAC have external members on its committee?
If so, mention any significant contribution made by them.**

The IQAC does have external members in its committee:-

- (1) Dr. Santosh Kumar Das, D.L.C., Higher Education
- (2) Dr. Prafulla Kumar Hota, Retd. Reader in Zoology

They have successfully guided the institution in various developmental activity and played a crucial role in activities like:-

- (i) Regional Principal's Conference
- (ii) Regional meet of N.S.S. Programme Officers
- (iii) Inter-college Quiz competition
- (iv) Dance performance by Dr. Malabika Mitra from spic-macay

d. How do students and alumni contribute to the effective functioning of the IQAC?

IQAC gets its input from the students feedback. Views of student's union are also taken into consideration and their demands are looked into. The views and suggestions of PTA meeting and Alumini Meeting placed before the IQAC.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The views and resolutions taken by the IQAC are communicated to different quarters through the Principal and co-ordinator, IQAC. If necessary staff council meetings are called and decisions taken are elaborately discussed for implementation.

The students are appraised of various provision and facilities provided to them through notice, circulars and different meetings. Moreover, members of IQAC have direct access to members of staff and students as well.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Principal being the head of office, the reconciliation of both academic and administrative activities are simple. The Principal

remains in constant touch with Administrative Bursar, Accounts Bursar, Academic Bursar and the H.O.D.s for smooth implementation of the policies.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institution does not have any training facilities as its own, however it encourage and promotes the members of staff for academic and administrative trainings.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Academic audit has been conducted by A.G., Odisha. The remarks thereon are being followed and kept for future reference.

During the process of affiliation for honours in Economics, Sambalpur University, Jyoti Vihar, Burla has deputed an inspecting team for supervision and study of the infrastructural facilities. They have been satisfied to recommend for permanent affiliation in the subject.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanism works aligned with the external quality assurance agencies/ regulatory authorities.

The IQAC is focused on the parameters and criterion fixed by the Performance Tracking Cell, DHE, Govt. of Odisha. The institution strives hard to satisfy the Common Minimum Standard as prescribed by the Govt.

Moreover, in other issues, UGC specification and NAAC instruction are thoroughly followed.

Examination is conducted strictly adhering to the rules and regulation prescribed by the university in a disciplined manner.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Review of teaching learning process is held continuously. Teachers-students interaction, classrooms participations, involvement in curricular and co-curricular activities are given importance.

For Teachers:-

- (i) Maintenance of updated lesson plan and progress registers
- (ii) Use of ICT in teaching learning process
- (iii) For organising group discussion and seminar regularly

So that, teachers are well developed in their resources and class is enriched with introduction of technology in the classrooms.

For Students:-

There is provision of induction class in the beginning, they have to attend minimum 75% of class compulsorily and remedial classes held regularly.

These steps help in improving standards of students and developing their personalities.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

To the internal stakeholders, the institution communicates through college notice board, departmental notice board, guard file, college website and through the staff council meeting.

To the external stakeholders, the institution communicate through college website, PTA meeting, Alumni Association meeting and through invitation in various meetings when required.

A part from all of this, the Principal regularly supervises the lesson plan cum progress register, inspect the classes. Progress of syllabus, poor performance, cases of low attendance if any was communicated in meeting and to the parents through communications.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Sorry, the institution has not yet conducted any Green Audit of its campus and facilities. However, the NSS and Eco-Club of the college give their best efforts for a green campus and a pollution free environment undertaking plantation programme in large scale and avoiding the use of polythene.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- * **Energy conservation:-** The students are make aware of the practice of conservation of energy and its importance. As classes are held in the day time students and staffs are asked to use minimum energy in lighting facilities. Switches of electrical appliances are regularly put off when not in use.
- * **Use of renewable energy :-** The institution has applied to the UGC in the 12th plan period for funding to install solar power panel.
- * **Water harvesting:** - No steps have been initiated yet.
- * **Check dam construction:** - No facility available.
- * **Efforts for Carbon neutrality:** - Apart from plantation, the institution use LPG as fuel in day-to-day activity.
- * **Plantation:-** Plantation programme is carried on in regular interval through NSS & Eco-Club of the college. With the slogan "Go Green" students are encourage to save plantation. A herbal garden has been proposed at the entrance of the college.
- * **Hazardous waste management:** - The campus has been declared "A polythene free Zone" and students & staffs are co-operating in this mission.
- * **e-waste management :-** Any serious problem has not arisen yet.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The institution is glad that, various innovations have been undertaken in the last four years successfully that have created a

positive impact on the quality and increasing efficiency.

➤ **Academic**

(i) **e-Admission:-** The online admission process has been introduced through SAMS, DHE, Govt. of Odisha. It ensures a transparent admission to all categories of students in different streams. It has also saved cost and time both for the students and teachers as well.

(ii) **e-Administration :-** The academic works like Identity Card, longroll, College Leaving Certificate, Return of Matriculate, etc. has been made online.

➤ **e-Governance**

(i) **Office Automation :-** e-Dispatch system has been introduced for a speedy and hassle free communication with the government.

e-Filing of all bills and government transactions has been facilitated.

➤ **Capacity Building Classes**

(i) Since last three years Self Defense Training has been imparted to the girls students of the college to boost their confidence and moral strength.

(ii) Computer Literacy Programme has been undertaken for the students.

(iii) Classes in communicative English have been taken to increase the opportunity of employability of the students.

➤ **Infrastructure**

(i) Establishment of UGC Network Resource Centre

(ii) Facility of Smart Classroom

(iii) Provision of Inlib-net is provided for the members of staff

(iv) CCTV has been installed to check menace of ragging and maintain discipline in the premises.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

1. USE OF HANDLOOM CLOTH AS UNIFORM

Handloom, one of the enriched and sacrosanct economic practices in our state, is now under degeneration. It is not because that it is not coming up to market competition and expectation but it is the lack of Patronage and the

informal nature of production market which chock on its flourishing. It is also the lack of advisement which has become a killing force in its regeneration.

The flourishing business of Sambalpuri Bastra (handloom) has added a lot to the rich culture, heritage, folk dance and music of the Western Odisha. However, over the years the market has grown noncommittal to this pious profession of yore and consequently the weaver and the artisan are struggling to the last drop of their sweat to make both the ends meet let alone hoping for the price they do deserve. The help of Govt. in promoting handloom through subsidy and co-operative market just drips by drop. This pristine economic culture will in no time see its sunset unless and until a class of self-motivated consumers rise up to give it its due.

As a promotional gesture, decision was taken to introduce handloom cloth (Sambalpuri Basthra, Shirt for Boys and Kurta for Girls) as College uniform.

An innovative step as this has two fold purpose. In simple term, it is an humble endeavour to give a conducive market to handloom sector and to inculcate a spirit of indigenouness, equality, oneness and patriotism.

It will also be helpful for students and members to be associated with the local market.

As a rule, during the process of admission, students are asked to purchase their uniform from a Govt. co-operative store "Bayanika", A Govt. of Odisha undertaking. The uniform goes to the extent of spraying the scent of specialty and unity on the campus to strengthen our motto "*Together We Can*".

In comparison to the open market cloth and readymade garments the uniform is a little bit costlier. But the students are convinced to bear the burden for the interest of the college. The consumer base of a small institution like this seems to be a small straw in comparison to the heavy flow of national textile market. Therefore, it is difficult to assess any direct economic impact at present. But it true that in the long run it will come to fruition.

The administration feels that the handloom uniform has put a little financial burden for the poor students. However, as there is facility like stipend, free studentship, financial help for poor boys fund and help from SSG, etc. the administration is convinced that the students will take the constraint positively.

As the production house takes two to three months time for the supply of the uniform material, we give them our probable student strength and the design much before the beginning of the session.

We have suggested “Bayanika”, to supply readymade garments (free size) so that the net cost (clothing and stitching charge) to the students will be less. Thankfully they have given assurance to take this proposal seriously.

2. JOY OF GIVING

‘JOY OF GIVING’ is an initiative to help our mission inculcate the spirit of selfless love and help.

Service to man is service to God. This is the motto of human being. The aim of this programme is to help to the best of our ability the helpless and the needy, especially children, old people and orphan by providing clothes.

3. The context

People with folding hands in temple yards, busy platform and rush traffic is not an uncommon seen for a student on his/her way to college. Similarly, misery in the slums, poverty in the village, starvation under the open sky is quite thought provoking for the young mass.

Proposal had been muted to initiate something remarkable before we toyed upon the idea of “*joy of giving*”. In same line, it has been decided to take up some philanthropic initiatives seriously. We have already materialized the noble act of collecting old cloth, garments, used toys and other articles in good and usable conditions from the students and staff and distributing it among the needy section of the society.

4. The practice

In this mission both the staff and students are made involved. Student volunteers of N.S.S., Y.R.C. and Vivekananda club are selected to be part of this activities. The materials collected for the purpose are arranged according to the requirement of various beneficiaries like children, old age persons and

widows etc. The beneficiaries are located and selected in concentration with different N.G.Os, child line groups and old age home etc

5. Evidence of success

The mission is to develop and imbibe the spirit of love, kindness and to develop a sense of team spirit. In this context, we are successful in making students-

- understand poverty and deprivation.
- to develop a sense of co operation
- to develop a sense belongingness
- to build problem solving capacity
- to articulate managerial skills

6. Huddles faced and resources required

- problem of communication and transportation
- problem in participation
- lack of infrastructural facilities to carry on the programme extensively.

3. Evaluative Report of the Departments Department of English

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department ENGLISH
2. Year of Establishment 1972-73
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

- The institution offer courses for **U.G.** classes

4. Names of Interdisciplinary courses and the departments/units involved

Nil

5. Annual/ semester/choice based credit system (programme wise)

There is provision of annual Degree examination

6. Participation of the department in the courses offered by other departments

Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Not available

8. Details of courses/programmes discontinued (if any) with reasons

Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	N. A
Associate Professors	Nill	N.A.
Asst. Professors	02	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr.Rabindra Kumar Panigrahi	M.A	Lecturer		03 years	Nil

11. List of senior visiting faculty :

Sri Antony Nag, Retired Reader in English

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty
50%
13. Student -Teacher Ratio (programme wise)
96 : 1 (Hons)
128 :1 (General)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
01
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received
Nil
18. Research Centre /facility recognized by the University
Nil
19. Publications: - Nil
- * a) Publication per faculty
 - * Number of papers published in peer reviewed journals

(national /international) by faculty and students

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

20. Areas of consultancy and income generated

Nil

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

Life member, Odisha Economic Association

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

90%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

Nil

23. Awards / Recognitions received by faculty and students -sports, Academic, quiz,

Students actively participates in various debate ,essay competitions.

24. List of eminent academicians and scientists / visitors to the department

Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National - Nil

b) International - Nil

26. Student profile programme/course wise: N.A

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
English (H)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

There is no provision of recording data of a student after

passing out from the college and his/ her achievement in higher education.

29. Student progression

Student progression	Against % enrolled
UG to PG	75 %
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> - Campus selection - Other than campus recruitment 	There is no campus selection, however some students have gainfully employed after passing out from the college
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library- The students share the common library of the college
- b) Internet facilities for Staff & Students- Available
- c) Class rooms with ICT facility-

During Seminar students are provided with ICT facilities

d) Laboratories-

Not being of practical subject, the Department of English does not use laboratories though language lab can be used but it is not available in the college.

31. Number of students receiving financial assistance from college, university, government or other agencies

Twenty number of students are received financial assistance from different schemes like; Beedi labourer , Kendu leave , S.C. S.T. Scholarship, Contingency grant from L.I.C.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Seminar and special lecturer are organised in the department regularly. Apart from this, paper cutting from news paper are used as a teaching tool for enrichment of classes.

33. Teaching methods adopted to improve student learning

Chalk and talk method is followed, however use of P.P.T method of teaching is used in seminar and specific classes. Method of group discussion is encouraged for development of students' communication skill. More over in some specific chapter market survey is also carried on to acquaint students of real market.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The department of its own do not undertake these activities , however students of this department are active member of N.S.S, ECO Club , Debate club, and Vivekananda Club where they are associated in various extension activities like Health Camp , Educating poor , cleaning religious places , working on women empowerment etc under the auspices of the college.

35. SWOC analysis of the department and Future plans

Strength: 1 Well qualified & Experience teacher in Department

2- Ideal student teacher ratio (96:1)

3- Use of ICT in seminars

4- Involvement in group discussion seminar

Weakness 1- Students with low academic background and without mathematics

2- Lack of a Journal and text book for reference

Opportunity:

A language lab. will come to the immense help to the students in improving their language skill and communication efficiency.

3. Evaluative Report of the Departments Department of ODIA

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department ODIA
2. Year of Establishment 1972-73
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
 - The institution offers courses for **U.G.** classes
4. Names of Interdisciplinary courses and the departments/units involved
Not Available
5. Annual/ semester/choice based credit system (programme wise)
 - There is provision of annual Degree examination
6. Participation of the department in the courses offered by other departments
Provision Not available
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
Not available
8. Details of courses/programmes discontinued (if any) with reasons
Not discontinued
9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	NA
Associate Professors	Nil	NA
Asst. Professors	One	NA

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.) - Nil

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years

At present Dr. Aditya Meher, Lecturer in English is in charge of the Department.

11. List of senior visiting faculty :

NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

100%

13. Student -Teacher Ratio (programme wise)

96: 1 (Hons)

128:1(General) year wise

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Nil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Nil

18. Research Centre /facility recognized by the University

Nil

19. Publications:

- * a) Publication per faculty NIL
- * Number of papers published in peer reviewed journals (national /international) by faculty and students

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

20. Areas of consultancy and income generated

Nil

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards....

Nil

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme

95%

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

Nil

23. Awards / Recognitions received by faculty and students
Nil

24. List of eminent academicians and scientists / visitors to the department
Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National - Nil

b) International -Nil

26. Student profile programme/course wise: Nil

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Odia (H)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

There is no provision of recording data of a student after passing out from the college and his/ her achievement in higher education

29. Student progression

Student progression	Against % enrolled
UG to PG	70 %
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> - Campus selection - Other than campus recruitment 	There is no campus selection, however some students have gainfully employed after passing out from the college
Entrepreneurship/Self-employment	

30. Details of Infrastructural

facilities

- a) Library;

The students share the common library of the college

- b) Internet facilities for Staff & Students

Available

- c) Class rooms with ICT facility

During Seminar students are provided with ICT facilities

- d) Laboratories

It is not a practical subject

31. Number of students receiving financial assistance from college, university, government or other agencies

Forty Three number of students are received financial assistance from different schemes like ;Beedi labourer , Kendu leave , S.C. S.T. Scholarship, Contingency grant from L.I.C.

32. Details on student enrichment programmes (special lectures / workshops /Seminar) with external experts

Seminar and special lecturer are organised in the department regularly .Apart from this, paper cutting from news paper are used as a teaching tool for enrichment of classes.

33. Teaching methods adopted to improve student learning

Chalk and talk method is followed, however use of P.P.T method of teaching is used in seminar and specific classes. Method of group discussion is encouraged for development of students' communication skill. More over in some specific chapter market survey is also carried on to acquaint students of real market.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The department of its own do not undertake these activities , however students of this department are active member of N.S.S, ECO Club , Debate club, and Vivekananda Club where they are associated in various extension activities like Health Camp , Educating poor , cleaning religious places , working on women empowerment etc under the auspices of the college.

35. SWOC analysis of the department and Future plans

Strength: 1 Well qualified & Experience teacher in Department
2- Ideal student teacher ratio (48:1)
3- Use of ICT in seminars
4- Involvement in group discussion seminar

Weakness 1- Students with low academic background and without mathematics
2- Lack of a Journal and text book for reference

Opportunity:

Introducing managerial economics to integrate with commerce
Challenge: To improve the academic performance of students with poor academic standard
To prepare students as per market demand

3. Evaluative Report of the Departments

Department of Political Science

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department Political Science
2. Year of Establishment 1972-73
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

- The institution offers courses for **U.G.** classes

4. Names of Interdisciplinary courses and the departments/units involved

Nil

5. Annual/ semester/choice based credit system (programme wise)

-There is provision of annual Degree examination

6. Participation of the department in the courses offered by other departments

Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Nil

8. Details of courses/programmes discontinued (if any) with reasons

Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	NA
Associate Professors	Nil	NA
Asst. Professors	01	NA

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sri Satya Prakash Nanda	M.A	Lecturer	Political Sociology	16 years	
Sri Amit Pattnaik	MA	Guest faculty	Human rights	02 years	

11. List of senior visiting faculty
Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty
50%
13. Student -Teacher Ratio (programme wise)
96 : 1 (Hons)
128 : 1 (General)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
PG.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received
Nil
18. Research Centre /facility recognized by the University
Nil
19. Publications: - NIL
- * a) Publication per faculty
- * Number of papers published in peer reviewed journals (national /international) by faculty and students

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index
20. Areas of consultancy and income generated
Nil
21. Faculty as members in
a) National committees b) International Committees c) Editorial Boards....
Nil
22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme
80%
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies
Nil
23. Awards / Recognitions received by faculty and students
Sports, Academic, Quiz,
24. List of eminent academicians and scientists / visitors to the department
Smt Anjali Dasbhaya

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National - Nil

b) International - Nil

26. Student profile programme/course wise: - Nil

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Political Science	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

29. Student progression

Student progression	Against % enrolled
UG to PG	80%
PG to M.Phil.	

PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed - Campus selection - Other than campus recruitment	There is no campus selection, however some students have gainfully employed after passing out from the college
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library

The department shares common library

b) Internet facilities for Staff & Students

Yes

c) Class rooms with ICT facility

Seminar

d) Laboratories

It is not a practical subject

31. Number of students receiving financial assistance from college, university, government or other agencies

Beedi labourer , Kendu leave , S.C. S.T. Scholarship- 20

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

regular seminar, UGC entry into service, group discussion, Unit Test, I.C.T.

33. Teaching methods adopted to improve student learning

Chalk and talk method is followed, however use of P.P.T method of teaching is used in seminar and specific classes. Method of group discussion is encouraged for development of students' communication skill. More over in some specific chapter market survey is also carried on to acquaint students of real market.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

N.S.S., N.C.C.

35. SWOC analysis of the department and Future plans

good students teacher relationship,
seminar conducted regularly
no regular teaching staff
studet- teacher ratio is 96:01

3. Evaluative Report of the Departments

Department of ECONOMICS

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department ECONOMICS
2. Year of Establishment 1972-73,(Hons 2012-13)
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

- The institution offers courses for **U.G.** classes

4. Names of Interdisciplinary courses and the departments/units involved

The department share courses of commerce department in **subject business economics**

5. Annual/ semester/choice based credit system (programme wise)

-There is provision of annual Degree examination

6. Participation of the department in the courses offered by other departments

Business economics is taught as core course in +3 Commerce

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Not available

8. Details of courses/programmes discontinued (if any) with reasons

Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	N. A
Associate Professors	Nil	N.A.
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Nilendree Panda	M.A Ph.D	Reader	international trade and public finance	30 years	Nil

11. List of senior visiting faculty :

Dr. Balmiki Dash, Retired Reader in Economics

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

Nil

13. Student -Teacher Ratio (programme wise)

48: 01(Hons)

128:01(General)

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Nil

18. Research Centre /facility recognized by the University

Nil

19. Publications:

- * a) Publication per faculty
- * Number of papers published in peer reviewed journals (national / international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

20. Areas of consultancy and income generated

Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards....

Life member, Odisha Economic Association

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme students participated departmental seminar on topics
 - de valuation of Indian currency: issues and options
 - the economy of 0% interest
 - Indian fiscal policy ; the need for change
 - Human development index; Indian scenario

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

Nil

23. Awards / Recognitions received by faculty and students
-sports, Academic, quiz,

Students actively participates in various debate ,essay competitions, One of the student Rajendra Kumar Dip has been awarded in Inter college Debate Competition , Chancellor Debate competition and selected for State Level Debate Competition.

24. List of eminent academicians and scientists / visitors to the department

Dr. Hota, Ex Member, National Population Education Steering committee

25. Seminars/ Conferences/Workshops organized & the source of funding
a) National

The institution has submitted proposal to organise a National Seminar in association with Department of commerce

- b) International - Nil

26. Student profile programme/course wise: N.A

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Economic (H)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

There is no provision of recording data of a student after passing out from the college and his/ her achievement in higher education

29. Student progression

Student progression	Against % enrolled
UG to PG	84 %
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed - Campus selection - Other than campus recruitment	There is no campus selection, however some students have gainfully employed after passing out from the college
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library;The students share the common library of the college
- b) Internet facilities for Staff & Students available

c) Class rooms with ICT facility During Seminar students are provided with ICT facilities

d) Laboratories

It is not a practical subject

31. Number of students receiving financial assistance from college, university, government or other agencies

Eighteen number of students are received financial assistance from different schemes like ;Beedi labourer , Kendu leave , S.C. S.T. Scholarship, Contingency grant from L.I.C.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Seminar and special lecturer are organised in the department regularly .Discussion was held on following topics where students interacted and participated

- de valuation of Indian currency: issues and options
- the economy of 0% interest
- Indian fiscal policy ; the need for change
- Human development index; Indian scenario

Apart from this, paper cutting from news paper are used as a teaching tool for enrichment of classes.

33. Teaching methods adopted to improve student learning

Chalk and talk method is followed, however use of P.P.T method of teaching is used in seminar and specific classes. Method of group discussion is encouraged for development of students' communication skill. More over in some specific chapter market survey is also carried on to acquaint students of real market.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The department of its own do not undertake these activities , however students of this department are active member of N.S.S, ECO Club , Debate club, and Vivekananda Club where they are associated in various extension activities like Health Camp , Educating poor , cleaning religious places , working on women empowerment etc under the auspices of the college.

35. SWOC analysis of the department and Future plans

Strength: 1 Well qualified & Experience teacher in Department
2- Ideal student teacher ratio (48:1)
3- Use of ICT in seminars
4- Involvement in group discussion seminar

Weakness 1- Students with low academic background and without mathematics
2- Lack of a Journal and text book for reference

Opportunity:

Introducing managerial economics to integrate with commerce

Challenge: To improve the academic performance of students with poor academic standard

To prepare students as per market demand

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Subha Narayan BEHERA	M.Com, M.Phil	Lecturer	Finance	4	NIL
Priyabrata Panda	M.Com, MPhil, NET	Lecturer	Finance	4	NIL

11. List of senior visiting faculty
Dr. D.K. Paricha, Dr. J.P. Satapathy.
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty
50%
13. Student -Teacher Ratio (programme wise)
48:01 (General)
24:01 (Hons)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. (PG& M.PHIL)
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received -
NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-
NIL
18. Research Centre /facility recognized by the University -
NIL
19. Publications: NIL

- * a) Publication per faculty (Separate sheet attached)
 - * Number of papers published in peer reviewed journals (national /international) by faculty and students(separate sheet attached)
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index
20. Areas of consultancy and income generated
NIL
21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards....
NIL
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme
70%
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
NIL
23. Awards / Recognitions received by faculty and students
NIL

24. List of eminent academicians and scientists / visitors to the department

NIL

25. Seminars/ Conferences/Workshops organized & the source of funding a) National - NIL

b) International - NIL

26. Student profile programme/course wise: N.A.

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Commerce (Hons)	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

NIL

29. Student progression

Student progression	Against % enrolled
UG to PG	65%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> - Campus selection - Other than campus recruitment 	There is no campus selection, however some students have gainfully employed after passing out from the college
Entrepreneurship/Self-employment	

30. Details of infrastructural facilities

- a) Library - The students share the common library of the college
- b) Internet facilities for Staff & Students - Available
- c) Class rooms with ICT facility During Seminar students are provided with ICT facilities - Available
- d) Laboratories

It is not a practical subject

31. Number of students receiving financial assistance from college, university, government or other agencies

Ten number of students are received financial assistance from different schemes like ;Beedi labourer , Kendu leave , S.C. S.T. Scholarship, Contingency grant from L.I.C.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

Seminar and special lecturer are organised in the department regularly. Apart from this, paper cutting from news paper are used as a teaching tool for enrichment of classes.

33. Teaching methods adopted to improve student learning

Chalk and talk method is followed, however use of P.P.T

method of teaching is used in seminar and specific classes. Method of group discussion is encouraged for development of students' communication skill. More over in some specific chapter market survey is also carried on to acquaint students of real market.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The department of its own do not undertake these activities , however students of this department are active member of N.S.S, ECO Club , Debate club, and Vivekananda Club where they are associated in various extension activities like Health Camp , Educating poor , cleaning religious places , working on women empowerment etc under the auspices of the college.

35. SWOC analysis of the department and Future plans.

Strength-

Publication of The NSCB business time

Organization of Student seminar

Adoption of ICT base teaching

Collection of Students' feedback

Correction of Special doubt

Weakness-

No hostel facility

Vacancy of regular teaching staff

Inadequate infrastructural facilities

Lack of adequate support from govt.

Opportunities-

Introduction of vocational course.

Opening of P.G course.

Opening of E.Q cell

& E.Q cell & inclusion centre.

Providing free coaching classes to +3 students in evening hour.

No creation of additional post in comparison to teacher student ratio.

Poor entry level of students

6. Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

(Dr.(Smt.) Nilendree Panda)
Signature of the Head of the

institution

with seal:

Place: NSCB COLLEGE, SAMBALPUR

Date: 30.11.2015