

Part II
Evaluative Report

A. EXECUTIVE SUMMARY

Mayurbhanj was a princely state which merged in Orissa was ruled by the Bhanja Kings. The Head Quarter of the state of Mayurbhanj was Baripada and later it has become the District Head Quarter of Mayurbhanj district. This is the place which vibrates with rhythm and cultural benevolence. But this cultural tradition has been swinging from the remotest time of the history by the early tribes like Lodha, Kolha, Santal, Khadia, Bhumija, Mankidia and Chaddheia etc. But it is surprising that this place bears the testimony of great souls like Sri Ram Chandra Bhanjdeo, Sri Pratab Chandra Bhanjdeo, Sri Purna Chandra Bhandeo, Padmasree Paramananda Acharya, Padmasree Krushna Chandra Panigrahi and the like who devoted their lives for the people of Mayurbhanj, of the state and the country as a whole.

This institution is being passionately awaited by the students and their parents because of its traditional and governing values. Classicism is beautifully blended with modernism in different segments of planning and execution. The progress of the college is certainly depends on its team work, decision making and computerization which we avail profoundly to meet the challenges ahead.

As it is a Semi Govt. institution, funds are limited but we have exercised providing multi-dimensional values to our students to procure holistic development in the ensuing society. Though our hands are tight in syllabus making, fixed examination programmes, still we provide practical training, field work, computer awareness, community orientation along with awareness programmes with the systematic support and help from students, parents, local people, employers and other supporting entities.

At times we are strict to any extent but we provide fatherly concern and motherly love to each and every students who are under our direct supervision. Almost all of them are around 19 years maximum-literally called adolescent in this age they have no circumferential knowledge to imbibe for themselves. But whenever the necessity arises in the institution all become one to march forward to achieve the goal. The mediums of achieving goals are National Service Scheme (N.S.S), Youth Red Cross (Y.R.C.), Red Ribbon Club etc. The activities of these societies are a number of awareness programmes like village adoption programme, against child labour, against dowry system, against alcoholism, against speed driving, against girls foeticide, against malaria , against deforestation, against AIDS etc.

We also organise different awareness programmes like sanitation, soil conservation, Yoga, Universal Brotherhood, training by different Self Help Groups (SHG) to the students to make themselves stand independently on their own, blood donation camps, awareness rallies, Health Camps included Spirometry Test, Diabetes Camp, Asthma Camp etc.

To enable our students to succeed in different co-curricular activities we are the right platform to provide different creative qualities of our students through various numbers of programmes from time to time particularly in the field of creative writing, Art and Painting, Dance and Music, Fashion Designing and Playful actions through drama.

It is worth noting that the institution provides our students different articles on games and sports both indoor and outdoor. We provide a play ground where various types of games are being organized and in the college common rooms we provide them different materials of the indoor games for the sustainable entertainment and representation of the college in inter college, District Level, State Level and National Level events by both the sexes successfully.

After all said and done, we take extra care to establish an educational environment and provide extra coaching for and remedial classes for both educationally and financially weaker and S.C./S.T. Students free of cost. Tutorial classes for all and they get help whenever they need inside the campus and outside. More importantly individual student evaluative system brings pride to this college through which we review academic performance of a student along with other performances. All these practices are evaluated officially and when a student neglects his academic performances we call a parents meeting for the substantial improvement of the student concerned.

With much anticipation, we lead a systematic professional educational system in our institution which will loom large in the future context of the wards.

James A. Garfield, a former U.S. President, once said that next in importance to freedom justifies is not popular education without which neither justice or freedom can be permanently maintained. To maintain permanent freedom, some of the innovative and constructive minded people established Baripada College in 1981. It is a + 2 & +3 Science and Arts College. +2 level is affiliated to Council of Higher Secondary Education, Orissa and +3 is affiliated to North Orissa University which was constituted in the year 2000. The college is situated in the heart of the town in an area of around 3 acres. The college has set a very distractive vision of education and enlightenment which in the later stage in corporate with the community service.

In line with the mission and goals, the college maintains its own traditions to match its governing values. At the same time the institution has adopted and accepted new practices like strategic planning, team work, decision-making and computerization to ensure that the system is fit to face the new and emerging challenges

The laurels won by the students in academic and co-curricular activities bear testimony to the sustained efforts of the management, the members of the faculty and the students in ensuring a holistic development.

Being an affiliated institution, the college has no freedom to design or develop own syllabi. However, we interleave practical training, field work, computer awareness, ITC exposure, community orientation etc. in our teaching methods. We practice collecting feedbacks systematically from the students, teachers, and employers for brining changes in the curriculum through representation to the University.

The college has designed a continuous career enhancement programme for 3 year for UG students with a sharp focus on language skills and soft skills. The college has made sustained and continuous efforts to bring innovations in teaching–learning methodology. In fact, it has shifted the focus from teacher- centered pedagogy to learner centered pedagogy.

The quality and relevance of services are highly enhanced by the community projects organized through social work department in collaboration with other government and non-government agencies. This is an ambitious project for the students to become sensitive to the needs of the society.

The unique outreach program of the college is “Village Adoption Programme” through which students use their knowledge, skills and abilities to benefit the community in a village in the neighborhoods of the College.

Other avenues for extension activities encouraged by the college are NSS, YRC, Blood Donor Club & Red Ribbon Club. The activities of these organizations include a number of awareness programs, rallies, relief work, total sanitation programs, blood donation, health camps, literacy and self-employment programmes and rural education programmes.

Facilities for different sports events are available and students are encouraged to take up indoor/outdoor games. There are provisions for Shuttle and Kabaddi Court and Cricket net practice, including a Volley Ball court.

The college has all along been striving to give ‘preferential option’ to the poor Students by giving them special consideration during admissions and by providing scholarships and financial assistance. Students are streamed into three categories soon after the admissions in order to identify slow learners, average learners and advanced learners. Remedial coaching classes and computer literacy programmes are provided outside the class hours free of cost for slow learners and students coming from disadvantaged communities.

Academic and personal counseling for the students are ably carried out through the mentoring system.(SAP) A parents’ meet is organized every year to focus their attention on the performance, progress and regularity / irregularity of their wards.

B. Criterion-wise Evaluative Report

Criterion I : Curricular Aspects

1.1 Curriculum Design and Development

- 1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

Baripada College of Arts and Sc. Striving its level best to build a thriving learning culture responsive to the needs of the community at large through value based education.

1. To stimulate the academic environment for promotion of quality in teaching, learning in higher education.
2. Recognising and accepting social responsibility.
3. Fostering and encouraging, innovation and creativity.
4. Encouraging and disseminating social harmony and unity in diversity.
5. Creating an environment of intellectual stimulus and cultural sensibility.
6. Integrating a global prospective.
7. Striving to collaborate with other stake holders for quality, evaluation, promotion and sustenance.

- 1.1.2 How does the mission statement reflect 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 orientation?

The outstanding characteristic of Baripada College of Arts and Science is commitment to excellence with social educational and cultural sensitivity.

The College has been promoting the growth of human resources and enters to achieve excellence in all aspects on the basis of the mission.

The college has module/produced thousand of men and women of competence possessing social and cultural sensitivity and commitment to fellow beings and society at large. The Institution emphasizes to develop human resources in order to face the forth coming challenges based on socio economic, political, cultural and technological reality.

- 1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (Access to the Disadvantaged, Equity, Self development, and Community and National Development, Ecology and environment, Value

orientation Employment, ICT introduction, Global and National demands and so on)

Yes, the academic programmes are being laying with the institution's goals and objectives. The development of curriculum was undertaken with due involvement of the stake holders, teachers, students, alumni, NGOS, professional and employers. So we address the needs of the society and have relevance to the regional, national and global trends.

Our institution aims at participating in the development of our nation and our society through the on-going process of dissemination of knowledge and active involvement in such programmes and issues globally. ICT has been introduced with internet facilities to fulfill the objectives.

Objectives

To help students to become self-reliant

To make students and teachers educationally, socially and culturally sensitive.

To develop a critical approach to dehumanizing social values.

To provide quality based education to all students through LCD Projector & Over Head Projector.

- 1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

With a hope to meet the global trends in employment opportunities and to meet the growing demands of the Govt. and Private sectors the college has offered courses in computer to create students with basic computer knowledge excepting the traditional courses.

The programmes on computer applications (I.T.) has been introduced for the interest of the students to meet the global demand.

- 1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

In order to design the curriculum we have strictly followed the norms, guidelines and syllabus supplied by the UGC and N.O.U. under which our college is affiliated.

1.2. Academic Flexibility

1.2.1 What are the ranges of programme options available to learner in terms of Degrees, Certificates and Diploma?

UG

+3 Arts – English, MIL(Opt), History, Pol. Sc., Education

Electives – Indian Economy, Sanskrit, L.I.H.

+3 Science – Comp. English, MIL

Opt – Physics, Chemistry, Mathematics, Botany, Zoology, Environmental Science, Energy Resources, Biology, Mathematics & Statistics.

Vocational – Information Technology (I.T.)

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

- A. Core Options
 - B. Elective Options
 - C. Add on courses
 - D. Interdisciplinary Courses
 - E. Flexibility to the students to moves from one discipline to another.
 - F. Flexibility to pursue the programme with reference to the time frame (flexible time for completion)
-
- A. So far, as the courses pattern of NOU is concerned the core option has been abolished since 2004. So instead of if the compulsory subjects like English & MIL (O, H, AE) etc. are available.
 - B. Elective option – Elective options are available.
 - C. N/A
 - D. Inter-disciplinary Courses – Under the aegis of UGC Vocational Course like IT has been introduced which is inter disciplinary in nature.
 - E. N/A
 - F. As our college is affiliated to NOU, Baripada, Mayurbhanj, Orissa, so it is bound by the rules and regulations framed by the said University. Under graduate programmes of 3 years duration is being offered. The students,

there who are unable to complete the said programme during stipulated periods of 3 years, the university allows them an additional 3 chances to complete the said course.

- 1.2.3 Give details of the programmes and other facilities available for international Students (if any)

N/A

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

N/A

1.3 Feedback on Curriculum

- 1.3.1 How does the college obtain feedback on curriculum from

- a) Students?
- b) Alumni?
- c) Parents?
- d) Employers / industries ?
- e) Academic peers?
- f) Community?

a) Students- Curriculum feedback is obtained through conduct of monthly, Half-yearly and Annual test examinations.

b) Alumni- Those alumni who are connected with the field of study are contacted for developing standard of teaching.

c) Parents- During the PTA meetings the suggestions given by the parents regarding the curriculum are taken into consideration.

d) Employers/ Industries – Feedback from them are seeked through the meeting from time to time.

e) Academic Peers – Yes. Through the organization of seminars, feedback is seeked from the academic peers.

f) Community – With a hope to make the students self reliant NGOs are also involved to trained the students in different need based programmes.

- 1.3.2. How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The feedback obtained from students, Alumni, Parents and employers is discussed/ analysed in the staff council meeting and the steps which are meant for better academic improvement are implemented in the college level through IQAC. It is not necessary to communicate to the University as the syllabus is supplied by the University concern.

1.4 Curriculum update

- 1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

As the college is affiliated to North Orissa University, Baripada, Mayurbhanj, Orissa, so the change / revision of syllabus can be made by the University as per the guidelines.. No major revision for both Arts & Science streams are made during the last two years.

- 1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

The College substantially contributes to the process of National Development by providing quality education, compulsory computer education for all students. Information technology has been introduced through UGC to enable the students globally competent.

With a hope to harness the benefits available globally and to face the challenges of competition we are striving to develop the students with knowledge skill and character, holistic development, cosmic & social awareness. Besides we aim at making our students (both boys & girls) for offering selfless services for the progress and prosperity of our country as a whole.

- 1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

The College has followed the guidelines supplied by UGC and Department of Higher Education, Govt. of Orissa for developing and restructuring the curriculum.

1.4.4 How are the existing courses modified to meet the emerging / changing national and global trends?

As our college is guided and controlled by the University and UGC, so we are strictly following the courses provided by the University to meet the emerging / changing national & Global trends.

Besides we are striving to prepare students with holistic development, knowledge, skill and character leading to social transformation and national development and to offer their selfless services for the progress and prosperity of the nation and the people as a whole.

1.5 Best Practices in Curricular Aspects.

1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

- a. Ensuring participation of experts and resource persons in order to interact with the students.
- b. Providing compulsory computer education and internet facilities to all students.
- c. Inclusion of certificate, Diploma and Advanced Diploma Course by introducing UGC sponsored Vocational Course (I.T.).

1.5.2 What best practices in 'Curricular Aspects' have been planned/ implemented by the institution?

The college has planned and introduced monthly test, remedial and proctorial classes for the academic benefits of the students.

Criterion II: Teaching, Learning and Evaluation.

2.1 Admission Process and Student Profile.

2.1.1 How does the institution ensure wide publicity to the admission process?

- a. Prospectus
- b. Institutional Website
- c. Advertisement in Regional / National Newspapers
- d. Any other (specify)

The College disseminates information regarding the admission process through:

- a. Prospectus – It reflects updated information regarding the courses offered, seats available in different streams, the eligibility criteria, fee structure and admission process and facilities available in the college.
- b. Institutional Website – The institution website www.baripadacollege.org give detail data on the courses offered, syllabus, the eligibility criteria, fee structure, dress code, rules & regulations, admission process and the facilities available in admission process, Examination Results etc.
- c. Advertisement in Regional/National Newspapers – In order to expedite the admission process our college circulates leaflets through regional and national news papers. We also use the local T.V. channel for the same purpose.
- d. Any other (specify) – In order to attract the students for admission we are walling posters and placing hoardings in different important places of public attraction in the city.

2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level.

- a. General
 - b. Professional
 - c. Vocational
- a. General – The students are selected for admission into +3 Arts and Science courses strictly on merit basis. The reservation policy of Govt. is also followed in our admission process. The cut-off percentage for admission at the entry level depends upon the no. of applicants and the availability of seats.
 - b. Professional – N/A
 - c. Vocational – The students are selected for admission into UGC sponsored vocational (IT) course through entrance basis conducted by the college which is also strictly on merit basis. Further reservation policy of the Govt. is also followed.

2.1.3 How does the Institution ensure transparency in the Admission process?

Each and every step of the admission process are open to public. Further the merit lists of the selected candidates are reflected in the notice board and the website of the college. Every individual candidate is informed about the admission date through personal intimation letter sent through registered post in case of science students and ordinary post in case of arts students. Hence total transparency is maintained so far as the admission process in this college is concerned.

2.1.4 How do you promote access to ensure equity?

- a) Students from disadvantage community
 - b) Women
 - c) Differently – abled
 - d) Economically – weaker sections
 - e) Sport Personal
 - f) Any other (specify)
-
- a) Students from disadvantage community – 20% (12+8) of our students are from the disadvantaged community like ST and SC.
 - b) Women – Though our college has a number of women students accounting for 45%, still no reservation facility as per Govt. norms are provided due to the existence of two Women’s College in the city.
 - c) Differently abled – 4% of seats are reserved for the differently abled students.
 - d) Economically weaker section – As there is no provision for reservation for economically weaker section students by the Govt. So our college is not in a position to follow it.
 - e) Sports personals – 5% of additional marks against secured mark is given to the state level sports certificate holders, 10% of additional marks is given to the national level sports certificate holders and international sports certificate holders are directly allowed for admission.
 - f) Any other (specify) – 5% of seats are reserved for students coming form neighboring state taking Oriya as their MIL.

2.2 Catering to Diverse Needs.

- 2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the incoming students for enabling them to cope with the programme to which they are enrolled,

Yes, the college conducts two days orientation programme for the newly admitted students to enable them with the college rule and regulation, examination system and evaluation processes. Extra curricular and co-curricular activities etc.

- 2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners

The institution identifies slow and advance learners by conducting monthly test.

Slow learners – Remedial as well as proctorial classes are organized to improve the standard of the slow learners. Further they are given chances for attending extra classes and teacher are directed to allot extra time for there betterment.

Advance learners – Advance learner are given chances to obtain study materials from concerned teachers and encouraged to develop there academic standard and also teachers are directed to allot special time for them.

- 2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

Yes. Our college has introduced tutorial classes for upliftment of the standard of the students by taking 16 students in each group. Per week one class in each subject for each group is allotted for the said purpose.

- 2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

Yes. There is provision for mentoring of students through the conduct of proctorial classes, taking 10 students in each group. Utmost care are taken for the overall personality development and to fulfil there basic needs regarding education.

- 2.2.5 How does the institution cater to the needs of differently-abled students?

No deaf, dumb and blind are being admitted in our institution as they have separate institution to be admitted in to. But those who are physically disabled they are being taken care of by personal tutorial and by taking remedial classes.

2.3 Teaching-Learning Process.

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

Academic calendar: We publish a yearly college calendar where every specific details printed like detail of the staff members, rules and regulations, students union, about the society and the like.

Teaching Plan : The concerned departments prepare yearly lesson plan as per the syllabus prescribed by the university for the better teaching learning process. We prepare regularly the progress register where we write what is taught today and what to be taught tomorrow.

Evaluation blue print:- We conduct monthly examinations, evaluate them properly and give the evaluated copies to the students and we make necessary discussions for the improvement of the student community in the subjects concerned.

2.3.2 What are the various teaching-learning methods, lecture method, (interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

We take intensive care through our lecture method where interaction is rigorous with viva-voce and written scrutiny. In all practical subjects, we provide project based and experimental learning which is in their curricula. We have got the advanced computer laboratory where compulsory computer teaching is provided to all the students. Besides we conduct seminars both UGC sponsored and college sponsored with the help of LCD Projectors (Seminars) & Over Head Projectors.

2.3.3 How learning is made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

- Assignments, Seminars and Quiz Programmes.
- Group discussions and debates.
- Participation in Elocution, Sports, Fine arts and Cultural Competitions.
- Advanced learners help slow learners in the learning process.
- There is a Wall Magazine called 'ARPAN' which improvises the literary inherited qualities of the youth minds.

2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and Jet tools)

- Audio Visual Room with LCD Projector & Internet connection to have the technological benefits under one roof.
- A well equipped computer laboratory is there to facilitate the students from every quarters.
- An Over Head Projector is there to cater advanced teaching.

Through the above minimum resources we provide best of our learning process.

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

- To attend refresher/orientation courses/ UGC sponsored seminars and other training programs organized by the college and other institutions of the state and the country.
- Through attending different seminars / workshops and the audio-visual technologies, internet the students are being facilitated to learning process.

2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

Yes.

Departments like I.T., Physics, Chemistry, Botany, Zoology have departmental library where few numbers of books are kept ready to enhance the teaching & learning quality of both faculties & students.

2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

Yes.

Student's feedback is obtained through a format given by UGC. Considering the comments the teachers take necessary steps for the improvisation of the class room teaching.

2.4 Teacher Quality.

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

Yes.

- New teaching positions are created when the staff members leave or take leave on personal reasons or when new courses are started, or when a faculty goes on study leave.
- Advertisement is placed in leading Oriya dailies.
- Applications are short-listed.
- A Panel constituted by the members- Secretary, Principal, HOD, External subject experts conduct a personal interview.
- The college Governing Body approves the decision of the panel and appoints the teacher.
- The college has adequate number of qualified teachers to manage the classes.

2.4.2 How does the college appoint additional faculty to teach new programmes/modern areas of study (Biotechnology, IT, Bio-informatics etc.)? How many such appointments were made during the last three years?

Through proper procedure one faculty member to teach IT in vocational course has been appointed this year. Along with this in order to give the students training about Mobile Repairing necessary steps have been taken to appoint certain technical staff for the said purpose.

2.4.3 What efforts are made by the management for professional development of the faculty? (e.g. research grants, study leave, deputation to national/international conferences, seminars, training programmes, organizing National / International conferences etc.)? How many faculties have availed these facilities during the last three years?

In order to expedite the professional development of the faculty the Principal-cum-Secretary with due consultation with the President G.B. allows study leave for higher study, depute faculty to attend national/ international conference/ seminars, training programmes, take steps to organise national / international conferences etc. During last three years 12 faculty have availed these facilities (Refresher Course & Orientation Programme).

2.4.4 Give details on the awards/recognitions received by the faculty during the last five years?

Dr. B.N. Sahoo, Lect. in Oriya has been awarded with Ph. D. degree from the N.O.U.

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

- a) Computers
- b) Internet
- c) Audio visual Aids
- d) Computer-Aided Packages
- e) Material development for CAL, multi media etc.

The faculties are provided with and encouraged to take IT knowledge which is provided in our college.

2.5 Evaluation Process and Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

- The evaluation methods are communicated to the students as well as to their parents even at the time of admission.
- The evaluation methods are notified in the academic calendars/ prospectus & website also.

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

In order to monitor the progress of the students we conduct

- Half Yearly Examination.
- University Examination.
- Seminars
- Remedial Classes
- Proctorial Classes
- Attendance.

It has been a regular practice of the institution that we communicate all the student related matters to the parents by mail / person.

2.5.3 What is the mechanism for Redressal of grievances regarding evaluation?

In order to solve the problems arise by both boys & girls the grievance cells have been established with faculties .

2.5.4 What are the major evaluation reforms initiated by the institution / affiliating University? How does the institution ensure effective implementation of these reforms?

The evaluative reforms have initiated by the NOU and thus, we have no role to play there.

2.6 Best Practices in Teaching – Learning Process

2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institution?

- Group study methods.
- Going beyond the syllabus and connecting with contemporary issues which help the students & faculty to update.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes give details on its activities, major decisions taken (during last year) and composition of the Committee.

N/A

3.1.2 How does the institution promote faculty participation in research? (Providing seed money, research grants, leave, other facilities)

In order to encouraged the faculties to participate in research work the college authority with due permission of the Governing Body allows research leave to them.

3.1.3 Does the institutional budget have a provision for research and development? If yes, give details.

No

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

No

3.1.5 What are the major research facilities developed on the campus?

Nil

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/Scientific organizations / Industries / NGOs)

N/A

3.2 Research and Publication Output.

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M.Phil, fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

N/A

3.2.2 Give detail of the following:

a) Departments recognized as research centers

N/A

b) Faculty recognized as research guides

Dr. Mohan Lal Sahoo, the Principal of the institution has been a registered research guide.

c) Priority areas for research

N / A

- d) Ongoing Faculty Research projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, and Industry, NGO or International agencies)

Sl.No.	Funding Agencies	Project Title	Financial Support (In Rs. Lakhs)	Duration of the Project
01.	U.G.C.	A study of effectiveness concepts attainment modes in the development of concepts & achievement in Algebra at Secondary Level.	Rs. 65000/-	2 Years

- e) Ongoing Students Research Project (title, duration, funding agency, total funding received for the project).

N / A

- 3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

N/A

- 3.2.4 Are there research papers published in referred journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

N/A

- 3.2.5 Give list of publications of the faculty.

The following faculties have attended different conferences and U.G.C. sponsored seminars from time to time in different colleges and universities of the country.

- | | | | |
|----|----------|---|--|
| a. | Books | Name of the Faculty
1. Dr. M.L. Sahoo | Name of the Books
Gopabandhu in Mayurbhanj |
| b. | Articles | Name of the Faculty
1. Dr. M.L. Sahoo

2. Dr. B.N. Sahoo | Name of the Articles
A lot of articles published in English & Oriya Journals of Orissa & abroad.
A lot of articles have been published in Oriya daily. |

- c. Conference / Seminar Proceedings
- | Name of the Faculty | Nos. of Conference/ Seminars attending |
|---------------------|--|
| 1. Dr. M.L. Sahoo | 06+04=10 |
| 2. Sri H. Khatua | 02 |
| 3. Sri R.K. Mohanty | 02 |
| 4. Mrs. S. Behera | 01 |
| 5. Sri D.K. Sahu | 01 |
| 6. Mrs. A. Panda | 05 |
| 7. Sri R.K. Sahu | 01 |
| 8. Sri P.K. Dey | 03 |
| 9. Mrs. S. Mohanty | 04 |
| 10. Miss S. Sur | 04 |
- d. Course materials (for distance education)
N/A
- e. Software package or other learning materials
Yes. The college has the software package for Library, Admission & Examination (On-line)
- f. Any other (specify)
(Written publication if any by the faculties may be produced in xerox.)

3.3 Consultancy

- 3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

Sri P.K. Dey, Lect. in Pol. Sc. Department has given his valuable consultancy to the Principal & UGC In-charge of Mahila Mohavidyalaya, Rairangpur regarding inclusion of their college in 2F & 12B under UGC Act 1956. For which Sri Dey received a nominal remuneration of Rs. 1000/- from the Principal, Mahila Mohavidyalaya, Rairangpur.

- 3.3.2 How does the institution publicize the expertise available for consultancy services?

The Principal spares the staff members to provide consultancy service as & when required by the other institution on request.

- 3.3.3 How does the institution reward the staff for the consultation provided by them?

Yes. The Institution has taken step to provide outstanding award to the faculties those who will provide consultancy to other institutions on different education based programmes/ issues.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

The faculty who receives the revenue from consultancy is utilized for the overall development of the college.

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

Our college has made it compulsory for all the UG students to be a member of any one of the following Service Schemes.

- N.S.S.
- Y.R.C.
- Voluntary Blood Donors Club.
- Red Ribbon Club.

The students are encouraged and motivated to be a member of the village adoption programme under N.S.S. In this fold the students are made aware of different social & personal issues like

- i. Health & Hygiene
- ii. Youth welfare
- iii. Sanitation
- iv. Plantation
- v. Against Dowry
- vi. Against Drug Abuse
- vii. Regarding Non formal Education
- viii. Self Help Schemes (Knowledge obtained from different NGOs)
- ix. Against Child Labour
- x. Against Female Foeticide
- xi. Against Superstitions.
- xii. Safe Motherhood.
- xiii. Against Terrorism.
- xiv. Against AIDS.

All above programmes are done in tribal dominated villages adjacent to our town namely Debendrapur, Bahadurpur, Barjupur, Tikarpara.

Maximum welfare input programme have been conducted for jail inmates inside Baripada Circle Jail like Yoga, Non-toxic attitude, Gita Prabachana, Bhajan Samaroha, Sanitation, Spiritual speeches, adopted different kind of motivation

programmes for the jail inmates to be good human beings at the later stage of their lives.

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

Our students under the banner of extension activities have conducted a wide array of programmes for creating awareness in the community; a brief summary of the programmes is listed below:

- Non- formal education
- Awareness programmes on various social issues
- Watershed management
- Youth welfare
- First aid
- Health support services
- Women & child welfare
- Fire safety

3.4.3 How does the institution promote college-neighborhood network in which students acquire attitude for service and training, contributive to community development?

Our institution promotes college neighborhood network through the extension programmes with its focus on problems based on needs. The extension activities carried out in the neighborhood are an outcome of planning based on analysis of the facts in the situation as listed below:

- i. Health & Hygiene
- ii. Youth welfare
- iii. Sanitation
- iv. Plantation
- v. Against Dowry
- vi. Against Drug Abuse
- vii. Regarding Non formal Education
- viii. Self Help Schemes (Knowledge obtained from different NGOs)
- ix. Against Child Labour
- x. Against Female Foeticide
- xi. Against Superstitions.
- xii. Safe Motherhood.
- xiii. Against Terrorism.
- xiv. Maximum welfare input programmes have been conducted inside Baripada Circle Jail for jail inmates like Yoga, Non-toxic attitude,

Gita Prabachana, Bhajan Samaroha, Sanitation, Spiritual speeches, adopted different kinds of motivation programmes for the jail inmates to be good human beings at the later stage of their lives.

- 3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc, for extension activity?

In previous years we have conducted sports & games (Inter-College) with the financial assistance and partnership of North Orissa University, Industries in its periphery & NGOs of the district.

- 3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

Yes. As the college organise different camps on health, Asthma, Diabetes, the people from local area are allowed to check up their health & free medicines & free advices by the specialists.

- 3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

Yes.

The institution has been involving the community in different developmental segments from time to time as the college is situated in the precinct of the local populous.

- 3.4.7 Any awards of recognition received by the faculty / students / Institution for the extension activities?

Yes.

The students of our college have acclaimed Volley Ball Champion Trophy in 2005-06, 2006-07 and own the Girls' Badminton runners up trophy from North Orissa University.

3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

Local bodies/ community

- State
- National
- Industry
- Service sector
- Agriculture sector
- Administrative agencies
- Any other (specify)

3.5.2 How has the institution benefited from the collaboration?

- (a) Curriculum development
- (b) Internship
- (c) On-the-job training
- (d) Faculty exchange and development
- (e) Research
- (f) Consultancy
- (g) Extension
- (h) Publication
- (i) Student Placement

Yes.

We organise different seminars inviting faculties from different institutions for the students to broaden their outlook on a particular field. Research work is definitely a welcome step by the faculties which some of our teachers are doing.

Mr. P.K. Dey has given consultancy to Mahila Mahavidyalaya, Rairangpur to include the college under 2(F) & 12(B).

We have also immersed ourselves in arranging various health camps, awareness programmes etc. to enrich the name & the fame of the college from time to time & for which the local populous is being benefited.

Our faculties publish various articles in different journals and newspapers, which reckons the blighter side of our college.

Along with this we publish an annual college magazine where everyone of the college show their literary talent.

3.5.3 Does the institution have any MoU/Moc/ mutually beneficial agreements sign with ?

- Other academic institution
- Industry
- Other agencies

Yes. (Mobile Phone Repairing)

Yes, the college has taken initiative to introduce Mobile Phone Repairing with the help of other agencies.

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

Yes, one of the faculty of this college Sri P.K. Dey, Lect. in Pol. Science has given his valuable consultancy to the Principal, Mahila Mahavidyalaya, Rairangpur in order to include her college under 2(F) & 12(B).

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facility

4.1.1 What are the infrastructure facilities available for

- a. Academic activities?
- b. Co- curricular activity?
- c. Extra-curricular activity?

a. Academic activities – The college has 12 nos. of class rooms, administrative building, Principal's Office, 01 no of Girls' Common Room, 01 no. of Boys' Common Room, 01 no. of Lecturer Common Room with T.V., Freeze, Vacuum Cleaner, Aquaguard, separate urinals and toilets, separate laboratories, separate cycle sheds, garden, examination room, NSS room, online laboratory, Computer Laboratory with 14 computers, Boys' & Girls' grievance cells, Internet facility, Network Resources facility (funded by UGC) free use of computers.

b. Co-curricular activity – In order to facilitate the students we have under taken different co-curricular activities every year. We organize Quiz in English & Oriya Debate, Group Discussion. To broaden the out door life experience we take the students on study tours to different sanctuaries, places of historical and religious importance and time to time we organize internal seminars on different subjects

and we organize seminars by the financial support of U.G.C. We also display the academic achievements of the students.

c. Extra curricular activities & sports

- Oriya & English Essay writing.
- Oriya & English poem writing.
- Creative writing in English & Oriya.
- Classical modern and folk song.
- Classical modern and folk dance.
- Cartooning & Painting.
- Play (Skit)
- Mono-Action.
- Extempore Speech.

Indoor Games

- Badminton
- Carom Board
- Chess Board
- Ludo
- Chinese Checker

Outdoor Games

- Volley Ball
- Foot Ball
- Cricket
- Short put
- Javelin
- High Jump
- Long Jump
- Ring Ball

4.1.2 Enclose the Master Plan of the college, campus indicating the existing physical infrastructure and the projected future expansions.(Enclosed)

The master plan of the college campus indicating the existing physical infrastructure and the projected future expansion of the college is enclosed.

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

Since last five years keeping the student inflow in our mind we residually constructed different buildings, IT Laboratory from own sources, from MPLADs

and UGC financial assistance. The detailed expenditure incurred for infrastructure of the college is given in the format below.

Amount spent in last five years of +3

Sl. No.	Particulars	2003-04	2004-05	2005-06	2006-07	2007-08
A.	CAPITAL EXPENDITURE					
1	Building & infrastructure	14000	123692	1910	96509	251971
2	Furniture	10300	7050	8980	1718	5340
3	Air-Condition	-	-	-	-	34680
4	Electrical Equipments	4140	2863	898	8034	3066
5	Laboratory Instrument	5000	-	13541	11118	15713
6	Library Books	7450	8113	11707	12487	10100
7	Computers	-	-	1551	12000	216928
	Total A	40890	141718	38587	141866	537798
B	REVENUE EXPENDITURE					
1	Salary to Management Staff	70727	79207	94731	113801	141051
2	Salary to Direct Payment Staff	Expenditure from +2 Account				
3	Fees & Fines	15627	15627	14494	14779	18466
4	N.S.S.	11500	23639	25537	23700	31200
5	P.M.S.	Expenditure from +2 PMS Account				
6	NOU Examination	135980	99095	119510	122120	123221
7	Scholarship	-	-	-	-	-
8	Sports (CHSE)	-	-	-	-	-
9	Sports (NOU)	-	16100	6500	40500	29440
10	Sale of Form	5000	-	-	-	-
	Total B	238834	232535	261057	318587	339790
C	STUDENT FUND EXPENDITURE					
1	College Examination	9150	9112	4425	6542	3408
2	College Athletic	-	-	1000	3894	3125
3	College Magazine	6840	4700	3700	5820	-
4	College Calendar	4140	900	1800	2000	1200
5	Time Table	414	190	225	-	-
6	Proctorial	414	-	-	-	-
7	S.S.G.	1068	1025	1100	1005	-
8	Red-Cross	1257	560	2250	4922	844
9	Medical Exp.	414	1171	700	-	-
10	D.S.A.	1800	1645	1600	2070	1200
11	Dramatic	2070	2200	2360	2290	1602
12	Teacher's Aid Fund	1035	1175	450		
13	Reading Room	1242	-	472	571	430
14	Identity Card	620	472	400	186	-

15	Academic Fee	-	-	-	-	-
16	Sports & literary	3590	4045	3670	2975	1760
17	Recognition Fee	610	1180	1145	940	620
18	Registration Fees	2440	4720	-	3760	2480
19	Students Aid Fund	414	1026	1100	1020	-
20	Library Index Card	186	-	100	253	-
21	Common Room	828	318	472	310	272
22	Cultural Expenses	-	-	-	-	2002
23	Work Expenses	1035	-	-	506	-
24	Students Safety Insurance	524	560	502	560	364
25	Syllabus Fee	1550	1728	-	300	1630
26	Annual Day	2070	2270	2360	2280	3476
27	Science Society Fee	400	2350	-	-	-
28	Campus Expenses	1035	2350	-	-	-
29	Cycle Stand	2070	-	900	506	-
30	Migration Fees	15	15	30	30	-
31	Flag Day					
32	NCC	1035	-	1120	-	14060
33	NOU Certificate	-	-	5400	-	-
34	General Maintenance	-	-	892	21108	13656
35	Lab. caution money	601	600	-	1003	-
36	Affiliation	2030	-	-	-	-
37	Abs. of Attendance	414	1255	450	-	-
38	Academic	3100	-	-	-	-
	Total C	54411	45567	38623	74851	52129
	Grand Total (A+B+C)	334135	419820	338267	535304	929717

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

Yes, The College provides common room for women students and staff.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

The college has taken step to conduct regular courses from 10 AM to 4 PM.

Library is kept open on working days from 10 AM to 4 PM.

Co-curricular / Extra-curricular activities are conducted regularly in our campus.

Laboratories are used by science students during day time where the HOD & Demonstrators maintain the attendance register of the students.

College buildings are also being used by external agencies like NIIMS, Bhubaneswar to conduct medical entrance examination and hold meetings for official as well as holistic purpose by different external agencies.

Free use of computer system is provided to all students in the afternoon time.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-able students?

Since the inception of the college no differently abled students have been admitted .

Affords will be made to bring them to limelite if such students are admitted.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data) Rs. In Lakhs.

- a. Land?
- b. Building?
- c. Furniture?
- d. Equipment?
- e. Computers?
- d. Vehicles?

To maintain the infrastructure the following amounts are being spent last year which are given in a format below.

Budget Allocation

Sl. No.	Particulars	2007-08
1	Land	-
2	Building & Furniture	257311
3	Equipment	15713
4	Computers	216928
5	Transport	934

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

The budget allocated for undertaking all developmental activities is adequately utilized. For the said purpose annual budget is prepared for each unit within the provisions of the general budget. All expenditures are made by the decisions taken in the meetings of the G.B., purchase committee, construction committee, UGC Committee. The expenditure statement is further audited by the Dist. L.F.A., Govt. of Orissa in order to ensure optimal utilization.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

Yes the institution constitutes construction committee for maintenance and repair works. The construction committee with the help of skilled workers in the field of carpentry, electricity, gardening, computer technicians are able to maintain and repair the infrastructures. The construction committee looks after the overall maintenance and repair works of the infrastructures.

4.3 Library as a Learning Resource

4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

Instead of library advisory committee one faculty is appointed as library in-charge. He is assigned with the following functions.

- Suggest the Principal about the allocation of funds for library in the budget.
- Suggest the Principal regarding the purchase of more number of books, journals, magazines as required by the students & staff.
- Acts as a Liason between the Principal, the faculty, the students & the Students Union about the library programme and progress.
- Encourage the maximum use of all collections, facilities and services available in the library.
- To make necessary recommendation for solution of library problems relating to faculty and students needs and usages.
- To make effort to enlarge the resources of the library.

4.3.2 How does the library ensure access, use and security of materials?

The library follow Open Access System. It is adjacent to the academic block which enable the students and faculty of all departments to use it easily. To issue and return books to all students and faculty members computerized process is practiced. For ensuring maximum use of the library it is opened from 10 AM to 4 PM on every working days. The students are asked to surrender their identity cards before issuing books on daily basis. Further separate registers are maintained to issue books both to students and staff. Students are strictly prohibited to enter into the library with their books and bags. Besides, registers are maintained at the entrance to monitor various categories of users. Further in order to enhance the security of the books the attendant of the library checks the books returned by the students.

- 4.3.3 What are the various support facilities available in the library? (Computers, internet, band width, reprographic facilities etc.)

A library automation software (online) has been specially designed for our college library.

- 4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

Considering the urgency and preference of the students and respective departments books, journals, magazines and other resources are procured for the library on priority basis. The librarian along with the faculty in-charge of the library prepare a list of books to be purchased from the lists submitted by the concerned departments and catalogues procured from different publishers. Accordingly the librarian along with in-charge procure the necessary books from the book stall, sometimes from book fair. The faculty members are also entitled to purchase books of learning interest and receive payments on production of bills.

An amount of Rs.72,731 has been spent for purchasing new books and journals during last five years.

- 4.3.5 Give details on the access of the on-line and Internet in the library to the students and faculty? (Hours, frequency of use, subscriptions, licensed software etc.)

We have internet facility in the online library. It is used during issuance and return of books to the students and faculty members from 10 AM to 4 PM. It is used daily for the improvement of the students and faculty members. Library automation software (online) has been purchased by this institution from SMILE a consultancy agency for the said purpose.

- 4.3.6 Are the library services computerized? If yes, to what extent?

Yes, the library services is computerized.

Library automation software (online) has been purchased by this institution from SMILE – a consultancy agency for the said purpose. Accordingly the books are issued and received through computer to the students with a view to function the library service actively.

- 4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

With the increasing demand on I.C.T. the college has developed its own library network.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

The library staff make necessary arrangements for the procurement of latest books, journals and magazines. Regularly they issue the same to the students and faculty members. In order to attract and aware the students about the latest books and magazines, they display the list of the same in the library through the display board meant for that.

4.3.9 Does the library have interlibrary borrowing facility? If give details of the facility.

No.

4.3.10 What are the special facilities offered by the library to the visually and physically challenged persons?

No such special facilities have been offered by the library to the visually and physically challenged persons as there have been no such students are admitted. If such students are admitted, steps will be taken accordingly.

4.3.11 List the infrastructural development of the library over the last two years.

The construction work of the library along with reading room has been under taken last year. Adequate seats have been provided. One computer has been supplied last year. In addition to these the library has enhanced the following infrastructure facilities : 13 Book Selves, 01 Notice Board, 01 Wall Magazine, 01 Display Board, 01 Long Rack for issue counter.

4.3.12 What other information services are provided by the library to its users?

The other information services are provided by our library to its users are :

- The University question papers are kept ready for reference of students for forth coming examinations.
- Clippings from different news papers are exhibited in the board meant for the said purpose.
- Career guidance information, information regarding campus recruitment, job opportunities are displayed.
- Notices in connection with Inter-College / Inter University competitions, scholarship/ free studentship by Govt./ other agencies and by institution respectively are also displayed for the betterment of the students.

The library staff are extremely courteous, helpful and dedicated one who are always eager to support and help the users, students and faculty for using the available books, journals, magazines, e-resources etc. without any hesitation.

4.4 ICT as Learning Resources

- 4.4.1 Does the institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computer, computer-student ratio, stand alone facility, LAN facility, configuration, licensed software etc.)

The institution have a well furnished Computer Laboratory with 14 computers. It is located adjacent to the academic building. All students are encouraged to use the computer & to acquire basic computer knowledge. The computer students ratio is 1:3. We have also internet facility & one licensed software for keeping out computer facility upto date.

- 4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

Yes, we have a LAN system to the Library, Principal's Room, Accounts, Examination etc. besides. We are providing compulsory computer education to the students as we have a computer laboratory with 14 computers.

- 4.4.3 How are the faculty facilitated to prepare computer-aided teaching/learning materials? What are the facilities available in the college for such efforts?

In order to facilitate the faculty members to prepare computer aided teaching the college has allowed them to use computer laboratory for the said purpose to access the minimum basic knowledge about MS Office to run the loaded software and access to Internet.

- 4.4.4 Does the Institution have a website? How frequently is updated? Give details.

Yes, the institution has its own developed website www.baripadacollege.org. It is planned to be updated on a regular basis. The institutional website provides details of the vision, mission, goals, objectives, courses, faculty members, seats available, rules & regulations, dress code & other facilities. The college host one e-mail as (pri_baripadacollege@yahoo.com). Which is very active with information regarding opportunity for employment, news regarding the alumni.

- 4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

The institution intends to upgrade its computer system by purchasing required software & hardware with broad band system. The provision made for update, deployment & maintenance of computers in the annual budget of the institution is Rs. 50,000/-

4.4.6 How are the computers and their accessories maintained? (Annual Maintenance Contract etc.)

In order to keep the available computer system update always one maintenance technician has been appointed on part time basis to take care of the computers & maintain the accessories in case of need.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

- a) Capacity of the hostels (to be given separately for boys and girls)
- b) Occupancy
- c) Rooms in the hostel (to be given separately for boys and Girls)
- d) Recreational facilities
- e) Sports and Games (Indoor and Outdoor) facilities
- f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) full time/part time etc.)

There is a separate hostels for boys. Though the UGC has sanctioned Rs. 50 lakhs for the construction of Women's Hostel which has not yet been received. We are making our best approach to provide accommodation for boys students in a recognized mess adjacent to the college. We provide special recreational time for the students which is in the routine.

We provide our utmost facilities to the students in the field of sports & games by which they can keep themselves physically fit & enable themselves to build up their career in the said field by participating in College level, District level, University level & National level sports & games. The events are

Indoor Games

- Badminton
- Carom Board
- Chess Board
- Ludo
- Chinese Checker

Outdoor Games

- Volley Ball
- Foot Ball
- Cricket

- Short put
- Javelin
- High Jump
- Long Jump
- Ring Ball

As the college is situated in the heart of the city, where the District Head Quarter Hospital is located only 2.3 KM away we do not feel to appoint doctor, nurse etc. In any accident we can immediately take use of the District Head Quarter Hospital. Besides, in order to keep our students healthy & hygienic we organise different meeting on health with the help of professional doctors.

4.5.2 How does the institution ensure participation of women in intra-and inter-institutional sports competitions and cultural activities?

The institution ensures participation of women in intra & inter institutional sports competition & cultural activities through organization of different matches like badminton, carom, chess & ludo among the students of different classes. Along with this they are also encouraged to take more participation in different games in the annual sports organized by the college. Simultaneously, the women students are encouraged to participate in the Inter College & Inter University competitions organized from time to time.

In order to encourage the women student in cultural field several competitions like song competition, dance, painting, mono acting, drama etc. are organized in the college among the students of different classes. Along with this women students are also encouraged to take part in inter institutional & inter university cultural competitions organized from time to time.

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

The college has one staff room with T.V. & Aquaguard. There are also separate well furnished common rooms for both boys and girls students with lavatory. Though there are no separate rest rooms neither for faculty nor for students still in case of emergencies the NSS room is used for the said purpose. Though the college has no health centre for students and staff or faculty, we have kept ready a First-Aid-Box in case of emergency and we use Police Hospital and District Head Quarters Hospital which is 0.5 & 2.3 KMs from college respectively. There are 3 nos. of vehicle parking sheds one for faculty, one for boys students and one for girls students. We have canteen facility for both faculty, students and those visiting the college. We have also 2 nos. land telephones along with internet

facility. We have a mini bus for making the transportation of students more easy when ever necessary. We have 2 nos. of water taps inside the campus, one aquaguard inside the teacher's Common room and one aquaguard in the girls common room, two taps inside administrative building in order to facilitate drinking water for both faculty and students.

4.6 Best practices in Infrastructure and Learning Resources.

4.6.1 What innovation/best practices in 'infrastructure and Learning Recourse' are in vogue or adopted/adapted by the institution?

The institution has designed a master plan to meet the infrastructural needs in future. We have also developed a parallel system of imparting education where discipline, obedience, moral ethics, human values at its best inside the campus. Also the institution decides to purchase books Rs. 50000/- every year of all subject which are taught and relevant books which make them to learn various things of and on their surroundings which is much appreciated by the local populous.

Criterion V: Student Support and Progression

5.1 Student Progression

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.) of the students of the last two batches.

Student Admitted 2006-07

	General	OBC	SC	ST	Total
Male	29	104	10	58	201
Female	17	70	07	30	124
Total	46	174	17	88	325
Percentage	14.95%	53.53%	5.23%	27.07%	

Student Admitted 2007-08

	General	OBC	SC	ST	Total
Male	17	85	09	53	164
Female	21	60	05	19	105
Total	38	145	14	72	269
Percentage	14.14%	53.9%	5.2%	26.76%	

- 5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

To minimize the drop-out rate and facilitate the students complete the course, the staff members of the respective stream visit the parents of such students, convince them regarding the bright future of their wards. Assurance is also given both students and the parents supply books as required, grant free studentship and college dress in case of having stringent financial condition. In case of having sound financial position we convince them about the value of education and degree than money.

- 5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and / or to employment)

After successful completion of graduation most of the students are interested to take admission in P.G. course. From their transfer certificate it is revealed that 35% of students are interested for such course. So far as the employment is concerned though the percentage is not clear cut still maximum students are striving their level best for getting employment according to their suitability and performance.

- 5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (Average of last five years)

The institution have made its best efforts to facilitate the placement of its outgoing students by organizing different training programmes on handicraft like, sabai grass processing, doll making, pickle preparation and food processing with the help of technical persons in the concerned field. Besides students are informed about the campus selection by different agencies at nearby institution, and we are planning to introduce some job oriented technical course, by which a outgoing student can be self dependent. The course are being introduced like mobile phone repairing, networking etc.

- 5.1.5 How does the institution facilitate and support for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in the various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, CAT, GATE, GRE, TOFEL, GMAT, Civil Services- IAS, IPS, IFS, Central/state Services etc.)

During continuation of three years degree course the students are advised and made aware about different job opportunities. Along with this job oriented magazines and journals and employment news are supplied to them in the library

in order to enable them to appear and qualify in various competitive examinations.

- 5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc, (Last five years data)

In comparison with other University affiliated colleges the ratio of academic performances of last 5 years has given in a specific format.

Year	Class	Pass %	University %	Distinction	Gold Medal	Marks obtained
2004	+3 Arts	88.5%	91.26%	04	-	764
	+3 Science	96.87%	92.24%	21	-	894
2005	+3 Arts	69.6%	74.34%	02	-	764
	+3 Science	42.22%	87.18%	10	-	848
2006	+3 Arts	71.42%	78.36%	05	-	752
	+3 Science	90.9%	64.24%	03	-	804
2007	+3 Arts	69.38%	74.29%	01	-	789
	+3 Science	76.59%	68.95%	09	-	770

5.2 Student Support

- 5.2.1 Does the institution publish as updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

Yes.

- Vision and Mission statements
- History of the college and salient features
- Courses offered
- Admission and attendance procedures
- Highlights of the infrastructure available
- Examination and valuation procedures
- Students support services and scholarships

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ free ships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

Sl.No.	Nature of the Scholarship	No of students availed
1	Central Government	
2	State Government BC OBC SC ST Free Education	17 108
3	Management – Merit University Rank Holders Best Outgoing students Proficiency Class Toppers	

5.2.3 Give details of schemes for student welfare? (Insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)

- Compulsory Insurance
- Canteen facilities
- Student counseling support
- Job oriented training programme to earn while you learn.
- Special diets – Pure milk, Born Vita, Horlicks, Egg and other nutritious foods are available in the canteen.

5.2.4 What types of support services are available to overseas students?

N/A

5.2.5 Give details of the placement and counselling services for the students?

- Students are trained, attend interviews by conducting programmes in spoken English, communication skills and personality development.
- The library subscribes several employment magazines and journals to help the students develop their core knowledge.
- Newspaper cuttings are posted everyday on the Notice Board, informing the students about different recruitments and admission notices in different institutions in India.

- We design different counselling classes for the bright career of the students in collaboration with different private companies, NGOs and the Govt. agencies.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

The institution conducts entrepreneurial skills in collaboration with Govt. agencies, NGOs, private companies and which is the best to be provided in the institution. We organize workshops on acrylic, fabric, traditional printing, sabai works, phenyl making workshop, soap making workshop, mineral water making workshop, soft toys workshop, knitting and stitching workshops, terracotta workshop, fine works on bamboo, beautician course, fashion designing course etc. These programmes are being organized in our college campus under the direct supervision of the officers concerned and through visiting different small scale industries, NGOs and other enterpreneuring agencies of the town. Through this maneuvering process we try to excel the inner potentialities of our students and make themselves reliant to stand on their feet in the later stage of their lives.

5.2.7 Does the faculty participate in academic and personal counselling? If yes, give details on services provided during the last academic year?

Students are being directly supervised under assigned teacher forming a group of 15 to 20. The teacher personally interact with the students on a one-to-one basis and take care of the students academic and personal problems. If things get derailed the concerned teacher takes remedial measures.

Personal Counseling

Personal counselling is being made by the local parties as stated earlier.

Counseling Center for women:

There is a women grievance cell to go though different problems of the girls which keeps emphasis particularly on gender equity, gender disparity, medical care, legal awareness and self-structuring etc.

5.2.8 Is there a separate guidance and counselling centre for women students, If yes, enumerate the activities of the centre

Yes, as above.

Counseling Center for women:

There is a women grievance cell to go through different problems of the girls which keeps emphasis particularly on gender equity, gender disparity, medical care, legal awareness and self-structuring etc.

- 5.2.9 Is there a Cell / Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and communicate its activities (issues addressed during the last two years).

The Women's grievance cell has been constituted in the year 2006. But no significant matter has been filed against anybody which shows how the institution is sanct in its campus discipline. Importantly we have grievance boxes placed for the secret and free filing of the cases which they can use it without fear and hesitation.

- 5.2.10 Does the institution have a grievance redressal cell? If yes, what is its function? Detail the major grievances redressed during the last two years.

Students redressal forum consisting of the Principal, officers concerned take necessary actions to relieve the students from their problems. More importantly, according to the order of the honorable Supreme Court and recommendation of the Raghavan Committee we have formed an anti-ragging squad, anti-ragging committee to maintain peace and harmony inside the college.

GRIEVANCE	REDRESSAL
Provide College Bus	Measures taken
Extention of library hours	Extended by 2 hours
Alternate arrangement for late comers	Late comer is allowed to attend class after submitting an undertaking.
Provision of phone facility within the campus	Office phone is provided in case of emergency`
Provide Xerox facility within the campus	It is provided
Canteen inside the campus	It is provided
Cycle stand inside the campus	It is provided
Provide pure and fresh drinking water	Remedial measures has been taken

- 5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how is imparted, and level of proficiency.

During college hours separate classes are provided for the students to acquire knowledge in computer. They are being taught on different subjects in computer like Windows Office, C, C++, Java & Internet, Computer Architecture and advance courses.

- 5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

We organize personality development programmes for the second UG and Final UG students. Final UG students are trained on enhancing their communication skills, soft skills, body language, inter personal skills and special skills to face the interview board.

- 5.2.13 How does the institution ensure safety of the students, faculty and the institutional assets?

We understand that safety and security is essential for the students, faculty and the institutional assets. Our students are trained to be sensitive for the upkeep of the infrastructure. The college also has an ambience of openness and informality and encourages the staff members to be critical and creative. Our security is just minimal with only a night watchman to guard our campus and assets. The Circle Jail campus is only 20 mts. away is a source of security.

5.3 Students Activities

- 5.3.1 Does the institution have and Alumni Association? If yes

- i. List its current Office bearers
- ii. List its activities during the last two years.
- iii. Give details of the top ten alumni occupying prominent positions.
- iv. Give details of the contribution of alumni to the growth and development of the institution.

Yes.

The college has an alumni association.

i. Office Bearers

1. President – Prabin Patra
2. Vice-President – Monalisa Pattanaik
3. Secretary – Niranjana Pattanaik
4. Joint Secretary – Rajani Kanta Mohanta
5. Treasurer – Sagar Naik

6. Bhagaban Jena
7. Meeta Murmu
8. Ranjeeta Soren
9. Subasini Kisku

- ii. As it is formed in the year 2008 its work and function is limited and not up to the mark.
- iii. As it is registered shortly, no prominent alumni person has been occupied a prominent position.
- iv. During different functions, celebration, seminars, sports, YRC & NSS etc. programmes and other developmental works they extend their helping hands to make every programme a success.

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during last two years. (Institution level/ inter collegiate/ inter-University/ inter state/ National/ International)

The students put up regular participation in sports and games. We have distinctive achievements in institutional level, Inter Collegiate level, Inter-University Level, Inter-State Level and National Level. Last year in 2007 our students represented NOU in badminton in the National Level Badminton Championship held in Muzaffarpur in the state of Bihar & Inter-University Athletic Meet held at Bangalore. The students who participated are Lovleena Das of +3 IIIrd Yr. Sc., Ajay Ku. Senapati +3 IInd Yr. Arts, Dakhin Murmu +3 IIIrd Yr. Arts.

Thus it clearly shows that our college has excelled in sports and games remarkably. But the cultural segment is full of flying colours when we think of bringing their inner quality culturally into limelight. They excelled in English and Oriya debate, English and Oriya group discussion, classical, modern and folk dance and song, Creative writing in English and Oriya, General Quiz, Skit, mono action, cartooning and painting and the like. Some of the best students they appear in different state level and district level youth festivals organised by different organizations from time to time. To name but only a few competitions hold by Department of Tourism, Govt. of Orissa, Vivekananda Kendra, District Collector and Magistrate, Field Publicity Office, Govt. of India, different NGOs, The Euphoria, The Rotafest, Baripada Municipality and many more.

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, College magazines, and other materials? List the major publications/materials brought out by the students during the previous academic session.

The students are being notified regularly to participate in different publications like wall magazine, naming 'Arpan' which is of outstanding quality and college

magazine naming 'Arkadyuti' which is published annually bears the testimony of the qualities including the literally benevolence which is suppressed within.

- 5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

Yes, we have a College Student Union which comprises of

+3 Union

President - Ajay Kumar Senapati

Vice-President – Abinash Barik

General Secretary – Chaitanya Soren

Asst. Secretary – Balaram Barik

Athletic Secretary – Mukesh Kumar Singh

Asst. Athletic Secretary – Santosh Kumar Pagal

Secretary Dramatic Society – Padmini Nayak

Asst. Secretary Dramatic Society – Pushpanjali Patra

D.S.A. Secretary – Ratnamala Biswal

Asst. D.S.A. Secretary – Upasana Prusty

Our college is unique for its non-participation stance and is free of party politics. More over the students are so disciplined that they conduct the elections in a very simple and non-retorted manner notified by the University to ensure fair and democratic elections.

The College Union Activities:

The activities start after the formal oath taking ceremony. The Union celebrates Republic Day, Independence Day, Ganesh Puja, Saraswati Puja, Annual Day, Athletic Day, Cultural Day, Women's Day, AIDs Day, Environment Day, NSS Day, World T.B. Day, Youth Day etc. They also organise various competitions from time to time. They also participate in different administrative discussions with the apex committee of the college regarding various developmental works of the college. All these activities are conducted from the students' fund collected during admission and re-admission.

- 5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

The College believes in empowering the students every step of the way. Hence adequate student representation and participation is a priority in any activity – academic or non-academic. In all the decisions regarding academic and administrative fields. The opinion of the student union is being sought.

- 5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Yes, with the forming of Old Boy's Association the institution seek various feedbacks from its graduates to improve the growth and development of the institution.

5.4 **Best Practices in Student Support and Progression**

- 5.4.1 Give details of institutional best practices towards Student Support and Progression?

We have various best practices in student support and progression. These include: Information dissemination done through notice boards installed for various purposes – Main information, Highlights, Placement/Alumni, Quotable Quotes, Gender Times. Department, Career Information, Statutory committee information and Classroom notice boards. Tutorial and remedial services, career guidance. Along with we also conduct monthly, half yearly and yearly annual examinations. We also conduct tutorial, proctorial and remedial classes for the upheaval of the students standard.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

- 6.1.1 State the Vision and Mission statement of the institution and give details on how the institution :

- a. Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the nation
- b. Translates its vision statement into its activities ?
of activities realities what the thoughts we imbibe being tactfully transformed into realities with the help of the President Governing Body, G.B. Members, all HODs, Faculty members and all the staff in the college and along with the help of the students.

- 6.1.2 Enumerate the Management's commitment, leadership-role and involvement for Effective and efficient transaction of the teaching-learning processes.

For the effective and efficient transaction of the teaching-learning processes the management is very particular about the posting of qualified teachers. They are also very liberal to spare teachers with pay for higher study. Similarly they are also very anxious to stick to the regularity and class room teaching of the faculty members. Still when ever a faculty gets time he takes more care to the taught while he has no engagement in the college.

- 6.1.3 How do the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

In order to keep the administration update the Principal-cum-Secretary G.B. make involved all the faculty members in extra and co-curricular activities from time to time when ever the demand arises.

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

The Principal keeps a close contact with faculties, students and parents in a regular interval to collect informations and takes adequate steps for creating better administrative and academic atmosphere in the institution.

- 6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

As the Principal is the head of the institution, it is his credit that he keeps pace with all the staff members regarding various problems and its solutions. He holds regular staff meetings, takes suggestions from the staff members and ultimately the meeting comes to end with the resolutions passed by the house. But on the other hand the G.B. encourages the staff in providing a free door policy in involving them in planning, implementation and evaluation process.

- 6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

The Principal as the key leader performs the following roles in the governance and management of the institution

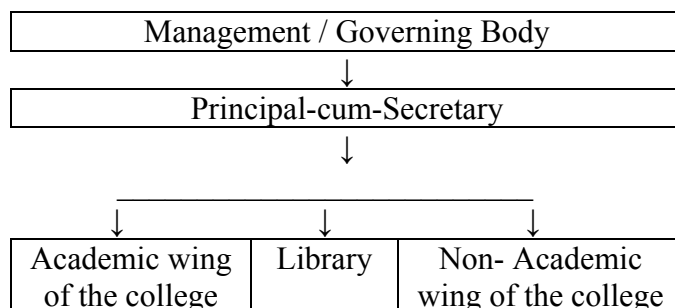
- The Principal acts as a motivator of the group through regular personal, group and whole college gatherings. Every common meeting is addressed by the Principal, with notes of acknowledgement, encouragement, correction and suggestions.
- The Principal involves in the Planning process as the secretary of the Management Committee. With the staff and all other planning bodies, he acts as the leader in the planning process.
- The Monitoring dimension is taken care of by the Principal through the various systems developed, but also through the personal interaction with the staff.
- The leadership needed to co-ordinate the various sub-units is provided by the Principal.
- Substantial amount of time is spent by the principal to liaison with the Government for the approval of the faculty and other bodies like UGC to get the maximum benefits from those agencies.
- The Principal has delegated responsibilities appropriately, to the heads of departments and the committees-in-charge. He ensures their proper integration to the larger group.

- The Principal takes care of selection of staff, inducting them and initiating them into the culture of the college.
- Organising of the various activities and units of the College, budgeting, staffing, grievance redressal and evaluation of all activities is under the initiative and direction of the Principal.
- Finally, the Principal has striven to play the role of keeping the College on track, striving for excellence in life and in service, the motto of the College.

6.2 Organizational Arrangements

- 6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities linkages and examinations held during the last two years.

Organizational Structure



The College has hold various meetings with the staff members where everything particularly finance, infrastructure, faculty recruitment, evaluation of different activities and more particularly regarding examinations were discussed for several times as when necessary.

- 6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The administration is decentralized in curricular, extra-curricular, academic and maintenance of discipline. The Principal looks down into the matter very sincerely for which regular meetings are being done to monitor the quality sustenance and enhancement.

- 6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

Yes

- The College has independent, decentralized and transparent system of management where academic management is left fully to the care of academicians.
- Effective planning, implementation and monitoring through the formation of various committees (Academic and Administrative) comprising faculty members and allocation of need-based specific tasks to adhoc committees and meetings of the member of the committees with the Principal.
- The college has a clearly articulated mechanism for internal academic and administrative audit.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

Yes.

It is formed to maintain co-operation & co-ordination among staff members by solving their grievance. But do not have any such cases because we have tremendous fellow feelings and brotherhood among the staff members, we unite at the time of need and we face problems standing together.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

In consultation with the President G.B., the Principal-cum-Secretary arranges staff meeting when it is a felt necessity. In the last meeting we discussed on examination issues and it is arranged to solve different burning problem of the institution.

6.2.7 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

Yes. The family spirit maintained by the College and the gender sensitiveness take into consideration while organizing programmes, have helped us succeed in maintaining a campus where there is absolutely no problem of sexual harassment. Developing a healthy Man – Woman relationship has been a priority concern for us and is reflected in the College handbook too.

6.3 Strategy Development and Deployment

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

The teachers, students and administrators sit, at the beginning of the every academic year. Management Committee, Advisory Committee, Staff, Students Union sit, decide and evaluate every tit and bit through which the perspective action plan of the institution is executed.

- 6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

Through individual departmental planning, committee meetings, documents on the role and responsibilities of the faculty, their involvement in the implementation of the college programmes ensure individual employees contribution for the institutional development.

- 6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

The Committee system has gone a long way in making the functioning of the institution student friendly and accessible. The various committees are: UGC Committee, UGC Building Committee, Purchase Committee, Construction Sub-Committee, Discipline Committee, Anti-Ragging Committee, Women Grievance Cell, Alumni Association, Cultural Society, Athletic Association, Student Union etc.

- 6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

Though there has been no specific management information system in the college but the Principal takes maximum accessibility in giving information who so ever needs at any point of time.

- 6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Yes. Informations gathered from students on teaching faculty is given as documents to the teachers. The comments are being discussed rigorously in the staff council meeting for further decision and performance improvement.

- 6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

Staff meetings are compulsory. Every faculty extend their helping hand for a common extension programme. Whenever there is a chance the faculty are allowed to go to Seminars, Science Exhibitions, Refresher Courses, Orientation Programmes etc. to undergo Ph. D, M. Phil. The whole campus is always reverberate with the sense of environmental decorum and departmental propriety.

6.4 Human Resource Management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/research of the faculty and service of the faculty by other staff? If yes, how?

The various mechanisms for performance assessment followed by the institution are :

- Regular evaluation of the faculty by the students.
- Evaluation of the peers.
- Self appraisal by teachers.
- The Principal meets each faculty member based on these evaluations and gives consolidated feed back.

6.4.2 What are the welfare measures for the staff and faculty? (Mention only those which affect and improve staff well-being, satisfaction and motivation)

- Salary advances by the management
- Principal takes care of every staff so far as the financial & administrative helps are concerned.

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

- Through advertisement in Oriya daily.
- Through interview and selection procedure.
- Preference is given to the best talent available, nothing else being considered.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (E.g. salary structure, workload, specializations).

The employment criteria of part time and adhoc faculty that only differs from 6.4.3 in appointment of 44+1 days with a consolidated payment.

- 6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (E.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc, and supporting membership and active involvement in local, state, national and international professional associations).

The faculty are encouraged to participate actively in taking courses like M.Phil & Ph.D etc. They are also encouraged to take part in seminars, workshops for which necessary study leave with pay is allowed to the faculties in mastering over their degrees.

- 6.4.6 How do you assess the needs of the faculty development? Has the institution conducted staff development programmes for skill up-gradation and training of the staff? If yes, give details.

The faculty development is done by procurement of requirement lists from the different faculty members. As there is provision for imparting orientation and refresher training programme by the Govt. of Orissa and Govt. of India, through different universities where our faculty members are allowed to attend. So there is no need to conduct any staff development programmes for skill upgradation and training of the staff.

- 6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.)

- Comfortable common room.
- Easy access to computer, Xerox, phone.
- Individual lockable cup-boards.
- Vehicle parking facility.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

Sl. No.	Year	Heads	Amount in Lakhs
01	2005-06	Salary Grants	16,24,349.00
		Volley Ball Coaching Camp of NOU.	6,500.00
		N.S.S. Grants of NOU	23,700.00
		Total	16,54,549.00
02	2006-07	Salary Grants	21,61,046.00
		N.S.S. Grants of NOU	23,700.00
		Foot Ball Coaching Camp of NOU	5,000.00
		Athletic Coaching of N.O.U.	7,000.00
		Inter College Athletic Meet of NOU	28,500.00
		Total	22,25,246.00
03	2007-08	Salary Grants	23,13,425.00
		UGC Grant for I.T.	7,00,000.00
		UGC Grant for Internet Connection of Office	1,45,000.00
		UGC Grant for Seminar Pol. Science – 31,500.00 Education – 36,000.00	67,000.00
		UGC grant for M.R.	45,000.00
		NSS Grant from NOU	35,300.00
		Inter College Badminton Tournament of NOU	4,940.00
		Coaching & Selection Camp of Badminton of NOU	8,600.00
		Foot Ball Coaching & Selection Camp of NOU	15,900.00
		MPLAD Grants for Girls Common Room	2,00,000.00
		Total	35,35,665.00

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

For the better infrastructural development of the institution we initiate to mobilize resources through donations which are as follows :

Sl. No.	Year	Heads	Amount in Lakhs
01	2006-07	Collection from Students	1,59,645.00
02	2007-08	Collection from Students	1,15,070.00

6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

Yes. The budget provision to meet the day-to-day expenses is adequate.

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements)

Sl. No.	Year	Income	Expenditure
01	2007-08	10,90,427.00	8,69,290.00
02	2006-07	5,45,089.00	5,42,319.00

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

Yes.

As the institution received GIA from the State Govt., so every pie of the income and expenditure is audited annually by the District Local Fund Audit.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

Yes, We had received Rs. 1.45 lakhs from UGC to establish Network Resources Centre in our college. We have computerized finance management system this year.

6.6 Best Practices in Governance and Leadership

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

- Transparency in admission, administration and all other governance and leadership dimensions.
- Open door policy .
- Multiple mechanisms for regular feedback .
- Strategies plan formulation .
- Participatory decision making process among students and faculty.
- Grievance free campus.
- Different decisions taken with consultation of the Alumni.
- Limited fee collection from the students.

Criterion VII : Innovative Practices.

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

- One IQAC cell has been established in the institution by providing one IQAC room.
- An Institutional Academic Calendar is published annually.
- Staff Council meetings to make periodical academic review and discuss major issues.
- Management – Staff Interface Meetings.
- Interactions with Parents.
- Attendance Monitoring.
- Tests and Examinations.
- Active learning exercises.
- Extra-Curricular and Co-Curricular Activities.
- Care taker system to attend to the student problems.
- Constitution of Committees for initiating, monitoring and following-up of different activities of the College.

The Principal and various committees work in unison for the smooth functioning of the institution under IQAC. There is a good rapport and teamwork among the Management, Principal and the Staff members.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of institution?

The teamwork of the Principal, Management and Staff are so strong and healthy that various projects, seminars, programmes are successfully organised under the IQAC guidance with the student's support and help. Through this process quality gets automatically enhanced through IQAC.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

Students' participation in all academic programmes help to assure the quality. They actively participate in the Knowledge Building Process under the guidance of the faculty. This continuous learning process and feed back help in assuring quality of education imparted by the institution.

- 7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

To introduce a new kind of pedagogy which is self created is in itself a best practice. This was the out come of a soul searching exercise during staff development programmes. This system introduced to the students rally from time to time to be self reliant, disciplined, culture-oriented and value oriented. The faculties are all the while vigilant to cope-up with the students in establishing harmony inside and outside the campus.

We display various things in notice boards for the latest informations of the college which keeps the students an in linking strategy with the internal matters of the college.

- 7.1.5 In which way has the institution added value to the quality enhancement of students?

We constantly expose our human resources faculty and students to men and centres of excellence as well as through various internal programmes. The ideology of continuous learning through evaluation and refraining programmes is a habit ingrained in our education. This is supported by our strong evaluation systems and moral ethics.

7.2 Inclusive practices

- 7.2.1 What practices have been taken up by the institution to provide access to students from the following section of the society ?

- a. Socially backward
- b. Economically weaker
- c. Differently abled

- a. Socially backward : In order to provide access to students from this category the institution strictly follows the reservation policies adopted by the government.
- b. Economically backward : To provide access to student of this category the institution extends its helping hand for the students who avail stipendiary benefit from the Govt. Along with this in order to attract more students from this category the college provides free studentship from the college fund.
- c. Accordingly to provide access to the students from this category the institution strictly follows the reservation policy adopted by the Govt. of Orissa.

- 7.2.2 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify.

We have recruited two individuals from non teaching category one is physically handicapped and other one is from ST category. No such candidate have applied for posting is teaching faculty.

- 7.2.3 What special efforts are made to achieve gender balance amongst students and staff?

The institution has taken ample care to avoid any kind of imbalance in general based problems. No staff even dare to humiliate or undermine any of the students with regard to this gender based comments.

- 7.2.4 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff? Students? Give details.

N/A

- 7.2.5 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/tribal backgrounds?

We have programmes such as Soft Skills Programmes, Foundation Programmes, Spoken English, Public Speaking etc. meant for the rural and tribal candidates to aid the main streaming. Other students can also participate in these programmes.

- 7.2.6 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

Yes, we maintain a general record for every students to record the incremental academic growth of the students.

- 7.2.7 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

Academic Committee, Admission Committee, Grievance Redrecell cell play a collective role to record the academic growth of the students. Students Counseling Committee checks the problems of these students and takes intense care in establishing good relationship among the students and staff. So in this way we try to give them social justice from every quarters in the campus in order to enable them to be the good citizens in their future lives.

7.3 Stakeholder relationships

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

All the problems, decisions are being decided and taken properly with the help of Alumni Association, Parents Association, local body, NGO to evaluation of the academic progress and having a very healthy relationship with our stake holder. Particularly the Principal, Faculty, Management etc. sit, decide, formulate and take steps.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

We the faculties are so down to earth that we understand the basic realm of life. So we initiate and create new value based programmes from time to time for the students to create an overall climate conducive to learning.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

The informal relationship is a hallmark of the college, allow the students, teachers and the stake-holders to relate very personally and informally and develop long lasting relations. The environment has become such that everybody tries to socialize himself from every quarters. For this we take intense care from every angle for the satisfaction of the masses.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students?

- While ensuring that the academic inputs have a high degree of practical orientation, there is also a consistent emphasis on character building, personality development, human values and leadership qualities and as a result, the student emerge as self-confident and responsible citizens, equipped to take up managerial or executive level jobs in a wide range of organizations.
- Equal emphasis is given for acquisition of knowledge and skills.
- Students are encouraged to participate in oratory, debates, quiz, cultural programmes and sports.
- Fieldwork involving environmental studies, taxonomic studies, plant pathological studies are taken in good measure in Biology departments.
- Through social work and extension programmes, students learn to help the needy and become aware and sensitive to the problems of the people living around them in society.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

We have undertaken different value based and socio-reformative programmes through which we try to bring benefit for the community. Time to time whenever a good suggestion is learnt down we admit it and try to mobilize it from all quarters. In this way the operational system of various programmes is getting successful.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

- N.S.S.
- Extension Activities
- Youth Red Cross Society.
- Village Adoption Programmes

Through the special and regular camps sponsored by the NOU, the institution with the participation of the students conduct special camp for 10 days in the adopted village and regular camps in different occasions of national , organized different health programmes inside the college campus, blood donation camps through YRC. Through which the students learn much about their social responsibilities and qualities which will be helpful to be a good citizen in future.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

Through NSS, YRC we serve the community. Every year keeping different social issues in mind we take up different rallies, meetings, competitions, village adoption programmes where every sort of social, economical and cultural issues are discussed.

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

The institution overtly corresponds to the norms provided by the Govt. We follow the holidays and we observe Independence Day, Republic Day, Ganesh Puja, Saraswati Puja etc. in pump and bustle. Different field activities undertaken through the college. The NSS & YRC are essentially community based.

7.3.9 How do the faculty and students contribute in these activities?

As it is told earlier, it is clear that the student-faculty relationship is of high grade. Every decision is taken in accordance with consent with the student community. So there is no question left of students dissatisfaction. As we are guided by the University rules and regulations we adopt the specific guidelines and syllabi to impart education. But so far as our moral values are concerned, we add the proper accountability for the future education needs and challenges.

7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

The institution builds a cohesive relationship particularly with the students. Be it education, performance and learning. After following the curricula strictly, we even try to attract the students with our limited resources. We provide better, sincere, dedicated, humble, hearty, truthful, mindful, attainable, sordid, value-based education to the students. This procedure attracts the students to retain and to learn in our institution profusely.

7.3.11 How do you build relationships?

- To attract and retain students
- To enhance student performance
- To meet their expectation of learning.

- To attract and retain students : In order to attract and retain students, the institution strive its level best to enhance the standard of classroom teaching. Further, steps are being taken to enable students to avail all sorts of facilities available in both college and government levels. In addition to that through the constitution of student grievance cell, they are allowed to avail grievance free campus.

- To enhance student performance : As the career building of students is the basic and primary duty of the institution, so in order to enhance their performance the institution has decided to conduct monthly test, remedial coaching class for educationally weaker students and proctorial class, compulsory computer education etc.

- To meet their expectation of learning : The institution has undertaken different need-based programmes like argumentation of computer laboratory, purchase of laboratory equipments, providing reading room facility, enhancing the working hour of library to open honours subject in different subject, to make them involved in co-curricular and extracurricular activities like participation in quiz, debate, essay writing, sports & games of inter university level. Besides, the faculties are asked to take special care for the better academic improvement of the students.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

Complain is a permanent friend to any institution. So as in ours. But the Principal, the Administrative Bursar & the Academic Bursar they sit together to find out a amicable solution to resolve any kind of complaint. This process is being resolved immediately after through analisation keeping in mind that the image of the college does not hampered. After all the college is meant for the public, so we take necessary decisions establishing the harmony in between the college administration along with the stake-holders to inculcate a satisfactory deconsideration.

D. Declaration by the head of the Institution

I certify that the data include in the Self-Study report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institute after internal dissection, and no part therefore has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
With seal:

Place:

Date: