SELF-STUDY REPORT
OF
JANATA COLLEGE ,BOINDA.
DIST: ANGUL.ODISHA.759127
(A RURAL BASED NON-GOVERNMENT AIDED COLLEGE)

12 (b) 2 (f) status College/ NAAC accredited C$^+$(2007)
Affiliated to Sambalpur University , Jyoti Vihar , Burla,
Dist: Sambalpur. Odisha .

(SECOND CYCLE OF ACCREDITATION)

SUBMITTED TO :

National Assessment and   Accreditation Council
2/4 Dr. Raj Kumar Road
P.B.No 1075, Nagarbhavi,
Bangalore-560072
India.

OFFICE OF THE PRINCIPAL (DEGREE) COLLEGE,BOINDA. DIST: ANGUL.ODISHA.

Letter No: 3026   Dt: 4/02/2016

To

The Director,
 National Assessment and Accreditation Council,
P.B. No- 1075, Nagarbhavi,
Bangalore, 560072 India .

Sub: Up loading SELF-STUDY REPORT 2015of Janata College, Boinda, Dist:
Angul Odisha for second –cycle accreditation-2015 in our official website
http:www.janatacollegeboinda.org

Ref: Your e mail Dt. 06/08/2015

Sir ,

        Inviting reference to the subject cited above, as per instruction relating to
submission of LOI, we are pleased to upload the SSR- 2015 in our official
Website janatacollegeboinda.org for second cycle accreditation on 5th Feb, 2016
indicating the vital areas of the functioning of our college during the post
accreditation period (2013 to 2015) annexed by enclosures as mentioned in the
page of content .

        This apart, all the data of AISHE in respect of this college have been
uploaded in the MHRD web site on 20/06/2015.

        I eagerly look forward to hear your decision regarding peer team visit in
respect of our institution.

With Regards.

                                    Yours Faithfully,

                                    (Krishna Chandra Dhir Bisoi)
                                Principal,Janata College , Boinda.
                                   Dist: ANGUL. ODISHA.
                                        PIN: 759127.

PREFACE

The institution is like a bud flowering into the blue heaven of knowledge and wisdom. It is my great pleasure to submit this Self Study Report (SSR) to the learned body of the peer team. Being a very small organization we are sailing through the ocean of many promises and possibilities in the face of many odds and evens.

Through this SSR we have made a small attempt of Self assessment which is of course a very difficult task. We have tried our best to remain within the margins of our limits. We fully understand the value and challenges of Higher Education to shape and guide the future of human race. We sincerely hope and we shall try our best to keep up with the time by striving to go through a self-cleansing process of our voluntary willingness of self-assessment.

We sincerely hope our best effort will bear fruit and fulfill the possibilities of NAAC.

With my sincerer regards,

K. C Dhir Bisoi

Principal

Janata College, Boinda.

Dist- Angul

SELF-STUDY REPORT
OF
JANATA COLLEGE ,BOINDA.
DIST: ANGUL.ODISHA.759127
(2ND CYCLE ACCREDITATION)

I.   **Appendix:-**

A. EXECUTIVE SUMMARY

In the year 1978, an elite group of people of Nunkapasi Gram Panchayat and some other adjacent Gram Panchayats in the Athmallik sub division of Angul district   made up their mind to start an institution of higher learning, so that the students who passed the matriculate examination from the nearby High schools would not be going too far off places like Angul, Deogarh or Sambalpur District head quarters for higher education. So it became the Janata Mahavidyalaya at Boinda primarily with the fund generated solely by the locals. The college was imparting education only in +2 Arts to both Boys and Girls students of this area. In the initial stage it was run by public contribution and the fees and fines collected from the students. In course of time, the college Governing Body felt the dire need of Starting +3 Arts in the college. Thus, an independent wing of the college grew up to become the Janata (Degree) College at Boinda. Since then the college has never looked back, as it grew up to be one of the most dynamic and flowering institutions of this area. The college now imparts education to about three hundred to Four hundred students every year, both boys and girls and from all sections of our society without any discrimination or prejudices.

Janata (Degree) College at Boinda is an institution of higher learning with faculty strength of about 25 teaching staff and 10 Non teaching staff. The college was accredited   C+ by NAAC in the year 2007 and since then it has grown up its profiled both in the academic sphere and in all aspects. Now facilities are available for the students in both academic spheres as well as in extracurricular activities Facilities like a new and improved IT lab as well as a very good Library for the students are the two main features of this college. All most all Official works are now done by a well trained group of people who also look after the overall development of the college.

The college has a very effective class examination system , which enables the students to check and improve their performances from time to time .The internal examination system of the college adds value to the class teachings given by the teachers . The college observes almost all National Festivals and observation without fail. Care is taken by the college to make the students aware of the great cultural, sociological and   environmental situation around us .

The IQAC of the college has been functioning from 2014 , although the development committee has taken many bold steps to introduce Interactive class room activities , revamping the internal examination system , introducing

computerized library system and competence building measures to the faculty members etc in the past three years to improve the quality of education in accordance with the modern situation .

Although the college is situated in a very rural setting , the college administration has followed all the guidelines of the UGC , Sambalpur University and the instructions of the Higher Education Department and other Government Departments to keep pace with time . A measure area of satisfaction to the college administration is the beautiful surrounding of the college . A bold step has been taken by the college for developing plantation in the college campus and its adjacent area .

The Criterion wise details of the institution shall be very helpful to understand the profile of the college in greater details .

Criterion I : Curricular Aspects : The college is affiliated to Sambalpur University and recognized by the UGC as a 2f and 12(b) status college in the year 2007 . It was accorded permanent affiliation by the Sambalpur University in the year 2004 in +3 Arts .The +3 Arts class has English and Odia as Compulsory subject and Political Science , Economics , Philosophy , Odia and History as optional subjects . Sanction of Honors in History and Political Science are pending for Government approval. The sanction strength in each of these pass subject is 128 , where as the sanction strength in Honors subject in Philosophy and Odia is 16 each .

The college can boast of a very dedicated workforce of teachers who give their sincere effort for the improvement of academic standards of the students to make them develop their employability skill and live their lives in respect and dignity . The teachers go for Refresher Courses and orientation trainings from time to time in order to improve their academic sphere . Some teachers of our institution also go for central evaluation of answer scripts and take part in many academic activities of Sambalpur University from time to time . Seminars and symposiums are also attended by the lecturers at different like institutions on different occasions . Teachers are also involved in many nation building enterprises along with many NGOs of this area and contribute their knowledge to the students . Observations and celebration of important dates of National Importance are a regular feature of the college , for which utmost care is taken not to disturb the regular hours of teachings .

The college follows the academic calendar provided by the Higher Education Department strictly and care is taken to celebrate and observe all festivals and occasions in the college with active participation of the teachers and the students.

The college also provides a very good atmosphere for barrier free education of the girl students of the college who come from different places and are mostly day scholars. Students are advised to keep close to the class room and follow the instruction in an interactive manner. Departmental seminars are held from time to time to refresh the knowledge of the students on different subjects

Criterion II – Teaching learning and evaluation .The basic aim of the institution is to provide quality education to the students within the scope of the available resources .The college is situated in a very rural setting. Most of the students are from economically backward families. The main hurdle to overcome is how to communicate the main goal of education into them and develop their employability skill. Student empowerment across sex and community is the utmost goal of this noble institution of higher learning.

The admission of students into the degree classes is done in a transparent manner through SAMS (Student Academic Management System), which is a system adopted by the Higher Education Department of Government of Odisha in the year 2010-11. One main feature of this system is it allows students from all over Odisha to make their choices freely to the destination institution where they want to take admission. The college follows all guidelines of the Government very strictly, as per the academic calendar. The college tried to introduce remedial coaching for the backward class students, but due to poor response in attendance, it was not successful. The main reason behind this is that most of the students are day scholar and they have to work extra time for their livelihood while studying in the college. The teaching plan of a calendar year is prepared by a committee of senior teachers and it is monitored by the Heads of the Departments and the Head of the institution regularly. The performance of the teachers is monitored through lesson plan and lesson progress, which is checked by the Principal regularly. Class test is conducted every month in order to know the progress of individual students. Counseling of weaker students is done through a committee of teachers who personally involve with the students.

Parent-Teachers Association closely coordinates with the administration to monitor the improvement of the students.

As per the academic need of the students, the college library makes arrangement for purchase of books for the students after consultation with HEADS OF Departments. A senior lecturer looks after the library purchase. Fund provided by the U.G.C. and other agencies are spent strictly according to the guidelines. The college also subscribes to a number of magazines and journals for the students. Priority is given to purchase text books. Reference books are also purchased as per requirement.

The college also has a reading room which remains open during all working days. Steps are being taken to digitize the library, so that students can directly access different e-books online and offline. The college library has broadband internet connection for the benefit of the students.

Students learn about different career prospect through direct counseling and through the notice board which is separately managed by the college library .Paper cuttings of different job openings are displayed in the notice board to make the students aware of different job opportunities.

The library also maintains a stock of important articles and news items of academic interest in order to help the students get information on different subjects. Students are made available of these materials by getting them Xeroxed at a very subsidized cost.

The college is very much grateful to the ST & SC department of Government of Odisha, as there is a hostel building under construction for the ST & SC students of this institution, which will greatly benefit the college as well as the ST & SC students to enhance their access to the facilities available in the college.

Criterion III- Research consultancy and extension: Research activity is an integral part of Higher Education. But, because of different factors such as transfer and retirement of different important positions in the college and due to its under graduate status, there is a very limited scope of undertaking research activities. But, since the Govt. of Odisha is taking very effective steps to fill up the vacant positions in the college, it is hoped that the college can very well spare the teachers fellow to undertake research activities in addition to their regular work.

However, at present also, the teachers are encouraged to participate in Refresher Courses and Orientation courses by different Universities . Teachers are always encouraged to take opportunity of research and interact with teachers of different colleges to improve the quality of teaching.

Extension activities : From time to time extension activities such as Study Tour and different other socially important exposure trips are taken by the college in order to give the students a firsthand knowledge on their subjects . The N.S.S. wing of the college and the engage the volunteers in different socially important activities such as plantation , sanitary improvement of surrounding villages , literacy mission , community health, National Voters Day etc… . The senior faculty member of the college, Mr Kalandi Charan Pradhan is working as Project Coordinator of District NSS Units , which is a scheme to connect all colleges of the district to organize NSS related activities by the students . The Red Cross wing of the college and the NSS wing organizes Blood Donation Camp in the college once in a year to make the students aware of the benefits of blood donation. Different Days of national importance are observed in the college as a regular custom and experts on different subjects are invited to the college to participate in these meetings and contribute their knowledge to the students.

Criterion IV: Infrastructure and learning resources: The institution is having very good infrastructural facility considering the student strength.

Apart from one separate building for the Administrative Block , there is a well equipped common room for staff members , one ICT Lab , One Library with reading room , one play ground , one computer room with LAN for office work , One SAMS (Student Academic Management System) room , one store room , one sports room , one common room for girls and separate toilets for staff , for boys and for girls . All the toilets are having running water facility with changing-room facility. There are two aqua guards water purifier of 40 liters capacity for the students at different points of the college. Besides, there are also two additional water purifiers in the Principal's office and Staff common room. The college infrastructure can be summarily viewed from the tables below.

Sl No	Name of items	Quantity
01	Computers (Desk Top)	18
02	Server	01
03	Laptop	16
04	Generator	02(5.6 K.W. capacity)
05	Inverter	02
06	Projector	03
07	Smart Board	03
08	Water purifier	04
09	Printer	02
10	Printer cum Fax	03
11	Photo copier	02
12	Colour Photocopier	01
13	SLR camera	01
14	Camera	01
15	LCD	04
16	Podium	04

There are about 18 computers of latest configuration and 16 laptops (Total 34). The ICT lab in the college has 09 Numbers of computer facilities with broadband connectivity. The office computers are having LAN facility.

The attendance of staff members along with faculty members are monitored through Biometric attendance system.

The college has a separate room for sports. All sports equipments are kept in the sports room. There is also a room for NSS and red cross wing of the college.

One boys hostel for the ST & SC boys with a capacity of 100 bed is under construction with the help of the ST& SC department of the Govt. of Odisha. The college is looking for an opportunity from the Government to construct another hostel for the Girls , as a major portion of the students of this college are girls students coming from different places .

The college is also having one canteen for the students.

Criterion V: Student support and progression : There college constantly improves the different physical facilities necessary for the students from time to time . So far as the psychological and personality of the students in the sphere of academic excellence is concerned, a free and fair approach is made all the time to provide a hassle free growth of all the pupils learning here . since our motto is spelled out by these words, : "Come here to learn , go forth to serve", we have an all-in-one approach for the development of the students .

The admission process is very transparent. It is done in accordance with the e-admission procedure of the Govt. of Odisha. The Odisha Computer Application Centre, an independent agency of the Govt. of Odisha manages the SAMS resource centre to give a hassle free admission process open to all students of the state.

In order to support the backward class students and poor students in general, the college provides support to the needy students by giving them financial help according to the Govt. guidelines. Free studentship is provided to children from needy families as per the PRERANA scheme of govt. of Odisha. Children of Tendu leave workers get financial assistance from the Govt. through the Welfare Department of Govt. of Odisha . All the students get these scholarship through their respective bank accounts .

The college does not have any instance of ragging . Constant watch is maintained in the campus for barrier free access of women students to all the facilities in the college . Career counseling cell of the college provides inputs to the students on different subjects of relevance . Students are encouraged to participate in out of the campus program of university and different Government agencies .Participation inter college sports competition is encouraged .

An outstanding achievement of the college is that a 100 bed hostel for ST & SC students is going to be completed very shortly , which will definitely give better opportunity for the ST & SC students to spend more time in the college campus . Proposal for one more hostel for the girl students is underway .

Criterion VI : Governance , Leadership and Management : The Governing Body of the college is the main decision making body. The selection of members of Governing Body is done through a selection process prescribed by

the Government with the M.L.A. of Athmallik Constituency Sj. Sanjeeb Kumar Sahoo as its President. The principal of the college acts as the ex-officio secretary of the Governing Body. Others involved in the governance of the college are the Higher Education Department of Government of Odisha, District administration and the Affiliating university. Guidelines of UGC is also strictly followed from time to time.

The Principal of the college plays the vital role in the administration . He is responsible for all financial matters . Internal administration of the college is done in a transparent manner . The Staff Council of the college takes decision on all matters of students management like internal examinations , annual examinations , discipline , counseling of students , cultural events and sports , NSS and Red Cross , Academic matters , college calendar ,etc.. in close coordination with the Principal .The governing Body of the college looks after opening of new subjects , new programmes , financial assistance from Government agencies , building and constructions , involvement of public in different programmes of the college etc…

The accounts of the college is maintained by a senior staff who has undergone training on the subject by the Government of Odisha. The accounts bursar is vested with the responsibility of making important decisions on the income and expenditure of the college .

The account bursar is assisted by two committees of senior staff members like the Purchase committee and the construction committee . The administrative bursar and the academic bursar of the college look after all administrative matters and academic matters .

Criterion VII: Innovation and Best practices: Our College is situated in rural area. Most of the students are from the locality within a periphery of 50 KMS radius. Keeping the cultural and social ethos of the place in mind, we have aspire for a very clean surrounding around our college by encouraging plantation work in the campus. Students activities are monitored by the Student Union advisor. An all out approach is made to keep the students stress free. Sociological balance is maintained. Our motto is "CHANGE YOUR LIFE". Our approach is the interactive mode with the students for better participation of the students .Clean environment is maintained in the college campus.

PROFILE OF THE COLLEGE

01. Name and Address of the College :

NAME OF THE COLLEGE	JANATA(DEGREE) COLLEGE
ADDRESS :	AT : BOINDA PO : KISHOREGANJ SUB : ATHMALLIK DIST : ANGUL STATE : ODISHA PIN : 759127

02. For Communication :

Designation	Name	Tel : with STD code	Mobile No	Fax	Email
Principal	Krishna Chandra Dhir Bisoi, Reader in History	06763-255049	09438176712	06763- 255049	Janatacollegeboinda.principal@gmail.com
VICE PRINCIPAL	X	X	X	X	X
Administrative Bursar	Bipin Bihari Pradhan, Sr. Lect in History .	06763-255049	9439124676	06763-255049	Janatacollegeboinda.principal@gmail.com
Academic Bursar	Siddhartha Kumar Panda , Sr Lect in English .	06763-255049	9437331225		spanda558@gmail.com
Account Bursar	Srinibas Dehury, Reader in Economics	06763-255049	09437563939		sd.jcb11@gmail.com
Co-ordinator , IQAC	Srinibas Dehury, Reader in Economics	06763-255049	09437563939	06763-255049	sd.jcb11@gmail.com
Teacher in Charge, UGC	Siddhartha Kumar Panda, Sr Lect in English	06763-255049	9437331225	06763-255049	spanda558@gmail.com

03. Status of the institution:

Affiliated College	Yes
Constituent College	No
Any Other(Specify)	No

04. Type of Institution:

a) By gender

(i)	For men		No
(ii)	For Women		No
(iii)	Co-education		Yes

b) By Shift

i)	Regular		Yes
ii)	Day		No
iii)	Evening		No

05. Is it recognized as Minority institution

Yes	
No	✓

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

06. Sources of funding ;

Government	X
Grant-in-aid	✓
Self-financing	X
Any other	X

07. a) Date of establishment of the college

30/06/1978

b) University to which the college is affiliated/ or which governs the college (if it is constituent college) :   **SAMBALPUR UNIVERSITY**

(Please refer to Appendix : annexure No .I)

c) Details of UGC recognition :

i)	2f	31.03.2007	Certificate attached
ii)	12b	31.03.2007	Certificate attached

(Enclose the certificate of recognition u/s 2(f) & 12(B) of UGC act)
Please refer to Annexure –II

d) Details of recognition or approval by statutory / regulatory body other than UGC

(AICTE, NCTE, MCI, PCI, BCI etc..)   **NOT APPLICABLE**

08. Does the affiliating University Act provide conferment of autonomy (as recognized by the UGC) on its affiliating college ?

| Yes | X |

| No | ✔ |

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

| NA | NA |

| NA | NA |

09. Is the college recognized ?

a) By UGC as a college with potential for excellence (CPE) ?

| Yes | X |

| No | ✔ |

If yes , date of recognition…………………….(DD/MM/YY)

b) For its performance by any other Government agency?

| Yes | X |

| No | ✔ |

If yes , name of agency……….. and date of recognition……(dd/mm/yy)

10. Location of the campus and area in Square meter .

Location	Rural
Campus area in square meter	104200 sq meter .
Built up area	34300 sq meter .

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

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

- Auditorium / Seminar complex with infrastructural facilities :
- Sports facilities .
    - Play ground   : 01
    - Swimming pool   : Nil
    - Gymnasium   : Nil.
- Hostel :
    - Boys Hostel :
        - 01 (Under completion stage)
        - Number of inmates   : 100 bed
        - Facilities , furniture, light, drinking water) : Yes
    - Girls hostel:
        - Number of Hostel   : NIL
        - Number of inmates   : NIL
        - Facilities   : N.A.
- Working women hostel   : NIL
    - Number of inmates   : NA
    - Facilities available   : NA
- Residential facilities for teaching and non-teaching staff (give numbers available –cadre wise)   : NO
    - Cafeteria   : NO
    - Canteen   : 01
    - Health centre   : NO (First-aid, Outpatient, Emergency care etc..)
    - Health Centre Staff   :
        - Qualified Doctors | Part time   Full time |
        - Qualified Nurse | Part time   Full time |
- Facilities like banking, post office , book shops : steps have been taken for having a post office in the campus .
- Transport facility to cater to the needs of the students   : NO
- Animal house   :NO
- Biological waste disposal   : NO
- Generator or other facility for management /regulation of electricity and voltage: 5.6 KVA 2 Nos. of generators are always ready for use.

- Solid Waste management facility : NIL
- Waste water management : NIL
- Water harvesting : NIL

12. Details of programme offered by the college (Give date for current academic year) 2014-15

SLNo	Programme level	Name of course	Duration	Entry qualification	Medium of instruction	Sanctioned or approved	Number of students admitted
01	B.A. (Pass)	English	3 years	+2 pass	English	138	138
02	Under graduate level	Odia (Comp)	3 years	+2 pass	Odia	138	138
03		History	3 years	+2 pass	English/ Odia	128	41
04		Economics	3 years	+2 pass	English/ Odia	128	17
05		Pol .Science	3 years	+2 pass	English/ Odia	128	28
06		Philosophy	3 years	+2 pass	English/ Odia	128	23
	B.A. (Hons)	Philosophy	3 years	+2 Pass	English/ Odia	16	13
07		Odia	3 Years	+2 Pass	Odia	16	16

13. Does the college offer self finance program ?

| Yes | ✔ | | No | X |

If yes , How many ? N.A.

14. New programmes introduced during the last five years if any ?

| Yes | ✔ | No | X | Number | 02 |

15. List the departments (respond if applicable only and do not list facilities like library , Physical Education as departments , unless they are also offering academic degree awarding programmes . Similarly , do not list the departments offering common compulsory subjects for all programmes like English , regional languages etc…)

Particulars	UG	PG	Research
N O T A P P L I C A B L E			

16. Numbers of Programmes offered under (Programme means a degree course like B.A. , B. Sc , M.A. M.Com etc….

a)	Annual System	✔
b)	Semester system	X
c)	Tri-semester System	X

17. Number of programme with

a)	Choice based credit system	
b)	Inter multi disciplinary approach	01
c)	Any other(specify and provide details)	

18. Does the college offer UG and PG programme in Teacher Education?

    Yes **X**   No **✔**

    If yes,

    a) Year of introduction of the programme(s)………….dd/mm/yy and number of batches that completed the programme NCET recognition details (if applicable)   Not Applicable

    b) Notification No……………………………..
        Date………………………………(dd/mm/yy
        Validity …………………………

    c) Is the institution opting for assessment and accreditation   if teacher education Programme separately?

        Yes   X   No   X

19. Does the college offer UG or PG Programmes in Physical Education?

    Yes **X**   No **✔**

    If yes ,

    a) Year of introduction of the programme(s)………….dd/mm/yy and number of batches that completed the programme NCET recognition details (if applicable)   Not Applicable

    b) Notification No……………………………..
        Date………………………………(dd/mm/yy
        Validity …………………………

c) Is the institution opting for assessment and accreditation if teacher education Programme separately ?

Yes	X		No	✓

20. Number of teaching and non-teaching positions in the college ?

Positions	Teaching Staff						Non-teaching Staff		Technical Staff	
	Professor		Reader		Lecturer					
	*M	*F	*M	F*	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/State Government	---	---	02	----	07	01	08	01		
Recruited	__	__	----	-----	-----	----	----	----	----	----
Yet to recruit	---	----	----	----	-----	-----	----	-----	----	----
Sanctioned by the #management/ society or other authorized body	----	----	---	---	---	----	-----	---	---	---
Recruited by management			02	---	07	01	08	01	__	----
Sanctioned by the ## management recruited		---	----	----	----	02	---	---	---	---

* = Male * = Female

= Associate Professor posts are not created but alleviated through Career Advancement.

= Part time teacher

= Guest Faculty and casual staff

21. Qualification of the teaching staff :

Highest Qualification	Professor		Reader		Lectureer		Total
	Male	Female	Male	Female	Male	Female	
Permanent teacher							
D.Sc/ D.Litt	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Ph.D	NIL	NIL	NIL	NIL	NIL	01	NIL
M.Phil	NIL	NIL	NIL	NIL	NIL	NIL	NIL
P.G.	NIL	NIL	02	NIL	07	02	09
Temporary Teachers							
Ph.D	NIL	NIL	NIL	NIL	NIL	NIL	NIL
M.Phil	NIL	NIL	NIL	NIL	NIL	NIL	NIL
P.G.	NIL	NIL	NIL	NIL	NIL	02	NIL
Part-time teachers	NIL		NIL		NIL	NIL	
Ph.D	NIL	NIL	NIL	NIL	NIL	NIL	NIL
M.Phil	NIL	NIL	NIL	NIL	NIL	NIL	NIL
P.G.	NIL	NIL	NIL	NIL	NIL	NIL	NIL

22. Number of visiting faculty/guest faculty engaged with the college? | 03 |

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

Category	Year-01		Year-02		Year-03		Year-04	
	Male	female	Male	female	Male	female	Male	Female
SC	05	10	07	07	05	03	02	05
ST	03	07	13	06	06	08	05	12
OBC	30	66	23	64	46	69	31	56
GENRAL	04	03	04	04	NIL	Nil	NIL	NIl
OTHER PH	NIL	Nil	NIL	nil	NIL	Nil	NIL	NIl

24. Details on students enrollment during the current academic year 2015-16 ?

Types of students	UG	PG	M.Phil	Ph.D	Total
Students from same state where the college is located	138	NIL	Nil	NIL	NIl
Students from other state of India	NIL	NIL	Nil	NIL	NIl
NRI students	NIL	NIL	Nil	NIL	NIl
Foreign students	NIL	NIL	Nil	NIL	NIl
Total	138	NIL	Nil	NIL	NIl

25. Drop out of the UG and PG (Average of the last two batches)

UG	Batch 01=03% Batch 02= 09%		PG NA	NA

26.Unit cost of Education 2014-15

(Unit cost= Total recurring expenditure (actual)) divided by total number of students.

(a) Including the salary component | Rs. @ 35104 |

(b) Excluding the salary component | Rs. @ 2214 |

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

Yes			No	

If yes ,

a) Is it a registered centre for offering distance education programme(s) of any other university ?

Yes			No	✔

b) Name of the University which has granted such recognition ?

NA

c) Number of programme offered ?

NIL

d) Programme carry the recognition of the Distance Education Cell /

Yes			No	

28. Provide teachers- student ratio for each of the programme offered in 2014-15?

Sl No	Program/Course offered	Teachers-Students ratio		
		+3 Ist year	+3 IInd year	+3 IIIrd year
01	Bachelor of Arts			
	English	1:69	1:69	---
	Odia (Compulsory/Pass and Honors)	1:57	1:17	1:40
	Political Science	1:49	1:42	1:13
	History	1:32	1:44	1:14
	Economics	1:16	1:39	NIL
	Philosophy (Pass and Honors)	1:23	1:14	NIL

29.Is the college applying for :

Accreditation   Cycle 1 | No | Cycle 2 | ✔ | Cycle 3 | No | Cycle 4 | No |

Re-assessment | No |

(Cycle 1 refers to first and cycle 2 , cycle 3 and cycle 4 refers to reaccreditation)

30.Date of re-accreditation

Cycle 1 : 31/03/2007 (dd/mm/yy) Outcome result : C+   69%

Cycle 2 :…………………..(dd/mm/yyyy) Outcome result :

Cycle 3 : ………………….(dd/mm/yyyy) Outcome :

Cycle 4 : …………………..(dd/mm/yyyy) Outcome :

(Kindly enclose copy of accreditation certificate (s) as per peer-team report(s) as an enclosure.)

Please refer to Appendix: | |

31. Number of working days during the current academic Year : 180 days

32. Number of teaching days during the last academic year   : 180 days

   (Teaching days means on days lecturers were engaged in teaching excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) : 05/05/2015
34. Details regarding submission of Annual Quality Assurance Report (AQAR)

      AQAR 2015 submitted on : 08/05/2015

Criterion- 1

CURRICULAR ASPECTS

1.1   CURRICULUM PLANNING AND IMPLEMENTATION :-

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

The JANATA (DEGREE) COLLEGE at Boinda is one of the oldest educational institution of Athmallik Sub Division in Angul district . The college came into being in 1978 as an effort of a handful of elite people of this area , who thought of bringing the light of Higher Education to the door step of the people of this locality . It is situated in a rural place . Most of the students are from this locality . Due to an inconsistent financial position , the program offered at the Graduate level is limited only to +3 Arts so far , although efforts have been made recently for the opening of +3 Science . Honors subject have been opened in only Philosophy and Odia , and Government recognition is awaited for the opening of Honors in History and Political Science . Most of the teachers –faculties are from this locality and constitute the best lot available . There is one teacher having Ph .D degree and one teacher is having M. Phil degree . All other teachers are having only Post Graduate degree .

Since the college is situated in an economically backward area of Angul district , the students do not have access to the best facilities now available outside the district . Their only option is to get the best available facilities available in this college . The college also caters to the needs of the poor students   keeping in view the present scenario . One notable feature of the college is that about 65% students are women students , who could not have got the facility of higher education without this institution .

The college got 2f and 12b status in the year 2007 . The college is also accredited C+ status by the NAAC peer team during the first Cycle of NAAC accreditation in 2007 .

VISION:

It is a window on the world for those who could not have got the scope of higher education without this institution . The college is located in a rural setting . The economic condition of the people of this area is not good . Most of the people depend on agriculture for their livelihood .

Empowering the poor people of this area both socially and economically ., growing environment friendly habits of the people for sustainable economic growth and make every effort to bring the benefits of higher education to the door step and "Change the Life" of these people.

Mission : The mission of the institution is :

- To provide quality education in various fields .
- To empower the students to develop employability.
- To develop competence building and enrich their confidence level.
- Make them aware of the challenges of future in the broad prospective of global situation .
- Familiarize them in the national and international political and economic situation .
- To develop team building and leadership quality .
- Personality development through exposure to the vast arena of knowledge world .
- To inculcate a sense of responsibility and dutifulness towards matters of their local as well as national importance and infuse in them feelings of patriotism .
- To make them gender sensitized and share a barrio free platform for all sexes and caste and creed.
- To promote participation and universal brotherhood.
- To create awareness about human value system, teach them spiritual and moral values and culture , tradition and heritage .

The staff members are the role model for the students. Most of these things are taught to the students inside and outside the class rooms . Wings of National Service scheme and Red Cross Unit of the college play very important role in giving the students exposure in

different fields. Class room teaching is very important to communicate with the students. Seminars, workshops and meetings are organized to observe all important events of national and international importance. Whenever available, study tour and exposure trips are organized to different places. Students are also encouraged to directly interact with the teachers on any maters of doubt.

At different times communication is made to the students as well as among all stake holders through :

1. Notice Board
2. NSS camps(Normal camps and special camps)
3. Red Cross
4. Staff Council meetings
5. Parent –Teachers Association
6. Alumni
7. Personal contact
8. SMS services
9. Emails and letters

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

The institution follows the curriculum designed by SAMBALPUR UNIVERSITY. At the beginning of every academic year, different departments chalk out their lesson plans based on the curriculum. Specific time period and number of classes allotted to a particular module is mentioned in the lesson plan. Whenever there is a deviation in implementing the lesson plan in letter and spirit, the concerned department organizes extra classes and special classes for the students to make them up to date.

The faculty members cooperate all the time personally through interaction with the students to keep them informed on different matters of importance.

Whenever necessity is felt , the college also invites guest faculty and visitors from other institutes and departments of different Government and non-Government Departments and agencies to help the students keep up dated on different subjects like cultural, social and political matters .

For example:

(i)   The Medical Officer of Boinda (PHC) was invited to the college to make the students aware of AIDS on the national AIDS DAY on December 01, 2015.

(ii)   The Police Officer of nearest police station at Handapa delivered a speech on Road safety and how to maintain discipline in public life.

(iii)   Blood Donation Camp is organized by the NSS wing of the college every year in collaboration with the Red Cross wing of Angul district. Students are made aware of the human values and the importance of blood donation for the cause of saving others life.

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

The college follow the syllabus prescribed by the Sambalpur University. At the beginning of each academic year an academic calendar is prepared by the college .The academic calendar contains the number of working days , holidays and actual number of teaching days . The dates of internal and external examinations are also mentioned in the calendar . At the same time , the dates of important occasions like The College Foundation Day, Annual Sports Meet, Cultural Functions and election to Students Union are mentioned in the college calendar. In tune with the academic calendar , each department of the college prepares its own lesson plan and the faculty members of these departments follow the lesson plan . The records of each individual class taken by a lecturer is recorded in a register which is verified by the Head of the institution , District Level Consultant(Department of Higher Education) and different departmental heads from time to time .

The University and the Department of Higher Education gives instructions from time to time on any changes in the curriculum which is again communicated to the stake holders. The UGC also keeps informing about any major changes or developments made at policy level to implement them at the Under Graduate level. For Example, the UGC through its mail informed the colleges to observe the Birth Day of Maulana Abdul Kalam as the National Education Day. The communication from different Government organizations is made through email, fax and letters.

- When the University implements a major change in the curriculum or in any policy matters, it organizes workshops and training sessions of the stake holders to acquaint them with the new developments.
- On ICT and Skill development programmes, teachers concerned are deputed to nodal centers fixed by the Higher Education department to get in hand training.
- Office staff members are made to go training in the account matters.
- Teachers in charge of NSS and Red Cross wings have to undergo training organized by the concerned agencies.
- The faculty members of the institutions are asked to advise the college library I the matters of purchase of books, reference books, journals and other prerequisites to help them prepare on the curriculum.

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

*   The concerned departments are distributed with the curriculum by the college administration, on which, the departmental heads make lesson plan with other faculty members of the department.

*   The progress of teaching and learning is monitored by :

- Heads of Departments
- Head of the Institution
- District Level Consultant of the Higher Education Department

- Regional Director, Higher Education Department of Government of Odisha.
  - Courses offered by the University are constantly updated and changes are made at the required stage in consultation with the University .Need based study tour , field visit and case study are organized by the institution from time to time .

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

The institution is in constant touch with the affiliating university. Regular meetings are held in both formal and informal settings. Professors and subject experts on different subjects are requested to give their valuable feedings on different subjects .The affiliating university also organizes refresher courses and orientation courses to familiarize the teachers with the current developments in the global world.

The departments and career counseling cells operate in the college to familiarize the students with the different developments. During Community development works, the NSS and the Red Cross wings off the college interact with the local beneficiaries through direct contact.

1.1.6. What are the contributions of the institution and /or its staff members to the development of the curriculum by the University? (No of staff members / Departments represented on the Boards of Studies, students feed backs, teacher feedback, stake holder feedback provided, specific suggestions etc……).

The college is a constituent college of Sambalpur University . As per current prevalent provision , the college cannot prepare a curriculum of its own . The curriculum of the college is prepared by the University . The Board of Studies and the academic council of the University approves the curriculum before it is introduced in the colleges. The members of the board

of Studies are selected by the University. Which is based on a rotational method.

Janata College is one of the senior colleges of the University, which is located at the periphery of the jurisdiction area of the University. As a result of this the college is not involved directly in the development of the curriculum. But, whenever, necessity arises, the lecturers directly interact with the board of Studies both informally and formally and give their valuable suggestions in the development of the curriculum.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it?

If 'yes', give details on the process ('Needs assessment ', design, development and planning) and the courses for which the curriculum has been developed.

Not applicable.

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

The institution primarily looks at the implementation of the curriculum in the broad perspective of 'Human Values'. The college is constantly trying to develop the character of the students to be responsible citizen of the society. Side by side the college looks at developing the personality and skill of the students to develop their   employability. The students are taught to develop the right mentality to handle 'stress' which is a major challenge in the world today. The curriculum developed by the University has the primary objective of making the students acquainted with the social affairs and needs. Indiscriminately efforts are done to drive out the prejudices and class caste and creed based difference amongst the students and make them learn the value of 'Universal Brotherhood'(Basudheva Kutumbakam).

1.2 ACADEMIC FLEXIBILITY: -

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

Not applicable

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

Not applicable

1.2.3. Give details of the different institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development , academic mobility , progression to higher studies and improved potential for employability ?

RANGE OF CORE /ELECTIVE OPTIONS OFFERED BY THE UNIVERSITY AND THOSE OPTED BY THE COLLEGE

Sl No	Degree	Subjects	Elective combination (any two)
1	+3 Arts(HONS)	Odia	IPO, LIH, IEC, PHI
		Philosophy	IPO, LIH, IEC, PHI
2	+ 3 Arts (Pass)	Odia	IPO, LIH, IEC, PHI
		English	IPO, LIH, IEC, PHI
		Political Science	IPO, LIH, IEC, PHI
		History	IPO, LIH, IEC, PHI
		Philosophy	IPO, LIH, IEC, PHI
		Economics	IPO, LIH, IEC, PHI
		Odia	IPO, LIH, IEC, PHI

English , Odia and Environmental Studies are offered as compulsory subjects for all the students of +3 Arts .

LATERAL AND VERTICAL MOBILITY WITHIN/ ACROSS PROGRAMMES AND COURSES :-

A student admitted to a particular subject/course is permitted to change the subject /course within a stipulated time as fixed by the affiliated University . U.G. programme / course of +3 years duration has to be completed within 5 years from the date of admission by a student . The Board of Studies (BOS) and Academic Council of the University devises the programmes and guidelines .

ENRICHMENT COURSES :- The curricular are designed /framed by the Board of Studies of Sambalpur University. There is little scope for the college to enrich its own course . The college facilitates innovative teaching–learning process through seminars / workshops based on the curriculum , study tour / excursions / field work , project work , Use of library and modernization .

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

Not applicable

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

- The courses on Humanities and other Social Sciences enable the students to learn the soft values of life such as morality , sincerity , loyalty , mercy , nobility , courage , charity and other basic values , in absence of which the world would become barbaric and chaotic .
- The study of literature i.e. Odia and English develop the basic skill in communication and develop their personality.

- Speaking, listening, understanding and writing skills are developed through the interactive mode of teaching and through class tests done at different times.
- Different programmes like meetings, seminars, cultural competitions, NSS, Red Cross, Sports meet, Drama, One act play ,are the different sources through which the students learn to develop their leadership quality and competitiveness in the larger global context .

1.2.6. Does the University provide for the flexibility of combining the conventional face to face and distance Mode of Education for students to choose the courses combination of their choice ?

If 'yes', how does the institution take advantage of such provision for the benefits of students ?

Not applicable

1.2. CURRICULAM ACHIEVEMENT

1.2.1 Describe the efforts supplement the University's curriculum to ensure the academic programmes and institution's goals and objectives are integrated.

The curriculum of different subjects are designed by the Board of Studies, which is subsequently approved by the Academic Council of the University. All affiliating colleges have to adopt the curricula

However, the academic programmes are designed in line with the institutions goal and objectives. The college aims at imparting such knowledge as may be necessary for the all-round development of the character of students there by making them capable of being better employed and at par with the highly competitive job markets.

- All the U.G. courses in humanities have the components related to gender studies, gender sensitization and participation. Thrust has also been given to national expectations, development studies, unity and integrity of the nation and value based education.
- N.S.S., Youth Red Cross , Red Ribbon Club , Women's Cell and Extension activities are different forums for inculcating   the spirit of community development .

- For inculcating the practice of dignity of labour, sustainable development, value orientation through N.S.S. and Youth Red Cross forums, camps , special lectures   and Workshops are conducted by the institution .

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experience of the students and cater to the needs of the dynamic employment market?

SELF DEVELOPMENT:

- Faculty members of different departments re deputed to different universities for orientation and refresher courses on relevant fields of their interest.
- Training programs are conducted for developing skill of the faculty members, for example , in ITC , Office Management, Academic administration and communication skill .
- ITC and Accountancy   training conducted to upgrade skills of non-teaching staff.
- Seminars and workshops on inter-disciplinary topics are organized to upgrade the knowledge of faculty members.
- Examination reforms are done from time to time.
- Personality development classes are conducted.

EMPLOYMENT : GLOBAL AND NATIONAL :-

The college has only Arts faculty in UG stage. As a result of this the area of interest mainly hover around developing the personality of the students on social issues to make them arm with the qualities like leadership , team building , basic management skill , community organizer , basic computer skill, communication skill and over all personality development . These qualities are quiet essential for national and international job market.

COMPUTERIZATION AND INTRODUCTION OF IT : In view of the present requirements   of computerization in office administration and knowledge of ITC , the college has established a well equipped computer lab with Broadband internet connection .

- The institution has a well equipped computer lab open to all students for development of knowledge in ITC . The computer lab was established as long as 2007 which has trained about 700 students in the past eight years . A very large section of the students are women , who have been successfully employed at different levels . One ITC faculty member is appointed as full time teacher to teach the basic skill in the use of computers .
- The college has already made an effort in computerization of all sections of office . There are 35-40 computers in the college . The computerization of the library is in progress .

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

- Environmental Studies are already a subject carrying 100 marks at the final stage of the degree level . An inter-disciplinary approach is mad to teach the students different issues relating to the environment studies .Experts in different fields are invited on different occasions to speak on subjects related to Environmental studies.
- The "Women Cell" of the college looks after the issues relating to women . The UGC has made provision for barrier free education to all section of the students.
- The Grievance Redressal Cell caters to the need of Human Rights issues. Grievances of both students and staff members are addressed through a transparent manner by the senior staff members jointly.
- There is an Eco-club in the college which takes care of generating environmental awareness by adopting programmes like plantation and a forestation of nearby villages through its members.
- Basic knowledge on Right to Information and Human Rights are imparted through different seminars and symposium.
- All norms of admission and selection of different students are done on the basis of National Policy of reservation of the Government.

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

Moral and ethical values: The curriculum of the humanities are primarily based on the value system of our society. This gives the students ample opportunity to learn the basics of human existence and the need for a healthy and moral living .

Better Career Option: Thrust to skill development and developing leadership quality help the students for a better career options in different areas.

COMMUNITY ORIENTATION: Service to nation and living a respectable life is the basis of all democratic educational system. Youth Red Cross and National Service Scheme are different agencies through which students get opportunity to learn the basic qualities of good citizenship.

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

- **Students Feedback:** This is mainly the students at different stage express their views on the curriculum in interactive sessions in the class room situation as well as outside the class room . Internal examination are also main basis of generating knowledge of the students and calculate their short comings on a particular aspect of the subjects taught. This mainly helps to design the curriculum at the University level where the academic committee of the affiliating university takes care of the students feedback .

- **Parents-Teachers interaction:** Since it is a rural area and most of the populace is agrarian, there is a little awareness on the parts of most of the guardians on their wards progress and requirements. But interaction with the guardians of the students help the faculty members learn about what the students require .The institution is constantly doing effort to grow the awareness among the parents and guardians by involving them in different occasions .

- **Alumni:** The alumni association is a major source of obtaining feedback.

- **Academic peers:** The College obtains feedback on curriculum from those who visit the college from time.
- **Community:** The institution takes part in different community programmes like NSS and Student's Red Cross . This helps the institution get feedback of the people .

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

The principal with the IQAC members take care of its enrichment programmes. The Governing Body of the college also evaluates the achievements of the academic year in both curricular and extracurricular matters. Constant watch is being done to evaluate the improvement of the students in both curricular and extracurricular matters.

1.4. FEEDBACK SYSTEM:

1.4.1. What are the contribution of the institution in the design and development of the curriculum prepared by the university?

The college is an affiliated college of the Sambalpur University. As per provision , curriculum prepared by the Board Of Studies of the Sambalpur University is followed by the college .The assessment and applicability aspect of the curriculum is looked after by the college by involving the faculty members in different Refresher Courses and orientation Classes .

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

There is no formal mechanism in the college to communicate the enrichment the feedback obtained from the students. However the faculty members interact with different committees of the university like the Board of Studies and the Academic committee of the University for Enrichment of the curriculum on the basis of the feedback they obtain from the students.

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

- The college has opened new subjects like Honors in Odia and Philosophy in 2013-14.
- The institution also has applied for Honors subject like History and Political Science in 2015-16.
- Opening of B. Sc has been pending with the Government for final approval.

  Any Other Relevant information regarding curricular aspects which the college would like to include:

  - The college is looking forward to improve the class room qualities in order to introduce ITC as a method of teaching.
  - The institution is also looking for establishing a language lab for improvement of communication skill among the students
  - A UGC sponsored Career Counseling Cell for giving better opportunities for the student to seek better .
  - Teachers are encouraged to participate in refresher courses and represent in seminars and symposium a in a regular way .

Any other relevant information regarding curricular aspects which the college would like to include.

- The college seeks to establish a community centre in the campus for improvement of inter college interaction among the students both inside and outside the state.
- The college wants to develop the sports infrastructure of the college.
- The college seeks to establish a Remedial Coaching Centre to help out the weaker section of the students.
- The college has plan to open B.Sc., but due to restriction at Government level , it is not granted with permission for opening of the same . Which shall be the priority of the college at the first opportunity.

CRITERION II – Teaching –Learning Evaluation : -

2.1. Student Enrollment Profile :

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

The admission procedure of the college is very transparent . It adopts the directions and instructions provided by the Higher Education Department of Government of Odisha . The publication of different dates are communicated to the aspiring students through notification to the students directly. All the media services are used for advertising the important dates for the admission into different colleges of under the Higher Education department . The approach is to give complete freedom to the students to opt for the colleges of their choice . The admission procedure is completely barrier free along class , caste and sex . The online applications of the students are processed strictly on the basis of their merits through a system called SAMS (Students academic Management System) . One important feature of this system is to allow the students make the students aware of the complete profile of the college before taking admission in a particular institution .

Senior faculty members of the college are involved in taking important decision and to provide help to the students at any time .

The college staff is trained how to handle the admission procedure without any defect .

This college is a SAMS resource centre , which also give the college to provide assistance to other periphery colleges in admission matter.

2.1.2. Explain in detail the criteria adopted and process of admission (Ex-(i) Merit , (ii) Common Admission Test conducted by state agencies and national agencies, (iii) combination of merit and entrance test and interview, (iv) (any other) to various programme of the institution .

The SAMS guideline provide opportunity for all aspirant students to apply online vide Common Application Forms (CAF) and the same is validated by component colleges and uploaded in the internet after which a

centralized processing is done by the Government in accordance with the choices and merit on the basis which selection is done . Selection for admission in Honors is done through the same procedure. Merit is the only basis through which the students are allowed to take admission. The names of the selected students are published in a list in the web site of the Department of Higher education.

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

The Athmallik (Degree) College is the adjacent college of this institution in Angul district. The following table provides a comparative view of the minimum and maximum percentage marks of the students taking admission.

Name of the college		Minimum cut off Marks	Maximum cut off Marks
Janata (Degree) College	+3 Arts	38.67 %	60.32 %
Bhima Bhoi College , Rairakhol .	+3 Arts	38.67%	63.00 %
Athmallik (Degree) College, Athmallik	+3 Arts	36.67%	58.00 %

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

On completion of the admission process, the admission section of the college prepares a data base of the students pertaining to the vital aspects of the students such as nativity, parental income, caste, religion, gender, condition of health etc... Apart from their academic records and subject

options. Data thus obtained are analyzed and reviewed to aid the administration in preparing the focus for future policies.

Before commencement of the First year classes an orientation meeting is organized with the main purpose of apprising the fresher of the ideals and objectives cherished by the institution and the essential rules and regulations and personal habits to be observed in the campus. Regular meetings and discussions on socio-cultural issues provide a forum for direct interactions between students and staff which nurture a healthy relationship and strong cultural bond among cross sections of students.

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

The reservation guidelines of the Government of India /Odisha pertaining to admissions for different categories of students (SC, ST, differently –abled-ESM, SDP) are strictly followed. The college has also extended admission facility to local students on the basis of the Govt. guideline.

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

Programmes	Number of applications	Number of students admitted	Demand ratio
Humanities (+3 Arts) 2011-12	195	126	1:1/2
2012-13	210	128	1:1
2013-14	254	128	1:2
2014-15	316	128	1:3

There is an increasing trend in the demand for admissions in this college because of better infrastructure facilities .

2.2 Catering to Student Diversity .

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

There is a policy with regard to the needs of the differently-abled students, which is followed by the institution . Such students are provided scholarships under different categories by the Government and Non-Government agencies .

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

The aptitude of the students are assessed based on their needs in terms of their knowledge and skills. Accordingly they are advised to select /choose their honors and elective subjects. Besides, they are also encouraged to follow different career oriented courses whichever is available and best suited to them.

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

The experienced and experts on different fields available in the college out of the faculty members do the counseling to the students at the time of admission and make them aware of different perspectives of a particular course . The Admission procedure of SAMS also advises a help-desk which guides the student throughout the admission procedure. At the same time, the students are also given followed up tips by the help desk team on different fields of their requirements.

Performance of the student both in curricular and extra-curricular activities are constantly monitored through unit tests, internal examination and at different stages.

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

Vital issues of gender, inclusion and environment in the course of normal class room activities are part of the curriculum designed by the University .NSS wings of the college, YRC, Eco-Club play vital role in sensitizing the students on such vital issues.

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

Personal care is taken whenever a student is found to be in possession of special qualities which call for special care. The institution tries its level best to provide all kinds of assistance to such students. Students having special qualities are also encouraged to participate in inter college and inter university events for advanced nurturing.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantage sections of society, physically challenged, slow learners, economically weaker sections etc……)

Data /information on the general performance of the students are obtained through regular class tests and periodic examination . Reports of assessment of performance of students are elaborately analyzed and discussed in the meetings of the Heads of Departments and Staff Council with specific focus on possible measures to be taken for the improvement of weaker students to avoid the risk of dropouts.

Suggestions from teachers are invited with regard to possible improvement measures to be taken to avoid the cases of drop outs.

Remedial classes are held to improve the performance of the slow learners. Class notes and tips are provided by the concerned department teachers to help out such students.

The main constrain in this is area is to locate the students who are possible drop outs. As it is a very back ward area in education, guardians as well as the students are not conscious of need of education to change their lives. The institution is trying its level best to bridge up this gap of awareness between the institution and the people .

2.3. Teaching –Learning process:

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

The teaching –learning framework are prepared according to the blue print provided by the Higher Education Department of the Government of Odisha. The college prepares an academic calendar for the whole year at the beginning of the academic session . As per the number of teaching days available to a particular teacher , the concerned teacher prepares the lesson plan and side by side keeps on records of the lesson progress . The monthly progress report is assessed by the head of the institution and then a common idea is formed on the overall progress of the lessons to be taught . In the meetings of the Heads of Departments , the Principal conveys the shortcomings in the progress of the courses . The Academic progress of the students are monitored through t class tests and periodic internal examinations .

2.3.2. How does IQAC contributes to improve the teaching – learning process?

The IQAC of the college is a regular body to evaluate the progress of the students. The IQAC acts as a facilitator between the students and the institution to evaluate the performance of the students.

But, the IQAC has been formed in this institution in 2014-15 calendar year and it is designed to meet the present requirement. In future , it is hoped that the IQAC will play a very vital role on this matter .

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

Teaching – learning process, now days, is student-centric. The teaching process adopted in this institution is interactive and participatory. Students are made to be exposed in different fields to find out their own shortcomings. And then through a participatory method the students are given opportunity to express their problems on a particular area of doubt. Students are free to ask questions on any subject and they are promptly solved by the teachers. Students are also recommended to follow the text books and reference books from the college library. Students are encouraged to collaborate in organizing seminars, meetings, group discussions, workshops, so that their knowledge is enhanced by participating in team-work. Teachers of different departments keep regular contact with the students and their parents to discuss different topics for promoting individual talents of the students as far as practicable.

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

One of our student, who has won an International prize being declared First at the international Sand-Art Exhibition and competition organized in Puri is a case in hand. Mr. Sujit Kumar Rana , is an ex-student of this institute , by his own effort has risen to the international platform , by dint of his own individual effort and hard work . But the contribution of our institution is very note worthy, as he has learned the art of   pursuing the goal and become a champion from this institution. The inspiration he has got from some of our teacher fellow is note worthy.

Our college is a right platform for those who seek the   freedom of expression and learn the habit of team building and group leadership.

2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? Eg : Virtual Laboratories , e-learning –resource from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME_ICT) , open educational resources , mobile education etc..

The college has only Arts faculty for the UG classes . Since the college is a rural based college , it is not able to take full-scale advantage of the technologies now available for introducing technology based learning . In spite of that , the college has a well developed ICT-Lab which caters to the need of the students getting knowledge of the developments around the world . About 50% students (Out of which 65% are women students) of the college are using internet facility at present .

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

The various departments of the college organize seminars and expert/extra mural lecture programme where the resource persons with expertise on the subject on relevant area of study are invited to share their knowledge with the students. Such seminars and lectures help the students to get advanced knowledge on different fields.

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

Academic , personal and career related guidance is provided to the students by teachers who counsel with the students even outside the class room and the Career Counseling Cell of the college also help the students to chalk out their future goal .

Mausumi Sahoo , an alumni of this college has completed MBA from a reputed after being selected through the CAT examination meant for selection of MBA students and now working at a managerial position in a reputed firm in Gurgaon , New Delhi . This is an example of how the teachers of this institution help the students for their future plans.

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

Teachers have been constantly encouraged to use innovative practice to make the learning process more enjoyable .As a normal practice , teachers have been following the interactive /participatory mode of teaching where students get ample freedom to raise questions/doubts and present summary of what they have been   taught .Wide use of internet facility in class room situation and use of interactive boards are the new and innovative mode used by the teachers to make the teaching learning more enjoyable.

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

The college has a fairly good library with a good collection of books over 7000 titles. A reading room is provided to the students for use of the students. Two computers with broadband connection are provided to the students to get knowledge from various sources. Students are given tips on different subjects on how to make the best use of the library. One printer-cum-photocopier is provided for use by the students to take extracts of study materials .The library is open from 10.00am to 4.00 pm on all working days. A register is maintained to enumerate the regular visit of the students. Efforts are on the way to make the library completely digitalized.

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

An academic calendar as stipulated in the Common Minimum Standard (CMS) prescribed by the Government of Odisha and guidelines of UGC is followed in respect of number of teaching days per week in an academic calendar year strictly . The college   administration ascertains that all the courses are completed within the stipulated time .

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

Regular inspection of classes are done by the departmental heads and the Principal of the college . Lesson plans and progress reports are checked in a timely manner at the end of every month . The faculty members meet periodically and discuss about the quality of teaching and learning . Whenever any shortcoming is noticed , the head of the institution takes care of alerting the concerned teacher and the concerned department to improve their performance . Apart from this , regular class tests and internal examinations are held to know the progress of the students . The annual examination is indicative of the performance of the students .

2.4. Teacher Quality.

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

The recruitment process of qualified teachers is at par with the standard prescribed by the Government from time to time . Since the college is a Non-Government Aided institution , the recruitments of regular teachers is done by the Government through advertisement . Whenever there is the need of recruitment for a new post or new department , the Governing Body of the college empowers the principal to float advertisement through the daily news papers in Odia and English . The qualification and other prerequisites are as per Govt. guidelines . A viva-voce is taken to select the candidate at the final stage . After the selection is done at the institutional level , the name (s) of these candidates are sent to the Higher Education department for final approval . After a post in a particular department is filled up with continuous five years of services by the incumbent , he/she is approved by the Govt. for receiving Grant-in-Aid . Whenever , there is a vacancy out of any created post due to death or transfer of a teacher in any particular department , it is filled up through direct appointment out of the candidates who qualify the Staff Selection Board of the Govt. of Odisha .

At present two numbers of teachers are drawing UGC scale of Pay in this institution. Three numbers of teachers are drawing the State Scale of pay. Other teachers are drawing their salary from the management of the college.

Highest Qualification	Professor		Reader		Lecturer		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc/D. Litt	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Ph.D	Nil	Nil	NIL	NIL	Nil	Nil	Nil
M.Phil	Nil	Nil	NIL	Nil	Nil	Nil	Nil
PG	Nil	Nil	02	Nil	07	02	11
Temporary Teachers							
Ph.D	Nil	Nil	Nil	Nil	Nil	Nil	Nil
M.Phil	Nil	Nil	Nil	Nil	01	Nil	01
PG	Nil	Nil	Nil	Nil	Nil	02	02
Part-time Teachers							
Ph.D	Nil	Nil	Nil	Nil	Nil	Nil	Nil
M.Phil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

The college is an under graduate college having only the Arts stream at +3 stage . The number of experienced and senior teachers , who retired or were transferred during the past three years have not been compensated by the Government . New courses like IT was added by the University in the past three years . One lecturer has been appointed by the Governing Body of the college to caters to the needs of the curriculum . Beside that , the college

has experienced teachers who are quiet updated in their respective areas . The refresher courses offered by the UGC creates ample opportunity for these teachers to update their grip on different subjects. The college administration encourages to such teachers who want to go for refresher Courses, Seminars, Orientation Courses for firsthand knowledge on their subjects.

2.4.3. Provide details on staff development programmes during the last four years. Elaborate on the strategies adopted by the institution in enhancing the teacher quality . (Details are given in Annexure –IV)

Teachers have ample freedom and opportunity for choosing to participate in Refresher Courses and orientation classes on their areas of interest . This helps the teachers to enhance their skill and expertise on their respective subjects :-

a)

Academic Staff Development Programme	Number of faculty nominated
Refresher Courses	02
HRD Programmes	00
Orientation Courses	00
Staff Training Conducted by the University	00
Staff Training conducted by the institution	00
Summer/Winter schools, workshops etc…	00

b) Faculty training Programme organized by the college to empower and enable the use of various tools and technology for improved teaching and learning .

Teaching learning methods/approaches :   No

Handling New Curriculum : NO

Content/ knowledge management : NO

Selection , development and use of enriched materials : NO

Cross cutting i9ssues :   NO

Audio-Visual Aids/multimedia : YES
OER"s :   NO
Teaching Learning Material development , selection and use : NO

c) Percentage of Faculty:

Invited as resource person in workshop /seminars / conference organized by external professional agencies:

NO

- Participated in external workshop / seminars ?   (Conference recognized by national/ international / professional bodies) :NO
- Personal papers in workshops / seminars / conference conducted or recognized by professional agencies): NO

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

The college does not have resources to provide financial support as may be required for undertaking research programmes for faculty enhancement . But there is ample freedom and opportunity for the teachers who are interested to go for such training programmes. The UGC has provision for recharging the faculty through different programmes of its own. The college is looking for opportunity to take up such possibilities.

2.4.5. How does the institution introduce evaluation of teachers by the students and external peers? If 'Yes', how is the evaluation used for enhancing the quality of teaching –learning process?

Evaluation of teachers by the students is facilitated through the normal process of obtaining feedback from students by the Principal.

2.4.6. Give the number of faculty who received awards / recognition at the state, national, and international level for excellence in teaching during the last four years.

No such awards have been received by the lecturers in any particular field during the last three years.

2.5 Evaluation Process and reforms:

2.5.1. How does the institution ensure that the stake holders of the institution especially students and faculty are aware of the evaluation process?

The evaluation schedule and process to be followed are communicated to the students and the faculty + at the very beginning of the academic year through the college calendar and orientation training. The scheduled programmes are notified well in advance before commencement of the examination, both in case of internal examination and University examination.

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

The college is an affiliated constituent of the Sambalpur University. Therefore, the college has to follow all the rules and regulations and major changes adopted by the university form time to time .

In the internal examination conducted by the college , one major change that was adopted by the college was to adopt similar pattern of question papers for the internal examination to make the students familiar with the University pattern .Besides the internal examination , monthly tests are done to evaluate the periodical progress of the students . Whenever, need arises , the students and the faculty members are apprised of the developments and if necessary parents are also communicated about the progress of the students .

Students are made available with the question banks and sample questions through the college library.

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

The evaluation process and its reforms are the prerogatives of the university. However, the guidelines are notified by the university in advance. The college follows these guidelines and explains its meanings and implications to the students in details. The guidelines in force are implemented in the process of evaluation of student performance accordingly.

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

The process of open interaction between the teacher and the students in the class room and periodic tests on fundamental concepts on a particular subject is a part of formative assessment process which enables the teachers to improve the quality of teaching and learning. This helps students to identify their areas of weakness and areas of strength .Students are given tips on different topics of discussion and encouraged to do hard work. Joint efforts by students and teachers increase the formative and summative aspect of teaching and learning.

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

The UG curriculum adopted by the Sambalpur University does not provide scope internal assessment . However , for continuous assessment of the students , internal assessment practice has been adopted by the college .

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

The graduate attributes specified by the college stress on the development of the all round personality and innate potentials of the students and nurturing in them the qualities to become complete human beings . Beside these , we insist on the necessity of developing a all comprehensive knowledge of the students on respective subjects and zeal to pursue further studies . Students are inducted with the ethical , social, and moral values also through extension and extra-mural lectures imparted by distinguished social workers , environmentalists , philanthropists , litterateurs , and spiritual orators .

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

In the case of terminal and test examination conducted by the college , the students are shown their answer scripts to verify their performance and rectifications are done if their grievance is found to be genuine . In the case of grievance of the students relating to the university examination, the college authorities forward application to the University as per provisions of the university and the examination cell of the University take up the matter as per rule and try to give justice to the student as far as practicable . Rectification is done accordingly.

2.6. Student Performance and Learning Out come

2.6.1 Does the college have clearly stated learning out come ? If 'yes' , give details of how the students and staff are made aware of these .

The syllabi of the University is quite clear about what a student is expected to comprehend , learn and objectives entailed there in as well as suggestions of text books and books for reference and further reading . The details of syllabus and modules of study are available in the college library for the details of different programme. Information on the prospects of different

programmes and suggestion on reading materials available for the curricular programmes are communicated to the students in the introductory classes at the beginning of the academic year .

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

The student as well as their parents are apprised of the progress and performance in the class room, notice board and direct intimations to parents. The results of the university examination are communicated through internet source and college notice board .

Year	Sanctioned strength	Numbers appeared	1st Class Honors	2nd Class Hons	Without Hons	Over all pass	Percentage
2012	128	130	-	-	-	102	78.46
2013	128	88	-	-	-	47	41.36
2014	128	135	-	-	-	42	36.29
2015	128	86	-	-	-	20	26.20

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

The sole objective of the teaching –learning process is to expose the student to improved knowledge and ensure that they learn to develop in-depth knowledge of what they learn apart from providing them with feasible avenues to find a job for themselves . Therefore , the entire process is structured to create in them a mindset congenial for pursuing higher studies or accommodating themselves in whatever occupation or profession is available to them .

2.6.4 What are the measures /initiatives taken up by the institution to enhance the social and economic relevance (quality jobs , entrepreneurship , innovation and research aptitude) of the courses offered ?

The courses framed by the university are socially relevant in view of the fact that most of the topics chosen across all disciplines are updated to meet the current need. The courses are also relevant in respect of the fact that they increase the sense of social responsibility among the students. The students are provided with career counseling to make themselves employable.

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

After assessment of the students performance in the examination the staff council takes the decision to improve performance of the students through extra coaching, remedial classes . We also provide educational guidance to the students.

2.6.6. How does the institution monitor and ensure the achievement of learning out comes?

The performance of the learners is assessed through the examination process. The learners are informed about their performance and instructed if necessary to improve on aspects of weakness found in their performance. The general performance of the student is analyzed and discussed in the staff council meeting. The heads of departments are given responsibility to follow up the achievements of the students.

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

Yes. Assessment /evaluation are used by the institution as authentic indicators of evaluating student performance. Students are screened on the basis of their performance in the test examination and final examination. The monthly and unit tests conducted by the institution enable the teachers to assess the performance and locate the weakness of students and take remedial steps to rectify their drawbacks.

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

The teaching –learning process is the basis of improving the life of students and grow them into complete individuals. The institution, in spite of its location centric disadvantage, has grown over the year and caters to the need s of the students.

CRITERION-III: RESEARCH, CONSULTANCY & EXTENSION

3.1.   Promotion of Research

3.1.1. Does the institution have been recognized as research centre of the affiliating University or any other agencies?

The institute does not have any University approved research center/s of the affiliating University or any other agency/organization.

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

No

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

No

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

The college organizes study tour for the students. Meetings and seminars are held regularly .

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

Nil

3.1.6. Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution

with focus on capacity building in terms of research and imbibing research culture among the staff and students.

A training programme was held on IT education for capacity building among the teaching and non-teaching staff of the college .

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

Nil

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

Nil

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

Nil

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

Nil

3.2. Resource Mobilization for Research

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

No funds are earmarked in the budget for research work because the college is run out of the funds generated through fees and fines collected from the students. We are looking for future possibilities out of the funds which may be funded by the UGC for research work.

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

No.

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

There is no need to provide any financial support to the students for research project as it is not feasible in Under graduate college like ours.

3.2.4. How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The institute has been conducting basic degree programs and in these degree programs there is no provision for research work. However, for the inculcation of research aptitude in the students, institute takes several initiatives to organize seminars and meetings .

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

Library facilities and its conducive environment encourage/ motivate the staff and students to take a forward step to pursue academic and research in their relevant field/interests. The Institute has a well-stocked library which includes latest syllabi as well as reference books of all relevant subjects and disciplines and the institute is always eager to purchase new edition of books every year.

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

No

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

Nil

3.3. Research Facilities

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

As mentioned earlier, we are an under graduate curriculum of the courses available in the college does not carry any research component, hence no research scholar is enrolled. But in spite of this, the basic research facilities are available for the faculty. Internet connectivity has also been provided to many departments to enable the faculty and students to review their academic as well as their research programs.

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

The institute is looking for opportunity to develop new avenues of possibilities in future if the right type of support are available.

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

No.

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

No such facilities are available.

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

In the college campus the following infrastructure exists which can be utilized for teaching as well as Research-

- Library provides reference books and journals
- Computers with broadband connectivity.

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

No such laboratories, Library etc. have been developed by any other research institute on collaboration.

3.4. Research Publication and Awards

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

- Patents obtained and filed (process and product) – Nil
- Original research contributing to product improvement - Nil
- Research studies or surveys benefiting the community or improving the services-Nil
- Research inputs contributing to new initiatives and social development – Nil

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

The Institution doesn't publish or Partner in publication of research journals.

3.4.3. **Give details of publication by faculty. –**
    Please see the departmental profiles.
    Publication per faculty: Nil

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

- **Monographs:**   **Nil**
- **Chapter in Books:**   **Nil**
- **Books Edited:**   **Nil**
- **Books with ISBN/ISSN numbers with details of publishers:**
     Nil
- **Citation Index:**   **Nil**
- **SNIP:**   **Nil**
- **SJR:**   **Nil**
- **Impact factor:**   **Nil**
- **h-index:**   **Nil**

3.4.4. Provide details (if any) of:-

- Research Awards received by the faculty – One
  Dr Sabita Pattnaik, Lecturer in Oriya, Awarded with Ph. D Degree in 1993.
- Recognition received by the faculty from reputed professional bodies and Agencies, nationally and internationally -   NIL.
- Incentives given to faculty for receiving state, national and international organization for research contributions.-   NA.

3.5   Consultancy

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

At present the college has no consultancy facilities / service.

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

NA.

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

NA.

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

No such services were provided by the institute till date. Thus no revenue is generated during the last four years.

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

Since the institution is an under graduate college , it has limited scope of generating revenue through consultancy services .

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

The College always organizes different extension activities in and outside the campus throughout the year to engage the students in different community oriented activities to develop a sense of social responsibility, service orientation and holistic development of the students. The College has active NSS unit, Red Ribbon Club (RRC), Youth Red Cross and Eco-club in this sphere.

The volunteers of NSS unit with a faculty member as the Programme Officer particularly has taken up health and hygiene awareness and literacy awareness programmes in nearby adopted villages like Saradhamunda and others.

Under YRC unit , the college organizes blood donation camp with collaboration of District Red Cross in regular interval.

The Red Ribbon Club under this institution takes up extension activities of AIDS awareness about HIV. The club participates/ organizes quiz contest, poster gallery presentation, rally, awareness generating seminar/symposium on HIV/AIDS.

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

- Environment Awareness campaign is conducted by Eco Club every year.
- Considering the importance of computer knowledge in this era of computerization we provide easy and cheap access to computer education to our support staff and their families.

Meditation program and health related programs like Yoga and Art of Living activities are also organized and maximum students join these events.

The college organizes meeting. on various social issues like National Unity, AIDS Awareness, Women Empowerment, Environment, Members of staff of the college are in-charge of such activities and student participation is encouraged.

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

Institute is highly concerned with its stakeholder i.e. includes students, parents, staff, alumni. The DLC a member of SPTC (State Performance Tracking Cell) visits the institution in regular manner and his note on quality education is seriously accepted by us to ensure the quality education in the institution.

Students: We value the opinions and needs of our students. One students of each Class is nominated as Representative. He /She communicate students' requirements and problems to the respective teacher/ head of department/Principal. Suggestion / Complaint box is placed at various places on the campus which are accessible to students.

Students have the freedom to approach the Principal during working hours without prior appointment.

Parents: Parents –Teachers meeting are conducted to discuss about their wards academic performance and attendance records through letters and phone calls.

Teacher/ head of department/ Principal interact with guardians regularly. They are informed about their wards academic performance and attendance records through meetings, letters and phone calls. Direct interaction of the guardians with the H.O.D. is also encouraged. Opinion of parents is considered with respect to various aspects such as planning of industrial visits, cultural programmes etc. are valued. Parents of any student are allowed to meet the teachers, Coordinators and Principal on any day of the week at any time to make any suggestions or complaints.

Staff: We have regular staff meetings to keep the staff updated about changes and developments of the institute. Most of the decisions are taken only after consultation with the staff during staff meeting.

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

The college is regularly organizing the following extension and outreach activities which relate to academic, social, cultural, community service for a healthy society contributing to nation building. In the past 4 years the following extension and outreach programmes of NSS unit, YRC, Eco Club have been conducted by the college with below mentioned budgetary provision.

Unit-wise Expenditure

Unit	2011- 12	2012 - 13	2013 - 14	2014 - 15
NSS	36000	52000	56000	58176
YRC				
Eco Club				

Details of Extension activities are as follows:-

NSS Unit (I,II &II) - (2011 – 12)				
Date	Activities	Venue	No of Volunteers participated	Remarks
6.7.2011	Banamahastov	College campus	150	
15.8.2011	Cleaning of Campus	College campus	150	
24.9.2011	Observation of NSS Day	College campus	150	
30.10.2011	Blood Donation Camp	College campus	150	
1.12.2011	World Aids Day	Boinda Chhaka	150	

NSS Unit (I,II &II) - (2012 – 13)				
Date	Activities	Venue	No of Volunteers participated	Remarks
10.7.2012	Banamahastov	College campus	150	
15.8.2012	Cleaning of Campus	College campus	150	
5.9.2012	Teachers' Day	College campus	150	
1.12.2012	World Aids Day	College campus & Boinda Chhaka	150	
30.12.2012	Human Rights Day	College campus	150	
2.1.2013	Road Safety Day / Mass Rally	College campus & Boinda Chhaka	150	

NSS Unit (I) - (2013 – 14)				
Date	Activities	Venue	No of	Remarks

			Volunteers participated	
12.7.2013	Banamahastov	College campus	50	
5.9.2013	Teachers' Day	College campus	50	
24.9.2013	Blood Donation Camp	College campus	50	
2.10.2013	Cleaning of Campus	College campus	50	
1.12.2013	World Aids Day	College campus	50	
9.12.2013	Environment Awareness & Rally	College campus	50	
10.1.2014	Road Safety Day / Mass Rally	College campus & Boinda Chhaka	50	

12.1.2014	National Youth Day	College campus	50	
28.2.2014	National Science Day	College campus	50	

NSS Unit (I)- (2014 – 15)				
Date	Activities	Venue	No of Volunteers participated	Remarks
1.7.2014	NSS Orientation Programme	College campus	150	
2.7.2014	Banamohastav	College campus	150	
15.8.2014	Cleaning of Campus	College campus	100	
5.9.2015	Teachers' Day	College campus	150	
24.9.2014	NSS Day	College	150	

		campus		
2.10.2014	Cleaning of Campus	College campus	150	
1.12.2014	World AIDS Day	College campus	150	
10.12.2014	Environment Awreness	College campus	150	
10.1.2015	Road Safety Day / Mass Rally	College campus	150	

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

At the time of admission, efforts are made by providing college calendar, leaflets, etc about the various extension activities. The detail of the program is also displayed on the notice board and an interaction of students is organized with NSS officer.

Community Development: Regular camp organized by NSS programme officer and volunteers in nearby villages for cleaning roads, pond and well plantation   and literary awareness , AIDS awareness, Environment awareness, hygiene , nutrition and sanitary awareness.

Blood Donation Camp: The RC and Red Ribbon Club of the college organize a number of blood donation camp and Blood grouping camps through Dist. Red Cross Society.

AIDS awareness camp: The YRC with NSS unit of the college take up the organization of AIDS awareness camp by inviting the local Medical Officer , research person to address on the topic.

Road Safety Week: To create awareness among the students and general public Road Safety Week is observed every year by the volunteers of NSS and YRC.

Environment / Plantation awareness: With the slogan of " TREE IS LIFE", the college celebrates "BANA MAHASTAV (Forest Day)" every year for plantation of tree in the college campus and nearby waste land.

3.6.6. Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and

empower students from under-privileged and vulnerable sections of society?

Faculty members participated in census survey work of Govt. of India.

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

Objectives:

The college encourages extension activities to promote social responsibility and good citizenship. Extension activities conducted by the institute always imbibe academic learning experience, values and skills not only in students but faculty too. These activities refresh the environment of the institute as well. The major strength of this college is its ability to ensure holistic development of students to make them enlightened citizens. The college is an 'equal opportunity' institution established to provide knowledge and quality education to all sections of society. It aims to maintain modern outlook with contemporary developments without compromising on moral values.

To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies. It aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges.

Outcome:

The results of the participation in the various socially relevant activities have resulted in inculcating the feeling of being socially awakened citizens in the students. The students who have been a part of this process have been spreading awareness in the institution and
motivating other students as well to stand tall for the cause of social
 upliftment.

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

The College and local community share a very good rapport and are in constant touch with each other. Moreover, the people from the local community are invited to various programme ,meeting and functions organized by the college from time to time. Their suggestion and opinions are invited and it takes due measures to comply if feasible.

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

The institution has constructive relationships with other institutions of the locality. The blood donation camps are organized with the help of District Red Cross Society and Local Medical centre.. The NSS wings co-ordinates all its activities under the norms of the University. The units organize tree plantation, village cleanliness, Awareness activities like, Environment Pollution, Effects of pesticides on human life with the help of NGOs (Biswa Yuba Kendra , Boinda). Our faculty members are also invited as judges, experts in various competitions organized by nearby different institution. Moreover, senior faculty member are also invited to attend as recourse person in departmental seminars organized by different colleges.

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

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

The institutional formal collaboration has not been made with research laboratories, institutes, and industry.

3.7.2 Provide details on the MoUs / collaborative arrangements (if any) with institutions of national importance/other universities/

industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

At present the College has no official collaborations with research laboratories and industry for research activities.

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

Nil.

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

Nil.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

The College has not signed in any formal MOUs and agreements.

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

The college does not have any such facilities .

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

The college is an under graduate college, presently having +3 Arts only. Attempts to open Honors in Political Science and History are going on. The college also plans to open B.Sc. shortly. In view of this, there is no research facility available at present.

CRITERION-IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities:

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

For creation of the infrastructure facilities in the College and enhancement of existing infrastructure that facilitate effective teaching and learning, the college follows the policy of allocating maximum resources available at its disposal. Although, the existing infrastructure is not sufficient to meet the demand for growing enrolment of students, the college continues its step for extension of basic facilities. The major sources of its funds are as follows:

Collection of development fees from the students
Funds from UGC.
MP/MLA LAD Fund.
Fund from the State Govt. for construction building.

4.1.2 Detail the facilities available for Curricular and co-curricular activities-

Hall No – 11 Library: **A section of** the Hall is used as reading room for the students and staff.
Room No – 09 is used as Girls' Common Room.

b) Extra–curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking,
communication skills development, yoga, health and hygiene etc.
The facilities available for extra-curricular activities are as follows:

Extra–curricular activities		
1	Sports & Outdoor games	Play ground available
2	Indoor game	: 02 Units
3	NSS	:01 Unit
4	Youth Red Cross	: 01 Unit
5	Eco-Club	: 01
6	Self-Defense Programme for Girls	: 1 unit
7	Auditorium for Cultural activities	: 01 (Open Air Auditorium)

Health and hygiene: There is no provision for health care facility within the College campus. In case of emergency, the students and staff are taken to the nearby Primary Health Centre which is at a distance of one kilometer.

Drinking Water Facility: The College has running water supply along with water cooler for students, teaching and non-teaching staff.

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

Under the supervision of Principal, the administrative Bursar, Academic Bursar and Teachers in charge of timetable work together and chalk out the allocation of classes for ensuring that the available infrastructure is in line with its academic growth and optimal utilization of the available infrastructure. At present both the Junior college and Degree College run in the same college building. The Master Plan of the college is enclosed (See Annexure - ….)

The college plans to undertake the following infrastructure development programme:

- Construction of Separate Library building
- Construction of separate Reading / Common Room for Boys & Girls' separately.
- Proposal for renovation of Old building.
- Community centre for students
- Gymnasium.

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

The college takes special care of the students with physical disabilities by accommodating examination and classes as suitable to them.

4.1.5. Give details on the residential facility and various provisions available within the institution:

Hostel Facility – A Boys' Hostel with intake capacity of 100 is functioning at present.

Recreational facilities – A Common Room, Volleyball Ground are available.

Computer facility including access to internet in hostel –   No.

Facilities for medical emergencies –   Yes. (Fist Aid)

Library facility in the hostels –   No.

Internet and Wi-Fi facility –   No.

Available residential facility for the staff and occupancy – No

Constant Supply of safe drinking water – Yes.

Security – No

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

The college doesn't have health care centre in the campus. However, the Primary Health Centre is at one kilometer distance for health provision.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

IQAC – Yes.
Grievances Redressal Unit – Yes.

Counseling & Career Guidance – No. however, The faculty members of the college provide academic counseling to students regarding choice of subjects during admission, low attendance and poor marks in internal and final examinations.

Placement Unit - No.

Health Care – Yes.

Canteen - Yes.

Recreational Spaces for staff and students – Yes.

Safe drinking water facility – Yes.

Auditorium – No.

4.2. Library as a Learning Resource:

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

Yes, the Library has a "Library Advisory Committee" with the following composition.

Principal – Chairman
OIC Library – Member Secretary
Academic Bursar – Member
Account Bursar - Member
Two Senior members of the College – Members
Librarian – Member

The committee supervises the functioning of the library and suggests measures for it and monitors the list of Books and journals provided by the departments and ensure that the books are procured according to the list. The LAC meets at the beginning of academic session to finalize the budgetary allocation and make suggestion for improvement for optimum utilization by the students and staff.

4.2.2 Provide detail of the following.

Total area of the Library(in Sq. Mts.):   1600 Sq. feet.

Total seating capacity: 25 students

Working Hours: i) 10.00 a.m. to 4.00 p.m.in working days,
               ii) Closed (holidays and vacation)

Layout of the library-(individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

The college has proposal for such facilities in the coming days.

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

Library books are purchased either from publishers' house or local suppliers by Library purchase committee in consultation with the Librarian and departmental faculty members.

Following purchases were made during the last four years:

Library Holdings	2011 - 12		2012 - 13		2013 - 14		2014 - 15	
	No of Books	Total Cost (Rs.)	No of Books	Total Cost (Rs.)	No of Books	Total Cost (Rs.)	No of Books	Total Cost (Rs.)
Text Books	252	26210	326	41945	246	25750	760	136094
Reference Books	65	13150	56	14152	57	14250	375	110480
Journal / Periodicals	03/08	2420	02/08	2438	03/10	3250	05/10	3420
e-Resources								
Any other (specify), Books								

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

- **OPAC** -   **Nil**

- **Electronic Resource Management package for e-journals- Nil**

- **Federated searching tools to search articles in multiple databases - Nil**

- **Library Website** -Information on college library are provided in the college Website.

- In-house/remote access to e-publications-   Nil

- Library automation – Under progress

- Total number of computers for public access – Nil

- Total numbers of printers for public access – 01

- Internet band width/ speed 2mbps 10 mbps 1 gb (GB) – Nil

- Institutional Repository – Nil

- Content management system for e-learning – Nil

- Participation in Resource sharing networks/consortia (like Inflibnet) – Nil

4.2.5 Provide details on the following items:

*	Average number of walk-ins	38% of total students strength per day.
*	Average number of books issued/returned	300 books per day
*	Ratio of library books to students enrolled	1 : 20
*	Average number of books added during last three years	225
*	Average number of login to opac (OPAC)	NA
*	Average number of login to e-resources	15-20
*	Number of information literacy trainings organized	NIL
*	Average number of e-resources downloaded/printed	50

4.2.6. Give details of the specialized services provided by the library

*	Manuscripts	No
*	Reference-	Reference Books are provided to the staff & students
*	Reprography	Yes
*	ILL (Inter Library Loan Service	No
*	Information deployment and notification (Information Deployment and Notification)	Yes

*	Download	Librarian & staff members are given the facility to download academic materials, result of University examination etc.
*	Printing	Yes (Both for students and staff)
*	Reading list/ Bibliography compilation	Yes
*	In-house/remote access to e-resources	Yes
*	User Orientation and awareness	Guidelines on use of Library are informed in the college website and calendar
*	Assistance in searching Databases	
*	INFLIBNET/IUC facilities	

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

Library access is open for all on every normal working days.

The students and teachers have to provide the list of books written by different authors to the Library staffs one day in advance and the library staff finds out the books and issue them in the next day.

Library cards are issued to the students. Library clearance is checked out by the college administration before issuing admit card of final examination to the students and also to teaching and non-teaching staff on transfer, before giving release orders from the college.

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

Special care is taken for assistance of visually impaired or physically challenged persons. So far there is no case of visually impaired student who

needed assistance . Other cases oh physically challenged cases are handled with care .

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

Students feedback are normally collected by the faculty members and it is reported to the library committee of the college. The library committee meets frequently and suggest the library staff for any improvement in the library services.

4.3. IT Infrastructure:

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

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

• Computer-student ratio   1:10

• Stand alone facility-

• LAN facility   Yes

• Wi-Fi facility   Yes
• Licensed software   Yes.
•   Number of nodes/
 computers with Internet facility   35

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

The college has internet (Broad band/ 3G)facility in the ;

* Principal Office
* Establishment/Administrative Section
* Admission and Examination Section.
* Account Section.
* Library

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

* The institution has the plan to make the college campus Wi-Fi Use of CCTV in class room and all area of students access for safety of women students.
* AC Lab with broadband internet connection with 24X7 accessibility .

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

The college has provision for procurement, deployment, and maintenance of computers, and their accessories from the college funds, Grants sanctioned by UGC from time to time on different heads. The details are given below:

DETAILS OF ON THE PROVISION MADE IN THE BUDGET FOR COMPUTORS

Heads	011 - 12	012 -13	013 - 14	014 - 15	Total
Procurement	17	14	0	0	31
Up-gradation	17	14	0	0	31
Deployment	17	14	0	0	31
Maintenance					

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

- The college has installed LAN with high configuration server in order to provide fast flow of data.

- There is facilities of HRMS to disburse the salary of employees through IFMS.

- Total computerization of cataloguing of Books is under progress.

- Teachers are already making use of overhead or LCD projectors and laptops available in the college to make their teaching more effective and informative.

4.3.6. Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process) and render the role of a facilitator for the teacher.

- The institution has a well equipped ICT Lab since 2007. Almost all students are given opportunity to use internet for obtaining e-resources.
- Students are given broadband facility in library.
- Class-room teaching is interactive with smart board and over head LCD.

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

No.

4.4. Maintenance of Campus Facilities:

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

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of its infrastructure and amenities. The following budgetary provision made towards building, furniture, equipments etc during the last four years:

DETAILS OF BUDGET ALLOCATION DURING LAST FOUR YEAR 2010 – 2014

Items	Budget Allocation			
	2011 - 12	2012 - 13	2013 - 14	014 - 15
Building	0	0	0	672566
Furniture	27000	0	0	101688
Equipments	179860	936791.94	17900	4250
Computers	547182	0	0	0
Vehicles	2940	0	0	0
Any Other	0	0	0	0

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

The Construction Committee of the college generally undertakes the maintenance work of building and furniture under the technical guidance of an Assistance Engineer when required. Repairs / maintenance work of equipments, computers, power and water supply etc. are made time to time in case of necessity.

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

The computers and electronic instruments are repaired and maintained from time-to-time from the funds available in the college and UGC fund as per guideline .

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

The institution has two 5.8 K.W. generator procured out of UGC fund . There are two dip bore well in the college campus to keep ready constant water supply . The repairing work is done by local technicians and also by the Public Health Department of Govt. of Odisha .There is an open well to irrigate the plantation area and for gardening purpose. **Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

The college has bought the following equipments out of the equipment grant of the UGC.

SL NO	Name of items	Quantity
01	Computers (Desk Top)	18
02	Server	01
03	Laptop	16
04	Generator	02(5.6 K.W. capacity)
05	Inverter	02
06	Projector	03
07	Smart Board	03
08	Water purifier	04
09	Printer	02
10	Printer cum Fax	03
11	Photo copier	02
12	Colour Photocopier	01
13	SLR camera	01
14	Camera	01
15	LCD	04
16	Podium	04

CRITERION-V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

Because of the introduction of e-Admission system under department of Higher Education of Govt. of Odisha a common prospectus is made available online with information relating to numbers of seats, subject combination, fee structures etc. However, the college publishes a calendar annually in which information about the college, staff, procedure of admission, student bodies, rules and regulations, examination, other facilities available, list of holidays etc. are provided. The calendar explains the following:

: Brief history of the College.

: Vision, mission, goals and objectives of the College.

: Relevant information for admission such as academic programmes / courses offered and intake capacity, admission criteria and fee structure for various programmes, medium of instruction, attendance instruction, dress code etc.

: The college ensures its commitment by enforcing them and reviewing them periodically.

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

Students are given opportunity of Scholarships/Free-studentships as provisioned by the State Government, Central Government and other agencies under various schemes. Most of these scholarships are applied online and funds are credited directly to beneficiary account,. During the last four years such

Financial aid was available and disbursed on time.

Year	Type of Aid	No of Students	Amount
2011-12	ST	NA	
	SC	NA	
	OBC	NA	
2012-13	ST	NA	
	SC	NA	
	OBC	NA	
2013-14	ST	4	20200
	SC	12	51600
	OBC	0	
2014-15	ST	7	25900
	SC	4	12000
	OBC	0	0
	Total		

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

The Financial assistance in the form of Merit scholarship (e.Medhabriti) , post matric scholarship (Prerana) is provided to students of ST/SC/OBC/SEBC category on behalf of the Government of Odisa. The Ministry of Minority Department under Government of India has introduced the provision of scholarship to children of Bidi / Mining worker enrolled in the institution.

- **Exposure of students to other institutions of higher learning / corporate / business house etc :**   No
- Publication of student magazines:

There is provision to publish the college magazine in which Students get an opportunity to illustrate their literary capability, Moreover, students are encouraged to inculcate their talent through wall magazines.

5.1.4 What are the specific support services/facilities available for: SC/ST, OBC and economically weaker sections-

- Financial assistance / scholarships

- Reservation in admission as per the Govt's norms, career Counseling is provided.
- Remedial coaching classes

Students with physical disabilities- Students with physical disabilities are given special weightage during admission as per Govt. rules. Separate arrangements are made available during examination to facilitate them. Financial benefits are provided as per Govt. rules.

Students to participate in various competitions/National and International-

The Students'Union organizes Essay, Debate, Quiz, Dance, Song and Drawing in the College and Students are sponsored to participate in the District level and Inter-College Competitions organized by the Sambalpur University.

Anti-Ragging- The College has an 'Anti-Ragging Committee' consisting of senior faculty member. There is no record of such instances reported till date.

Sexual Harassment- The College has a 'Committee against Sexual Harassment' consisting senior members to inquire into issues pertaining to sexual harassment cases and to recommend necessary steps and action. No instance of such record is found so far.

Medical assistance- Red Cross wing of the college organizes health checkup and Blood Donation camps at regular intervals. Besides, the college is in constant touch with the Local PHC to provide health care to the students in the right time.

Organizing Coaching Classes for competitive exams- To be started

Skill Development (spoken English, computer literacy, etc.,)- The college provides computer literacy as a part of skill development. The skill of Spoken English is provided through the class room curriculum.

Support for "slow learners"- Keeping in view the performance in the unit test, the slow learners are sort out and teachers are instructed to give special attention for such students. Also, remedial coaching classes are organized for betterment of "Slow learners".

Exposures of students to other institution of higher learning/ corporate/ business house etc.-   No

Publication of student magazines- The College publishes a magazine every year .

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

The students are given skill development classes by available faculty members to develop their employability as well as entrepreneurial skills.

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

The college continues its attempt to conduct extra- curricular and co-curricular activities for the students. The students are encouraged to participate in Quiz, debate, essay, song competition and award prizes to winning students at Annual Function under the guidance of Advisors of the Students Union . Many students are selected to participate in different literary, sports, games and cultural competition organized by other agencies and affiliated University. Students are inspired to participate actively in the activities of NSS, YRC, and Eco Club to fulfill the objectives.

- Additional academic support, flexibility in examination: Academic support are provided to such participants through exemption in attendance, taking extra classes and giving class notes. The faculty members are vigilant in this regard to pick up the participants.

- Special dietary requirement, sports uniform and materials: The college is no position to have special dietary habits of the sportsman and athletes. However, the students are given instruction about dietary need.

- Any other: Application of the candidates representing State and National level competition are given weightage in admission.

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

The college has no scope of support and guidance to students for preparing competitive examination as the students generally appear such examination after passing out from this college.

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

The college takes steps to carry out academic and personal counseling to the students during the admission.. The teacher in charge is available round the clock to the students and guardian. The students seeking admission are counseled in the choice making matters during the admission. The choice of the career and the doubts of the students are listened to very carefully and the solutions of the problems are provided.

The following services are provided:

Academic & Career Counseling:

The students, at the time of the admission, are helped by the "HELP DESK" present in choosing right stream. They are informed about the scope and nature of the various subjects that form the syllabus. The students are not pressurized in choosing the subjects. They are given right kind of counseling which helps them shape their career.

Personal & Psycho-Social Counseling:

As it is a rural based college, the students during the course of their studies come across various issues. They are, at times, too immature to handle the problems. The college provides them personal counseling. They can share their problems with the teachers. The teacher concerned are very supportive and cooperative in guiding them to fight against their problems. The candidates of both boys and girls at times come face to face with certain social issues or problems They are counseled to become better human beings and advised to stand tall for the social cause by teachers.

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

Since the college is a general one having only the conventional stream Arts only, it does not have a structured mechanism for career guidance and placement of its students.

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

Yes, there is a student grievance redressal cell. The following grievances of the college are redressed during the last four years.
.
Grievances Redressed

- More number of books should be provided to Honors students.
- Provision of Cycle Stand in the campus.
- Reading room facility in the library for both Girls and Boys separately.
- Provision of Common Room for both Girls and Boys separately.
- Provision of indoor games facility in the girls' common room from the UGC fund
- Arranging more ceiling fans and air coolers in the classroom- 62
- Provision of green glass boards/ white boards to all Departments.

- Provision of a good canteen.
- Provision of Conference Hall.
- Provision of Ladies Hostel.

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

There is a separate cell to resolve issues pertaining to sexual harassment, under the chairpersonship of one of the senior most lady member of the teaching staff and the members of the cell are also lady members of the teaching staff to look into issues relating to complaints on sexual harassment.

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

There is an anti-ragging and discipline committee in the college. So far it has not received a single case of ragging during the last four years.

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

The welfare schemes are enlisted below:

a) UGC sponsored Remedial Coaching Classes for SC, ST, OBC (Non Creamy Layer) and Minority students.

b) Post-Metric Scholarships for SC, ST, OBC, females, LIG and merit-cum-means
   students from the state and central government.

c) Hostel for the ST male students in the College premises.

d) Anti-Ragging Committee.

e) Committee against Sexual Harassment.

f) Medical assistance to students.

g) WOMEN CELL: Women Cell injects sensitization mechanism among the students to develop a healthy relationship with the opposite gender the students. The socio-cultural, political and biological awareness is created among the students. It enhances the understanding of the other gender.

h) GRIEVANCE REDRESSAL CELL: The Cell actively interacts with the students

holding discussion to settle their grievances.

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

There is an Alumni Association but the association is not registered. It extends its helping hand to the college whenever it is required by the college administration.

5.2. Student Progression:

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

Year	Higher Education (UG to PG)		Employment
	BA	BSc	
2011 - 12			Data not available
2012 - 13			
2013 - 14			
2014 - 15			

- Student data progressing to higher education of employment is not available currently in the institution.

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in

comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Programme	Year	Appeared	PASS	% of pass
+3 Arts	2011-12	130	102	78.46
	2012-13	88	47	41.36
	2013-14	135	49	36.29
	2014-15	86	26	26.20

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

The institution facilitates student progression to higher level of education or towards employment through the certain counseling agencies. The faculty members also render personal guidance to students about different entrance tests and PG admission.

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

The following measures are taken by the College for students who are at risk of failure and drop out:

- Tutorials/extra classes are taken for these students by faculty members of the concerned departments.

- Repetition of lecture, regular class tests, sometime small group class tests and personal guidance in the teaching-learning process are adopted.

- Discussion with the parents about their failure.

5.3 Students participation and Activities:

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

The college undertakes many activities on games & sports, cultural and other extracurricular activities for the students in the college. Various competitions and events are held in Literary, cultural, Athletic games and thereby prizes awarded in Annual Athletic meet, Annual Day function. The college provides scope to students to participate in completion organized by the university and other organization .The available facilities for these activities are:

Games & Sports:

- College play ground
- Athletic Track
- Football Field.
- Cricket Pitch.
- Long Jump pitch.
- High Jump Pitch.
- Shot put, Javelin.

Cultural:

One cultural committee consisting of teaching and non-teaching staff who has proficiency to prepare the college team for presentation in various cultural programmes which include fine art & dance. Competitions like Essay Writing and Debates in English and Odia, Quiz and G.K. Test, Song, Dance, Competitions are organized

Other Extracurricular Activities

The college has many units like NSS, Red Ribbon Club unit, Legal Literacy Club under the NSS unit organize extracurricular activities throughout the year.

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

DETAILS OF ACHIEVMENTS IN CURRICULAR/ CULTURAL ACTIVITIES

Sl No	Name of the Students	Name of the events	Level of achievement	Year
1	Ramakanta Sahoo	NSS	Inter University	2015
2	Shibu Mohapatra	SPORTS	Inter University	2015
3	SUJIT KUMAR RANA	SAND ARTS	International Sand Art Competition	2015
4	SASMITA BEHERA	SELF DEFENSE	Inter University	2015

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

The college seeks feedback from the students on teaching – learning through interaction with the students. The feedback are discussed with the teachers and academic committee and principal take necessary action to enhance the performance of teachers and quality of the education.

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

There is an Editorial Board of college magazine to encourage the students to write short stories, poems, essays, quotations riddles, jokes to be published in magazine. Students are also inspired for wall magazine to express their literary skill. The members of editorial board guide the budding talents to contribute articles and extent support in this regard.

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

Yes, the college has a Students' Union, which is constituted by an elected body of office bearers as President, Vice-President, Secretary and Asst. Secretary and guided by an Adviser and Associate Advisers from among

the members of the staff. Students are given scope to elect office bearer of Athletic, Dramatic, Students Common Room as per the programme notified by the Govt. of Odisha. The bona-fide students of the Degree Classes are the member of the Union & eligible to take part in college. election

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

- The Executive Committee of Students Union is formed by the students representatives.

- The Alumni (Pass out student) representatives are entitled to participate in policy formation of the college.

- Others students with good academic performance represent in Students Union, Anti- ragging cell, Sexual harassment cell and grievance redressal cell.

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

The old faculty members and Alumni members are very cooperative and supportive for the better management of the institution. At the time of cultural activities and different function they are invited with due honour to inspire the students and staff. The college seeks their help in critical situations like college Union Election in maintaining discipline in the campus.

CRITERION VI: GOVERNANCE, LEADERSHIP & MANAGEMENT

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

The vision and mission of the college has been stated in Criterion –I.

The institution is to provide inclusive education for inculcating human values, professionalism and scientific instillation for all section of students including scheduled tribes, scheduled caste, other backward communities and religious minorities. The college aims towards exposing the horizons of the world to provide quality education among the youth who are more or less localized in habitation and outlook. It is our endeavor to develop their all round personality like intellectual, academic, athletic, aesthetic, environmental and ethical values to the fullest extends to kindle leadership potential. Despite hurdles of the economic status the students are made to be self reliant and dependent and acquainted themselves with the immediate need of society around them and to guide deprived masses towards better standard of living giving due impetus to socio-economic justice. The institution follows a three –fold system with academic, co-curricular and extra-curricular programs giving appropriate focus to the above disposition work with full determination and commitment.

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

The Governing Body of the college consisting principal as ex – officio secretary and other member work with team spirit for the greater interest of the institution. The Principal has a key role for all correspondence with Governing Body. He seeks the aid & advice of this Body for all round development and smooth running of the institution. Senior faculty members are entrusted with key portfolio like administration, admission, account, election, examination,

discipline etc to make the institution smooth running and to guide the students achieving vision and mission of the college.

Principal as the head of the institution presents the plan & proposal pertaining to all round development of the college from time to time before the Governing Body. Interaction is made with parents and students feedback obtained from time to time. Department of Higher education, Govt. of Odisha is also apprised the academic performance through District Level Consultancy.

The Principal through Academic Bursar makes concerted effort to ensure academic discipline in matter of completion of course as per the concerned syllabi. Much priority is given on teaching learning facilities and best academic performance of students at the University level.

6.1.3 What is the involvement of the leadership in ensuring?

- Fulfillment of stated vision and mission.
- Formulation of action plan incorporating the institutional strategic plan.
- Interaction with stakeholders.
- Reinforcing the culture of excellence.

The Principal as Head of the institution is to play multidimensional role for smooth functioning of the college. The Staffs' Council is formulated, Principal as its President and all staff as its members being vigilant for fulfillment of objectives of college. Different committee like academic, discipline, examination is formed by the member incorporated in the Staffs Council. The Principal interacts in person with all the stakeholders, faculty members, non-teaching staff, alumni, students and their parents / guardian. The committee in consultation with Principal and student representative is always keen to shoulder the responsibility enforcing the culture of excellence.

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

The Governing Body through its time to time meetings monitors and evaluates the plans & programs and its implementation for the development of the college. Staff Council through its regular meeting reviews and makes resolution to ensure healthy academic atmosphere. The Principal take care of academic progress in regular manner by verifying the Progress and Plan register of teachers of all Departments .The core committee like UGC, Construction and purchase etc contribute their own way for the better execution of its plan and policies.

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

The department of Higher Education, Govt. of Odisha has framed guidelines in which academic leadership has been provided to the faculty and all round development of the college. The Governing Body encourages academic excellence by giving freedom to the Principal & faculty in their academic pursuit. Faculties are in full possession of liberty to chalk out their strategy to completion of courses with heart touch of students.

6.1.6 **How does the college groom leadership at various levels?**

The college groom leadership is ensured among the faculty being entrusted with Extra-curricular and Co-curricular activities from the beginning of the each session. The faculty members inculcate leadership qualities in general administration, account management and academic management being assigned with the charge of Administrative Bursar. Account Bursar & academic Bursar. Similarly, advisors of Students' Union, Examination in Charge, Library in charge, UGC in charge Vice-President Athletic Association, Youth Red cross Society NSS program etc get exposure to imbibe leadership quality.

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

The functional operation of each department is made on the basis of Govt. guidelines and instruction of college. Operational authority is delegated for timely completion of courses, holding of internal examination and seminars. As per the rules and guideline the decentralized governance system is adopted for Library, Examination, Athletic council, Students Union, NSS, and YRC.

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

The formation Governing Body includes senior members from teaching and non-staff to represent the interest of the staff.

6.2   Strategy Development and Deployment:

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

With regard to quality policy of the college is formally stated in its vision and mission. The Governing Body, The Principal with staff members and office bearer of Students Union are taking care to develop the quality policy of the college. The Governing Body meeting and Staff council meeting in regular interval review the policies executed.

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

Now the college has a perspective plan for opening of Honours in History & Political Science in Arts Stream and +3 Science stream which under process at Govt. level.

6.2.3 Describe the internal organizational structure and decision making process.

The top authority of the college with regard to internal organizational structure and decision making process is the Deptt. Of Higher Education, Govt. Of Odia with Director of Higher Education. The Governing Body is constituted as per the norms and guidelines prescribed the Higher Education Department to advice the Principal who acts in the capacity of Principal-cum- Secretary. Different Committee and bursars are there to participate in decision making process for the smooth running of day to day administration of the college.

Dept. of Higher Education

(Govt. of Odisa)

↓

Director of Higher Education

↓

Governing Body

↓

Principal
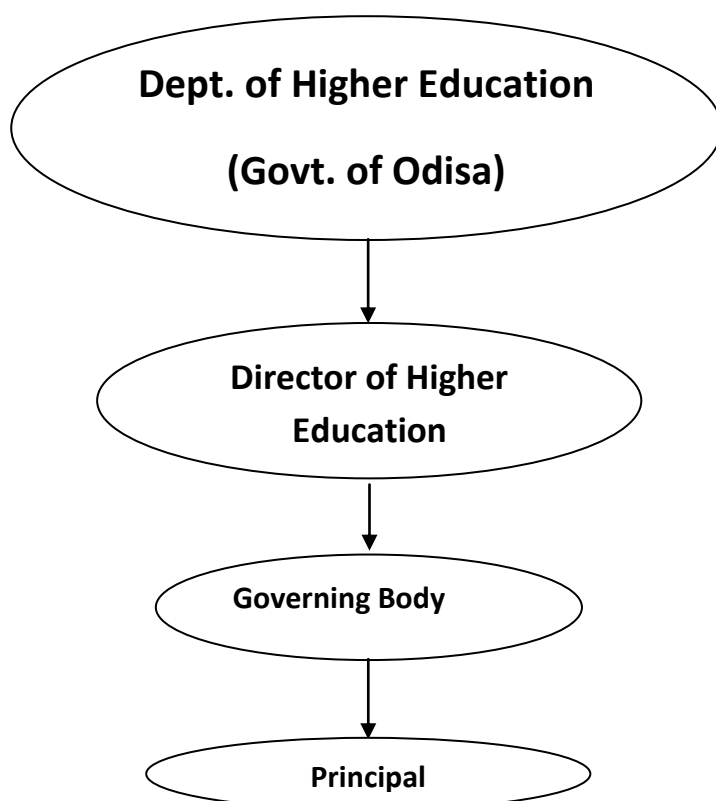
Administration	Academic & Examination	Finance	Library & Extension

1. Administrative Bursar
 2. Head Clerk
 3. Discipline Committee
 4. Grievance & Redressal Cell
 5. RTI Cell
    UGC Committee
	1. Academic Bursar
	 2. H O D s"
	 3. Examination Committee
	    Library Committee
		1. Account Bursar
		 2. Purchase Committee
			1. NSS
			 2. YRC
			 3. Eco-Club

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

- **Teaching & Learning:**

   As teaching work is the two-side business, participatory mode of teaching is adopted to make the students more dynamic. To improve the standard of backward learners doubt clearing class extra classes are taken .The departmental teachers are keen to conduct Practice Test in the class after completion of course. The students are in courage to contribute for college magazine rise their internal quality.

- **Research and Development:**

   A few of the members of teaching staff are already warded with Ph.D. / M.Phil. degree which reveals the interest in Research & Development. Teachers are mobilized and motivated for involvement in active research work by granting study leave to complete their project in time.

- **Community engagement:**

   The members of NSS, YRC and Eco-club are undertaken for community engagement .The students, teachers, volunteers, alumni and members of governing Body are invited to the program for their participation and cooperation. The college celebrates Annual Athletic Meet and cultural week to achieve community engagement.

- **Human research management:**

   The senior faculty members are selected by the Principal for the important co-curricular activities with juniors as subordinate. Hence, the juniors are availing the opportunity of learning from the seniors which ensure best practice for proper human resource management.

- **Industry Interaction:**

   Students are given scope on visit to local industries to gain practical knowledge such industrial interaction is made.

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

Analysis are made for the feedback of students and teachers parents interaction meeting are convened by the head of the institution for remedial course of action .In the matters of infrastructure, feedback and instruction are put up before the Governing Body and ventilated to Govt. when it is necessary.

6.2.6. How does the management encourage and support involvement of the

staff in improving the effectiveness and efficiency of the institutional process.

The Principal-cum-Secretary under the directives of the College Governing Body is empowered to give permission the staff to participate in different academic events in and outside campus. The college encourages staff members by sanctioning study and duty leave to improve the effectiveness and efficiency of the institutional process.

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

Managing committee of the college stressed on opening of B.Sc. and current status is that it is under active consideration of the Govt. The Managing Committee stressed the introduction of biometric system which is being implemented immediately.

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

The college has now no plan & proposal for seeking autonomy laying with the provision of affiliating University with due permission of UGC.

6.2.9. How does the Institution ensure that grievances / complaints are promptly attend to resolve effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship.

The Grievances Redressal Cell is active by nature to settle immediately the grievances/ complaints of students which are very minor by nature. However, the grievances pertaining to infrastructure development and service condition & salary of there put up before the Governing Body for necessary action.

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

So far, there is no instances of court cases filed by or against the college.

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

The Students feedback is received and analyses in comprehensive manner concentrating on quality education. Rightly say the response & outcome in this regard is up to satisfaction.

6.3   Faculty Empowerment Strategies:

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

- The faculty members are encouraged to to attend staff development programs such as orientation programmes , refresher course, orientation programmes, seminars, work shop, conference etc. There are motivated to organize staff development programmes in campus. There are also inspired to join in individual research for M,Phil/Ph.D programme.
- Non-teaching staff are encouraged to attend the staff development programme such as library management, training relating to accounts matter etc.

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

The staffs are allowed duty leaves for training and retraining to enhance their skill and accountability in vested extension activities . Necessary arrangements are made to avoid any short of dislocation in the absence of a particular staff member. The programme officer of NSS and YRC unit are encouraged to attend the special training course.

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

The institution follows the rule and directives prescribed time to time by the department of Higher education, Govt. of Odisha for performance appraisal system of the staff. Performa is provided to each staff member to be duly filled in with itself taking into account the activities like number of classes taken, zeal of taking responsibility, official conduct, integrity and the Principal gives his comment on those points. The CCR are also maintained and sent to D.H.E. by the Principal which is taken as mandatory for career advancement and promotion to next grade. Now the Govt. has introduced online Performance Appraisal Report (APR) for Group – A and Group – B Officers to self appraisal.

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

The Performance Appraisal Report (APR)of the staff are prepared on the basis of self appraisal & assessment of Principal. Principal is to comment in grades like satisfactory, good, outstanding etc. In case of adverse remark the concerned member is given ample scope to rectify his/her conduct.

6.3.5 What are the welfare scheme available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- A Staff Association is constituted consisting of all the Teaching & Non-teaching members. The employees are with mutual cooperation to assist each other at the time of emergency.
- Duty leave is given staff to attend self development programmes.
- Six month maternity leave for female member & Fifteen days paternity leave is allowed to male members.
- GPF – General Provident Fund is available for the all staff members.

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

Joining & leaving of staff is operated on the basis of transfer which is regulated by the Department of Higher Education, Odisa, the Principal has no role in this regard.

6.3 Financial Management and Resource mobilization:

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

- The Draft Budget is prepared by the Budget Committee at the starting of every financial session and put up before the Governing Body for its approval. Students' Fund is utilized on infrastructure development of the institution on priority basis.
- The UGC committee makes justified allocation of grants on different heads keeping in view effective and efficient utilization available funds.
- Other like Library, construction committee to look after the proper utilization respective head funds.

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

The internal and external audit is done by Chattered Accountant with the due approval Govt. The last audit is done up to F/Y 2014-2015.

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

- Please see details of audited statement of last four years in Annexure-VI

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

The institution has received infrastructure grant Rs 500000.00 from Govt. of Odisha in the year 2014 on the basis of matching grant. An additional class room was constructed. Other grant involve MP and MLA Local Area Development grant from local MLA and MP.

6.5. Internal Quality Assurance System:

6.5.1 Internal Quality Assurance Cell(IQAC) :

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

Yes, the college has initiated internal quality assurance cell since 2014 with a mission of enhancing quality of the curricular and co-curricular activities with infrastructure development. The cell holds its meeting in regular manner reviewing the system in operation and sort out the anomalies and short comings faced by the students and staff members. Steps are taken in this regard vehemently to encourage staff and students to participate in different programmes to gather knowledge and experience about quality development of the college.

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

The internal Quality Assurance Cell has been at a very early stage of formation. Only two meetings were conducted so far. But the college plans to carry out the effort and hopes are bright that all decision of the IQAC shall be observed by the Managing Committee of the College.

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

The IQAC has external members and they are being invited to the meeting of the IQAC regularly. Dr Nanda Kishore Mahakud , Retired Professor and HoD , Sociology Department of Sambalpur University and Mandara Dhar Mahalik , B.D.O. Kishorenagar Block are the prominent figures among the external members. The IQAC has carried out all suggestion by the external members after discussing the pros and cons of the decisions.

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

The student and alumni members of the college are very constructive and cooperative and give their suggestion to Principal to improve quality enhancement.

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

The Principal invites the staff members to hold discussion on the resolution made by the IQAC. Faculty members are advised to use their services in indifferent activities of the college with interest & efficiency.

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

Yes, the college has a focused integrated frame work for quality assurance of the academic and administrative activities. The time to time Govt.'s circulars and orders are kept abreast of by staff members

and directed to render their services on that basis to improve quality development. Faculty members are made available of the format of AQAR and advised to follow the provision.

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

The teaching and non-teaching staff are deputed to attend the training programme organized by Govt. to ensure the effective implementation of quality assurance. They are also given in-house training for Quality Assurance.

The academic as well as the administrative working is further smoothened by the time to time training sessions being organized by the college for its teaching as well as the non-teaching staff. The institution takes step for staff in the form of interactive sessions, to achieve the institution work in a better and more promising way.

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

Yes. The Principal discusses the various issues relating to academic maters in the staff council of the college. The Academic Bursar is advised to take necessary steps accordingly and report to the Principal directly on implementation of the plan.

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

The institution is affiliated to Sambalpur University. As a constituent college it adheres to all the guidelines of the University. Side by side, all instructions of the UGC are also implemented by the college as far as practicable.

6.5.6 What institutional mechanisms are in place to continuously review the Teaching-Learning process? Give details of its structure, methodologies of operations and outcome.

The institutional mechanisms to review the teaching-learning process as given below:

1. **Structure: Interaction/meeting with Principal, Academic Committee and   HODs –**

    Principal and Examination Committee - Principal, Academic and Routine Committees - Principal and Class Representatives Academic and Library Advisory Committees Structure.

2. **Methodologies of Operation:**
    o Academic Committee monitors the teaching learning activities
    o HODs monitor the concerned departments through the interaction with students and teachers, results of unit tests and University xamination.
    o Examination Committee assists all activities of the College related to unit tests and University scheduled final Examination.
    o Routine Committee prepares class routine.
    o Class representatives bring the teaching learning problem directly to   the notice of the Principal.
    o Library Advisory Committee takes interest for the improvement of library services.

3. **Outcome:**
    • Continuously enlarge the student participation
    • Number of text books increased in the library.
    • Number of books increased in the departmental library.
    • Modern teaching tools provided in the classroom

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

The College communicates its quality assurance policies, mechanisms and outcomes as follows:

To	Through

Internal Stakeholders-
  1. Students
 	
  2.Teaching Staff
 	
  3. Non-teaching Staff
	1. Circulars, notice board, College website.
	
	2. Teachers' Council meeting, Principal and HODs meeting, notices, circulars, College website.
	
	3.Notices, Principal and non-teaching staff meeting, College website.

External Stakeholders - • Parents, alumni, local people	College website, College programme

The college has a Governing Body which adheres to guideline of Higher Education Department under Government of Odisha. The body is constituted of the following members and has been approved under rules – 27, Orissa Education Act.

<u>Constituents of Governing Body:</u>

1. President
2. Principal – Cum – Secretary (Ex-Officio member)
3. Member (Teacher's Representative)
4. Member (Teacher's Representative) (Woman)
5. Member (Non-Teaching Staff Representative)
6. Member (Chairman, Local Panchayat Samiti)
7. Member (Local MLA)
8. Member (Local Member of Parliament)

9. Member (Nominee of Affiliated University)
10. Member (Nominee of D.H.E. Odisha)
11. Member (Person interested in the field of Education)
12. Member (Schedule Caste)
13. Member (Minority Community)
14. Member (Woman)
15. Member (Woman)

The Governing body meets time to time and provides directions and suggestions to the college administration on issues relating to planning, governance & implementation.

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

The meaning and concept of quality has changed significantly in the modern context. The college looks forward to the time when the college shall play a major source of creating human resource who will serve the nation as complete individual.

CRITERION VII: INNOVTION AND BEST PRACTICES

7.1   Environment Consciousness:

71.1 Does the institute conduct a Green Audit of its campus and facilities?

Rightly said, our students, teachers and non-teaching employees are conscious of preservation and conservation of Environment. The College right from its inception takes all precautionary measures to preserve and maintain the eco-friendly green environment around our college. In view of achieving the goal, the following projects have been undertaken with combined effort of staff and students.

i)   Vacant space in the college area is being made use of plantation which helps in creating a green environment.
ii) Protecting trees during infrastructure extension.
iii) Using composite bins for garbage management.
iv) Ban of Plastic and polythene bag making college campus polythene free zone.
v) Proper usage of electricity for saving energy.
vi) Environmental Studies as compulsory academic paper to inculcate awareness among the students.
vii)Critical analysis and review of all measures are made from time to time for improvement in green and eco-friendly environment.

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

A number of initiatives are taken with combined efforts of staffs and students to make the campus eco-friendly.

- **Energy conservation:** A General awareness has been made among the staff, students and employees of the college to try their best to minimum use of electrical appliances and gadgets. For this all are instructed to switch off electrical appliances when they are not in use.
- **Water Harvesting:** The college has a planning in future to begin water harvesting with collaboration with Water shed department of Government of Odisha.

- **Check-dam Construction:** As land level in the college campus is not plain in size, the college is to begin with construction of check-dam.

- **Efforts for carbon neutrality:** The following measures have been taken for carbon neutrality.

a) Number of trees are planted in regular manner inside the college campus for absorbing Co_2(Carbon dioxide), dust and release of Oxygen.

b) The NSS unit of college organize awareness programme on Global warming Green environment and Acid rain.

c) Students are motivated and impressed to use bicycle instead of motor bikes to assure a pollution free campus.

d) Students and staffs are guided to use paper plates instead of plastic materials not only in college campus but at their home also.

- **Plantation:** As the college is in the hilly-based area and its soil is less fertile for growth of trees. In spite of this, plantation programme has become a regular feature. The Forest Department under Government of Odisha has been extending the hand in this regard. The trees in the campus are brought up with motherly affection by the Programme officer and volunteers of Eco-club, NSS & YRC.

- **Hazardous waste management:** The hazardous waste such as plastic materials are collected and send to dustbin unit and dangerous materials like broken glass pieces are taken care of so as not harm environment.

- **E-Waste Management:**   No

7.2 Innovation:

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

The college has been embodied with the following measurers to improve in its innovative aspect.

- Dress Code for both Boy and girls students
- Adoption of e-Admission procedure meticulously under the guideline and directive of Department of Higher Education.
- Conduct of Monthly Unit Test.
- Self Defense Training for Girl students.
- RTI Cell
- Women Sensitization Cell
- Lecturers seminar organized by various departments.
- Career counseling programme by the Career counseling Cell.
- Most of teaching & non-teaching staffs are made computer literate.
- Adoption of on-line salary billing, EPF credit, University mark sheet and Admit Card generation, preparation memo of Answer sheets.
- Provision of hanging Identity Card to students
- Adoption Bio-metric Attendance for staffs.
- Remedial coaching for the ST/SC/OBC and other minorities students.

7.3 Best Practices:

7.3.1 Elaborate on any two practices as per the annexed format (see page…..) which have contributed to the achievement of the intuitional Objectives and / or contributed to the Quality improvement of the core activities of the college.

1. Special attention is given by providing extra coaching to academically weaker students beyond working hours to improve the standard for good performance.

2. Follow meticulously the essence of e-Admission system adopted by the Department of Higher education to achieve merit and transparency in admission procedure.

3. Girls Self Defense Training Programme is conducted to enhance the confidence and self-reliance among the girls students.

4. The NSS, YRC units of the college are functioning for the cause of poor people of this rural area. The Blood Donation Camps are organized in regular manner by Youth Red Cross unit with collaboration of District Red Cross and staff & students are keen to participate by donating different Group of blood for the greater interest of society.

5. The college never forgets to procure of Books and Journals to the needs of Faculty member s and students. A number of News papers on daily basis in Odia and English are supplied to staff common, Students' Reading Room and general library of the intuition to enhance the informative and intellectual aspect.

5. Encouraging the teachers in the department to pursue Minor and Major Research Project in productive manner.

6. Special Leave is granted for paper presentation.

7. To provide ample opportunities for interaction among the students, the college is to arrange departmental seminar & discussion.

8. Literary programme are conducted by Eco-club and NSS to make aware the local people regarding health and hygiene.

 9. The Eco-club also takes step for Nutrition Awareness Programme to provide information pertaining to balanced diet and food security.

10. Road Safety Week was observed on the scheduled date and made it grand success by the students & staff.

11. In addition to volunteers of Eco-Club, NSS and YRC, the students and staff participate wholeheartedly Swachha Bharat (Clean India) Movement for it grand success.

12. YRC of the college is to organize AIDS awareness programme in regular manner.

Contact Details:

Name of the Principal: Sri Krishna Chandra Dhir Bisoi

Name of the Institution: Janata College, Boinda

At: BOINDA

Po: Kishoreganj

Dist: Angul

Pin :   759127

Accredited Status: C+ (Cycle I)

Office Phone: 06763 255049

Fax No:

Mobile: 9438176712

Website: www.janatacollegeboinda.org

Office e-mail: janatacollegeboinda.principal@gmail.com

POST ACCREDITATION AND SWOC ANALYSIS

POST ACCREDITATION INITIATIVES

Keeping in mind he recommendation of the \first visit of the Peer Team in the First cycle of NAAC accreditation during 2007 , the college has taken the following initiatives for quality enhancement in the last 09 years (POST NAAC PERIOD FROM 2007 TO 2015).

Criterion-I

Observation: The Peer team observed short coming in the curricular aspect so far as introduction of Honours subjects in some subjects. The NAAC peer team also observed that the college should introduce more new subjects and vocational courses for developing the employability of the students.

- Career oriented certificate courses should be introduced.
- Revamping Higher Education in accordance with the New Education Policy .
- The peer team wanted that the faculty members should take part in more numbers of seminars and refresher courses.

Achievement of the College:-

During the post NAAC period, the college has introduced Honors in Odia and Philosophy . Honors in Political Science and History is pending for Government approval. The college has applied for opening of B.Sc. , but it is pending Government approval .

More numbers of faculty members are now attending seminars and refresher courses. But the college suffers from acute staff shortage. The college has to depend on the Higher Education Department for deployment of staff.

Criterion II: TEACHING - LEARNING AND EVALUATION
OBSERVATION MADE BY THE PEER TEAM:

- Starting a remedial coaching centre. Students should be encouraged to compete at All India services and for that reason the college should provide training.
- Multimedia facility should be made available to the students at the class room level.
- Class tests and internal examination should be made transparent and effective.

Measures Taken by the college:

In courses of the period between 2007-2015, the college has now introduced use of LCD in class room. Smart Boards are also used in the class room. The participation of students in seminars is encouraged. Students are also given more exposure in the use of ICT .The College has opened a career counseling cell which looks after guiding the students for better job prospect.

Criterion-III : RESEARCH, CONSULTANCY AND EXTENSIONS ;

The Peer team observes that the college has limited scopes in research activities particularly because it is situated at a very rural place and having +3 in Arts only . There is a shortage of qualified faculty members and due to lack of B.Sc. , the scope for research activities .

The college has increased extension activities like NSS camps in the rural areas ,Youth Red Cross activities , Blood Donation Camps and other extension activities for inculcating social values in the students .

Criterion IV-INFRASTRUCTURE & LEARNING RESOURCES:
Observation made by the peer team:

- Separation of college building for +2 and +3 classes.
- More number of library books.
- Reading room space should be increased .Subscription for national and international level journals
- Construction of an auditorium
- Beautification college campus
- Multimedia facility for faculty members

Measures taken by the college:

- +2 and +3 classes are separated in a comprehensive manner and the final completion f separation is on the way for +2 and +3 at Government level .
- Computerization of library and class room is going on
- New hostel is going to be completed which can accommodate 100 ST and SC student .
- More numbers of titles are included in the library
- Reprographic facilities are now available in the library for use of students
- One Electric power station is going to be installed in the campus for complete electrification of the campus .
- Two generators of 5.6 K.W. are in the stand by for power failure .
- More invertors for steady power supply .
- Laptops are provided for class room activities and teachers are encouraged to use them for teaching purpose

Criterion- V

Student support and progression:

Observation & improvement:

The peer team has observed that the student support activities should be more pro active to rule out possibilities of drop outs.

Measures Taken by the college: The college has a very satisfactory record of student support . It is done at a personal level with direct one to one contact with the students both in a formal and informal way.

Criterion- VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT:

As a part of the observation made by the peer team, the college looks forward to play a very important role in the socio-economic up-liftment of the people of this area by making it a centre of excellence in the coming days. So far the college is a premier institute in this area. Although there are more scope for the college to bring in new improvements, the paucity of fund and other factors are putting a hindrance for new avenues .

So far as the governance is concerned, the college administration is very effective almost all matters. All instructions and directions from the Government and the UGC are carried out very meticulously.

The college has introduced bio metric attendance system in the college to provide better administration.

Criterion: VII: INNOVATION AND BEST PRACTICES :

The Peer team observed the college has an average performance so far as innovations are concerned . Keeping in mind the letter and spirit of the observation of the Peer Team , the college now undertakes number of activities which may be termed as best practices of the college , as follows :

- The college has undertaken massive plantation work in the college campus.
- The college has introduced internal and unit tests very carefully.
- Research activities are now encouraged for the faculty members.
- Self defense training is now introduced for the women students.
- A new hostel is going to be completed for the ST and SC students.
- Gender sensitization is going on massively
- HIV-AIDS awareness seminars are organized in collaboration with local NGO's and Govt. agencies.

SWOC ANALYSIS OF THE INSTITUTION

STRENGTH AREA

The college is situated in a small pocket of Angul district, but in terms of its contribution to the society it has done a lot for this locality as after initiation this college in 1978 and +3 classes in 1989, the college has the satisfaction to feel very elevated that almost 90% of the graduates who work in different fields and as self employed persons are product of this college.

The women students of this area do not go any longer to outside colleges against the odds of their socio – economic status.

The college has played a turning point of their life. Many now live a very successful life and contribute to the development of humanity in more than one way.

The college has a very improved infrastructure and it is very clearly stated that, so far as use of ITC and other multimedia modes of instructions are there, the college can boast of being the premier institute of this locality.

The teaching members are very cooperative with the students on a personal basis and help development of their personality in a much better way which adds to the moral, social and ethical values of our society.

WEAKNESSES OF THE COLLEGE:-

The college has always looked forward to our side agencies for help in financial matters as it does not have scope to generate its own finance. The fees and fines collected from the students are very small so far as the funds which may be needed to do research works in many other fields in humanities.

The college has all infrastructures to open B.Sc, but it is prerogative of the Government to give permission, for which the college feels that the people of this place are bereft of the scope of studying in science streams.

The transfer rules of the Government give the college a disadvantageous position so far as the shortage of staff members are concerned.

The college wants sincerely to improve facilities like sports and games and introduce new courses which will give more employment to the students after passing out of this institute.

The students of this area are socio economically back ward and many of them are in the first generation of education, for which the language skill which in now very important to bring employment opportunities for the students are not available to the students at present.

OPPORTUNITY:-

The college is situated in a pastoral setting far from the madding crowd of industrialization and major economic activity. It has a rich heritage of its own and the ecological setting of this place is very conducive for higher areas of research. In the coming days, it will add a lot of value for the future growth of the college.

CHALLENGES:

The major challenge faced by the college is the paucity of fund and the lack of awareness among the people which hampers the growth of this college. The economic and educational background of the people of this area is a major hindrance, which the college aims at eradicated phase by phase.

EVALUATIVE REPORT OF THE DEPARTMENT

(The self-evaluation of every department may be given separately in about 3-4 pages, avoiding the repetition of the data)

DEPARTMENT OF ENGLISH:

1. Name of the Department: ENGLISH
2. Year of establishment: Introduction of Pass – 1988-89
3. Name of programs: B.A. /+3 Arts
4. Name of interdisciplinary courses and the departments/units involved: Nil
5. Annual /Semester / Choice based credit system(programme- wise):   Annual
6. Participation of the department in the courses offered by other department: Nil
7. Courses in collaboration with other universities, industries, foreign institution etc :   Nil
8. Details courses/programmes discontinued (if any)with reason :
       Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	**Nil**	**Nil**
Associate Professors	**Nil**	**Nil**
Asst. Professors	**Nil**	**Nil**
Lecturer	**01**	**01**

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

Name	Qualific ation	Designat ion	Specializa tion	No of years of Experience	No of Ph. D students guided for the last 4 years
Sri Siddhartha Ku Panda	M.A.	Lecturer		28 Years	-

11. List of senior visiting faculty – **Nil**

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

13.Students – Teacher Ratio (Programme- wise)

Sl. No.	Programme	Students: Teacher Ratio
1.	+3 Ist yr	138:1
2.	+3 2nd Yr	104:1
3.	+3 3rd Yr	132:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : **Nil**

15. Qualification of teaching faculty with D. Sc/D. Litt/Ph.D/M .Phil/PG : **Nil**

16. No of faculty with ongoing projects from a) National b) International   funding : **Nil**

17.Departmental projects funded by DST- FIST, UC, DBT, ICSSR etc and total grants received : **Nil**

18.Research center / facilities recognized by the University : **Nil**

19.Publication :

- a) Publication per faculty : **Nil**
- Number of papers published in peer reviewed journals (national / international)by faculty and students : **Nil**
- Number of publication listed in international data based (for Eg: Web of Science, Scopus , Humanities International Complete , Dare data Based - **Nil**
- Monographs : **Nil**
- Chapters in Books : **Nil**
- Books edited: **Nil**
- Books with ISBN / ISSN numbers with details of publishers :- **Nil**
- Citation : **Nil**
- SNIP : **Nil**
- Impact Factor : **Nil**

- H-index : **Nil**

20. Areas of consultancy and income generated :   Nil

21. Faculty as member in

    a) National committees   :No

    b) International committee   :No

    c) Editorial Board.   :No

22. Students projects :

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

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

23. Award / Recognition received by faculty and students : Nil

24. List of eminent academicians and scientists / Visitors to the Department :   Nil

25. Seminars / Conference / Workshops organized from & the source of funding:

    a) National :   Nil

    b) International :   Nil

26. Students profile programme / course wise :   (2015-16)

   In the session 2015-16)

Name of the Course/Programme (refer question no. 4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 1st Year		128	48	80	35%
+3 2nd Year		128	41	87	39%
+3 3rd year					

    In the session (2014-15)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year		128	53	75	37%
+3 2nd Year		128	46	82	41%
+3 3rd year					

Diversity of students:

Name of the Course	% of the students from the same state	% of the students from other state	% of the students from aboard
UG			

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

28. Students Progression :

Students Progression	Against % enrolled
UG to PG	
PG to M. Phil.	Nil
PG to Ph. D	Nil
Ph. D to Post - Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	No provision of campus selection recruited in different agencies
Entrepreneurship / Self-employment	Data not available

29. Details of infrastructural facilities:
    a) Library - No
    b) Internal facilities for Staff & Students : -
    c) Class rooms with ICT facilities:
    d) L:aboratories :

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

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

32. Teaching Method adopted to improve students' learning:
    Through counseling method.

33. Participation in Institutional Social responsibility (ISR) and extension activities: - The students participate in blood donation camp organized by Youth Red Cross Society unit of the college.

34. SWOC analysis of the department and Future plan :

    1. Strength: Qualified, Experienced and highly motivated faculties.
    2. Weakness: library facilities
    3. Opportunities:
    4. Challenges:

   FUTURE PLAN:

   Planning to open Hons. in the Subject.

EVALUATIVE REPORT OF THE DEPARTMENT OF ODIA

DEPARTMENT OF ODIA:

1. Name of the Department: **Odia**
2. Year of establishment: **Introduced Pass in the Year - 1988-89**
   Introduced Hons. in the Year - 2012- 13
3. Name of programs: B.A./+3 Arts in Odia in Pass & Hons.
4. Name of interdisciplinary courses and the departments/units involved: **Nil**
5. Annual /Semester / Choice based credit system(programme- wise)
   Annual
6. Participation of the department in the courses offered by other department: **Nil**
7. Courses in collaboration with other universities, industries, foreign institution etc : **Nil**
8. Details courses/programmes discontinued (if any)with reason :
   Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	**Nil**	**Nil**
Associate Professors	**Nil**	**Nil**
Asst. Professors	**Nil**	**Nil**
Lecturer	**02**	**02**

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

Name	Qualification	Designation	Specialization	No of years of Experience	No of Ph. D students guided for the last 4 years
Dr Sabita Pattnaik	M.A. Ph.D	Lecturer		28 Years	Nil
Sri Rabinarayan Behera	M.A.	Lecturer		16 ears	-

11. List of senior visiting faculty – **Nil**

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

   faculty : Nil

13.   Students – Teacher Ratio (Programme wise)

Sl. No	Programme	Students; Teacher Ratio
1	Pass	128:2
2	Hons	16:2

14.   Number of academic support staff (technical) and administrative staff, sanctioned and filled : **Nil**

15.   Qualification of teaching faculty with D. Sc/D. Litt/Ph.D/M .Phil/PG :

Name	Qualification
Dr Sabita Pattnaik	M.A. Ph.D
Sri Rabinarayan Behera	M.A.

16.   No of faculty with ongoing projects from a) National b) International   funding : **Nil**

17. Departmental projects funded by DST-   FIST, UC, DBT, ICSSR etc and total grants received : **Nil**

18. Research center / facilities recognized by the University : **Nil**

19. Publication :

- a) Publication per faculty :   Nil
- Number of papers published in peer reviewed journals (national / international)by faculty and students : **Nil**
- Number of publication listed in international data based (for Eg: Web of Science, Scopus , Humanities International Complete , Dare data Based - Nil
- Monographs :   Nil
- Chapters in Books :   Nil
- Books edited   Nil
- Books with ISBN / ISSN numbers with details of publishers :-   Nil
- Citation : Nil

- SNIP :   Nil
- Impact Factor : Nil
- H-index : Nil

20. Areas of consultancy and income generated ;   Nil

21. Faculty as member in a) National committees   b) International committee   c) Editorial Board. Nil

22. Students projects :

c) Percentage of students who have done in-house projects including inter-departmental / Programme -   Nil

d) Percentage of students placed for projects in organization outside the institution i.e in Research laboratories / Industry / other agencies – Nil

23. Award / Recognition received by faculty and students : Nil

24. List of eminent academicians and scientists / Visitors to the Department :   Nil

25. Seminars / Conference / Workshops organized & the source of funding:

c) National :   Nil

d) International : Nil

26. Students profile programme / course wise :

In the session 2015-16)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Hons)		16	7	9	
+3 2nd Year (Hons))		16	5	11	
+3 3rd year (Hons)		10	5	5	
+3 Ist Year Pass with Elective		22	11	11	
+3 2nd Year Pass with Elective		20	8	12	
+3 3rd year (Pass with Elective		31	13	10	

In the session (2014-15)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Hons)		16	11	5	
+3 2nd Year (Hons))		10	5	5	
+3 3rd year (Hons)		---			
+3 Ist Year Pass with Elective		20	8	12	
+3 2nd Year Pass with Elective		31	13	18	
+3 3rd year (Pass with Elective		30	12	18	

27.Diversity of students:

Name of the Course	% of the students from the same state	% of the students from other state	% of the students from aboard
B.A/+3 Arts (Pass)	100%	-	-
B.A/+3Arts(Hons)	100%	-	-

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

29.Students Progression :

Students Progression	Against % enrolled
UG to PG	30%
PG to M. Phil.	**Nil**
PG to Ph. D	**Nil**
Ph. D to Post - Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**No provision of campus selection recruited in different agencies**
Entrepreneurship / Self-employment	**Data not available**

30. Details of infrastructural facilities:
    e) Library - **Central Library**
    f) Internal facilities for Staff & Students **: - General**
    g) Class rooms with ICT facilities: Under process
    h) Laboratories ;   N A

31. Number of students receiving financial assistance from college, university, government or other agencies : **Students belonging to ST,SC& OBC receive scholarship from different schemes of State Govt.**

32. Details on student enrichment programmes (special lectures / workshops ? seminar) with external experts : **Departmental seminar being organized with external research person from its own fund**

33. Teaching Method adopted to improve students learning:
    Through counseling method.

34. Participation in Institutional Social responsibility (ISR) and extension activities **: - The students participate in blood donation camp organized by Youth Red Cross Society unit of the college.**

35. SWOC analysis of the department and Future plan :
    Strength: **Qualified, Experienced and highly motivated faculties.**
    Weakness: **Acute deficiency of staffs, Lack of departmental library.**
    Opportunities: **Higher studies, Academic job opportunities in Government and Non-government organization.**
    Challenges: **No proper departmental room and associated facilities.**

FUTURE PLAN: Planning to develop research facilities on Folk literature in this area.

EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

(The self-evaluation of every department may be given separately in about 3-4 pages, avoiding the repetition of the data)

DEPARTMENT OF HISTORY:

1. Name of the Department: History
2. Year of establishment: 1988-89
3. Name of programs: **(UG)B.A./+3 Arts**
4. Name of interdisciplinary courses and the departments/units involved: **Nil**
5. Annual /Semester / Choice based credit system(programme- wise)
   Annual
6. Participation of the department in the courses offered by other department:
7. Courses in collaboration with other universities, industries, foreign institution etc : **Nil**
8. Details courses/programmes discontinued (if any)with reason :
   Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	**Nil**	**Nil**
Associate Professors	**Nil**	**Nil**
Asst. Professors	**Nil**	**Nil**
Reader	01	01
Lecturer	01	01

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

Name	Qualification	Designation	Specialization	No of years of Experience	No of Ph. D students guided for the last 4 years
Sri Krishna Ch. Dhir Bisoi	M.A	Reader	Modern Indian History	33	-

Sri Bipin Bihari Pradhan	M.A.	Lecturer	Medieval History of India	32	-

11. List of senior visiting faculty – **Nil**

12. Percentage of lectures delivered and practical classes handled (programme-wise)by temporary facuity :   **Nil**

13. Students – Teacher Ratio (Programme wise)

Sl No	Programme	Students; Teacher Ratio
1	Pass	128:1
2	Elective(LIH)	128:2
3	ISC(Core)	128:3

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : **Nil**

15. Qualification of teaching faculty with D. Sc/D. Litt/Ph.D/M .Phil?PG :   **Nil**

16. No of faculty with ongoing projects from a) National b) International   funding :   **Nil**

17. Departmental projects funded by DST-   FIST, UC, DBT, ICSSR etc and total grants received : **Nil**

18. Research center / facilities recognized by the University :   **Nil**

19. Publication :

- a) Publication per faculty :
- Number of papers published in peer reviewed journals (national / international)by faculty and students : **Nil**
- Number of publication listed in international data based (for Eg: Web of Science, Scopus , Humanities International Complete , Dare data Based - **Nil**
- Monographs :   Nil
- Chapters in Books :   Nil
- Books edited   Nil
- Books with ISBN / ISSN numbers with details of publishers :-   Nil
- Citation : Nil

- SNIP :   Nil
- Impact Factor : Nil
- H-index : Nil

20. Areas of consultancy and income generated ;   Nil

21. Faculty as member in a) National committees   b) International committee   c) Editorial Board. Nil

22. Students projects :

e) Percentage of students who have done in-house projects including inter-departmental / Programme -   Nil

f) Percentage of students placed for projects in organization outside the institution i.e. in Research laboratories / Industry / other agencies – Nil

23. Award / Recognition received by faculty and students : Nil

24. List of eminent academicians and scientists / Visitors to the Department :   Nil

25. Seminars / Conference / Workshops organized & the source of funding:

   e) National :   Nil
   f) International :   Nil

26. Students profile programme / course wise :   (2015-16)

36. Students profile programme / course wise :

   In the session 2015-16)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Pass)		16	4	12	
+3 2nd Year (Pass)		16	11	5	
+3 3rd year		10	5	5	
+3 Ist Year Elective		22	11	11	
+3 2nd Year Elective		20	8	12	
+3 3rd year Elective		31	13	18	

   In the session (2014-15)

Name of the Course/Programme	Application received	Selected	Enrolled	Pass percentage

(refer question no .4)			*Male	*Female	
+3 Ist Year (Pass)		16	11	5	
+3 2nd Year (Pass)		10	5	5	
+3 3rd year					
+3 Ist Year Elective		20	8	12	
+3 2nd Year Elective		31	13	18	
+3 3rd year Elective		30	12	18	

27. Diversity of students:

Name of the Course	% of the students from the same state	% of the students from other state	% of the students from aboard
UG	**100%**	**Nil**	**Nil**

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

29. Students Progression :

Students Progression	Against % enrolled
UG to PG	**30%**
PG to M. Phil.	**Nil**
PG to Ph. D	**Nil**
Ph. D to Post - Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**No provision of campus selection recruited in different agencies**
Entrepreneurship / Self-employment	**Data not available**

30. Details of infrastructural facilities:
   i) Library - **Central Library**

j) Internal facilities for Staff & Students **: - Central Library**

k) Class rooms with ICT facilities: **Under process**

l) L:aboratories ;   **NA**

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

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

33. Teaching Method adopted to improve students' learning:

   a) **Through counseling method.**

   b) Talk and Chalk method.

   c) Class note method

34. Participation in Institutional Social responsibility (ISR) and extension activities **: - The students participate in blood donation camp organized by Youth Red Cross Society unit of the college.**

35. SWOC analysis of the department and Future plan :

   Strength: Qualified, Experienced and highly motivated faculties.

   Weakness: Lack of Departmental Library & inadequate class room

   Opportunities: Higher studies.

   Challenges: Establishment of ICT classroom, Departmental Room for the Department

FUTURE PLAN:

- **Plan to open Hons in the Subject.**
- **Plan to establish a museum related tradition, Fair, Festival Art.**

EVALUATIVE REPORT OF THE DEPARTMENT OF ECONOMICS

DEPARTMENT OF ECONOMICS:

1. Name of the Department: Economics
2. Year of establishment: 1988 -89
3. Name of programs: **B.A./+3 Arts**
4. Name of interdisciplinary courses and the departments/units involved: **Nil**
5. Annual /Semester / Choice based credit system(programme- wise)
   Annual System
6. Participation of the department in the courses offered by other department: **Nil**
7. Courses in collaboration with other universities, industries, foreign institution etc : **Nil**
8. Details courses/programmes discontinued (if any)with reason :
   Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	**Nil**	**Nil**
Associate Professors	**Nil**	**Nil**
Asst. Professors	**Nil**	**Nil**
Reader	**01**	**01**
Lecturer	**01**	**01**

Faculty profile with name, Qualification, designation,specialization,(D.Sc./D.Litt/ Ph.D M.Phil. Etc)

Name	Qualification	Designation	Specialization	No of years of Experience	No of Ph. D students guided for the last 4 years
Sri Srinibas Dehury	M.A.	Reader	Agricultural Economics	31	-
Smt Susree Adimata Pradhan	M.A.	Lecturer	Economic Thought	01	-

10. List of senior visiting faculty –   **Nil**
11. Percentage of lectures delivered and practical classes handled (programme-wise)by temporary
    faculty :   **Nil**

12.   Students – Teacher Ratio (Programme wise)

Sl No	Programme	Students-Teacher Ratio
1	UG (PASS)	25:1
2.	Elective	22:1

13. Number of academic support staff (technical) and administrative staff, sanctioned and filled :   **NA**

14.   Qualification of teaching faculty with D. Sc/D. Litt./Ph.D/M .Phil/PG :   **PG -02**

15.   No of faculty with ongoing projects from a) National b) International   funding : Nil

16. Departmental projects funded by DST-   FIST, UC, DBT, ICSSR etc and total grants received : **Nil**

17.Research center / facilities recognized by the University :   **Nil**

18.Publication :

- a) Publication per faculty :
- Number of papers published in peer reviewed journals (national / international)by faculty and students :   **Nil**
- Number of publication listed in international data based (for Eg: Web of Science, Scopus , Humanities International Complete , Dare data Based -   **Nil**
- Monographs :   **Nil**
- Chapters in Books :   **Nil**
- Books edited   **Nil**
- Books with ISBN / ISSN numbers with details of publishers :-   **Nil**
- Citation : **Nil**
- SNIP :   **Nil**
- Impact Factor : **Nil**
- H-index : **Nil**

19.Areas of consultancy and income generated ;   **Nil**

20.Faculty as member in a) National committees   b) International committee   c) Editorial Board. **Nil**

21.Students projects :

a) Percentage of students who have done in-house projects including inter-departmental / Programme -   100%

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

23.   Award / Recognition received by faculty and students: **Nil**

24.   List of eminent academicians and scientists / Visitors to the Department: Nil

25.   Seminars / Conference / Workshops organized & the source of funding:

a)National : **Nil**

b)International :   **Nil**

26.   Students profile programme / course wise :

In the session(2015-16)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Pass)		19	10	09	
+3 2nd Year (Pass)		11	06	05	
+3 3rd year		-	-	-	
+3 Ist Year Elective		13	05	08	
+3 2nd Year Elective		22	08	14	
+3 3rd year Elective		03	02	01	

In the session (2014-15)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Pass)		11	06	05	
+3 2nd Year (Pass)		--	--	--	
+3 3rd year		--	--	--	
+3 Ist Year Elective		22	08	14	
+3 2nd Year Elective		03	02	01	
+3 3rd year Elective					

27. Diversity of students:

Name of the Course	% of the students from the same state	% of the students from other state	% of the students from aboard
UG	**100%**		

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

29.   Students Progression :

Students Progression	Against % enrolled
UG to PG	20%
PG to M. Phil.	**Nil**
PG to Ph. D	**Nil**
Ph. D to Post - Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**No provision of campus selection recruited in different agencies**
Entrepreneurship / Self-employment	**Data not available**

30.   Details of infrastructural facilities:

m) Library - **General Library**

n) Internal facilities for Staff & Students **: - General Library**

o) Class rooms with ICT facilities: **NA**

p) L:aboratories ; **NA**

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

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

33.   Teaching Method adopted to improve students' learning:

Through counseling method.

Chalk and Talk Method

34.Participation in Institutional Social responsibility (ISR) and extension activities**: - The students participate in blood donation camp organized by Youth Red Cross Society unit of the college. And also in NSS camp.**

35.   SWOC analysis of the department and Future plan :

a) **Strength:**   Qualified, Experienced and highly motivated faculties.

b) **Weakness:** Less enrolment of students

c) **Opportunities:**   Scope for higher study, banking sector.

d) **Challenges:** Lack of proper infrastructure facilities.

FUTURE PLAN:

Students Motivation for higher rate of enrolment.

EVALUATIVE REPORT OF THE DEPARTMENT OF PHILOSOPHY

(The self-evaluation of every department may be given separately in about 3-4 pages, avoiding the repetition of the data)

DEPARTMENT OF PHILOSOPHY:

1. Name of the Department: **PHILOSOPHY**
2. Year of establishment: **1988-89**
3. Name of programs: **B.A/+3 Arts**
4. Name of interdisciplinary courses and the departments/units involved: **N i l**
5. Annual /Semester / Choice based credit system(programme-wise) ANNUAL
6. Participation of the department in the courses offered by other depart: NIL
7. Courses in collaboration with other universities, industries, foreign institution etc :   NA
8. Details courses/programmes discontinued (if any)with reason :
        NA
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Asst. Professors	0	0
Lecturer	1	1

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

Name	Qualification	Designation	Specialization	No of years of Experience	No of Ph. D students guided for the last 4 years
Sri Niranjan Dash	M.A.	Lecturer	Gandhian Philosophy	11 years	–

11.   List of senior visiting faculty –   Nil

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

   faculty :   Nil

13. Students – Teacher Ratio (Programme wise)

Sl No	Programme	Students; Teacher Ratio
1	+3 1st - Pass	40:1
2	+3 2nd Yr - Pass	52:1
3	+3 3rd Yr- Elective	43:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil

15. Qualification of teaching faculty with D. Sc/D. Litt/Ph.D/M Phil.PG :   Nil

16. No of faculty with ongoing projects from a) National b) International   funding : Nil

17. Departmental projects funded by DST-   FIST, UC, DBT, ICSSR etc and total grants received : Nil

18. Research center / facilities recognized by the University : Nil

19. Publication :

   • a) Publication per faculty :

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

   • Number of publication listed in international data based (for E.g.: Web of Science, Scopus , Humanities International Complete , Dare data Based - Nil

   • Monographs :   Nil

   • Chapters in Books :   Nil

   • Books edited   Nil

   • Books with ISBN / ISSN numbers with details of publishers :-
           Nil

   • Citation : Nil

   • SNIP :   Nil

   • Impact Factor : Nil

   • H-index : Nil

20. Areas of consultancy and income generated ;   Nil
21. Faculty as member in a) National committees   b) International committee   c) Editorial Board. Nil
22. Students projects :
    a. Percentage of students who have done in-house projects including inter-departmental / Programme -   Nil
    b. Percentage of students placed for projects in organization outside the institution i.e in Research laboratories / Industry / other agencies – Nil
23. Award / Recognition received by faculty and students : Nil
24. List of eminent academicians and scientists / Visitors to the Department :   Nil
25. Seminars / Conference / Workshops organized & the source of funding:
    g) National :   Nil
    h) International :   Nil

26. Students profile programme / course wise   In the session 2015-16)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Pass/elective)		17	09	08	
+3 2nd Year (Pass/elective)		13	06	07	
+3 3rd yea(pass/elective)		06	02	04	
+3 I$^{st.}$ Year (Hons)		16	07	09	
+3 2nd Year (Hons)		16	05	11	
+3 3rd year (Hons)		07	02	05	

In the session (2014-15)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Pass/elective)		13	06	07	
+3 2nd Year (Pass/elective)		11	04	07	
+3 3rd yea(pass/elective)		27	11	16	
+3 Ist. Year (Hons)		16	05	11	
+3 2nd Year (Hons)		14	07	07	
+3 3rd year (Hons)		--	--	--	

27.Diversity of students:

Name of the Course	% of the students from the same state	% of the students from other state	% of the students from aboard
UG	100 %	Nil	Nil

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

29.Students Progression :

Students Progression	Against % enrolled
UG to PG	35%
PG to M. Phil.	**Nil**
PG to Ph. D	**Nil**
Ph. D to Post - Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**No provision of campus selection recruited in different agencies**
Entrepreneurship / Self-employment	**Data not available**

30. Details of infrastructural facilities:

    a.   Library - **General Library**

    b.   Internal facilities for Staff & Students **: - General Library**

    c.   Class rooms with ICT facilities: NA

    d.   Laboratories;   NA

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

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

33. Teaching Method adopted to improve students' learning: **Through counseling method , Chalk & talk Method**

34. Participation in Institutional Social responsibility (ISR) and extension activities **: - Blood donation camp, NSS**

35. SWOC analysis of the department and Future plan :

        Strength: Qualified, Experienced and highly motivated faculties.

        Weakness: Class Room, Ict facilities
        Opportunities: Higher Study, leadership in politics
        Challenges:

FUTURE PLAN:

    To go for opening of P.G. Class ..

EVALUATIVE REPORT OF THE DEPARTMENT OF POLITICAL SCIENCE

DEPARTMENT OF POLITICAL SCIENCE:

1. Name of the Department: POLITICAL SCIENCE
2. Year of establishment: 1988-89
3. Name of programs: B.A./+3 Arts
4. Name of interdisciplinary courses and the departments/units involved: Nil
5. Annual /Semester / Choice based credit system(programme- wise)   Annual
6. Participation of the department in the courses offered by other department:NIl
7. Courses in collaboration with other universities, industries, foreign institution etc :   NIL
8. Details courses/programmes discontinued (if any)with reason : NIl
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Asst. Professors	0	0
Lecturer	1	1

Faculty profile with name, qualification ,designation, specialization,(D.Sc. /D.Litt /Ph.D/ M.Phil.)Name	Qualification	Designation	Specialization	No of years of Experience	No of Ph. D students guided for the last 4 years
Sri Kalandi Charan Pradhan	M.A.	Lecturer	World Constitution	26	-

10. List of senior visiting faculty –   Nil
11. Percentage of lectures delivered and practical classes handled (programme-wise)by temporary
     faculty :   NIL
12.   Students – Teacher Ratio (Programme wise)

Sl No	Programme	Students: Teacher Ratio
1	+3 1st Yr Hons/Pass	40:1
2	+32nd Yr Hons/Pass	36:1
3	+3 3rd yr- Hons/Pass	25:1

13. Number of academic support staff (technical) and administrative staff, sanctioned and filled : Nil

14. Qualification of teaching faculty with D. Sc/D. Litt /Ph.D /M .Phil / PG :   NIl

15. No of faculty with ongoing projects from a) National b) International   funding : Nil

16. Departmental projects funded by DST-   FIST, UC, DBT, ICSSR etc and total grants received : Nil

17. Research center / facilities recognized by the University : Nil

18. Publication :

- a) Publication per faculty :
- Number of papers published in peer reviewed journals (national / international)by faculty and students :   Nil
- Number of publication listed in international data based (for Eg: Web of Science, Scopus , Humanities International Complete , Dare data Based - Nil
- Monographs :   Nil
- Chapters in Books :   Nil
- Books edited   Nil
- Books with ISBN / ISSN numbers with details of publishers :-   Nil
- Citation : Nil
- SNIP :   Nil
- Impact Factor : Nil
- H-index : Nil

19. Areas of consultancy and income generated ;   Nil

20. Faculty as member in a)National committees   b) International committee c) Editorial Board. Nil

21. Students projects :

g) Percentage of students who have done in-house projects including inter-departmental / Programme -   Nil

h) Percentage of students placed for projects in organization outside the institution i.e in Research laboratories / Industry / other agencies – Nil

22. Award / Recognition received by faculty and students : Nil

23. List of eminent academicians and scientists / Visitors to the Department :

24. Seminars / Conference / Workshops organized & the source of funding:

   i)   National :   Nil

   j)   International :   Nil

25. Students profile programme / course wise :

In the session 2015-16)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Hons)	N.A.				
+3 2nd Year (Hons))					
+3 3rd year (Hons)					
+3 Ist Year Pass with Elective		98	31	67	
+3 2nd Year Pass with Elective		31	67	31	
+3 3rd year (Pass with Elective		31	67	31	

In the session (2014-15)

Name of the Course/Programme (refer question no .4)	Application received	Selected	Enrolled		Pass percentage
			*Male	*Female	
+3 Ist Year (Hons)					

+3 2nd Year (Hons))					
+3 3rd year (Hons)					

+3 Ist Year Pass with Elective		98	31	67	
+3 2nd Year Pass with Elective		27	11	16	
+3 3rd year (Pass with Elective		09	05	04	

26. Diversity of students:

Name of the Course	% of the students from the same state	% of the students from other state	% of the students from aboard
UG	100%	NIL	NIL

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

28. Students Progression :

Students Progression	Against % enrolled
UG to PG	32%
PG to M. Phil.	**Nil**
PG to Ph. D	**Nil**
Ph. D to Post - Doctoral	**Nil**
Employed • Campus selection • Other than campus recruitment	**No provision of campus selection recruited in different agencies**
Entrepreneurship / Self-employment	**NIL**

29. Details of infrastructural facilities:
    i) Library - **Central Library**
    j) Internal facilities for Staff & Students **: - Nil**
    k) Class rooms with ICT facilities: NIl
    l) L:aboratories ; NA

30. Number of students receiving financial assistance from college, university, government or other agencies : NIL

31. Details on student enrichment programmes (special lectures / workshops ? seminar) with external experts :   NIL

32. Teaching Method adopted to improve students learning :
    - **Through counseling method.**
    - **Talk & chalk Method**

33. Participation in Institutional Social responsibility (ISR) and extension activities **: - The students participate in blood donation camp organized by Youth Red Cross Society unit of the college.**

34. SWOC analysis of the department and Future plan :

    Strength: Qualified, Experienced and highly Motivated faculties.

    Weakness: Lack of Departmental Library

    Opportunities: Higher Study, Job opportunity.
    Challenges: Motivating students to pursue higher studies in the subject.

FUTURE PLAN: Provision for adequate & secured Hostel facilities.

DECLARATION BY THE HEAD OF THE INSTITUTION

I , Sri Krishna Chandra Dhir Bisoi , Principal, Janata College , Boinda do hereby declare that the data included in the Self Study Report (SSR) are true to the best of my knowledge and belief .

This SSR is prepared by this institution after internal discussion and no part   thereof has been out sourced.

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: Boinda .
DIST: Angul.
ODISHA
 The 5th Feb of 2016 .

CERTIFICATE OF COMPLIANCE

This is to certify that Janata College , Boinda (Name of the institution) fulfills all norms :

(1) Stipulated by the affiliating University and / or

(2) Regulatory Council / body (such as UGC , NCTE, AICTE, MCI, DCI, BCI ETC…)

(3) The affiliation and recognition (if applicable) is valid as on date .

(4) In case the affiliation /recognition is conditional than a detail automatically, once the institution loses its University affiliation or recognition by the regulatory council as the case may be.

(5) In case the undertaking by the institution is found to be false than the accreditation by the NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

(Krishna Chandra Dhir Bisoi)
PRINCIPAL
JANATA COLLEGE , BOINDA .
DIST : ANGUL.
ODISHA .
759127 .

LIST OF DISTINGUISHED PERSON WHO VISITED THE INSTITUTION IN THE PAST YEARS

Sl No	Name	Designation/ Institute /Profile
01	Dr. Arun Kumar Pujari	Ex-VICE Chancellor of Sambalpur University
02	Dr. Nibedita Jena	Additional Director , Higher Education , Odisha
03	Sri Pradeep Kumar Amat	Former Speaker , Odisha
04	. Dr. Nanda Kishore Mahakud	Professor , Sociology, Sambalpur University.
05.	Prof. Sukadev Naik	Prof.essor , Sambalpur Uinversity
O6.	Sj Sanjeeb Kumar Sahoo	M.L.A. and President, Governing Body.
07.	Dr. Prasanna Patasani	M.P.
08.	Dr. Umesh Chandra Dash	Pincipal, Govt. (Auto) College , Angul.
09.	Mandara Dhar Mahalik	B.D.O. , Kishorenagar Block.
10.	Manoj Kumar Mohapatra	Director , VYK, Baninali
11.	Debabrata Mohanty	Regional director , Higher Education , Odisha

Annexure-I

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the

Janata College

Kishoreganj, Boinda, Dist. Angul
affiliated to Sambalpur University, Orissa as

Accredited

at the C^+ level.

Date : March 31, 2007

Director

PRINCIPAL
Janata College, Poin
DIST ANGUl

- This certification is valid for a period of *Five* years with effect from March 31, 2007
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C' grade, 65-70-C'' grade,

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Annexure-II

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Janata College

Place : Kishoreganj, Boinda, Dist. Angul, Orissa

Criterion	Weightage (W_i)	Criterion Score (C_i)
I. Curricular Aspects	100	61
II. Teaching-Learning and Evaluation	400	248
III. Research, Consultancy and Extension	50	28
IV. Infrastructure and Learning Resources	150	95
V. Student Support and Progression	100	72
VI. Organization and Management	100	63
VII. Healthy Practices	100	58
Total	$\Sigma W_i = 1000$	$\Sigma C_i = 625$

$$\text{Institutional Score} = \frac{\Sigma C_i}{\Sigma W_i} \times 100 = \frac{625}{1000} \times 100 = 62.50$$

Date : March 31, 2007

Director

PRINCIPAL
Janata College,
Dist

Annexure-III

23236361 23232701, 232.07721, 23234116
23235733, 23232317, 23236735, 24239437

www.ugc.ac.in

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI 110 002

F.8-250/2006 (CPP-I)

DIARY NO.

2 2 MAY 2007

JYOTI VIHAR, BURLA

May, 2007

1 5 MAY 2007

The Registrar,
Sambalpur University,
Jyoti Vihar, Burla,
Sambalpur-768 019 (Orissa).

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.

Sir,

I am directed to refer to the letter No. 909 (A) dated 26-12-2006 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Janata College, Boinda, Angul-759 127 (Orissa). (On permanent affiliation)	1980	The College is eligible to receive Central assistance in terms of the rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy forwarded to:-

1. The Principal, Janata College, Boinda, Angul-759 127 (Orissa).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Orissa, Department of Higher Education, Bhubaneshwar (Orissa).
4. Joint Secretary, UGC, Eastern Regional Office, LB-8 Sector-III, Kolkata-700 091.
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C.
8. Guard file.

(Om Prakash)
Section Officer

PRINCIPAL
Janata College, Boinda
DIST ANGUL

Annexure-IV

OFFICE OF THE REGIONAL DIRECTOR OF EDUCATION,
PUSTAK BHAVAN, BHUBANESWAR-22.
—:0:—

OFFICE ORDER NO. _____ 22009 _____ /RDE, DT 5.11.2002

    In exercise of powers conferred under
Section 6(6) of O.E.Act,1969 the committee
constituted in Govt.Notification No.27232/HE
Dt.27.5.02 has been pleased to grant recognition
(Permanent) to the undernamed Institution(for
degree class) from the Session 2002-03 with
details mentioned therein.

Name of the Institution: Janata College,
                      Boinda, Dist.Angul.

Stream/Subject   **No.of Seats.**

+3 Arts   128 seats.
(Eng.,MIL(O),Hist.,Pol.Sc.,
Eco,Phil.,Oriya-128 each)

                         Sd/-Dr.J.N.Mohanty
               Regional Director of Education I/C
              and Prescribed Authority,Bhubaneswar.

Memo No. 22003 /RDE,DT 5.11.2002
    Copy forwarded to the Principal/Secretary,
G.B.of Janata College,Boinda,Dist.Angul for information
and necessary action.
                       Deputy Director,RDE
                       /RDE,DT

Memo No.
    Copy forwarded to the Registrar,Sambalpur
University,Jyotivihar,Burla for information and
necessary action.
                       Deputy Director,RDE
                       /RDE,DT

Memo No.
    Copy submitted to the Commissioner-cum-Secy.to
Government,Deptt.of Higher Education,Orissa,Bhubaneswar
for favour of information.
                       Deputy Director,RDE
                       /RDE,Dt.

Memo No.
    Copy forwarded to the Director,Higher Education,
Orissa,Bhubaneswar for information.
                       Deputy Director,RDE

                         PRINCIPAL
                   Janata College, I
                   DIST ANG

Annexure-V

SAMBALPUR UNIVERSITY
JYOTI VIHAR, SAMBALPUR - 768 019
O R I S S A.

No. _ _02083_ _ /ASW,   Dated : 21-03-05

From: The Director,
           College Development Council.

To
           The Principal,
           Janata College, Boinda,
           Dist.: Angul.

Sub:-   Accordance of permanent affiliation.

Sir,

        In continuation to this office letter No.0330/ASW,
dt.13-1-04, I am to inform you that the Syndicate have been
pleased to allow continuance of permanent affiliation of your
college in +3 Arts in the subjects mentioned in the above letter
from the session 2002-03 subject to periodical review.

                                    Yours faithfully,

                                    Director,
                                    College Development Council.

Memo No._02084_ _/ASW,   Dated: 21-03-05
Copy forwarded for information and necessary action to :-
1)   The Director, Higher Education, Orissa, Bhubaneswar
2)   The Regional Director of Education, Budharaja,Sambalpur
3)   All Officers/Section Officer, E.G.-I,II/E.C.-I,II,VI/Acd.I,II/
     Develpment-I,II/Sports Council.
4)   5 spare copies to ASW Section.

                                    Director,
                                    College Development Council.

BKN//-.

                                    PRINCIPAL
                                    Janata College, r
                                    DIST AN

Annexure-VI

CAMPUS PLAN, JANATA COLLEGE, BOINDA

Annexure-VII

AUDITED RECEIPT & EXPENDITURE STATEMENT FOR THE YEAR 2010 -11
F/Y   1.4.2010 - 31.3.2011

Sl No	HEAD OF A/c	OB AS ON 1.4.2010	RECEIPT DURING 2010-11	TOTAL	EXPENDITURE DURING 2010-11	OB AS ON 31.3.2011
1	2	3	4	5	6	7
1	Govt. Grants (Recurring) salary	27463	7539350	7566813	7559717	7096
2	Govt. other Grants	0	2961015	2961015	2961015	0
3	UGC Grants	490240	895000	1385240	289406	1095834
4	Schoolarship	0	87840	87840	69960	17880
5	Others Receipt (GPF,GIS,WODC)	0	1028233	1028233	1028233	0
6	Fees & fines	106778	2975	109753	0	109753
7	Students Funds(Union, Athletics etc)	0	0	0	0	0
8	University Grants	0	215401	215401	215401	0
9	Other Collection from Students (Library, Lab,College. Exam. Etc)	267751.09	1304576	1572327	689507	882820.09
10	Receipt from own sources (House Rent)	0	0	0	0	0
11	Audit Recovery /Refund Salary	0	0	0	0	0
12	Development, Bank interest	0	45667	45667	0	45667
	GRAND TOTAL	892232.09	14080057	14972289	12813239	2159050.09

Principal
Janata College,Boinda

PRINCIPAL
Janata College, Boin.
DIST ANGUL

AUDITED RECEIPT & EXPENDITURE STATEMENT FOR THE YEAR 2011 -
F/Y   1.4.2011 -31.3.2012

Sl No	HEAD OF A/c	OB AS ON 1.4.2011	RECEIPT DURING 2011-12	TOTAL	EXPENDITURE DURING 2011-12	OB AS ON 31.3.2012
1	2	3	4	5	6	7
1	Govt. Grants (Recurring) salary	6022	5153005	5159027	5153005	6022
2	Govt. other Grants	266726	2273698	2540424	1927756	612668
3	UGC Grants	1095834	1831580	2927414	857532	2069882
4	Schoolarship	0	0	0	0	0
5	Others Receipt (GPF,GIS,WODC)	0	1417454	1417454	1417454	0
6	Fees & fines	109753	33696	143449	51859	91590
7	Students Funds(Union, Athletics etc)	0	0	0	0	0
8	University Grants	18552	12649	31201	10754	20447
9	from Students (Library, Lab,College. Exam. Etc)	882820.09	1620181	2503001.09	740055	1762946
10	Receipt from own sources (House Rent)	0	0	0	0	0
11	Audit Recovery /Refund Salary	0	70896	70896	0	70896
12	Development, Bank interest	0	57382	57382	0	57382
	GRAND TOTAL	2379707.1	12470541	14850248.09	10158415	4691833

Principal
Janata College,Boinda

PRINCIPAL
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DIST A.N

AUDITED RECEIPT & EXPENDITURE STATEMENT FOR THE YEAR 2012 -13
F/Y 1.4.2012 -31.3.2013

Sl No	HEAD OF A/c	OB AS ON 1.4.2012	RECEIPT DURING 2012-13	TOTAL	EXPENDITURE DURING 2012-13	OB AS ON 31.3.2013	
1	2	3	4	5	6	7	8
1	Govt. Grants (Recurring) salary	6022	6504834	6510856	6504834	6022	
2	Govt. other Grants	612668	1320770	1933438	1213487	719951	
3	UGC Grants	2069802	1070000	3139802	2913002	226800	
4	Schoolarship	17880		17880		17880	
5	Others Receipt (GPF,GIS,WODC)	0	685503	685503	19600	489503	
6	Fees & fines	206704	355976	562680		562680	
7	Students Funds(Union, Athletics etc)			0		0	
8	University Grants	243354	283857	527211	234426	292785	
9	Other Collection from Students (Library, Lab,College. Exam. Etc)	1762946.09	2517955	4280901.09	1756841	2524060.09	
10	Receipt from own sources (House Rent)			0		0	
11	Audit Recovery /Refund Salary			0		0	
12	Development, Bank interest		77727	77727		77727	
	GRAND TOTAL	4919376.09	12816622	17735998.09	12642190	4917408.09	

Principal
Janata College,Boinda
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Janata College, Boind
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AUDITED RECEIPT & EXPENDITURE STATEMENT FOR THE YEAR 2013 -14
F/Y   1.4.2013 -31.3.2014

Sl No	HEAD OF A/c	OB AS ON 1.4.2013	RECEIPT DURING 2013-14	TOTAL	EXPENDITURE DURING 2013-14	OB AS ON 31.3.2013	
1	2	3	4	5	6	7	8
1	Govt. Grants (Recurring) salary	6022	9121068	9127090	9072611	54479	
2	Govt. other Grants		1315652	1315652	1315652	0	
3	UGC Grants	345564	225000	570564	120400	450164	
4	Schoolarship			0		0	
5	Others Receipt (GPF,GIS,WODC)		1121586	1121586	1121586	0	
6	Fees & fines			0		0	
7	Students Funds(Union, Athletics etc)			0		0	
8	University Grants		202512	202512	202512	0	
9	Other Collection from Students (Library, Lab,College. Exam. Etc)		1078189	1078189	758189	320000	
10	Receipt from own sources (House Rent)			0		0	
11	Audit Recovery /Refund Salary			0		0	
12	Development, Bank interest		90113	90113		90113	
	GRAND TOTAL	351586	13154120	13505706	12590950	914756	

Principal
Janata College, Boinda
Janata College, Boin
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AUDITED RECEIPT & EXPENDITURE STATEMENT FOR THE YEAR 2014 -15
F/Y   1.4.2014 -31.3.2015

Sl No	HEAD OF A/c	OB AS ON 1.4.2014	RECEIPT DURING 2014-15	TOTAL	EXPENDITURE DURING 2014-15	OB AS ON 31.3.2015	
1	2	3	4	5	6	7	8
1	Govt. Grants (Recurring) salary	54479	13541062	13595541	13484956	110585	
2	Govt. other Grants		2842135	2842135	2842135	0	
3	UGC Grants	450164	2044900	2495064	504781	1990283	
4	Schoolarship				0	0	
5	Others Receipt (GPF,GIS,WODC)		850000	850000	850000	0	
6	Fees & fines		102730	102730	102730	0	
7	Students Funds(Union, Athletics etc)				0	0	
8	University Grants		215220	215220	215220	0	
9	Other Collection from Students (Library, Lab,College. Exam. Etc)	320000	908165	1228165	805165	423000	
10	Receipt from own sources (House Rent)				0	0	
11	Audit Recovery /Refund Salary				0	0	
12	Development, Bank interest		94986	94986		94986	
	GRAND TOTAL	824643	20599198	21423841	18804987	2618854	

PRINCIPAL Principal
Janata College, Boinda
DIST ANGUL

Annexure-VIII

Government of Odisha
Department of Higher Education
*****

No.: _____19469_____ /HE, Dated: 31 /08/2015

HE-FE-VII-PLAN-0040/2015

From

Dr. Ajay Kumar Nayak, OAS
Joint Secretary to Government

To

The Principals
All Autonomous/ Degree Colleges & Junior Colleges

Sub: Implementation of "Common Minimum Standard" (CMS) Guidelines, 2015-16.
Ref : (i) HE-COOD-PG-0029/12-19389/27.07.12 (ii) VII-HE(P) 14/2012-23733/HE/26.09.12

Madam / Sir,

In continuation to the above letters, I am directed to say that the detailed explanation on "Common Minimum Standard" (CMS) is enclosed herewith for your kind knowledge and strict implementation. Any deviation from this will be viewed seriously.

This is for your kind information and necessary action.

Yours faithfully,

Joint Secretary to Government

Memo No._____19470 (4)_____ /HE/ Dated: 31 /08/2015

Copy forwarded to the Director Higher Education, Odisha/ All Regional Directors of Education for information and necessary action. Director, Higher Education is requested to circulate the same among all concern.

Joint Secretary to Government

Memo No._____19471 (9)_____ /HE/ Dated: 31 /08/2015

Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpur University / Fakir Mohan University / North Odisha University/R.D. Women's University/Khallikote University/G.M. University/State Open University for information and necessary action.

Joint Secretary to Government

Memo No._____19472 (2)_____ /HE/ Dated: 31 /08/2015

Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha / Accountant General, Odisha, Bhubaneswer for information and necessary action.

Joint Secretary to Government

Memo No._____19473_____ /HE/ Dated: 31 /08/2015

Copy forwarded to all DLCs for information and necessary action.

Joint Secretary to Government

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PRINCIPAL
Janata College,
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GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2015-16

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1.   Common Academic Calendar: 2015-16

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2014-15	19.06.2015
ii	Admission + 2, 1st Year + 3, 1st Year	 08.06.2015 to 30.07.2015 22.06.2015 to 06.08.2015
iii.	Commencement of Classes +2, 2nd year +3, 2nd Year +3, 3rd Year P.G., 2nd Year +2, 1st Year +3, 1st Year P.G. 1st Year	 19.06.2015 - do - - do - - do - 30.07.2015 07.08.2015 To be notified by respective Colleges/Dept.
iv	Parents-Teachers Meet +2, 1st Year +2, 2nd Year +3, 1st Year +3, 2nd Year +3, 3rd Year	 07.09.2015, 29.02.2016 Within 07 days of the publication of Result of Test Examination 12.09.2015 21.09.2015 28.09.2015 (At U.G. Level, parents-teachers meet can be arranged at Hons Level/Stream Level. It is to be decided by the College Authorities)
v	College Students' Union Election	Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt.
vi	Puja Vacation	19.10.2015 to 27.10.2015
vii	Test / Semester End Examination + 2, 2nd Year +3, 1st year +3, 2nd Year +3, 3rd Year P.G.1st year P.G. 2nd Year	 1st Week of December, 2015 - do - - do - - do — - do — - do -
viii	X- Mass Holiday	25th December 2015
ix	Annual Sports / Cultural Week to conduct all competitions & functions	05.01.2016 to 20.01.2016
x ·	Filling up of forms for CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Commencement of CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges

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xii	Annual College Examination for +2 1st year classes	3rd week of April, 2016 onwards
xiii	Publication of Result AHS Exam – 2016 +3 1st/+3 2nd / +3 3rd Degree University Exam PG 1st Year/PG 2nd Year	Before 10th June -2016 Within 45 to 60 days from the date of last Theory Examination
xiv	Total No. of Holidays	72 days, excluding Sundays
xv	Total No. of Reserve Holidays	Maximum 2 days
xvi	Total No. of Teaching Days	Minimum 180 days
xvii	Summer Vacation	9th May to 17th June 2016

(N.B: - The above time line may be modified by the Government as and when required)

2.   **Admission:**

(i)   All admission into +2 and degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.

(ii)   As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies /hearing impaired & dumb/orthopedically handicapped with disability more than 75%.

3.   **Time Table:**

Time table shall be prepared by each college as per the following guidelines:

Sl. No.	Subject	
i	Duration of one period of general class	45 Min
ii	Duration of one period of practical class	3 × 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group +2 Class +3 Class	Maximum 32 16
v	No. of general classes per week in each subject of + 2 stream: English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/Basic computer Education No. of practical classes per week for each group	Weekly 4 periods & Yearly minimum80 periods Weekly01period&yearly30periods Weekly 01 practical period &yearly minimum 20 periods
	No. of General / practical classes per week in +3 / P.G classes	As prescribed by concern universities

vi.   One teacher shall be allotted maximum 25 periods per week.

vii. All teachers shall be assigned classes on every working day of a week.

viii. For + 2 Classes all the general classes of a particular subject of a section shall be allotted to one teacher only. For + 3 classes a particular theory paper shall be taught by one teacher only.

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Janata College, Boinda
DIST ANGUL

ix. Names of teachers should be reflected in the time table against respective classes allotted and the time table should be uploaded in e-space for information of the Govt./DHE/RDEs.

4. Lesson Plan & Progress Register:

i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the department.

ii. Progress of syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register". A model format for printing progress register was annexed as "Annexure A" in the letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the Principal on last working day of every month.

5. Students' Attendance:

i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.

ii. The common practice of maintaining students' attendance as given below:

A format for the same is given below:

Roll no.	Name	19.06.15	20.06.15	22.06.15	23.06.15
IA14001	A. Mohanty	1	2	3	4
IA14002	P. K. Panda	1	X	2	X
IA14003	G.M. Marandi	1	2	X	3
Full Signature of Teacher					

iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.

iv. Students' attending less than 75% classes up to the end of every month shall be warned through a notice, notified in the college notice board specifying the % of attendance.

v. Parents of such students should be intimated by a post card message at the end of September and December of each year.

Vi. Parent-Teachers meeting should be organized as per the datelines.

6. College Examination / CHSE, University Exam and Question Bank:

i. CHSE (O)/University question patterns should be followed in Monthly test / Annual and Test Examinations conducted by colleges.

ii. The valued answer scripts should be preserved till CHSE (O)/University examination of the same admission batch.

iii. Subject wise question bank for +2, +3 and P.G. classes may be made available to students, Sets of questions may be prepared by the teachers and preserved in the library for reference of students.

iv. For +2 classes Question Bank will be developed by CHSE (O).

v. Necessary steps be taken for safe custody of question papers / answer scripts of CHSE / University Exams.

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7.   **Conducting Departmental Seminars:**

i.   Seminars on honours subjects may be conducted at the end of every week/month.
ii.   The participation of the concern students' in the seminar is mandatory.

8.   **Library, Laboratory and Common Infrastructure Facilities:**

i.   Every college should have adequate library facilities with sufficient text books, reference books and journals.
ii.   The separate laboratories for +2, +3and PG classes of practical subjects should be well equipped with required furniture, equipment and chemicals as per syllabus.
iii. Library books, furniture, equipment and chemicals shall be preferably purchased at the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund) be maintained by concern department/Library with articles in alphabetical order. The stock registers shall be updated at the end of academic session.
iv.   Language Laboratories, setup in different colleges must be fully utilized.
v.   Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
vi.   The college campus should have wall boundary.
vii. Every college should have at least one computer, printer with internet facility.
Viii The status of the buildings should be supervised and certified by an engineer not bellow the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

9.   **Time schedule for work of ministerial (Clerical Grade) staff:**

i.   Time schedule as prescribed in the employees' charter (SANKALP) shall be strictly followed by ministerial staff of the college.
ii.   All ministerial staff of the college shall be assigned specific works / section to deal with.
iii. Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant.
      As e-dispatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, CHSE, and Universities etc. should be verified everyday and downloaded from the concern websites.
iv.   The activity of each section shall be displayed for the information of students' and guardians.
v.   Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

10.   **Financial and Service Matters:**

i.   All purchase for the college / departments should be done with due procedure preferably in the beginning of the academic session under the supervision of the purchase committee.
ii.   Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.

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Janata College, Boinda
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iii. Cash Book & DCR should be maintained properly.

iv. Daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided.

v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.

vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.

vii Service books in duplicate & CCR of the employees shall be maintained and updated every year.

viii. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.

ix. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body .Non.govt. Colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.

x. Subject combinations as per University/CHSE rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects.

xi. For passing any bill for payment, the sign. Of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the Dept. etc. as the case may be shall be mandatory.

xii. No additional remuneration shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC/CHSE or University exam. Etc.

11.   Co-curricular and Extra Curricular Activities:

i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions and Group Discussion etc. among the students to develop their extracurricular activities.

ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defense programme for girl's students" should be organized as per Govt. notification.

iii. All records related to above shall be properly maintained.

iv. All the teaching staff of the college shall be assigned co-curricular and extra curricular duties in different teams headed by senior most of the team and others as members.

v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.

vi. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell, Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extra curricular activities.

vii. Special attention should be given for discipline and security of hostel and college campus of women's college.

viii. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.
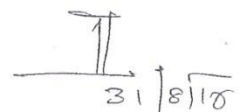
12. **Preservation of Records and Assets**
   i. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
   ii. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
   iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
   iv. Annual stock verification of office/Library/ Departments should be conducted at the end of the session.

13. **Updation of data through on-line SIP, CIP and CMS formats**
   i. As per Govt. Letter No. 23733 dt. 26.09.2012, data should be updated regularly in respect of teaching and non teaching staff, infrastructure position of the college and fulfillment of CMS norms.

14. **UGC Grant and NAAC Accreditation**
   i. Every Govt. Or non-govt. aided degree college should persue to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be utilized properly with due procedure and utilization certificate should be issued in time.

   ii. It has been made mandatory by the UGC of every degree college to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.

   iii. The Utilization certificates in respect of Grant received from Higher Education Department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture and also from UGC must be submitted immediately, and otherwise the next allotment to be respective colleges must be stopped.

15. Always visit the e-Dispatch, Web Site of Higher Education Department (www.dheodisha.gov.in) , UGC Web Site (www.ugc.ac.in) and NAAC Web Site (www.naac.gov.in) for day to day updating of information.
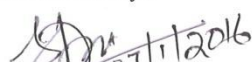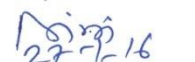
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Joint Secretary to Govt.

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PRINCIPAL
Janata College, Boinda
DIST ANGUL

Annexure-IX

JANATA COLLEGE, BOINDA (ANGUL)

LIST OF HOLIDAYS FOR THE CALENDER YEAR 2016

(AS PER THE COMMON HOLIDAY LIST OF GOVT. OF ODISHA, DEPT. OF HIGHER EDUCATION
VIDE THE LETTER NO - 2011 DT. 27.1.2016)

Sl No	Date	Day of the week	Name of the Occasion	No of Days	Remarks
1	01.01.16	Friday	New Year's Day & Sambalpur University Foundation Day	1	
2	15.01.16	Friday	Makar Sankrati / Pongal	1	
3	23.01.16	Saturday	Netaji Jayanti / Surendra Sai Jayanti	1	
5	26.01.16	Tuesday	Republic Day	1	Observation day
6	12.02.16	Friday	Saraswati Puja	1	Observation day
7	22.02.16	Monday	Agnistab / Jorandamela	1	Local holiday
8	05.03.16	Saturday	Panchayatraj Divas	1	
9	07.03.16	Monday	Mahasivaratri	1	
10	23.03.16	Wednesday	Dola Purnima	1	
11	24.03.16	Thursday	Holi	1	
12	25.03.16	Friday	Good Friday	1	
13	01.04.16	Friday	Utkal Divas	1	
14	13.04.16	Wednesday	Maha Visuva Sankranti	1	
15	14.4.16	Thursday	Ambedkar Jayanti	1	
16	15.04.16	Friday	Shri Ram Nabami	1	
17	09.05.16 to 18.06.16	Monday to Saturday	Summer Vacation	36+06 Sundays	
18	06.07.16	Wednesday	Srigundicha Yatra / Id-Ul-Fitre	1	
19	15.08.16	Monday	Independence Day	1	Observation day
20	18.08.16	Thursday	Rakhya Bandhan/ Gangadhar Ja	1	
21	24.08.16	Wednesday	Janmastami	1	
22	05.09.16	Monday	Ganesh Puja	1	Observation day
23	06.09.16	Tuesday	Nuakhai	1	
24	12.09.16	Monday	Id-Ul-Zuha	1	
25	30.09.16	Friday	Mahalaya	1	
26	07.10.16 to 15.10.16	Friday to Saturday	Puja Holidays	08+01 Sunday	
27	29.10.16	Saturday	Kalipuja	1	
28	14.11.16	Monday	Rass Purnima	1	
29	15.11.16	Tuesday	Kartikeswar Puja	1	Local holiday
30	21.11.16	Monday	Prathamastami	1	
31	13.12.16	Tuesday	Birthday of Prophet Mohammad	1	

Total -   70 days
Local holidays   2 days

I/c holiday list   27/1/2016

Principal   27-7-16

PRINCIPAL
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