

# Self Study Report

## 2016

( Cycle - 1)



**KAPTIPADA COLLEGE,**  
**KAPTIPADA**

**MAYURBHANJ, ODISHA. 757040**

**KAPTIPADA COLLEGE, KAPTIPADA**

At/ P.O- Kaptipada, Dist.- Mayurbhanj

[www.kaptipadacollege.org.in](http://www.kaptipadacollege.org.in)

ESTD-1978

**FORWARDING LETTER**

To,

The Director,  
National Assessment and Accreditation Council (NAAC)

In front of National Law University,  
P.O. Box No.1075, Nagabhavi,  
Bangalore-560072, India.

Sub: - Submission of Self Study Report(SSR) of Kaptipada College, Kaptipada (Cycle- 1)

Esteemed Sir,

I am submitting herewith the Self Study Report (SSR) of Kaptipada College, Kaptipada affiliated to North Orissa University, Odisha, for assessment and accreditation by NAAC PEER Team. The hard copies (5 Nos.) and CD will be send very soon for your kind perusal.

With regards,

Yours faithfully,

Prof. D. K. Singh

Principal,  
Kaptipada College,  
Kaptipada, Mayurbhanj

Kaptipada College, Kaptipada

## CONTENT

| Sl.No    | Topic                                             | Page No |
|----------|---------------------------------------------------|---------|
| <b>1</b> | <b>Part-I</b>                                     |         |
|          | Executive Summary                                 | 3       |
|          | SWOC Analysis of the institution                  | 5       |
|          | Principal's message                               | 6       |
|          | Profile of the College                            | 7       |
| <b>2</b> | <b>Part-II</b>                                    |         |
|          | Criteria-wise Inputs:                             |         |
|          | Criterion-I : Curricular Aspects                  | 18      |
|          | Criterion-II: Teaching Learning & Evaluation      | 24      |
|          | Criterion-III: Research, Consultancy & Extension  | 36      |
|          | Criterion-IV: Infrastructure & Learning Resources | 47      |
|          | Criterion-V: Student Support & Progression        | 55      |
|          | Criterion-VI: Governance, Leadership & Management | 63      |
|          | Criterion-VII: Innovation & Best Practices        | 75      |
| <b>3</b> | <b>Part-III</b>                                   |         |
|          | Evaluative Reports of the Departments             | 81      |
| <b>4</b> | <b>Part-IV</b>                                    |         |
|          | Declaration by the Head of the Institution        | 148     |
| <b>5</b> | <b>Part – V</b>                                   |         |
|          | Appendices                                        |         |
|          | i) IEQA Eligibility Status                        | 149     |
|          | ii) Certificate 2 (f) & 12 (b)                    | 154     |
|          | iii) Certificate of permanent affiliation         | 155     |
|          | iv) UGC Assistance –XII Plan                      | 156     |
|          | v) Certificate of AISHE                           | 159     |
|          | vi) Certificate of Compliance                     | 160     |

## Executive Summary

Kaptipada, a Sub-division and Block in the District of Mayurbhanj is predominantly inhabited by the educationally backward and economically undeveloped tribal population. Most of the people of this vast Kaptipada Block are illiterate, poverty stricken and down trodden; in spite of it Kaptipada has obtained a glorious and remarkable past in the golden pages of the modern history of India through its unique and unforgettable contribution to the freedom struggle under the hegemony of the great patriot “BAGHAJATIN”. It has also occupied an important and dignified place and position in the mythological epic of the MOHABHARAT. Kaptipada is primly populated by the simple, humble, innocent, honest, industrious, credulous and superstitious people of the Schedule Tribe, Scheduled Caste, Other Backward Classes, Socially and economically backward classes as well as General caste communities. In 1970s there was no higher educational institute in the entire Block accordingly most of the Matric passed students were compelled to go a long distance in order to continue their higher studies and some of the students were urged to discontinue their studies due to the paucity of finance and quagmire of poverty. In 1978 Late Madhab Chandra Sai popularly known as LAL SAHEB in the vicinity, who hailed from the Royal Dynasty of Kaptipada had realised the dire necessity of establishing a higher educational institution at Kaptipada, for which he needed cordial cooperation hearty support of the local people in a GENERAL meeting, where it was resolved and decided with one accord to set up a College in the very name of “KAPTIPADA COLLEGE, KAPTIPADA” from the academic session 1978-79. Thus under the patronage and hegemony of Lal Saheb, Kaptipada, this higher educational institution was established with the adequate support and sympathy of the public residing in the periphery area. In order to manage the college, a Governing Body was constituted under the President ship of Madhab Chandra Sai, Lal Saheb Kaptipada which was duly registered as per the provision of the Society Act. At the outset Arts and Commerce streams were opened and qualified lecturers and non-teaching staff were appointed to run the college smoothly.

After the fulfilment of necessary conditions of the Govt, Kaptipada College, Kaptipada was accorded with Govt Concurrence to impart teachings in +2 Arts and Commerce streams from session 1986-87. The higher education Department of Odisha had instructed to construct a permanent pucca building for the College within a period of one year. The Governing Body of the College constructed the College Building near BAGHAJATIN PADIA and shifted from temporary thatched structure. Since then it has been functioning at Kaptipada through many ups and downs, toils, trials, troubles and tribulations.

The Degree wings of the college was accorded with the Govt. concurrence from academic session 1990-91 in +3 Arts and +3 Commerce

stream of the college was accorded with Govt. concurrence from the session 1992-93, +2 Science stream of the college has been accorded with Govt. concurrence from the session 1992-93 and +3 Science stream of the college was granted Govt. concurrence from 2009-10. At present this college is a full-fledged Private Aided College.

Kaptipada College Kaptipada is situated in the midst of panoramic phenomena on the bank of the perennial river “SUNO” flowing with murmuring sound from the time immemorial and by the side of State Highway from Kaptipada to Sergargh. The College is now functioning in gigantic structure of permanent pucca building surrounded by green foliage of the planted trees.

The sole aim and objective of setting up this college in the Adivasi dominated locality of Kaptipada was to foster higher education in its vicinity to the poor students with jaundiced determination to educate them properly, build them as true human beings, prepare them to be well placed in their later lives. Every year large number of students of this institution comes out with flying colours in the +2 and +3 Examinations that have glorified this institution. Many passes out students are now engaged in different public and private sectors and earning their livelihood, living comfortably.

Last but no the least this college is highly obliged to its founder Late Madhab Chandra Sai, Lal Saheb Kaptipada for his outstanding and immense contribution for the establishment of KAPTIPADA COLLEGE, KAPTIPADA. In the mean while some dignified personalities associated with development of the college but the college is grateful to them profusely for their dedicated sacrifice and contribution. The institution owes a lot to the benevolent generous educationists of the locality for their indomitable courage and strenuous endeavours to make this higher educational institution in to a full fledged one in all respects through many haps and hazards.

**Prof. D. K. Singh**

**Principal**

**Kaptipada College, Kaptipada**

### SWOC Analysis of the institution

#### **Strength:**

- Good student strength.
- Percentage of girl student is more as compare to the boys.
- Good infrastructural facilities with reading room facility, enriched library, girls and staff common room, cafeteria etc.
- Satisfactory university examination result. One student namely Miss Siksha Swarupa Giri got university topper from the department of History. All students from the department of Education (not B.Ed.) and department of Botany got first class.
- Permanent Govt. recognition and University affiliation.

#### **Weakness:**

- Rural Indian setup, Outskirt from the township, no industry setup within the periphery.
- Agricultural habitation is mostly dominated in the vicinity area.
- Financial backgrounds of the student are not up to the mark.
- Lack of sufficient faculty for all streams.
- Lack of smart class and smart rooms.

#### **Opportunity:**

- The institution enjoys a very pastoral beauty and serenity.
- Big opportunity for the student to continue their post graduate because there are Honours in the subjects like History, Pol. Science, Education, Sanskrit, Botany and Zoology.

#### **Challenges:**

- To open more Honours in Science, Arts and Commerce.
- To enhance the latest, well equipped class rooms and laboratories.
- To go for Autonomous Status.

**Principal's message:**

This is a great pleasure for me as an institutional head that my institution is going to evaluate by the external Peer Team Members for the cycle-one. I convey my thanks to all my teaching, non-teaching, G.B, my children and my Librarian to extend their support for three to four months for the preparation of Self Study Report (SSR).

I am grateful to the NAAC for giving us an opportunity and accepted LOI and IEQA.

Thanking You

Mr. Dillip Kumar Singh

Principal

Kaptipada College, Kaptipada

Dist:- Mayurbhanj



## Profile of the College

### 1. Name and Address of the College:

|                  |                                     |                       |
|------------------|-------------------------------------|-----------------------|
| Name :           | <b>KAPTIPADA COLLEGE, KAPTIPADA</b> |                       |
| Address :        | <b>KAPTIPADA, MAYURBHANJ.</b>       |                       |
| City : KAPTIPADA | <b>Pin : 757040</b>                 | <b>State : ODISHA</b> |
| Website :        | <b>www.kaptipadacollege.org.in</b>  |                       |

### 2. For Communication:

| Designation                     | Name                | Telephone with STD code | Mobile     | Fax | Email                       |
|---------------------------------|---------------------|-------------------------|------------|-----|-----------------------------|
| Principal                       | Dillip Kumar Singh  | O:06795237315<br>R:     | 9437534256 |     | singhdilipkumark@gmail.com  |
| Vice Principal                  |                     | O<br>R                  |            |     |                             |
| Steering Committee Co-ordinator | Dibya Lochan Bhuyan | O<br>R<br>.             | 9437371316 |     | dibyalochanbhuyan@yahoo.com |

### 3. Status of the Institution:

Affiliated College

√

Constituent College

Any other (specify)

### 4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

|   |
|---|
|   |
|   |
| √ |

b. By Shift

i. Regular

ii. Day

iii. Evening

|   |
|---|
| √ |
|   |
|   |



5. It is a recognized minority institution?

Yes

No

|   |
|---|
|   |
| √ |

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

|  |
|--|
|  |
|--|

6. Sources of funding: Government

Grant-in-aid - √

Self-financing –

Any other -

7. a. Date of establishment of the college: **02/07/1978** (dd/mm/yyyy)  
 b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

|                                                      |
|------------------------------------------------------|
| <b>North Orissa University, Baripada, Mayurbhanj</b> |
|------------------------------------------------------|

- c. Details of UGC recognition:

| Under Section | Date, Month & Year<br>(dd-mm-yyyy) | Remarks(If any) |
|---------------|------------------------------------|-----------------|
| i. 2 (f)      | <b>13-12-12</b>                    |                 |
| ii. 12 (B)    | <b>13-12-12</b>                    |                 |

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

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

| Under Section/<br>clause | Recognition/Approval details<br>Institution/Department Programme | Day, Month and Year<br>(dd-mm-yyyy) | Validity | Remarks |
|--------------------------|------------------------------------------------------------------|-------------------------------------|----------|---------|
| i.                       | Not Applicable                                                   |                                     |          |         |

(Enclose the recognition/approval letter)

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

Yes ☐ No ☒

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

Yes ☐ No ☐

9. Is the college recognized

- a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

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

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

Yes ☐ No ☐

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

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

|                           |          |
|---------------------------|----------|
| Location *                | Rural    |
| Campus area in sq. mts.   | 24462.44 |
| Built up area in sq. mts. | 6137     |

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

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

- Auditorium/seminar complex with infrastructural facilities - ✓
- Sports facilities
  - \* play ground - ✓
  - \* swimming pool-
  - \* gymnasium - ✓

- Hostel
  - Boys' hostel - ✓
    - i. Number of hostels - 01
    - ii. Number of inmates - 25
    - iii. Facilities (mention available facilities)
  - Girls' hostel :
    - i. Number of hostels :
    - ii. Number of inmates
    - iii. Facilities (mention available facilities)
  - Working women's hostel
    - i. Number of inmates
    - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)
- Cafeteria —Yes
- Health centre —

First aid, Inpatient, Outpatient, Emergency care facility,

Ambulance.....

Health centre staff –

|                  |           |                          |            |                                     |
|------------------|-----------|--------------------------|------------|-------------------------------------|
| Qualified doctor | Full time | <input type="checkbox"/> | Part -time | <input checked="" type="checkbox"/> |
|------------------|-----------|--------------------------|------------|-------------------------------------|

|                 |           |                          |           |                          |
|-----------------|-----------|--------------------------|-----------|--------------------------|
| Qualified Nurse | Full time | <input type="checkbox"/> | Part-time | <input type="checkbox"/> |
|-----------------|-----------|--------------------------|-----------|--------------------------|

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

- Waste water management - Yes
- Water harvesting - Yes

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

| Sl. No. | Programme Level                         | Name of the Programme/ Course | Duration                    | Entry Qualification              | Medium of instruction | Sanctioned/ approved Student | No. of students admitted |
|---------|-----------------------------------------|-------------------------------|-----------------------------|----------------------------------|-----------------------|------------------------------|--------------------------|
|         | Under-Graduate                          | B.A.<br>B.Sc.<br>B.Com.       | 3 Years<br>3Years<br>3Years | +2 Arts<br>+2 Science<br>+2 Com. | English,<br>Odia      | 128<br>64<br>32              |                          |
|         | Post-Graduate                           | NIL                           |                             |                                  |                       |                              |                          |
|         | Integrated Programme s PG               | NIL                           |                             |                                  |                       |                              |                          |
|         | Ph.D.                                   | NIL                           |                             |                                  |                       |                              |                          |
|         | M.Phil.                                 | NIL                           |                             |                                  |                       |                              |                          |
|         | Ph.D                                    | NIL                           |                             |                                  |                       |                              |                          |
|         | Certificate courses                     |                               |                             |                                  |                       |                              |                          |
|         | UG Diploma                              | NIL                           |                             |                                  |                       |                              |                          |
|         | PG Diploma                              | NIL                           |                             |                                  |                       |                              |                          |
|         | Any Other (specify and provide details) | NIL                           |                             |                                  |                       |                              |                          |

13. Does the college offer self-financed Programmes?

Yes ☐ No ☒

If yes, how many?

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

|     |  |    |                                     |        |  |
|-----|--|----|-------------------------------------|--------|--|
| Yes |  | No | <input checked="" type="checkbox"/> | Number |  |
|-----|--|----|-------------------------------------|--------|--|

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

| Faculty                | Departments<br>(eg. Physics, Botany, History)                | UG  | PG | Research |
|------------------------|--------------------------------------------------------------|-----|----|----------|
| Science                | Physics, Chemistry, Mathematics, Botany, Zoology             | Yes |    |          |
| Arts                   | History, Pol.Sc., Education, Sanskrit, Economics, Philosophy | Yes |    |          |
| Commerce               | Commerce                                                     | Yes |    |          |
| Any Other<br>(Specify) |                                                              |     |    |          |

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

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

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes  No ☒

If yes,

- a. Year of Introduction of the programme(s).....  
(dd/mm/yyyy)

and number of batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.: ..... Date: ..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☒

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

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s).....

(dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: ..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately? Yes ☐ No ☐

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

| Positions                                       | Teaching faculty |    |                     |    |                     |    | Non-teaching staff |    | Technical staff |   |
|-------------------------------------------------|------------------|----|---------------------|----|---------------------|----|--------------------|----|-----------------|---|
|                                                 | Professor        |    | Associate Professor |    | Assistant Professor |    |                    |    |                 |   |
|                                                 | *M               | *F | *M                  | *F | *                   | *F | *                  | *  | *M              | * |
| Sanctioned by the UGC / University / State      |                  |    |                     |    | 21                  | 10 | 31                 | 04 |                 |   |
| Yet to                                          |                  |    |                     |    |                     |    |                    |    |                 |   |
| Sanctioned by the Management / society or other |                  |    |                     |    |                     |    |                    |    |                 |   |
| Yet to                                          |                  |    |                     |    |                     |    |                    |    |                 |   |

\*M-Male \*F-Female

## 21. Qualifications of the teaching staff:

| Highest qualification | Professor |        | Associate Professor |        | Assistant Professor    |                    | Total                  |
|-----------------------|-----------|--------|---------------------|--------|------------------------|--------------------|------------------------|
|                       | Male      | Female | Male                | Female | Male                   | Female             |                        |
| Permanent teachers    |           |        |                     |        |                        |                    |                        |
| D.Sc./D.Litt.         |           |        |                     |        |                        |                    |                        |
| Ph.D.                 |           |        |                     |        | 02 +01<br>(in process) | 02<br>(in process) | 02 +<br>(3 in process) |
| M.Phil.               |           |        |                     |        | 05                     | 05                 | 10                     |
| PG                    |           |        |                     |        | 14                     | 05                 | 19                     |
| Temporary teachers    |           |        |                     |        |                        |                    |                        |
| Ph.D.                 |           |        |                     |        |                        |                    |                        |
| M.Phil.               |           |        |                     |        |                        |                    |                        |
| PG                    |           |        |                     |        |                        |                    |                        |
| Part-time teachers    |           |        |                     |        |                        |                    |                        |
| Ph.D.                 |           |        |                     |        |                        |                    |                        |
| M.Phil.               |           |        |                     |        |                        |                    |                        |
| PG                    |           |        |                     |        |                        |                    |                        |

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

|     |
|-----|
| Nil |
|-----|

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

| Categories | Year 1 |        | Year 2 |        | Year 3 |        | Year 4 |        |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|
|            | Male   | Female | Male   | Female | Male   | Female | Male   | Female |
| SC         | 07     | 07     | 07     | 12     | 03     | 10     | 14     | 07     |
| ST         | 27     | 24     | 39     | 20     | 24     | 12     | 43     | 43     |
| OBC        | 0      | 0      | 63     | 22     | 01     | 0      | 11     | 06     |
| General    | 85     | 63     | 30     | 30     | 59     | 125    | 75     | 63     |
| Others     |        |        |        |        |        |        |        |        |

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

| Type of students                                          | UG  | PG | M. Phil. | Ph.D. | Total |
|-----------------------------------------------------------|-----|----|----------|-------|-------|
| Students from the same state where the college is located | 262 |    |          |       |       |
| Students from other states of                             | 00  |    |          |       |       |
| NRI students                                              | 00  |    |          |       |       |



|                  |     |  |  |  |  |
|------------------|-----|--|--|--|--|
| Foreign students | 00  |  |  |  |  |
| Total            | 262 |  |  |  |  |

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

UG

2%

PG

26. Unit Cost of Education

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

**(a) including the salary component**

**Rs.11825.6599**

**(b) excluding the salary component**

**Rs.1754.0**

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

Yes

☐

No

☒

If yes,

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

Yes

☐

No

☐

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

c) Number of programmes offered

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

Yes

☐

No

☐

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

Arts – 1 : 23

Science – 1 : 32

Commerce – 1 : 32

29. Is the college applying for

Accreditation : Cycle 1 ☒ Cycle 2 ☐ Cycle 3 ☐  
Cycle 4 ☐

Re-Assessment: ☐

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

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

Cycle 1: ..... (dd/mm/yyyy) Accreditation  
Outcome/Result..... Cycle 2: ..... (dd/mm/yyyy)  
Accreditation Outcome/Result..... Cycle 3: .....  
(dd/mm/yyyy) Accreditation Outcome/Result.....

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

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

243

32. Number of teaching days during the last academic year  
(Teaching days means days on which lectures were engaged excluding the examination days)

175

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

12/04/2014..... (dd/mm/yyyy)

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

AQAR (i) .....(dd/mm/yyyy)

AQAR (ii) .....(dd/mm/yyyy)

AQAR (iii) ..... (dd/mm/yyyy)

AQAR (iv) ..... (dd/mm/yyyy)

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

**The institution proposes to undertake the following works very shortly.**

1. Opening of Honours in Odia, English, Chemistry and Commerce.
2. Construction of guest house.
3. To introduce solar energy.
4. Construction of ladies hostel.

## 2. Criteria - wise Inputs

### CRITERION I: CURRICULAR ASPECTS

#### 1.1 Curriculum Planning and Implementation

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

###### Vision:

The vision of the institution is to enhance the minimum required latest infrastructural facilities for all the stakeholders and to transform the human capital with self confidence; hoydens and void of indolence with strong social foot print and acclaimed themselves strong citizen of the country.

###### Mission:

To purchase smart board, LCD projectors for smart class room to introduce latest teaching learning process in the classroom teaching with the traditional teaching methods of chalk and talk. To provide ample opportunities for the students to take active participation in the Seminars, all types of co-curricular and extracurricular competitions for transforming them into a complete human being.

###### Objectives:

To inculcate quality Education for all the stakeholders and to full fill their dreams and aspiration.

The Vision, Mission and Objectives of the institution are communicated and disseminated to all the stakeholders through college website, all the important places of institution, excluding lavatory.

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

Under the North Orissa University Kaptipada College, Kaptipada is affiliated from 1990 and do not have any power to design or developed the University curriculum. All the teachers follows

lesson plan, progress report, lesson note and time table and good orientation of student attendance for effective implementation of the curriculum.

**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?**

For effectively translating the curriculum and improving teaching practices the teachers attend orientation programmes, refresher courses, seminars, workshops and symposium from time to time. Principal, the head of the institution organize orientation programme for teaching and non-teaching staff as and when required.

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

Principal extend his support to provide facilities as to the needs of the teacher and students, clear the doubt of the faculty if any related to the academic affairs and advise all HODs to solve all short comings whatsoever.

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

There is hardly any scope to interact with the beneficiaries such as industry or any resource bodies in view of locational background .the institution takes advice from the University for effective operationalisation of the curriculum.

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

Principal has been identified to be a member in the Board of Studies. IQAC plays a pi-vital role to help the students and teachers to collect feedbacks on curriculum and take necessary suggestive action plan.

**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.

NA

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

The achievement of the objectives is reflected in the University Annual results.

**1.2 Academic Flexibility**

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

The main goal and objectives for introducing certificate course in computer/ ICT to enhance the employability of the passed out the graduates and to enhance their skill specially in the ICT. The institution offer certificate course in DTP, MS Office and internet etc. phase by phase.

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

NA

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

- **Range of Core / Elective options offered by the University and those opted by the college.**

In the core the subjects are taught History, Pol Science, Education, Sanskrit, Botany and Zoology and in elective the subjects are Economics, Landmark in Indian History, Indian Polity, Odia, Philosophy, Mathematics, physics and chemistry.

- **Choice Based Credit System and range of subject options**

NA

- **Courses offered in modular form**

NA

- **Credit transfer and accumulation facility**

NA

- **Lateral and vertical mobility within and across programmes and courses**

NA

- **Enrichment courses**

To enrich the curriculum, department of commerce invoking Tally software for the Commerce students. To enrich the Arts and Science students department of English has introduced soft skill, Writing skill and communicative skill in English.

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

This is not a self financing institution but to run the certificate programmes institution collects a nominal charges from the students.

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

Yes, to enhance skill oriented programme the institution has established a separate skill oriented laboratory for Mobile and Hardware repairing.

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

Answer:- NA

### **1.3 Curriculum Enrichment**

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

The University revises the curriculum periodically and very soon planning to introduce CBCS pattern. Once, CBCS is introduced

there will be adequate scope and opportunities for the students to select their subjects as per their choice in the thrust areas.

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

To enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market the institution organizes value-added programmes such as communicative skill, soft skill, skill development programme etc.

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

Institution integrates the cross cutting issues such as Gender awareness by organising workshops, human right taught like political science and environmental science are compulsory for all the streams.

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

- **moral and ethical values..** to enhance the moral ethical value of the students different books such as Moral studies on lives of Swami Vivekananda, Sri Aurovindo, mahatma Gandhi, Jawaharlal Nehru, Dr A.P.J Abdul kalam, Rabindra Nath Tagore are available in the library. To enhance the ethical values the institutional organizes Blood donation camp, NSS, Plantation programmes, Yoga, Self defense for the girls' students.
- **employable and life skills..** The IQAC takes initiative to encourage the students to fully employed after the education in suitable placement. All the teachers motivate the pass out graduate to continue their higher study by way of appearing competitive exam. There by giving them a scope to earn and for further development and them futures profession and studies
- **better career options..** Because of a rural set up institution without any industrial setup there are hardly any better carrier options for



the passed out students. But, principal and IQAC co-ordinator have decided to facilitate more and more competitive books and magazines such as Science reporter, Wisdom, Competition Success, Kurukshetra, Manaroma, Yojana, Emploment News etc.

- **community orientation..** Institution organises different community orientation programme through NSS, YRC, Eco Club, Red Ribbon Club and by adopting nearby villages.

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

Our IQAC co-ordinator Prof. Dibya Lochan Bhuyan, department of Botany are in the dual charge of IQAC and NAAC co-ordinator. Prof. Sri Bhuyan under the leadership of the Principal takes pain to collect feedbacks from the stakeholders and submitted the same to the Principal which later on send to the University to take necessary majors.

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

IQAC monitor and evaluate the quality of its enrichment programmes.

**1.4 Feedback System**

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

NA

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

Yes, the detailed answer given in the point no 1.3.5

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

Honours in Botany introduced in the year 2013-14. Zoology Honours introduced from the session 2014-15 and Honours in Sanskrit also in 2014-15.

**1.4.4 Any other relevant information regarding curricular aspects**

which the college would like to include.

NO

## **CRITERION II: TEACHING - LEARNING AND EVALUATION**

### **2.1 Student Enrollment and Profile**

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

The admission process publicized centrally by the department of Higher Education, Govt. of Odisha. The students take e-admission through online by the online support of “Student Academic Management System”(SAMS). 100% transparency is maintained in admission process.

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

As per the question no such admission test, entrance test and interview are conducted for taking admission into UG programme. The students for the Honours subjects take admission purely on the basis of merit.

#### **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.**

| Class       | Kaptipada College, Kaptipada |       | Meghasan College, Nudadiha |       | R.D.S.Collge, Kundabai |       |
|-------------|------------------------------|-------|----------------------------|-------|------------------------|-------|
|             | Min %                        | Max%  | Min%                       | Max%  | Min%                   | Max%  |
| +3 Arts     | 35                           | 75.67 | 35                         | 70.00 | 35                     | 68.00 |
| +3 Science  | 37.33                        | 79.67 | 37.67                      | 68.00 | 38.85                  | 75.00 |
| +3 Commerce | 35                           | 63.33 | 35                         | 63.33 | -                      | -     |

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

**improvement of the process?**

The institution has mechanism of periodic reviews of its enrolment profile before commencement of new programme and the feed backs are used for further improvement process.

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

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

Admission policy is directly decided, conducted and controlled by the department of Higher Education, Odisha and it allows the national reservation and weightage policy as decided from time to time.

- **SC-16.25%** of the sanctioned strength shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015]
- **ST-22.5%** of the sanctioned strength shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015]
- **3%** of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).
- **1%** of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Serviceman.
- **1%** of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband of serving defense personnel. (G.O. No. 55588/HE, Dt. 16.10.2000)
- Applicants holding B Certificate shall be given weightage of additional **10%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.
- Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary

(+2) or Equivalent examination.% of sanctioned seats shall be reserved for the children of martyrs.

- Applicants who have represented the country at International Level Camp shall be given direct admission.
- Applicants who have represented the state at National Level Camp shall be given Weightage of additional 7% of marks over and above the aggregate marks secured at the CHSE / Equivalent examination.
- Applicants who have represented the inter State Category Camp shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- Applicants who have got the best NSS Volunteer award in University level shall be given Weightage of additional 3% of mark over and above the aggregate marks secured in CHSE/Equivalent examination
- Applicants who have represented the school at the inter-State School Sports Meet level shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

**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 | No. of Students Admitted | Demand Ratio |
|--------------------|------------------------|--------------------------|--------------|
| <b>UG</b>          |                        |                          |              |
| <b>+3 Arts</b>     |                        |                          |              |
| 2012-13            | 305                    | 128                      | 1:2          |
| 2013-14            | 309                    | 134                      | 1:2          |
| 2014-15            | 455                    | 158                      | 1:2          |
| 2015-16            | 470                    | 156                      | 1:2          |
| <b>+3 Science</b>  |                        |                          |              |
| 2012-13            | 275                    | 63                       | 1:4          |
| 2013-14            | 286                    | 74                       | 1:4          |
| 2014-15            | 348                    | 89                       | 1:39         |
| 2015-16            | 367                    | 85                       | 1:4          |
| <b>+3 Commerce</b> |                        |                          |              |
| 2012-13            | 42                     | 32                       | 1:1          |
| 2013-14            | 45                     | 29                       | 1:1          |
| 2014-15            | 47                     | 23                       | 1:2          |
| 2015-16            | 57                     | 35                       | 1:16         |

## **2.2 Catering to Student Diversity**

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

regard?

The institution analyses the academic growth of differently-abled students and provides ample opportunity for tutorials and doubt clearing classes for needy students.

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

The institution organises orientation programmes and induction programmes for fresher's and access to trace the slow and advance learners.

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

When a student take admission in the commerce UG programme after completing his/her intermediate in science; could hardly ascertain any knowledge in the subject like accounting. To bridge the knowledge gap the teacher of the commerce department take special endeavour by taking the accounting classes. Faculty from other department equally take interest to take soft skill, communicative skill and writing skill classes to enrich the enrolled students.

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

IQAC takes special interest to organise orientation programme to fill equal among gender. Eco-club organise awareness programme on environment and host special programme on world environment day.

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

After declaration of annual Examination results all HOD's differentiate the advance learners and provides special notes and library books to excel in the academic career. The institution also fosters an inclusive academic ambience.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through**

**the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

When the question arises of any drop out due to the poor financial back ground of the students the co-operative society of the institution come forward and look into the matter with support of all teachers and principals. When the matters comes regarding slow learners every teacher of the institution take it as a pride with accountability and conduct special doubt clearing classes and remedial classes to minimize the dropout rate.

## **2.3 Teaching-Learning Process**

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

The institution meticulously plans and organises the teaching schedule through lesson plan, lesson note, progress register and time table. The college follows the academic calendar of Director of Higher Education, Govt. of Odisha.

### **2.3.2 How does IQAC contribute to improve the teaching – learning process?**

IQAC is the pillar of the quality parameter which plays major role to maintain and sustain the quality benchmark in all spheres.

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

Student centred methods are an integral part of the pedagogy adapted by the faculty. Experiential learning, participative learning, problem solving methodologies are used for enhancing the learning experiences of both slow and advance learners.

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

A mentor get three years time period for each mentee to transform him/her by motivating for a life-long learner. The mentee also assigned with creativity writing, to solve arithmetical problems and to go through reasoning's which nurture critical thinking and develop the creativity of a mentee.

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

The college is trying its level best for formal linkages with National agencies like NME-ICT and NPTEL for such programme.

- 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 college is trying its level best for formal linkages with National agencies like NME-ICT and the faculties and students provided opportunities to participate in seminar and workshop for a better exposure.

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

Especially all the Honours student are benefited and supported with special guidance by their mentors from time to time.

- 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?**

The traditional teaching method of chalk and talk was continuing from the inception of the institution. Prof. D.L. Bhuyan (IQAC co-ordinator) takes innovative initiatives by introducing LCD projectors, Computers, Internet, Wi-Fi into the teaching learning

process when he feels that this is the high time to bring innovative changes in the teaching learning process as required by NAAC.

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

So to say that library is the mirror of the teaching learning process. Librarian has take all is interest to make the library user friendly.

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

A few years back the library of the institution was almost washed out by unexpected flood for which the stack holders suffer a lot and could revive when the Red Cross come forward to renovate the library. The institution hardly faces any challenges in completing the curriculum at that monsoon.

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

All HOD's, Principal and academic bursar evaluate the quality of teaching learning.

**2.4 Teacher Quality**

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

| Highest qualification | Professor |        | Associate Professor |        | Assistant Professor    |                    | Total                  |
|-----------------------|-----------|--------|---------------------|--------|------------------------|--------------------|------------------------|
|                       | Male      | Female | Male                | Female | Male                   | Female             |                        |
| Permanent teachers    |           |        |                     |        |                        |                    |                        |
| D.Sc./D.Litt.         |           |        |                     |        |                        |                    |                        |
| Ph.D.                 |           |        |                     |        | 02 +01<br>(in process) | 02<br>(in process) | 02 +<br>(3 in process) |
| M.Phil.               |           |        |                     |        | 05                     | 05                 | 10                     |
| PG                    |           |        |                     |        | 14                     | 05                 | 19                     |



|                    |  |  |  |  |  |  |  |
|--------------------|--|--|--|--|--|--|--|
| Temporary teachers |  |  |  |  |  |  |  |
| Ph.D.              |  |  |  |  |  |  |  |
| M.Phil.            |  |  |  |  |  |  |  |
| PG                 |  |  |  |  |  |  |  |
| Part-time teachers |  |  |  |  |  |  |  |
| Ph.D.              |  |  |  |  |  |  |  |
| M.Phil.            |  |  |  |  |  |  |  |
| PG                 |  |  |  |  |  |  |  |

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

NA

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

a) Nomination to staff development programmes

| Academic Staff Development Programmes          | Number of faculty |
|------------------------------------------------|-------------------|
| Refresher courses                              | 05                |
| HRD programmes                                 | 00                |
| Orientation programmes                         | 04                |
| Staff training conducted by the university     | 00                |
| Staff training conducted by other institutions | 00                |
| Summer / winter schools, workshops, etc.       | 00                |

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

- Teaching learning methods/approaches - orientation programme

conducted through computer based teaching and internet.

- Handling new curriculum - University conduct orientation programme when any new curriculum introduced.
- Content/knowledge management - through ICT based programme.
- Selection, development and use of enrichment materials - Books and Journals for enrichment materials provided by the library.
- Assessment - periodical assessment through annual examination and class test.
- Cross cutting issues - NA
- Audio Visual Aids/multimedia - CD/DVD available in the library.
- OER's (Open Educational Resources) - downloading facility in the library.
- Teaching learning material development, selection and use - LCD projectors and internet facilities.

**c) Percentage of faculty**

- \* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies – 6%
- \* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies – 10%
- \* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies – 50%

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

To recharge teachers, principal motivate teachers to go for P.hD, M.Phill and to attend seminar and workshops.

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

Nil

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

Yes, with the support of IQAC the evaluation of teachers by the students has been introduced recently and the feedback report submitted to the principal for review.

## **2.5 Evaluation Process and Reforms**

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

The students and faculty are aware of the evaluation processes by involving themselves through the feedback system on curriculum, on teaching learning and evaluation of teachers.

- 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?**

Not yet.

- 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?**

For effective implementation of the evaluation reforms the feedback collected are duly reviewed by the principal and the IQAC in due course.

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

Class test/ unit test are conducted as formative assessment and the University Annual Examination Conducted as summative Assessment.

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

For ensuring rigor and transparency the institution ensures timely declaration of results both for internal and annual examination. Technology is effectively used in the examination management process. The institution has an effective mechanism for redressal of grievances pertaining to examinations.

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

The institution ensures that its various programmes and activities help achieve the graduate attributes.

- 2.5.7 **What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**  
There is a Grievance redressal cell headed by one senior faculty member who redresses the grievances of all stakeholders from time to time.

## **2.6. Student performance and Learning Outcomes**

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

The institution encourages all its departments to clearly state the learning outcomes of its programme.

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

**programmes/courses offered.**

| Course             | 2012-13  |        | 2013-14  |        | 2014-15  |        | 2015-16  |        |
|--------------------|----------|--------|----------|--------|----------|--------|----------|--------|
|                    | Appeared | Passed | Appeared | Passed | Appeared | Passed | Appeared | Passed |
| <b>+3 Arts</b>     | 72       | 42     | 73       | 67     | 104      | 91     | 95       | 80     |
| <b>+3 Science</b>  | 39       | 25     | 30       | 20     | 32       | 30     | 60       | 42     |
| <b>+3 Commerce</b> | 28       | 26     | 23       | 23     | 17       | 17     | 15       | 14     |

**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 achievement of intended learning outcomes is central to the pedagogical and assessment processes of the University.

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

The department of commerce has conducted an entrepreneurship programme by inviting MSME (Minor Small and Medium Entrepreneur) Govt. of Odisha.

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

The institution has mechanism in place to analyze short falls in achievement of learning outcomes And IQAC suggest improvement majors.

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

All HODs, Academic Bursar, Administrative bursars review the examination results of the students and guide them for their future development by extending their academic support.

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

Individual teachers evaluate the learning outcome of individual student through mentorship and make the student more confident to enhance his performance level by participating through co-curricular and extracurricular activities. The IQAC coordinator Prof. Bhuyan has come up with a beautiful innovative ideas to introduce ISR activities in the time table/ routine to enhance the exposure of the intended students.

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

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

- 3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**  
NO

- 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.**

The institution established a research committee under the leadership of Principal and senior professors. Recommendations made by the committee to imbibe small research projects especially for the science students to start vermiculture, mushroom culture etc. which will have a positive impact and we create a research aptitude. Faculty members are motivated to attract funds from different funding agencies for minor and major research projects.

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

- **autonomy to the principal investigator** - Principal investigator has got the autonomy to take their own decision

to purchase research articles and journals for conducting the research projects smoothly.

- **timely availability or release of resources** - the institution has not yet received any funds neither from UGC nor from any funding agencies.
- **adequate infrastructure and human resources** - limited infrastructure and human resources are available for such purpose.
- **time-off, reduced teaching load, special leave etc. to teachers** - teachers are allowed to take study leave to attend their resource activities and duty leave to attend seminar and workshop. The institution also encourages and promotes a research culture i.e teaching work load remission, opportunities for attending conferences etc.
- **support in terms of technology and information needs** - provision for research facilities are facilitated in terms of laboratory equipments, research journals and research incentives are budgeted for the faculty.
- **facilitate timely auditing and submission of utilization certificate to the funding authorities** - NA
- **any other** -NO

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

To imbibe scientific temper and to articulate research culture all the faculty members of science stream has decided to organize an inter college science exhibition by inviting eminent scientist.

**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.**

One of our faculty namely Dr. Mukul Roy, prof. in chemistry are engaged at Kolkata in a Medical coaching center of repute. Another prof. Dr. Haraprasad Mohapatra, prof. In zoology has joined Govt. College Sundargarh in adhoc post. Four faculty members are continuing their Ph.D. work.

- 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.**

No such programme is being organized recently.

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

NA

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

IQAC are planning to invite eminent research fellow to the institution in near future to interact with the teachers and the students to enlighten the research culture in the emerging areas.

- 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?**

The institution planning to allow the faculty to utilized sabbatical leave for pursuit of higher resource in premier institutions within or outside state.

- 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)**

Department of botany and zoology have planned to start a collaborative resource by involving the students through small research project such as vermin-composting and mushroom culture.

## **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.**



5% of the total budget is earmarked for student and faculty resource.

**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?**

Seed money release the faculty as per the budgeted amount as and when required.

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

There is such budget for student resource project but the collaborative research by the department of botany and zoology provides a platform to engage the students in the small research project are mentioned in the point no 3.1.10.

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

The answer has given in 3.1.10.

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

The staff and students provided the opportunities to use the research articles and journals in the library and facilitate to download research topics. Laboratories are equipped with equipments which ensure the optimal use by both student and faculty.

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

Institution has received grants from RUSA for purchasing of science equipments and the sum of rupees three lakhs for IQAC to enhance the quality parameter in the institution.

- 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.

|                             |  |  |  | Sanctioned | Received |  |
|-----------------------------|--|--|--|------------|----------|--|
| Minor projects              |  |  |  |            |          |  |
| Major projects              |  |  |  |            |          |  |
| Interdisciplinary projects  |  |  |  |            |          |  |
| Industry sponsored          |  |  |  |            |          |  |
| Students' research projects |  |  |  |            |          |  |
| Any other (specify)         |  |  |  |            |          |  |

Some teachers of this institution have applied for Minor Research Project but the research funds yet to be received.

### 3.3 Research Facilities

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

Basic research facilities are available for the faculty. Internet connectivity has 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?

Institution has received a sum of rupees fifty lakhs from RUSA for upgrading computer lab and library to meet the needs of resources in the new and emerging areas.

- 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.**

Answer given in the point number 3.2.2.

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

NO

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

Wi-Fi, research journals, computer, internet and downloading facilities are available for researchers.

- 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.**

Answer has already given in point number 3.1.5

### **3.4 Research Publications and Awards**

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

- \* Patents obtained and filed (process and product) - NO
- \* Original research contributing to product improvement - NO
- \* Research studies or surveys benefiting the community or improving the services - NO
- \* Research inputs contributing to new initiatives and social development - NO

**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?**

NO

**3.4.3 Give details of publications by the faculty and students:**

- \* Publication per faculty - NO
- \* Number of papers published by faculty and students in peer reviewed journals (national / international) - NO
- \* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - NO
- \* Monographs - NO
- \* Chapter in Books - NO
- \* Books Edited - NO
- \* Books with ISBN/ISSN numbers with details of publishers - NO
- \* Citation Index - NO
- \* SNIP - NO
- \* SJR - NO
- \* Impact factor - NO
- \* h-index – NO

**Please see the departmental profiles for details.**

**3.4.4 Provide details (if any) of**

- \* Research awards received by the faculty- Nil
- \* Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally- Nil
- \* Incentives given to faculty for receiving state, national and international recognitions for research contributions- Nil

**3.5 Consultancy**

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

NO

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

There is a clear stated policy of the institution to promote consultancy by the faculty in their emerging expertise areas.

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

Principal and the IQAC co-ordinator encourage the teaching staff members to utilise their expertise in the area of consultancy.

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

NO

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

NO

**3.6 Extension Activities and Institutional Social Responsibility**

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

The institution has adopted one village namely janakpur and promoted institution-neighbourhood-community network by student engagement in the area of adult education, aids awareness through Red ribbon club, swachh Bharat Abhiyan through NSS, Rain water harvesting and plantation programme etc.

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

To promote citizenship the students takes active involvement in different social movements such as RTI, eradication of drug

addictions, and child labour etc.

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

NSS, Red ribbon club, Eco club and YRC solicit stakeholder perception on the overall performance.

**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 institution organizes its extension and outreach programmes with a support of NSS, Red ribbon club, Eco club and YRC. A sum of rupees has been budgeted and spends for such outreach programmes.

**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?**

Answer is given in the point number 3.6.4

**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?**

To ensure social justice the NSS volunteers organise special drive on social justice and enlighten the poor villagers how to get the social justice with the help of the state govt policies through the law and upper court.

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

The impact of extension activities on the community goes through a cycle of evaluation, review and upgrading the extension outreach programmes.

**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 institution has a mechanism to track the students' involvement in various social movements/ activities which promote citizenship roles.

**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 is cognizant of its ISR activities and her planned to promote the same by involving the students twice in the month i.e. on the first and last Saturday of the month which is attached to the time table and routine.

**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.**

- Certificate has been received by the students and staff by conducting blood donation camp.
- The institution has received “PRAKRUTI MITRA” award from the Department of Forest and Environment for the conservation of nature and protection of environment.

**3.7 Collaboration**

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

The institution is planned to collaborate with regional research laboratory (RRL), BBSR, Institute of mineral and material technology (IMMT) BBSR, Central Rice Research Institute (CRRI), Cuttack and with CRPC, BBSR to promote the research activities and to share the experience with the eminent researchers.

**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.**

Till date no MoU has been signed.

**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.**

NO

**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.**

NO

**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 –**

- a) Curriculum development/enrichment - NO
- b) Internship/ On-the-job training - NO
- c) Summer placement - NO
- d) Faculty exchange and professional development - NO
- e) Research - NO
- f) Consultancy - NO
- g) Extension - YES
- h) Publication - NO
- i) Student Placement - NO
- j) Twinning programmes - NO
- k) Introduction of new courses - NO
- l) Student exchange - NO
- m) Any other - NO

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

NO

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



**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?**

Institution has a clear vision to establish the infrastructure as per the requirement of the stake holders. Recently the institution have received a sum of Rs 50,00,000/- from RUSA for such purpose. The institution also gives great emphasis on the need based development of infrastructural facilities which are highly essential for the present requirement of the stakeholders in a better way with the help of stakeholders, G.B, UGC, and donors.

**4.1.2 Detail the facilities available for**

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

The existing facilities available for curricular and co-curricular activities includes classroom, technology enabled learning spaces, seminar halls fitted with LCD projector, laboratories, botanical and medicinal garden. The laboratories are well equipped with the required chemicals glass wares and apparatus which is required for practical classes as per syllabus.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, YRC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc

Concerning extracurricular activities – Extracurricular activities are also a major part of the institution and with the support of sports section, IQAC, NSS and YRC different extracurricular activities organised.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus**

**and indicate the existing physical infrastructure and the future planned expansions if any).**

The college is constructing the basic need of infrastructure in a planned way as per the master plan which also includes the plan for extension in future. The college has adequate number of class rooms, laboratories, Library, Gym, reading room etc.

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

Ramps are being constructed for physical disability.

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

- Hostel facility – One hostel for SC/ST
- Recreation facilities Gym, Yoga centre etc. - Gym and Yoga centre available.
- Computer facility including access to internet in hostel- No
- Facilities for medical emergencies - Nearby PHC at Kaptipada and CHC at Udala.
- Library facility in the hostel – No
- Internet & Wi-Fi facility – Yes
- Recreation facility - Common room with TV and indoor games.
- Available residential facility to the staff - Under Construction.
- Safe drinking water facility available - Yes
- Security – Yes
- 

**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?**

First aid facility is available in the campus.

The YRC–NSS College Unit runs the In house Medicare centre of the College in association with local NGO. A cell-room by the name and under the nose of Staff Common Room and with good approach road for ambulance is made available for the purpose with support of PHC. First-aid medicines, Medicare procedural, Rescue and recovery accessories, Refrigerator facility, etc are available for students and staff. The Councilors of both the units i.e. YRC-NSS wings are collectively placed in charge of it. The support services of Ambulance & PHCs are available from government end.

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

Spaces for special units like IQAC, Grievance redressal unit, Women’s cell, Counseling, placement and career guidance, canteen, recreation spaces for staff and students are available in the institution. Each of the above unit is working actively to meet the requirement of the stakeholders. Arrangement for safe drinking water is also available.

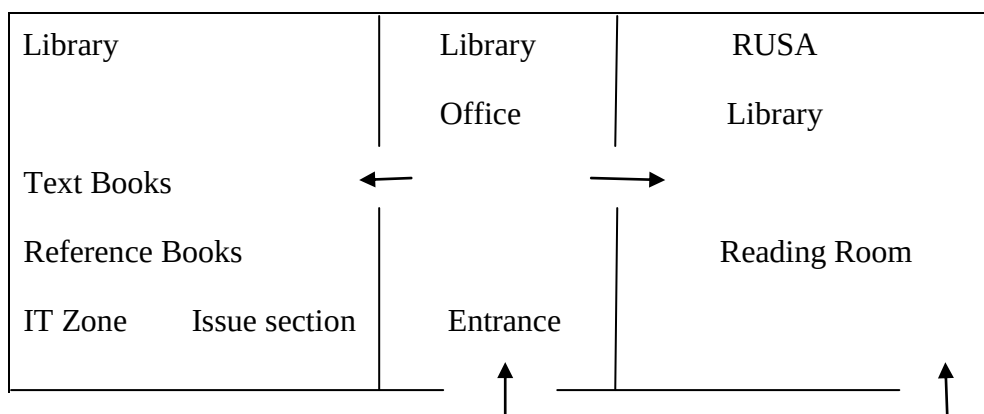
**4.2 Library as a Learning Resource**

- 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 there is a library advisory committee. Prof. Saroj Ku. Lenka and Prof. Abanti Sarangi are in the charge of the committee.

**4.2.2 Provide details of the following:**

- \* Total area of the library (in Sq. Mts.) – 304.8 Sq.Mts.**
- \* Total seating capacity - 30**
- \* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**  
10.00 am to 5.00 PM
- \* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**



**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 holdings             | Year -1 |            | Year - 2 |            | Year - 3 |            | Year - 4 |            |
|------------------------------|---------|------------|----------|------------|----------|------------|----------|------------|
|                              | Number  | Total Cost | Number   | Total Cost | Number   | Total Cost | Number   | Total Cost |
| <b>Text books</b>            | 204     | 67,398     | 217      | 92,323     | 279      | 1,10,527   | 264      | 98,689     |
| <b>Reference Books</b>       | 30      | 4,530      | 40       | 8420       | 24       | 13,335     | 309      | 1,01,438   |
| <b>Journals/ Periodicals</b> |         |            |          |            |          |            | 10       | 50,000     |
| <b>e-resources</b>           |         |            |          |            |          |            |          |            |
| Any other (specify)          |         |            |          |            |          |            |          |            |

**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 - Nil
- \* In-house/remote access to e-publications - Nil
- \* Library automation – Under Progress
- \* Total number of computers for public access - 02
- \* Total numbers of printers for public access - 01
- \* Internet band width/ speed - 2mbps , 10 mbps, 1 gb (GB) – 2mbps
- \* 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 - 150
- \* Average number of books issued/returned – 100 - 150
- \* Ratio of library books to students enrolled – 14:1
- \* Average number of books added during last three years - 550
- \* Average number of login to opac (OPAC) - Nil
- \* Average number of login to e-resources - Nil
- \* Average number of e-resources downloaded/printed - Nil
- \* Number of information literacy trainings organized - Nil
- \* Details of “weeding out” of books and other materials - Nil

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

- \* Manuscripts - No
- \* Reference - Yes

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

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

The college library renders adequate support and services to students and teachers. The generalized support and services includes Current Awareness Service, Ready Reference Service, Bibliographic Service, Smart lending, reference division, Study Aid Facility, Q-Bank, Magazine Corner, etc.

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

Ramps has been constructed.

**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?)**

The library committee analysis the feedback deeply and take appropriate steps and implements the same after approval of the Principal.

**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 1.20**
- Stand alone facility- No
- LAN facility- Yes
- Wi-Fi facility- Yes
- Licensed software- Limited
- Number of nodes/ computers with Internet facility: One
- Any other

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

Internet facility is available for faculty and students on the campus. They use the facility as per their requirement. The institution has planned to establish one IT lab accessible for the students and staff with financial help of RUSA.

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

The institution has chalked out plan and crafted strategies to develop the IT infrastructure at appropriate places on the basis of the requirements of students and staff members. Steps have been taken to purchase computers, to provide LAN and internet facility with Wi-Fi.

**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)**

Steps have been taken to established computer laboratory and to have a tie-up with the local maintenance farm for the up gradation and maintenance of computers and peripherals.

**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?**

College has the plan to establish a well furnished computer library and to establish smart class rooms with latest technology.

**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 latest teaching learning instruments are used by the faculty while teaching. The students are also encouraged to know the techniques of the use of the instruments and to operate the instruments. The institutions has 48 Computers, 01 number LCD Projects, 01 smart Board, 04 Printers, 04 number photocopiers, 01 number of Laptops, 06 number of UPS, 03 number Inverter and 01 number of Generator (10KVA).

- 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)?**

|           | 2012-13  | 2013-14  | 2014-15  | 2015-16   |
|-----------|----------|----------|----------|-----------|
| Building  | 1,50,000 | 5,00,000 | 6,00,000 | 10,00,000 |
| Furniture | 90,000   | 1,20,000 | 1,70,000 | 1,70,000  |
| Equipment | 35,000   | 40,000   | 60,000   | 60,000    |
| Computers | 24,000   | 81,000   | 00.00    | 26,200    |

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

The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities as per the annual budget. Annual budget for the current year will be submitted at the time of visit of the peer team to the college.

- 4.4.3 How and with what frequency does the institute take up**



**calibration and other precision measures for the equipment/ instruments?**

Through maintenance contract.

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

To upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc the institution facilitated with voltage stabiliser, inverter and well connected water supply throughout the campus with water purifier and chiller.

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

## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Mentoring and Support**

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

The institution publishes its updated prospectus annually. The detail information regularly course structure fee structure rules and regulations of the college library etc. are provided to the students. The tentative dates of examinations and co-curricular activities are provided through college calendar.

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

Answer:-State government provides stipend to SC, ST, OBC students and also provides e-Medhabruti (Senior & Junior merit) Scholarship to meritorious students. UGC also provides stipend to students belonging to meritorious SC, ST, minorities and OBC. The financial aid was available & disbursed on time. -

**5.1.3 What percentage of students receive financial assistance from state government, central government and other**

**national agencies?**

Approximately 33% of students receive financial assistance from state government, central government but the institution has not yet bags any such support from any other national agencies like, UGC, etc. Students from SC/ ST OBC and economically weaker sections

**5.1.4 What are the specific support services/facilities available for**

- ✓ Students from SC/ST, OBC and economically weaker sections - Different financial assistance as mentioned above.
- ✓ Students with physical disabilities: Ramps has been constructed.
- ✓ Overseas students: No
- ✓ Students to participate in various competitions/National and International: Participate.
- ✓ Medical assistance to students: health centre, health insurance etc. : Through nearby PHC.
- ✓ Organizing coaching classes for competitive exams: Conducted
- ✓ Skill development (spoken English, computer literacy, etc.): Organised
- ✓ Support for “slow learners”: Taken care-of
- ✓ Exposures of students to other institution of higher learning/ corporate/business house etc. No
  
- ✓ Publication of student magazines: The annual **college magazine “VIRATESWARI”** is published which sincerely boosts up students’ literary tastes and creativity. The college Library manages wall magazine. In shaping the creative talents of the students and faculties in the field of literary activities, drawings and pencil art are the innovative creative of our students.

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

The Career Counseling Cell of the college imparts coaching classes for competitive examinations. It also trained up students are identifying their career options, effective motivation and up-to-date preparation. Resource persons from a multiple field of choice like banking, Admin. Services, Police, advocacy,

teaching, marketing and sells, etc are invited to fortify the students of their future prospective.

**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.**

\* Additional academic support, flexibility in examinations - Games and sports, quiz competitions, essay competition, debate and discussions, cultural programmes are arranged by the College throughout the year. Students representing the college in various sports events or any other co-curricular activities at the District level, University level, state level, National level get relaxation in attendance and the Unit Test or Test Examination.

\* Special dietary requirements, sports uniform and materials – Yes, provided to the students at the time of need.

\* Any other

Students were encouraged to participate in various competitions at inter College and University level.

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

**Organizing coaching classes for competitive exams.**

The Career Counseling Cell of the college imparts coaching classes for competitive examinations. It also trained up students in tracing their career options, effective motivation and up-to-date preparation. Resource persons from a multiple field of choice like banking, Admin. Services, Police, advocacy, teaching, marketing and sells, etc are invited to fortify the students of their future prospective.

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

Prof. Ajit Kumar Sahoo, department of Education are in the charge of extracurricular activities of the students of the college

and is the key sources to initiate and ensure maximum participation in extracurricular and co-curricular activities by close contact with the students. Students deposit fees for sports, games and extracurricular and activities and college conducts the respective events regularly.

- 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).**

For skill development of students free spoken English classes are organized by the department of English, on the basis of one class per fortnight. The Teaching module of the spoken English programme ‘ORAL-TRICK’ is imparted to students and alumni.

- 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.**

There is a grievance redressal cell but no redress yet been recorded.

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

There is a sexual harassment cell but no report has yet been noticed.

- 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 a anti-ragging committee and guideline are followed as per the Hon’ble Supreme Court.

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

College provided students’ remedial and coaching classes, Free studentship and Student Aid Fund, Library based student welfare scheme, etc for their socio-economic growth and academic betterment. For physically challenged students the institution has developed ramps in all the buildings at the ground floor.

**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?**

Yes there is an alumni association in the College and yet to be register.

**\* Any other-**

1. Cycle stand - (Done)
2. Cafeteria – constructed
3. Pure drinking water - Provided
4. Fan fitted classroom- Available
5. Regarding approach CC road from main gate to office are available- Constructed
6. Solar energy- plan to Installed in Library
7. Reading Room in Library- available
8. Botanical and Medicinal plant- Planted
9. To organize Science Exhibition- Plan to organize
10. To establish “Academic Development Cell”- Done and provided opportunity to the academic scholars to take interactive discussion to clear the doubt of the academic weaker students with backend support of IQAC.

**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.**

| <b>Student progression</b>    | <b>2012-13</b> | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> |
|-------------------------------|----------------|----------------|----------------|----------------|
| UG to PG                      | 8%             | 10%            | 11%            | 14%            |
| PG to M.Phil.                 |                |                |                |                |
| PG to Ph.D.                   |                |                |                |                |
| Employed                      |                |                |                |                |
| Campus selection              |                |                |                |                |
| Other than campus recruitment |                |                |                |                |

**5.2.2 Provide details of the programme wise pass percentage and**

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

| Year / Course      | Appeared | Passed |
|--------------------|----------|--------|
| 2012-13<br>+3 Arts | 72       | 42     |
| +3 Science         | 39       | 25     |
| +3 Commerce        | 28       | 26     |
| 2013-14<br>+3 Arts | 73       | 67     |
| +3 Science         | 30       | 20     |
| +3 Commerce        | 23       | 23     |
| 2014-15<br>+3 Arts | 104      | 91     |
| +3 Science         | 32       | 30     |
| +3 Commerce        | 17       | 17     |
| 2015-16<br>+3 Arts | 95       | 80     |
| +3 Science         | 60       | 42     |
| +3 Commerce        | 15       | 14     |

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

Career counseling cell of the college guides the students towards better employment by informing them regarding various job opportunities available. The cell also encourages the students for higher studies.

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

The institution provides soft-skill courses, enrichment courses; mural lectures and career counseling which is a motivation factor for the student for higher level of education and employment. The college invites career experts and professionals to address the students with their ideas and opinions. The Career Counseling and Placement Cell informs the outgoing students about the schedule and dates of different entrance tests for admission to PG and management courses in important institutes and Universities.

Career counselling cell of the college guides the students towards better employment by informing them regarding various job opportunities available. The cell also encourages the students for higher studies.

The institution provides soft-skill courses, enrichment courses; mural lectures and career counselling which is a motivation factor for the student for higher level of education and employment. The college invites career experts and professionals to address the students with their ideas and opinions. The Career Counselling and Placement Cell informs the outgoing students about the schedule and dates of different entrance tests for admission to PG and management courses in important institutes and Universities. During last four years many of our students are continuing higher education in the field of Law, Education, Computer application, etc. During last four years many of our students are employed in education sector, defence, Police, State Government offices, etc. Special supports like doubt clearing classes, extra classes are taken for students who are at risk of failure and drop out. As the college is rural based, the drop out is mainly for poor financial status. The poor students are helped financially through scholarship & stipend.

**5.3 Student Participation and Activities**

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

The college has a wide range of sports, games, cultural and other extra-curricular activities like cricket, volleyball, kho-kho, high jump, long jump, 100mts, 200 mts, 400mts, 800mts, 1500mts, 3000 mts race, putting the shut, discuss through, ex one act play, song competition, dance competition, mono action, Jhoti competition etc are available to students.

**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.**

The Sports Department of the college organizes Sports and indoor and Out-door games and conducts the Annual Athletic Meet as per the schedule reflected in the academic calendar of the college. The games and sports organized by university and other agencies are communicated to the students and accordingly a team of delegates is formed and being headed by the faculty in charge of athletic Society.

**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 seek feedbacks from the employers when possible from time to time.

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

The College collects fees for magazine from the students and makes the provision of publishing the college magazine every year including the articles given by staffs and students. There is a college magazine representative elected / nominated from among the students which encourages the students for publication of the magazine and to publish articles include ding wall magazine.

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



Yes there is a Student Council and the Cultural Association of the College Students Union organizes the Annual cultural Competitions as per the schedule reflected in the academic calendar of the college, which includes Essay Competitions in English and Odia, Debate Competition in English and Odia, Song Competition in Odia, Hindi, English, etc, Quiz Competition, General Knowledge Competition, Recipe Contest, Jhoti and Muruja Competition.

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

President, Vice President, Secretary, Asst. Secretary, Dramatic Secretary and treasurer.

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

Different activities of the college including the problems are discussed in the meeting of Alumni and former faculty and valuable discussions are taken for all round development of the college. The college network and collaborate with the Alumni and former faculty of the college through personnel contact by mobile and by face book. The college is planning to give advertisement for the above purpose in future.

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

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

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

**Vision:**

The vision of the institution is to enhance the minimum required latest infrastructural facilities for all the stock holders and to transform the human capital with self confidence, hoydens and

void of indolence. With strong social foot print and acclaimed them strong citizen of the country.

**Mission:**

To purchase smart board, LCD projectors for smart class room to introduce latest teaching learning process in the classroom teaching with the traditional teaching methods of chalk and talk. To provide ample opportunities for the students to take active participation in the Seminars, all types of co-curricular and extracurricular competitions for transforming them into a complete human being.

**Objectives:**

To inculcate quality Education for all the stack holders and to full fill their dreams and aspiration.

The Vision, Mission and Objectives of the institution are communicated and disseminated to all the stack holders through college website, all the important places of institution excluding lavatory.

**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 (copy enclosed) formed under registration of societies act is the apex managerial body of the college. It looks into the internal control mechanism of the college as per rules and guidelines of the government issued from time to time.

**6.1.3 What is the involvement of the leadership in ensuring :**

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

Clear stated policy matter is designed for stated mission.

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

Action plans are reviewed in intervals.

- **Interaction with stakeholders**

Different meeting are organized through IQAC under the supervision of Principal by involving different stake holders.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

Every discussion with its minutes are consulted with the stakeholders before putting it to action plan.

- **Reinforcing the culture of excellence: Answer:- Every innovative inputs prove and ensure Reinforcing the culture of excellence**

- **Champion organizational change:**

All it proves the organizational Champion.

**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 maintains control over the employees through appointment, service regularization, and sanction of leave, maintenance of CCR and disciplinary action if necessary.

The principal is the head of the institution. He is appointed by the department of higher education to run the college smoothly.

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

The faculty members are the supporting hands of the principal. They work as officers-in-charge of different sections like finance, administration, examination, admission, academic, NSS, Youth Red Cross, student bodies, UGC schemes in addition to their regular duty i.e. teaching. They are also the members of the staff council and attend to its meetings in connection with academic matters.

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

The institutional link between the director, higher education on the one hand and governing body and the staff members of the college on the other hand maintains a strict vigilant on the proper implementation of prevailing rules and other directives issued by the government from time to time. He holds regular meetings with the members of the staff and attempts to sort-out bottle necks. He provides necessary backup and solution to problems

controlled by the members of the staff in the promotion of quality and development.

**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 policy statement is reviewed and if necessary reinforced by the above stated bodies phase wise during the academic session. Policy formulation and execution is widely inclusive, collective and accessible for the stakeholders. Policies and its effective implementation in the emerging areas is a matter of participation than unilateral imposition. The institution has set standards and procedures to monitor and evaluate policies.

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

The college is a single administrative unit. There is almost little scope for departmental autonomy. The autonomy of the departments is limited to methods of approach to curriculum practical classes, seminars, departmental library, quarterly / half-yearly / promotion tests and evaluation process. The administrative financial academic bursar exercise delegated authority in the day to day activities subject to final approval of the principal and conform to rules framed by government from time to time. The administrative mechanism of the college is participatory, inclusive and wider involvement. The governing body of the college includes members from political, academicians, social minority communities, women besides faculty members and non teaching staff. The system of delegation of authority and decentralization is worked out through different committees, student bodies and societies. Policy formulation and implementation is a matter of participation by faculty and students as well.

**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?**

The college has a mission for quality education and has formally stated quality policy to cope of with changing needs of time and society.

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

The college adheres to planned development. It has an ongoing annual perspective plan with a long term vision. The development plan is a rolling one; there is no break with the past.

**6.2.3 Describe the internal organizational structure and decision making processes.**

Director of Higher education, Government of Odisha, then Governing Body, Principal, all bursars, HODs, Head Clerk, Accountant and Librarian.

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

- Teaching & Learning:

Innovative majors taken to bring new technological changes with the support of latest teaching learning tools.

- Research & Development:

The College provides necessary support to the members of faculty for research work and students are encouraged for innovation and creativity.

- Community engagement:

Community service by the college include organization of blood donation camps, awareness program on AIDS, dowry prohibition, protection of environment through rallies, special camps by student volunteers and faculty members in charge of NSS, Red cross.

- Human resource management

Our college is a notified educational institution and adheres to rules, regulations and policy of the department of higher education in the government of Odisha.

The college strictly follows government norms and reservation policy in the appointment of part time lecturers and temporary postings into non-teaching posts. Appointments are made on the basis of justification of work load, students' strength and

practical utility through open advertisement. The selection committee under the chairmanship principal recommends the panel by giving due weightage to career and personal interview marks.

All the appointments are made on temporary basis subject to regularisation by governing body and approval of government. Transfer of services of faculty members is affected by government decision and at times by recommendation of the college. Incentive / subsistence allowance is paid to certain categories of employees as a supportive measure. Faculty members are encouraged for research work and publication. There is no interference by the college in the routine administrations and class adjustment by the departments. Leave pensioner benefits and provident fund facilities are provided as welfare measures for the employees.

- Industry interaction:

Industry interaction is limited through nearby professional institutions.

Institution is planning for the Students to attain job fairs organized by different organization. There is also regular correspondence by the principal with the Director, Higher Education, Secretary higher education department and the president, governing body on priorities and need based development.

The institutional process is participatory managerial and a matter of inclusion and involvement basically it is a collective work and achievement of the staff. The Governing Body made sufficient resolutions to meet the requirements necessary for NAAC accreditation. More ever to meet and achieve the goal, adequate financial support has been earmarked.

Right now the institution has its priority on improvement of existing infra-structure and makes it self sufficient and thereafter plan for a autonomous status. The college has the disciplinary committee and the grievance redressal cell headed by the principal for the redressal of grievances forth with. Grievances / complaints are lodged before the disciplinary committee or the grievances redressal cell as the case may be. The committee on the cell immediately hears the complaint and places before the principal whose decision is final and binding. The principal may

refer major issues to the staff council. Issues having financial implication are referred to the president governing body for solution.

So far no grievance has been addressed to as Grievances redressal cell.

The principal also maintains direct contact with all the above levels to have first hand information.

The issues are analyzed and necessary steps are taken for improvement, important issues are also referred to the governing body for solution.

**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?**

Feedback on institutional performance is taken from students, parents and alumni at different times in the form of demands, complaints and grievances.

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

The management provides substantive support to the staff through membership in the governing body, incentive, subsistence allowance autonomy in the work sphere, special leave encouragement to participate in seminars and conferences, refresher courses and acquires higher degrees and free access to computer lab.

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

The resolutions made by the Management Council in the last year will be submitted at the time of NAAC visit.

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

No

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

Of course minor complaints have been received by the disciplinary committee and solved forth with without any scope for aggravation.

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

No instance of court case against or by the institution.

- 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 feedback system has been well worked out by the IQAC for collection of information and points of suggestion for improvement from different levels like the faculties, students, parents and visitors. The principal takes stock of the situation through periodical review and assessment and places proposal of solution before the governing body.

**6.3.1 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 institution is positively alert to wants of professional development of the teaching and non-teaching staff. The institutional efforts in this regard are as the following.

The principal at regular intervals meets the staff members in the staff council and general staff meetings and appraises individual responsibilities and operational performance. All the departments are encouraged to organize seminars.

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



Faculties are encouraged to attend seminars, workshops, join refresher courses and orientation program, publish papers in reputed journals and undertake MRPS.

Faculties and non-teaching staffs as well are encouraged for higher studies obtain additional degrees and join short term courses.

**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.**

Performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal by the Principal and Director, Higher Education

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

The institution has an ongoing system of performance appraisal of the staff and subsequent evaluation. Self appraisal of the members of the faculty and assessment there upon is done on the basis of proper maintenance of progress registers, student's attendance registers, Reports on respective co curricular activities, disposal of files of sections under their charge.

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

The institution makes the following welfare schemes available for the teaching and non-teaching staff. Provident fund & GIS as per rules.

Maternity leave / Medical leave / casual leave / compensatory off facilities. Duty leave as applicable. House building loan through the banks.

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

The college is an aided educational institution. The continuing of faculties is a matter of the transfer and posting policy of the

government. The institution on its own initiative impresses upon eminent faculties for the cause of quality education.

#### **6.4 Financial Management and Resource Mobilization**

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

The financial management of the college is under the total control of the governing body except in so far as the principal is allowed to meet with the contingencies.

##### **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 principal causes the accounts audited by local fund / chartered accountant as the case may be. The last audit was done in the year 2015-16 but the audited report is yet to be received.

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

All major expenditures involving infrastructural development are undertaken with the approval of Governing Body utmost care is taken for effective utilization and transparency. Audit is a part of the financial management of the college. The cash and financial process of the college is subject to audit by the local fund and chartered accountant. Audit by the local fund is conducted annually without break. The service of the chartered accountants is hired for the audit of UGC grants. Internally the daily transaction of the college is cross checked by the accounts bursar.

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

The CAG also conducted audit of the college finance.

Development fees collected from the students is the major source of institutional receipts / funding. The annual budget is prepared

accordingly to with emphasis on priorities so as to minimize deficit. Financial statement and audit report will be submitted at the time of peer team onsite visit of the NAAC. In recent years the college has experienced considerable growth despite challenges particularly limited responses. To cope up with the changing needs of time the college makes untiring efforts for additional funds from the UGC, State government, MP and MLA LADS. The funds so arranged are utilized as per government guidelines.

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

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

The internal quality assurance cell has started functioning in this institution since 12/04/2014. The institutional policy worked out through IQAC is use of existing infrastructural facility to the optimum level for better prospective improvement.

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

In addition the policy emphasis is on participatory teaching and learning process and more financial support from the UGC to implement new schemes so as to promote quality education.

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

Yes external members are included in the IQAC team.

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

They are invited in different alumni meet including some students are give their opinions for the development of quality in the institution.

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

IQAC invite and engage different stake holders for different activities.

**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.**

The policy so defined has been institutionalized by the formation of the IQAC under the co-ordination of Prof Sri Bhuyan senior member of the faculty with necessary ministerial staff attached to him for assistance. The IQAC has been displayed in the college website. The UGC has been pleased to sanction rupees three lakhs in the 12<sup>th</sup> plan for the functioning of the IQAC.

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

Yes, one IQAC seminar is under planning to organize and all teaching and non-teaching staff members are ready to participate in such quality activities and will invite guests to take active participation.

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

Academic audit are done by the HODs and Academic Bursar.

**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 organizes interactive sessions, meetings and discussion for the staff to promote work performance and effective implementation of quality assurance procedures. The teachers are deputed to attend workshops organized by nearby intuitions. The staff are also communicated the standards and procedures as fixed by the IQAC.

**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 IQAC has planned to review the teaching learning process in regular interval

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

The medium of communication is mainly through meetings, seminars and circulars.

The institution has integrated administration with academic curricular. The process of decentralization and delegation is resorted to. The work is done through different committees and assignment to individual teachers. The departmental administration is the lookout of the HODs. In the matter of general administration committees the exigency subject to final decision of the principal.

The feedback system facilitates the integrated framework. The distribution chart of extra-curricular activities at the beginning of the academic session makes the faculty members and non-teaching staff understand individual as well as collective responsibilities. There is also continues follow up by the Principal through the concerned sections for purpose fulfilment and target achievement.

The institution organizes interactive sessions, meetings and discussion for the staff to promote work performance and effective implementation of quality assurance procedures. The teachers are deputed to attend workshops organized by nearby intuitions. The staff are also communicated the standards and procedures as fixed by the IQAC.

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

## **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

**7.1 Environment Consciousness**

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

Yes, with the support of the Botany department the institute conduct a Green Audit programme.

**7.1.2 What are the initiatives taken by the college to make the**

**campus eco-friendly?**

- \* Energy conservation: Awareness posters displayed near every switch board i.e “please switched off the electrical and electronic equipments when not in use” Save energy for future”
- \* Use of renewable energy: Plan to host solar plate
- \* Water harvesting: Yes
- \* Check dam construction: Yes
- \* Efforts for Carbon neutrality: Under process
- \* Plantation: Yes
- \* Hazardous waste management: Install Dustbins.
- \* e-waste management: No

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

- Use of LCD Projectors in the colleges.
- Internet connectivity is provided to all science departments to facilitate web-based learning.
- Industrial awareness among students by the way of field and industrial visits.
- Encouragement of students to use power point presentation during seminars. Arrangement of remedial coaching for slow learners.
- Orientation and refresher courses for teachers.
- Conversion of classrooms into interactive session.

**7.3 Best Practices****7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.****Best Practice – 1**

1. **Title of the Practice**  
“STUDENT MENTOR”
2. **Goal**
  - To give better exposure to the senior student and to be more

confident on their academic career.

- To left a message for the junior students to follow the path of their senior or mentor.
- To create a friendly atmosphere and to learn the leadership quality.
- To understand the real problem of the mentees and to put forth the grass route problem in front of the HODs and Principal to solve the same with an amicable solution.

### **3 The Context**

No doubt this is a challenging job to start with. It depends on the thought process of the faculty and depends totally on their wish whether to allow such mentorship or not. Definitely this will create a mile stone for their senior student to act as a mentor which will help them in future to be a good teacher. This also depend on the mindset of the senior teacher and they should not take it a very serious issues that such practices will a challenging issues in the future, rather this will be an innovative practices to ensure the exposure of their student.

### **4 The Practice**

After detail discussion for one week Principal and all HODs lastly agreed to take it as a trial basis and allow one part III<sup>rd</sup> students namely Miss Sasmita Nayak as the Mentor and allow him to take classes twice in every week. Principal has also provided one class room fitted with latest teaching learning tools. Both of them as a mentor makes lesson plan and lesson note when and how to start the class. They will taught spoken English and communicative English to the students those have passed out their school education in the Odia medium back ground. They will also trained the junior students of part I and part II of the under graduate students how to write correct English, how to write an application, letter writing, essay writing and to do translation in the regular mode. They will also train them about their body language and how to face any type of interview including via-voice.

### **5. Evidence of Success**

This was found a tremendous success after initiating such innovative practices. When the first class starts, there were only 10 students in the class room. After completing third class the message spread like any things and the students register their name with very interesting mode. When they take the fourth class they found that there are 40 students in the class room waiting anxiously to know how the best practices are really helping the students for their bright self employment career. All the students without any fail do their home works and given feedback

on their mentor. After taking 6 classes it found that 20% of the students have started interacting in English and the mistake was rectified by the Mentor then and there. There was a tremendous change in the body language and the students were feeling more confident as before and it was easier on their part how to present their papers in the seminar in PPT with the help of LCD projector.

#### **6. Problems Encountered and Resources Required**

When the discussion starts to implement such programme it was found that some senior teacher shows their ambiguity that when we are here why we should allow our student to act as a mentor. After through discussion when they feel that this is not at all a matter of Ego and this will rather providing a platform to perform as a temporary mentor ,they give their kind consent and feel that the academically poor students can earn more confident in their academic career. Rather they will get more prestige from all the stake holders by allowing such a beautiful and innovative practice. This will also make the environment of closeness between the teacher and the student which is a dream right now. This will also help to close the gap between the Mentor and Mentees.

#### **7. Notes (Optional)**

Institution must think about different innovative practices without spending any huge amount. Every faculty should start a brain storming session once in every week how to introduce innovative practices which will provide benefits to the students at a large. Principal also should give ample opportunity and free hand to take the decision on the faculty level. University or Management should not pock their nose in to such practices which will bring and unhealthy situation for the student. Principal should observe the operation and should review on this matter once in every month and allow accelerating the programme further.



**Best Practice -2****1. Title of the Practice: In house Tuition****2. Goal**

To meet the day to day pocket expenses and to gain academics knowledge of the students and to be self employed. After the awareness of the parents about the importance of high end academic need, every parent is very cautious about their pupil's career. They want their child to be at par with the current trends to compete. To hold a sound academic career every student need academic support from their teachers or tutor. To meet such target, Principal and IQAC coordinator has come-up with brilliant ideas to introduce tutor ward system and allows four (4) good academic background students who really survive with bad financial status to start tuition in the College campus. To help the parents in the other hand the Institution has come-up with such a bold and innovative ideas to allow the students not only to meet their pocket expenses but to be more confident about their academic career and to become a good teacher in the future. This is also one type of engagement and to understand the value of time and money both. To understand the academic culture and to have a leadership quality after getting such plat form to work in any circumstances.

**3. The Context**

The Context of this practise is not so critical but it depends on the parents or the guardians to allow their pupils with a different culture and society to work. Not to earn a handsome amount of money but to learn the real professionalism in the time to come and to have a big opportunity to deal with different kinds of people and to learn different types of language and culture. To fit with the environment and to learn how to work hard in every circumstances. To learn to deal accounts, customer care, inventory, billing and many corporate dealings under their short span of summer training.

**4. The Practice**

When Principal make a list of students for this new innovative "TUTOR WARD" system, IQAC enlisted the names of the students and make them two different teams. Team one (I) was named "TUTOR WARD FOR SCIENCE" (TWS) and teams two (II) was named "TUTOR WARD FOR ARTS" (TWA). After the listing of the students intimation sends to their guardians to know their willingness about such innovative practices IQAC selected only meritorious students for such purpose. Once they receive the list of the students called for walk-in interview. Selected candidates got their offer letter

and join in their respective mission offered by the organisation. This was really a time of happy and time to celebrate with the junior students to act as a mentor. After receiving the pocket money as tuition fee they celebrate a happy moment with their family and friends. They also convey many thanks to the IQAC in-charge and Principal simultaneously for giving them such opportunity. The slogan of the operation was “Earn while you learn”. The entire summer season end-up with a working environment and was quite far away from the TV serials by wasting the valuable time. Save a good amount of money which helps them to manage with their mobile re-charging and other small pocket expenses.

#### **5. Evidence of Success**

This is not evidence but a nice teaching experience when continuing the study. This is also evidence of the entire story that the thanks most goes to those parents who have build confidence on the IQAC cell of the College and have allowed their child to work even in the Summer with a temperature of more than 44 to 45 degree.

#### **6. Problems Encountered and Resources Required**

Problem occurs when they join and work in a different atmosphere, culture and to act as a teacher. There was a big problem to join the duty in time with the help of Bi-Cycle. To be more vigilant and careful when solving the mathematical or related problems.

#### **7. Notes (Optional)**

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

#### **8. Contact Details**

|                                 |                                                                                                     |
|---------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Name of the Principal: -</b> | <b>Dillip Kumar Singh</b>                                                                           |
| <b>Name of the Institution:</b> | <b>Kaptipada College, Kaptipada</b>                                                                 |
| <b>City:</b>                    | <b>Kaptipada</b>                                                                                    |
| <b>Pin Code:</b>                | <b>757040</b>                                                                                       |
| <b>Accredited Status:</b>       |                                                                                                     |
| <b>Work Phone :</b>             | <b>06795-237315</b>                                                                                 |
| <b>Fax:</b>                     |                                                                                                     |
| <b>Website:</b>                 | <b><a href="http://www.kaptipadacollege.org.in">www.kaptipadacollege.org.in</a></b>                 |
| <b>E-mail :</b>                 | <b><a href="mailto:principalkaptipadadegree1@gmail.com">principalkaptipadadegree1@gmail.com</a></b> |
| <b>Mobile:</b>                  | <b>9437534256</b>                                                                                   |

**Part- III****Evaluative Report of the Departments**

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

1. Name of the department - **Physics**
2. Year of Establishment - -2009
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names 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 departments--No
7. Courses in collaboration with other universities, industries, foreign institutions, etc.--No
8. Details of courses/programmes discontinued (if any) with reasons--No
9. Number of Teaching posts

|                      | <b>Sanctioned</b> | <b>Filled</b> |
|----------------------|-------------------|---------------|
| Professors           |                   |               |
| Associate Professors |                   |               |
| Asst. Professors     | 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 |
|------|---------------|-------------|----------------|----------------------------|--------------------------------------|
|      |               |             |                |                            |                                      |

|                 |       |                 |             |       |     |
|-----------------|-------|-----------------|-------------|-------|-----|
| Diptikanta Das  | M.SC. | Asst. Professor | Electronics | 7 Yrs | Nil |
| Antaryami Barik | M.SC. | Asst. Professor |             | 1 Yrs | Nil |

11. List of senior visiting faculty--Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) y temporary faculty--Nil
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled--Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.- 1-M.SC.,2-M.SC.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--Nil
18. Research Centre /facility recognized by the University--Nil
19. Publications:
  - \* a) Publication per faculty--Nil
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students--Nil
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
20. Areas of consultancy and income generated--Nil
21. Faculty as members in
  - a) National committees - Nil
  - b) International Committees - Nil
  - c) Editorial Board - Nil
22. Student projects
  - a) Percentage of students who have done in-house projects

including inter departmental/programme—20%

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

23. Awards / Recognitions received by faculty and students--Nil  
 24. List of eminent academicians and scientists / visitors to the department--Nil  
 25. Seminars/ Conferences/Workshops organized & the source of funding  
     a) National--Nil  
     b) International--Nil  
 26. Student profile programme/course wise:

| Name of the Course/programme (refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|-----------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                     |                       |          | *M       | *F |                 |
| UG (2012-13)                                        | 165                   | 43       | 19       | 24 | 64%             |
| UG (2013-14)                                        | 182                   | 70       | 52       | 18 | 66%             |
| UG (2014-15)                                        | 162                   | 77       | 53       | 24 | 93%             |
| UG (2015-16)                                        | 172                   | 75       | 45       | 30 | 70%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| 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. Student Progression.

| Student progression              | Against% enrolled                 |
|----------------------------------|-----------------------------------|
| UG to PG                         | 10%                               |
| PG to M.Phil                     | NIL                               |
| PG to Ph.D.                      | NIL                               |
| Ph.D. to Post-Doctoral           | NIL                               |
| <b>Employed</b>                  | No Provision for campus selection |
| -Campus selection                |                                   |
| -Other than campus recruitment   | 10                                |
| Enterpreneurship/Self-employment |                                   |

30. Details of Infrastructural facilities

- a) Library –Common Library.  
 b) Internet facilities for Staff & Students --Available  
 c) Class rooms with ICT facility --Available  
 d) Laboratories --Available

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 methods adopted to improve student learning –Unit test

34. Participation in Institutional Social Responsibility (ISR) and Extension activities -- Participation in NSS, Plantation programme and Blood donation camp.

35. SWOC analysis of the department and Future plans

**STRENGTH:-**

- Well experienced, highly qualified faculty.
- Library
- Sincerity of staff and students.

**WEAKNESS—**

- Inadequate faculty.
- Non-availability of Honours.
- Lack of research facility.

**OPPORTUNITIES —**

- Scientific research.
- Ballistic research.
- Jobs in industry.

**CHALLENGE—**In spite of inadequate faculty the dept. is trying to cater to promote the students.

## FUTURE PLAN:-

- To establish a well furnished laboratory.
- To develop the dept. with projector for smart class.

### Evaluative Report of the Departments

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

1. Name of the department - **Chemistry**
2. Year of Establishment - 2009
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) --UG
4. Names 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 departments--Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons--No
9. Number of teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 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. Mukul Roy      | M.Sc., Ph.D.  | Asst. Professor |                      |                            | NIL                                               |
| Manas Ranjan Puhan | M.SC          | Asst. Professor | Industrial Chemistry | 6 Yrs                      | NIL                                               |
|                    |               |                 |                      |                            |                                                   |

11. List of senior visiting faculty--NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty--NIL
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled--NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.-1-Ph.D, 2-M.SC
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--NIL
18. Research Centre /facility recognized by the University--NIL
19. Publications:
  - \* a) Publication per faculty--NIL
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students--NIL
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

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

20. Areas of consultancy and income generated--NIL

21. Faculty as members in

- a) National committees
- b) International Committees
- c) Editorial Board - Nil

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme—25%
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies--NIL

23. Awards / Recognitions received by faculty and students--NIL

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

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

- a) National--NIL
- b) International-NIL

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 165                   | 43       | 19       | 24 | 64%             |
| UG (2013-14)                                           | 182                   | 70       | 52       | 18 | 66%             |
| UG (2014-15)                                           | 162                   | 77       | 53       | 24 | 93%             |

|              |     |    |    |    |     |
|--------------|-----|----|----|----|-----|
| UG (2015-16) | 172 | 75 | 45 | 30 | 70% |
|--------------|-----|----|----|----|-----|

\*M = Male \*F = Female

#### 27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100%                              | 0                               | 0                         |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

#### 29. Student Progression.

| Student progression              | Against% enrolled                 |
|----------------------------------|-----------------------------------|
| UG to PG                         | 15%                               |
| PG to M.Phil                     | NIL                               |
| PG to Ph.D.                      | NIL                               |
| Ph.D. to Post-Doctoral           | NIL                               |
| <b>Employed</b>                  | No provision for campus selection |
| -Campus selection                |                                   |
| -Other than campus recruitment   |                                   |
| Entrepreneurship/Self-employment | 10                                |

#### 30. Details of Infrastructural facilities

a) Library –Common Library

b) Internet facilities for Staff & Students --Available

c) Class rooms with ICT facility --Available

d) Laboratories --Available

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 methods adopted to improve student learning –discussion class, Doubt clearing class and Unit test.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities –Participation in NSS, Plantation programme and Blood donation camp.

35. SWOC analysis of the department and Future plans

STRENGTH— (a) Highly qualified and well experienced faculty.

(b) Shelf full Library.

(c) Regular class, sincerity of staff and students.

WEAKNESS-- (a) Inadequate faculty.

(b) Well furnished Laboratory.

(c) Non-availability of Honours.

OPPORTUNITIES -- (a) Research about new drugs.

(b) Jobs in Chemical industry.

(c) Jobs in Polymer industry.

CHALLENGE — In spite of inadequate faculty the dept is trying to create well-behave and competitive students.

FUTURE PLAN -- (a) To establish for scientific experiment and research.

(b) To develop the dept with projection for smart class.

### 3. Evaluative Report of the Departments

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

1. Name of the department – **DEPARTMENT OF BOTANY**
2. Year of Establishment - 2009
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
4. Names of Interdisciplinary courses and the departments/units involved – Environmental Studies (ES).
5. Annual/ semester/choice based credit system (programme wise) - Annual
6. Participation of the department in the courses offered by other departments - No
7. Courses in collaboration with other universities, industries, foreign institutions, etc.  
- No
8. Details of courses/programmes discontinued (if any) with reasons - No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 03         | 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 |
|---------------------|-------------------|--------------------|---------------------------------|----------------------------|---------------------------------------------------|
| Dibya Lochan Bhuyan | M.Sc.,<br>M.Phil. | Asst.<br>Professor | Phytopathology,<br>Biochemistry | 07                         | Nil                                               |
| Sasmita Basantia    | M.Sc.,<br>M.Phil  | Asst.<br>Professor | Biochemistry,<br>Taxonomy       | 03                         | Nil                                               |

11. List of senior visiting faculty - Nil  
 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty - Nil  
 13. Student -Teacher Ratio (programme wise) – 40:1  
 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

| Name of Post  | Sanctioned | Filled |
|---------------|------------|--------|
| Demonstrator  | 01         | 01     |
| Lab Attendant | 01         | 01     |

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.  
 M.Sc, M.Phil, Ph.D (continuing) – 01, M.Sc, M.Phil - 01  
 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received -Nil  
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received - Nil  
 18. Research Centre /facility recognized by the University - Nil

## 19. Publications:

- \* a) Publication per faculty - Nil
- \* Number of papers published in peer reviewed journals (national / international) by faculty and students -Nil
- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

## 20. Areas of consultancy and income generated - Nil

## 21. Faculty as members in

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

## 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme – 20%
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies - NIL

## 23. Awards / Recognitions received by faculty and students - Nil

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

Dr. K. L. Barik – North Orissa University

Dr. B. Rath - North Orissa University

Prof. M. Mishra – Ex – HOD Botany and Principal, Udala College,  
Udala

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

a) National -Nil

b) International - Nil

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 165                   | 43       | 19       | 24 | 64%             |
| UG (2013-14)                                           | 182                   | 70       | 52       | 18 | 66%             |
| UG (2014-15)                                           | 162                   | 77       | 53       | 24 | 93%             |
| UG (2015-16)                                           | 172                   | 75       | 45       | 30 | 70%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100                               | 0                               | 0                         |
|                    |                                   |                                 |                           |

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

29. Student progression

| Student progression | Against % enrolled |
|---------------------|--------------------|
| UG to PG            | 25                 |
| PG to M.Phil.       | Nil                |
| PG to Ph.D.         | Nil                |



|                                                                                                                               |                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Ph.D. to Post-Doctoral                                                                                                        | Nil                               |
| <b>Employed</b> <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul> | No provision for campus selection |
| Entrepreneurship/Self-employment                                                                                              | 20                                |

30. Details of Infrastructural facilities

- a) Library – There is a departmental library
- b) Internet facilities for Staff & Students - Available
- c) Class rooms with ICT facility - Available
- d) Laboratories – Well equipped Laboratory with Colorimeter, Centrifuge, Digital Balance, Hot Air Oven etc.
31. Number of students receiving financial assistance from college, university, government or other agencies - 02
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts - Nil
33. Teaching methods adopted to improve student learning – Unit Test, Seminars, Power point presentation by LED Projector.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities –  
The students participate in NSS, Blood Donation Camp, YRC & Plantation Programmes.
35. SWOC analysis of the department and Future plans

**Strength –**

- Well experienced, highly qualified Faculty,
- Well equipped Lab.,
- Library,
- Sincerity of Staff and Student.

**Weakness-**

- Inadequate faculty
- Lack of research facilities

**Opportunities –**

The students can undertake higher studies in the emerging fields of biology like Biotechnology, Bio-informatics, Forestry, and Agronomy

or engaged in research activities in Regional Research Laboratories and find employment in these fields.

**Challenges –**

In spite of inadequate faculty, the Department is trying to cater the needs of the students and promises to give quality education to the students.

**Future Plans -**

- To establish a research Laboratory
- To enrich the laboratory with ultra-modern scientific equipments

### Evaluative Report of the Departments

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

1. Name of the department - **ZOOLOGY**
2. Year of Establishment - 2009
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)-ANNUAL
6. Participation of the department in the courses offered by other departments-NIL
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-NIL
8. Details of courses/programmes discontinued (if any) with reasons-NIL
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 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 |
|------|---------------|-------------|----------------|----------------------------|---------------------------------------------------|
|      |               |             |                |                            |                                                   |

|                      |        |             |  |    |     |
|----------------------|--------|-------------|--|----|-----|
| Haraprasad Mohapatra | Ph.D   | Asst. Prof. |  | 07 | NIL |
| Deepali Mohanta      | M.Phil | Asst. Prof. |  | 04 | NIL |
|                      |        |             |  |    |     |

11. List of senior visiting faculty-NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty-NIL
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled -NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.- 1-Ph.D, 2-M.Phil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-NIL
18. Research Centre /facility recognized by the University-NIL
19. Publications: ONE

- \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students:-Peer reviewed journals, International by faculty
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs-IJCMAS
  - \* Chapter in Books-Volume 3, Number 12
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers-ISSN:2319 -7706, volume 3, Number 12 (2014)pp .432-444
  - \* Citation Index-The occurrence and effect of some antibiotics on streptococcus
  - \* SNIP-Jan 1, 2016 IJCMAS, ISSN:2319-7692(Print), ISSN:2319-7706 (Online) is a multidisciplinary peer reviewed journal.
  - \* SJR-WWW.IJCMAS.com/may 2016 issue.phd
- A.A. Toty, N.Guessennnd, C.Koua-koffi, D.A.Otokore, C.meex, G.V.

M bengue, A.J.Diaman, M.Dosso and M.galleni first-detection of TEM -116 and SHV-75

\* Impact factor-2.937

\* h-index

20. Areas of consultancy and income generated
21. Faculty as members in-
  - a) National committees
  - b) International Committees
  - c) Editorial Boards.... Nil
22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme-100%
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies-NIL
23. Awards / Recognitions received by faculty and students-NIL
24. List of eminent academicians and scientists / visitors to the department-NIL
25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National-NIL
  - b) International-NIL

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 165                   | 43       | 19       | 24 | 64%             |
| UG (2013-14)                                           | 182                   | 70       | 52       | 18 | 66%             |
| UG (2014-15)                                           | 162                   | 77       | 53       | 24 | 93%             |
| UG (2015-16)                                           | 172                   | 75       | 45       | 30 | 70%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| 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. Student Progression.

| Student progression                                                    | Against% enrolled                 |
|------------------------------------------------------------------------|-----------------------------------|
| UG to PG                                                               | 50%                               |
| PG to M.Phil                                                           | NIL                               |
| PG to Ph.D.                                                            | NIL                               |
| Ph.D. to Post-Doctoral                                                 | NIL                               |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection |
| Entrepreneurship/Self-employment                                       |                                   |

30. Details of Infrastructural facilities

- a) Library – Common Libray
- b) Internet facilities for Staff & Students -Available
- c) Class rooms with ICT facility -NIL
- d) Laboratories -Available

31. Number of students receiving financial assistance from college, university,

government or other agencies

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

33. Teaching methods adopted to improve student learning -Yes

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

35. SWOC analysis of the department and Future plans

STRENGTH - well educated, good dynamic teacher.

WEAKNESS – Library, Laboratory, IT

OPPERTUNITY- Glorify the future of students.

CHALLENGE- Weak student.

### Evaluative Report of the Departments

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

1. Name of the department -- **English**
2. Year of Establishment - -1990
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)--Annual
6. Participation of the department in the courses offered by other departments--Participation in department Seminars.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons--No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 01         | 01     |

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

| Name | Qualification | Designation | Specialization | No. of Years of Experience | No. of Ph.D. Students guided for the |
|------|---------------|-------------|----------------|----------------------------|--------------------------------------|
|------|---------------|-------------|----------------|----------------------------|--------------------------------------|



|                   |              |                 |                     |         |     |
|-------------------|--------------|-----------------|---------------------|---------|-----|
| Saroj kumar Lenka | M.A. M.Phil. | Asst. Professor | American Literature | 24 Yrs. | Nil |
| Sarat kumar Das   | M.A          | Asst. Professor | American Literature | 25 Yrs. | Nil |
|                   |              |                 |                     |         |     |

11. List of senior visiting faculty--Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty--Nil
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled--Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.- M.A., M. Phil.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--Nil
18. Research Centre /facility recognized by the University--Nil
19. Publications:
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students--No
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Boos with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
20. Areas of consultancy and income generated--Nil
21. Faculty as members in

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

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students--Nil

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

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

- a) National--Nil
- b) International--Nil

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

## 27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| 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. Student Progression.

| Student progression              | Against% enrolled |
|----------------------------------|-------------------|
| UG to PG                         |                   |
| PG to M.Phil                     |                   |
| PG to Ph.D.                      |                   |
| Ph.D. to Post-Doctoral           |                   |
| <b>Employed</b>                  |                   |
| -Campus selection                |                   |
| -Other than campus recruitment   |                   |
| Entrepreneurship/Self-employment |                   |

## 30. Details of Infrastructural facilities

- a) Library –Common Library
- b) Internet facilities for Staff & Students--Available
- c) Class rooms with ICT facility -- Available
- d) Laboratories --NIL

31. Number of students receiving financial assistance from college, university,

Government or other agencies –80%-90%

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts –5/6 Seminars per year assisted with other department.

33. Teaching methods adopted to improve student learning

34. Participation in Institutional Social Responsibility (ISR) and Extension activities –NSS, Blood donation camp and Eye camp. Participation inside & other outside the campus.

35. SWOC analysis of the department and Future plans

STRENGTH:- Well-experienced, dedicated highly qualified faculty.

Well enriched Library.

Active participation of students & staff.

WEAKNESS:- Lack of funds to organise state level or National level seminar.

OPPERTUNITIES:- Creating good students to empower & strengthening future generation.

CHALLENGE:-

### Evaluative Report of the Departments

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

1. Name of the department - **Education**
2. Year of Establishment - 1990
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names 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 departments—Participation in department seminars.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons--No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 03         | 03     |

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 |
|----------------------|---------------|-----------------|-------------------------------------|----------------------------|---------------------------------------------|
| Dushmant kumar Sahoo | M.ED, M.Phil  | HOD             | Educational psychology and guidance | 24 Yrs.                    |                                             |
| Ajit kumar Sahoo     | M.A.          | Asst. Professor | Guidance counselling                | 19 Yrs.                    |                                             |
| Shrabani Rout        | M.A           | Asst. Professor | Educational Philosophy              | 02 Yrs.                    |                                             |

11. List of senior visiting faculty--NIL
12. Percentage of lectures delivered and practical classes handled(programme wise)  
by temporary faculty--NIL
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.—M.Phil-01, P.G.-02
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--NIL
18. Research Centre /facility recognized by the University--NIL
19. Publications:
  - \* a) Publication per faculty--NIL
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books

- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated--NIL
21. Faculty as members in
  - a) National committees
  - b) International Committees
  - c) Editorial Boards - Nil
22. Student projects—Academic projects in +3 2<sup>nd</sup> year & Final Degree
  - a) Percentage of students who have done in-house projects including inter departmental/programme--NIL
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies-100%
23. Awards / Recognitions received by faculty and students--NIL
24. List of eminent academicians and scientists / visitors to the department--NIL
25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National--NIL
  - b) International--NIL

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| 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. Student Progression.

| Student progression              | Against% enrolled |
|----------------------------------|-------------------|
| UG to PG                         | 50% & more        |
| PG to M.Phil                     | 10%               |
| PG to Ph.D.                      | 01%               |
| Ph.D. to Post-Doctoral           | NIL               |
| <b>Employed</b>                  | 40%               |
| -Campus selection                |                   |
| -Other than campus recruitment   |                   |
| Entrepreneurship/Self-employment | 30%               |

30. Details of Infrastructural facilities

- a) Library –Common Library
- b) Internet facilities for Staff & Students--Available
- c) Class rooms with ICT facility -- Available
- d) Laboratories -- Available

31. Number of students receiving financial assistance from college, university, government or other agencies –80-90%



32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts--5/6 seminars per year assisted with other departments.
33. Teaching methods adopted to improve student learning –Modern methods with CAI.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities –NSS, Blood donation camp & eye camp- participation inside & outside the campus.
35. SWOC analysis of the department and Future plans

**STRENGTH:**

- Well-experienced, dedicated highly qualified faculty with very low incentives.
- Well enriched Library.
- Active participation of students & staff.

**WEAKNESS:**

- Lack of advanced IT facility.
- Lack of funds to organise National & State level seminars.

**OPPERTUNITIES:**

- Creating bright students to empower & strengthening future generation.

**CHALLENGE:**

- To start a departmental Library.

### Evaluative Report of the Departments

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

1. Name of the department - **HISTORY**
2. Year of Establishment - 1990
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)--ANNUAL
6. Participation of the department in the courses offered by other departments—  
Participation of the dept. in seminar.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.--NO
8. Details of courses/programmes discontinued (if any) with reasons--NO
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 03         | 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 |
|-----------------------|---------------|-------------|-----------------|----------------------------|---------------------------------------------------|
| Sushanta kumar Dash   | M.A           | Asst. Prof. | Medieval India  | 26Yrs                      | Nil                                               |
| Debendra nath Mohanty | M.A           | Asst. Prof. | Ancient History | 26Yrs                      | Nil                                               |
|                       |               |             |                 |                            |                                                   |

11. List of senior visiting faculty--NIL
12. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty--NIL
13. Student -Teacher Ratio (programme wise)—01:135
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled--NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.—M.A-02
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--NIL
18. Research Centre /facility recognized by the University--NIL
19. Publications:
  - \* a) Publication per faculty--NIL
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books

- \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
20. Areas of consultancy and income generated - NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards - Nil
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme -NIL
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies -NIL
23. Awards / Recognitions received by faculty and students
24. List of eminent academicians and scientists / visitors to the department--NIL
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National -NIL
  - b) International -NIL
26. Student profile programme/course wise:

| Name of the Course/programme (refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|-----------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                     |                       |          | *M       | *F |                 |
| UG (2012-13)                                        | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                        | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                        | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                        | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

## 27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100%                              | 0%                              | 0%                        |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

## 29. Student Progression.

| Student progression                                                    | Against% enrolled                 |
|------------------------------------------------------------------------|-----------------------------------|
| UG to PG                                                               | 50%                               |
| PG to M.Phil                                                           | 01%                               |
| PG to Ph.D.                                                            | NIL                               |
| Ph.D. to Post-Doctoral                                                 | NIL                               |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection |
| Entrepreneurship/Self-employment                                       | 20%                               |

## 30. Details of Infrastructural facilities

- a) Library –Common Library
- b) Internet facilities for Staff & Students --Available
- c) Class rooms with ICT facility -- Available
- d) Laboratories --NIL

## 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 –Yes, three seminars a year.
33. Teaching methods adopted to improve student learning –Unit test.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities – Participation in NSS, Blood donation camp. YRC & plantation programme.

35. SWOC analysis of the department and Future plans

**STRENGTH:-**

- Well experienced, highly qualified faculty.
- Sincerity of staff & students.

**WEAKNESS:-**

- Inadequate faculty.
- Lack of research facilities.
- Awareness of the students about historical.

**OPPORTUNITIES:-**

- Glory and social reformation. Guiding students as to follow the foot print of the great souls for promotion of intellect creativity and personalities.

**CHALLENGES:-**

- In spite of inadequate facility, the dept. is trying to cater to needs of the students.

**FUTURE PLAN:-**

- To setup a departmental Library to enrich the Dept.

### Evaluative Report of the Departments

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

1. Name of the department - **Commerce**
2. Year of Establishment - 1990
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names of Interdisciplinary courses and the departments/units involved—ES,ISC,B.ECO
5. Annual/ semester/choice based credit system (programme wise)--Annual
6. Participation of the department in the courses offered by other departments--No
7. Courses in collaboration with other universities, industries, foreign institutions, etc.--NO
8. Details of courses/programmes discontinued (if any) with reasons--No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 04         | 03     |

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 |
|------------------------|-----------------|----------------|-----------------------|----------------------------|---------------------------------------------------|
| Niroj kumar Khuntia    | M.Com           | Asst.Professor | Management accounting | 27                         | NIL                                               |
| Brajendra kumar Khanda | M.Com           | Asst.Professor | Management            | 27                         | NIL                                               |
| Prasanta kumar Behera  | M.Com<br>M.Phil | Asst.Professor | Accounting            | 04                         | NIL                                               |

11. List of senior visiting faculty--NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty--NIL
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled—Sanctioned-Assf.prof.-04, Filled—03-Assf.prof.
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.—M.com-02, M.phil-01
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--NIL
18. Research Centre /facility recognized by the University--NIL
19. Publications:
  - \* a) Publication per faculty--NIL
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs



- \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
20. Areas of consultancy and income generated--NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards - Nil
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme--NO
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies--NIL
23. Awards / Recognitions received by faculty and students--NIL
24. List of eminent academicians and scientists / visitors to the department—01-Dr. Jagdish Ghadei, reader in-Com.(DLC)  
02-Dr. Manoranjan Parhi, reader in-Com (HOD), com,Udala college, Udala
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National--NIL
  - b) International--NIL
26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 41                    | 15       | 10       | 05 | 92%             |
| UG (2013-14)                                           | 44                    | 33       | 24       | 09 | 100%            |
| UG (2014-15)                                           | 42                    | 20       | 15       | 05 | 100%            |
| UG (2015-16)                                           | 47                    | 26       | 22       | 04 | 93%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 90                                | 01                              | 0                         |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

29. Student Progression.

| Student progression                                                    | Against% enrolled                 |
|------------------------------------------------------------------------|-----------------------------------|
| UG to PG                                                               | 22                                |
| PG to M.Phil                                                           | NIL                               |
| PG to Ph.D.                                                            | NIL                               |
| Ph.D. to Post-Doctoral                                                 | NIL                               |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection |
| Entrepreneurship/Self-employment                                       | 20                                |

30. Details of Infrastructural facilities

- a) Library –College Library
- b) Internet facilities for Staff & Students --Available
- c) Class rooms with ICT facility –No available

d) Laboratories --NIL

31. Number of students receiving financial assistance from college, university, government or other agencies --03

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

33. Teaching methods adopted to improve student learning –Unit test, seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities - Students participate in NSS, Blood donation camp, Plantation programme.

35. SWOC analysis of the department and Future plans

STRENGTH:-

- Well experienced faculty.
- Library
- Dynamic project work.
- :Good relations between teachers & students.

WEAKNESS:

- Inadequate faculty.
- Lack of research facilities.
- Lack of motivation.

OPPORTUNITIES:-

The students can avail higher studies in the developing fields of commerce like financial management, working capital management, human resource accounting, Tax accounting, Social responsibility accounting, EDP programme, Banking & Insurance.

CHALLENGES:-

In spite of inadequate faculty, the department is trying to cater the needs of the students and promises to give quality education to the students for accommodate in organisations.

FUTURE PLAN:-

- To establish a sophisticated project work influencing students towards national as well as International marketing & financial management.

- To establish a separate departmental Library in college premises and award programme for motivation.

### Evaluative Report of the Departments

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

1. Name of the department – Department of **PHILOSOPHY**.
2. Year of Establishment - 1990
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names 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 departments--NO
7. Courses in collaboration with other universities, industries, foreign institutions, etc.--NO
8. Details of courses/programmes discontinued (if any) with reasons--NO
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 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 |
|------|---------------|-------------|----------------|----------------------------|---------------------------------------------------|
|      |               |             |                |                            |                                                   |

|                   |     |            |                       |    |     |
|-------------------|-----|------------|-----------------------|----|-----|
| Suranjan Satpathy | M.A | Asst.Prof. | Met ethics & Religion | 26 | NIL |
| Kabita Mohanty    | M.A | Asst.Prof. | Political Philosophy  | 26 | NIL |
|                   |     |            |                       |    |     |

11. List of senior visiting faculty--NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty--NIL
13. Student -Teacher Ratio (programme wise)--16:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled--NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG—M.A.-02.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received--NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received--NIL
18. Research Centre /facility recognized by the University--NIL
19. Publications:
  - \* a) Publication per faculty--NIL
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR

- \* Impact factor
- \* h-index
- 20. Areas of consultancy and income generated--NIL
- 21. Faculty as members in
  - a) National committees
  - b) International Committees
  - c) Editorial Boards - Nil
- 22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme--NIL
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies--NIL
- 23. Awards / Recognitions received by faculty and students--NIL
- 24. List of eminent academicians and scientists / visitors to the department--NIL
- 25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National--NIL
  - b) International--NIL
- 26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

## 27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100                               | 00                              | 00                        |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

## 29. Student Progression.

| Student progression                                                    | Against% enrolled                  |
|------------------------------------------------------------------------|------------------------------------|
| UG to PG                                                               | 10                                 |
| PG to M.Phil                                                           | NIL                                |
| PG to Ph.D.                                                            | NIL                                |
| Ph.D. to Post-Doctoral                                                 | NIL                                |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection. |
| Entrepreneurship/Self-employment                                       | 10                                 |

## 30. Details of Infrastructural facilities

- a) Library—Common Library
- b) Internet facilities for Staff & Students --Available
- c) Class rooms with ICT facility –Available
- d) Laboratories --NIL

## 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 methods adopted to improve student learning –Unit test.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities – Participation in NSS, Blood donation Camp, YRC & Plantation programme.

35. SWOC analysis of the department and Future plans

STRENGTH:-The faculty members are highly experienced.

WEAKNESS:-Lack of Honours in Philosophy students are not so interested to study in pass subject.

OPPORTUNITIES:-Students may opt for P.G. course which is quite easier.

CHALLENGE:-To educate students to wash off materialistic attitude which is the real nature of Indians.

FUTURE PLAN:-To set up a Library only for the students of Philosophy.

### Evaluative Report of the Departments

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

1. Name of the department – **Mathematics**
2. Year of Establishment - -1991
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)--UG
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)—Annual
6. Participation of the department in the courses offered by other departments--NO
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons--No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 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 |
|---------------------|---------------|----------------|------------------------------------|----------------------------|--------------------------------------|
| Abanti Sarangi      | M.A           | Asst.Professor | Sequence space probability         | 24                         | NIL                                  |
| Satya nandan Mishra | M.SC          | Asst.Professor | Fluid dynamics<br>Computer science | 13                         | NIL                                  |
|                     |               |                |                                    |                            |                                      |

11. List of senior visiting faculty-NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty-NIL
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.-1-M.A,2-M.SC
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-NIL
18. Research Centre /facility recognized by the University-NIL
19. Publications:
  - \* a) Publication per faculty-NIL
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students-NIL
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
20. Areas of consultancy and income generated-NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards - Nil
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme-20%
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies-NIL
23. Awards / Recognitions received by faculty and students-NIL
24. List of eminent academicians and scientists / visitors to the department-NIL
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National-NIL
  - b) International-NIL
26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 64%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 66%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 93%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 70%             |

\*M = Male \*F = Female

#### 27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100                               | 0                               | 0                         |
|                    |                                   |                                 |                           |

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

#### 29. Student Progression.

| Student progression                                                    | Against% enrolled                 |
|------------------------------------------------------------------------|-----------------------------------|
| UG to PG                                                               | 20                                |
| PG to M.Phil                                                           | NIL                               |
| PG to Ph.D.                                                            | NIL                               |
| Ph.D. to Post-Doctoral                                                 | NIL                               |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection |
| Entrepreneurship/Self-employment                                       | 20                                |

## 30. Details of Infrastructural facilities

- a) Library –Common Library
- b) Internet facilities for Staff & Students -Available
- c) Class rooms with ICT facility -Available
- d) Laboratories -NIL

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 methods adopted to improve student learning –Unit test

34. Participation in Institutional Social Responsibility (ISR) and Extension activities - Participation in NSS, Blood donation Camp, YRC & Plantation programme.

35. SWOC analysis of the department and Future plans

**STRENGTH:-**

- Well experienced, highly qualified faculty.
- Library
- sincerity of staff and students.

**WEAKNESS:-**

- Inadequate faculty.
- Non-availability of Honours.
- Lack of Research facilities.

**OPPERTUNITIES:-**

- Scientific Research
- Statistical Survey.

**CHALLANGES:-**

- In spite of inadequate faculty, the dept. is trying to cater to promote the students.

**FUTURE PLAN:-**

- To establish a computer laboratory.
- To develop the Dept. with ultra-modern scientific equipment.

### Evaluative Report of the Departments

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

1. Name of the department – **POLITICAL SCIENCE**
2. Year of Establishment – 1990-91
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-Under Graduate .
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)-Annual
6. Participation of the department in the courses offered by other departments-No
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons-No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 03         | 03     |

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 |
|------|---------------|-------------|----------------|----------------------------|---------------------------------------------------|
|      |               |             |                |                            |                                                   |

|                     |        |             |                     |    |    |
|---------------------|--------|-------------|---------------------|----|----|
| Dillip kumar Singh  | M.A.   | H.O.D       | Political thought   | 26 | No |
| Chandra sekhar jena | M.Phil | Asst. Prof. | Political Sociology | 08 | No |
| Sradhanjali Sarangi | M.Phil | Asst. Prof. | Political Sociology | 05 | No |

11. List of senior visiting faculty-NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty\_No
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.-  
1-M.A, 2-M.Phil, 3- M-Phil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-NIL
18. Research Centre /facility recognized by the University-NIL
19. Publications:
  - \* a) Publication per faculty-NIL
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index



- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated-NIL
21. Faculty as members in
  - a) National committees
  - b) International Committees
  - c) Editorial Boards – Nil
22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies-NIL
23. Awards / Recognitions received by faculty and students-NIL
24. List of eminent academicians and scientists / visitors to the department-NIL
25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National-NIL
  - b) International-NIL
26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100%                              | 0                               | 0                         |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

29. Student Progression.

| Student progression                                                    | Against% enrolled                 |
|------------------------------------------------------------------------|-----------------------------------|
| UG to PG                                                               | 18.75                             |
| PG to M.Phil                                                           | NIL                               |
| PG to Ph.D.                                                            | NIL                               |
| Ph.D. to Post-Doctoral                                                 | NIL                               |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection |
| Entrepreneurship/Self-employment                                       |                                   |

30. Details of Infrastructural facilities

- a) Library –Common Library
- b) Internet facilities for Staff & Students -No
- c) Class rooms with ICT facility -No
- d) Laboratories -No

31. Number of students receiving financial assistance from college, university,

government or other agencies -No

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts -No

33. Teaching methods adopted to improve student learning –Provide skills to develop basic Knowledge about Indian constitution.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities - Participation in NSS, Blood donation Camp, YRC & Plantation programme.

35. SWOC analysis of the department and Future plans

**STRENGTH:-**

Unity is the strength of Political science department. Students are cordial and courageous. All the three faculties are intelligent and Conscious.

**WEAKNESS:-**

Average and poor students take admission. So results are average.

**OPPERTUNITIES:-**

After graduate students get opportunities in various exam because they get questions from Political science.

**CHALLENGE:-**

Both the lecturers and the students of the department take every matters in college in a challenging mood. Students differing mind sets, mental abilities and are also habituated to remain inside the traditional orbit of social economic changes taking Place.

### Evaluative Report of the Departments

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

1. Name of the department - **SANSKRIT**
2. Year of Establishment - 1992
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)-ANNUAL
6. Participation of the department in the courses offered by other departments-No
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons-No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 03         | 03     |

9. 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 |
|------|---------------|-------------|----------------|----------------------------|---------------------------------------------------|
|      |               |             |                |                            |                                                   |

|                      |             |             |              |    |     |
|----------------------|-------------|-------------|--------------|----|-----|
| Subrata kumar Mishra | M.A         | Asst. Prof. | Sahitya      | 24 | NIL |
| Kabita Ray           | M.A, M.Phil | Asst. Prof. | Literature   | 05 | NIL |
| Subhadra Nayak       | M.A, M.Phil | Asst. Prof. | Dharmasastra | 05 | NIL |

11. List of senior visiting faculty-NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty-NIL
13. Student -Teacher Ratio (programme wise)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.1-M.A, 2-M.Phil, 3-M.Phil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-NIL
18. Research Centre /facility recognized by the University-NIL
19. Publications
  - \* a) Publication per faculty:-NIL
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students:-NIL
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP

- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated:-NIL

21. Faculty as members in

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

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme-40%
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:-NIL

23. Awards / Recognitions received by faculty and students:-NIL

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

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

a) National:-NIL

b) International:-NIL

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

## 27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100%                              | 0                               | 0                         |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

NIL

## 29. Student Progression.

| Student progression                                                    | Against% enrolled                 |
|------------------------------------------------------------------------|-----------------------------------|
| UG to PG                                                               | 40%                               |
| PG to M.Phil                                                           | NIL                               |
| PG to Ph.D.                                                            | NIL                               |
| Ph.D. to Post-Doctoral                                                 | NIL                               |
| <b>Employed</b><br>-Campus selection<br>-Other than campus recruitment | No provision for campus selection |
| Entrepreneurship/Self-employment                                       | 40                                |

## 30. Details of Infrastructural facilities

- a) Library –Common library
- b) Internet facilities for Staff & Students -Available
- c) Class rooms with ICT facility -

d) Laboratories -Nil

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 methods adopted to improve student learning –Unit test

34. Participation in Institutional Social Responsibility (ISR) and Extension activities - Participation in NSS, Blood donation Camp, YRC & Plantation programme.

35. SWOC analysis of the department and Future plans

STRENGTH :-Well experienced, highly qualified faculty.

:-Library

:-Sincerity staff and students.

WEAKNESS :-Inadequate faculty.

:-Lack of research facilities.

OPPERTUNITIES:-

CHALLENGES:-In spite of inadequate faculty, the dept. is trying to cater to need of the students.

FUTURE PLAN:-To establish a research laboratory.

:-TO enrich the dept. with ultra-modern scientific equipment.



### Evaluative Report of the Departments

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

1. Name of the department - **ECONOMICS**
2. Year of Establishment - 1990
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
4. Names of Interdisciplinary courses and the departments/units involved
5. Annual/ semester/choice based credit system (programme wise)-ANNUAL
6. Participation of the department in the courses offered by other departments-No
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-No
8. Details of courses/programmes discontinued (if any) with reasons-No
9. Number of Teaching posts

|                      | Sanctioned | Filled |
|----------------------|------------|--------|
| Professors           |            |        |
| Associate Professors |            |        |
| Asst. Professors     | 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 |
|------|---------------|-------------|----------------|----------------------------|---------------------------------------------------|
|      |               |             |                |                            |                                                   |

|                |     |             |               |    |     |
|----------------|-----|-------------|---------------|----|-----|
| Nibedita Panda | M.A | Asst. Prof. | Statistics    | 22 | Nil |
| Sabitri Dash   | M.A | Asst. Prof. | Money Banking | 02 | Nil |
|                |     |             |               |    |     |

11. List of senior visiting faculty-NIL
12. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty-NIL
13. Student -Teacher Ratio (programme wise) -NIL
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.-M.A-2
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-NIL
18. Research Centre /facility recognized by the University
19. Publications:
  - \* a) Publication per faculty-NIL
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students-NIL
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR

\* Impact factor

\* h-index

20. Areas of consultancy and income generated-NIL

21. Faculty as members in

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

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme-30%
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies-NIL

23. Awards / Recognitions received by faculty and students-NIL

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

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

- a) National-NIL
- b) International-NIL

26. Student profile programme/course wise:

| Name of the Course/programme<br>(refer question no. 4) | Applications received | Selected | Enrolled |    | Pass percentage |
|--------------------------------------------------------|-----------------------|----------|----------|----|-----------------|
|                                                        |                       |          | *M       | *F |                 |
| UG (2012-13)                                           | 283                   | 130      | 57       | 73 | 58%             |
| UG (2013-14)                                           | 293                   | 154      | 74       | 80 | 91%             |
| UG (2014-15)                                           | 359                   | 151      | 78       | 73 | 87%             |
| UG (2015-16)                                           | 368                   | 131      | 59       | 72 | 84%             |

\*M = Male \*F = Female

27. Diversity of Students

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| UG                 | 100%                              | 0                               | 0                         |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |
|                    |                                   |                                 |                           |

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

29. Student Progression.

| Student progression              | Against% enrolled                 |
|----------------------------------|-----------------------------------|
| UG to PG                         | 30%                               |
| PG to M.Phil                     | NIL                               |
| PG to Ph.D.                      | NIL                               |
| Ph.D. to Post-Doctoral           | NIL                               |
| <b>Employed</b>                  | No provision for campus selection |
| -Campus selection                |                                   |
| -Other than campus recruitment   |                                   |
| Entrepreneurship/Self-employment | 30                                |

30. Details of Infrastructural facilities

- a) Library –Common Library
- b) Internet facilities for Staff & Students -Available
- c) Class rooms with ICT facility -Available
- d) Laboratories -NIL

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 methods adopted to improve student learning –Unit test
34. Participation in Institutional Social Responsibility (ISR) and Extension activities :- Participation in NSS, Blood donation Camp, YRC & Plantation programme.
35. SWOC analysis of the department and Future plans

**STRENGTH:**

- Well experienced, highly qualified faculty.
- Library
- Sincerity staff and students.

**WEAKNESS:**

- Inadequate faculty.
- Non-availability of Honours.
- Lack of research facilities.

**OPPERTUNITIES:-**

- Economical survey.

**CHALLENGES:-**

- In spite of various problems, the dept. is trying to develop the mind of Students.

**FUTURE PLAN:-**

- To establish research facilities.

**Part - IV****KAPTIPADA COLLEGE, KAPTIPADA**

At/ P.O- Kaptipada, Dist.- Mayurbhanj



ESTD-1976

**Declaration by the Head of the Institution**

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

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

*Dr. P. Kumar Singh*  
Signature of the Head of the institution  
Principal,  
Kaptipada College,  
Kaptipada, Mayurbhanj

*Kaptipada College*  
Place: *20-08-16*

Date:

## APPENDICES


  
**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
 राष्ट्रीय विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
 An Autonomous Institution of the University Grants Commission

---

**CENTRAL APPLICATION PROCESSING UNIT (CAPU)**

NAAC/CAPU/East/ORECGN25124/2016  
 Principal  
 Kaptipada College  
 At/ Po-Kaptipada 757340, Dist Mayurbhanj  
 Orissa  
 Dear Principal,

Date: 29 April 2016

Greetings from NAAC

With reference to the online submission of IEQA application and the IEQA eligibility status intimated to you through the auto generated e-mail on 29/03/2016, you are advised to proceed further for submission of Self Study Report (SSR). Acceptance of your SSR is subject to strict adherence to the timelines and procedural formalities of NAAC as given below:

- Use the format "Manual for Self-Study Report-Affiliated/Conventive Colleges" available for download at <http://naac.org.in/naac/naac.asp>
- A soft copy of SSR complete in all respects must be uploaded on institutional website with in five months from the date of acceptance of IEQA. After uploading, SSR the concerned Regional Coordinator must be informed by e-mail and also through a letter, or else hard copies of SSR will not be accepted.
- The uploaded SSR must not be password protected and accessible online to all stakeholders till the completion of assessment and accreditation process by NAAC.
- Must submit five hard copies and one soft copy (CD) of SSR along with the applicable ASA fee to NAAC within six months from the date of acceptance of the IEQA. Strictly note that hard copies of SSR/SAR should be submitted by post/ courier only. SSR/SAR will not be accepted by hand in NAAC office.
- There will be no relaxation in the three schedules for uploading SSR on the college website and submission of hard copies of SSR.
- Submit "Certificate of Compliance" (format enclosed) and the Declaration to be made by the Head of the institution complete in all respects along with the SSR.
- Quote your assigned track ID ORECGN25124 in all your future online/offline submissions and correspondence with NAAC.
- Only Government and Govt-aided colleges covered under 2f and 2g of UGC Act, 1956 and getting General development grants during XII Plan are eligible for exemption of Accreditation fees subject to the production of valid documentary evidence. All other unaided colleges have to pay the Accreditation fees as per the revised NAAC fees structure.

Please note that, if at any point of time while processing your application, NAAC finds that the information provided by the institution in the LoI, IEQA, SSR or in the supporting documents is incorrect or misleading your application for assessment and accreditation will be rejected. NAAC will not be liable for the consequences arising out of such a rejection including refund of the fees or any other expenditure incurred by the institution in the process.

For any further clarification kindly log on to NAAC website [www.naac.org.in](http://www.naac.org.in) or contact the Help Desk Phone Numbers 080-23005192 / 080-23005193 and may also contact through e-mail [enquiries@naac.ac.in](mailto:enquiries@naac.ac.in)

Thanking you,  
Yours sincerely,

  
 Per CAPU, NAAC

Note: The institutions are hereby advised to upload "All India Survey of Higher Education" in MHRD website (<http://aihs.mhrd.gov.in>) under registration to NAAC with documentary proof of the Uploaded survey, at the time of submission SSR/SAR to NAAC.

Principal,  
 Kaptipada College,  
 Kaptipada, Mayurbhanj

निजी कार्यालय नं. 1075, नागरावली, बंगलूरु - 560 072, थारा P.O.Box No. 1075, Nagarahalli, Bangalore - 560 072, INDIA  
 दूरभाष Phone : + 91-80-23006192, 93 Fax : +91-80-23210270

Form I ID-08-06/2014 College Name: KAPTIPADA COLLEGE, KAPTIPADA Page 1 of 4

IEQA SUBMISSION DATE-29/03/2016

**INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA) QUESTIONNAIRE**

|                                                                                      |                                  |                                      |                               |
|--------------------------------------------------------------------------------------|----------------------------------|--------------------------------------|-------------------------------|
| <b>1. COLLEGE DETAILS</b>                                                            |                                  |                                      |                               |
| Name of the college                                                                  | KAPTIPADA COLLEGE, KAPTIPADA     | Year of establishment                | 1975                          |
| Location of the college                                                              | H.B.M.                           |                                      |                               |
| <b>2. ADDRESS</b>                                                                    |                                  |                                      |                               |
| Address                                                                              | KAPTIKAPADA DIST- MAYURBHANJ     | Pin Code                             | 751040                        |
| State                                                                                | Odisha                           | E-Mail                               | govindkumar.kapadia@gmail.com |
| Phone No.                                                                            | 94370                            | Phone No.                            | 94370                         |
| Mobile No.                                                                           | 94370                            | Mobile No.                           | 94370                         |
| <b>3. HEAD OF THE INSTITUTION</b>                                                    |                                  |                                      |                               |
| Name                                                                                 | Dr. P. K. K. K. K.               | Designation                          | Principal                     |
| Year of Appointment                                                                  | 2014-15                          |                                      |                               |
| <b>4. CONTACT DETAILS OF HEAD OF THE INSTITUTION</b>                                 |                                  |                                      |                               |
| Home Address                                                                         | Kaptilpada                       | Phone Number                         | 94370                         |
| Mobile No.                                                                           | 94370                            | Mobile No.                           | 94370                         |
| E-Mail                                                                               | govindkumar.kapadia@gmail.com    |                                      |                               |
| <b>5. CHECK THE FOLLOWING FUNCTIONS FROM</b>                                         |                                  |                                      |                               |
| <b>a. MAIN CAMPUS</b>                                                                |                                  | <b>Area of the Campus in Acres</b>   |                               |
| Open Space                                                                           | 10.0                             | Total Built up Area in Sq. M.        | 2000                          |
| Open Space                                                                           | 10.0                             |                                      |                               |
| <b>b. SATELLITE CAMPUS</b>                                                           |                                  | <b>Area of the Campus in Acres</b>   |                               |
| Open Space                                                                           | 10.0                             | Total Built up Area in Sq. M.        | 2000                          |
| Open Space                                                                           | 10.0                             |                                      |                               |
| <b>6. STATE AFFILIATION</b>                                                          |                                  |                                      |                               |
| <b>7. NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT</b> |                                  |                                      |                               |
| University                                                                           | Uttarakhand University, Dehradun | Year                                 | 2014-15                       |
| Nature of relationship with the university                                           | AFFILIATE                        | Is affiliated, nature of affiliation | Yes/No                        |
| University                                                                           |                                  | Year                                 |                               |
| Nature of relationship with the university                                           |                                  | Is affiliated, nature of affiliation | Yes/No                        |
| University                                                                           |                                  | Year                                 |                               |
| Nature of relationship with the university                                           |                                  | Is affiliated, nature of affiliation | Yes/No                        |
| <b>8. TREATMENT FROM NATIONAL REGULATORY BODY</b>                                    |                                  |                                      |                               |
| Has the college been inspected by the National Professional Regulatory Council?      |                                  |                                      |                               |
| Yes/No                                                                               |                                  |                                      |                               |
| Name of the Regulatory Council                                                       |                                  |                                      |                               |
| All India Council for Technical Education                                            |                                  |                                      |                               |
| <b>9. COLLEGE FUNCTIONING</b>                                                        |                                  |                                      |                               |
| Principal                                                                            | Dr. P. K. K. K.                  | Year of Appointment                  | 2014-15                       |
| Principal                                                                            | Dr. P. K. K. K.                  | Designation                          | Principal                     |
| <b>10. MANAGEMENT DETAILS</b>                                                        |                                  |                                      |                               |
| Name of the Management                                                               | Odisha State                     | Registration No.                     | 123456                        |

Signature: \_\_\_\_\_  
Principal, Kaptipada College, Mayurbhanj





Page 152

Form ID-DRC/OCN/21/14 College Name-KAPTIPADA COLLEGE, KAPTIPADA Page 4 of 9

| Preparation of students admits is against the reservation category as per Government of India norms. | Yes/No |
|------------------------------------------------------------------------------------------------------|--------|
| Yes/No                                                                                               |        |

I hereby certify that the information given in the IQA application is true to the best of my knowledge and ability and if the same is found to be false, misleading, or otherwise, N.A.C. (including any agency which it deems fit including maintaining the document of the First Last, Title.

*[Signature]*  
Principal  
Kaptipada College,  
Kaptipada, Mayurbhanj

## Certificate of 2 (f) and 12 (B)

1/8-2  
26+  
20/12/12

Ph. 23236351, 23232701, 23237721  
23234116, 23235733, 23232117  
23236735, 23239437, 23239627

Envision No. 413 (CPP-I Colleges)  
UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)  
F. No. 8-87/2011 (CPP-UC)



ज्ञान-विश्व विमुक्त

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

December, 2012

13 DEC 2012

The Registrar  
North Orissa University  
Baripada, Mayurbhanj  
Bhubaneswar - 757 003  
Orissa

**Sub:** Change the Status of the College from **un-aided/ self financed** to **aided College** under Section 2(f) & 12 (B) of the UGC Act, 1956.

Sir,

With reference to your letter No. NOU/CDC/4162/2012 dated 15-09-2012 on the above subject, I am directed to say that the name of the College, **Kaptipada College, Kaptipada, Dist. Mayurbhanj, Orissa** was already included under Section 2(f) & 12 (B) of the UGC Act, 1956 under the head **un-aided/ self financed** vide this office letter of even No. dated 07.07.2011. I am further to say that the Change in the Status of the College has been made as **aided College** in place of **un-aided/ self financed**. Now, the College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

Yours faithfully,

(Raksha Pahwa)  
Under Secretary

Copy to: -

1. The Principal, Kaptipada College, Kaptipada, Dist. Mayurbhanj, Orissa.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Secretary, Higher Education Department, Govt. of Orissa, Orissa Secretariat, Bhubaneswar - 751 001, (Orissa).
4. The Joint Secretary, UGC, Eastern Regional Office (ERO), LB - 8, Sector - III, Salt Lake, Kolkata - 700 098, (West Bengal).
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi
7. Guard file.

Attested

Principal,  
Kaptipada College,  
Kaptipada, Mayurbhanj

(Sunita Gulati)  
Section Officer

## Certificate of Permanent Affiliation

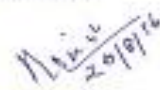
  
**NORTH ORISSA UNIVERSITY**  
 SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, 757003, MAYURBHANJ.  
 No. 2989 / (Aff-01/2014-15)NOL/2016 Date: 19/8/16

  
**TO WHOME IT MAY CONCERN**

This is to certify that Kaptipada College, Kaptipada, Mayurbhanj, Odisha is affiliated to the North Orissa University, Takatpur, Baripada, Mayurbhanj since 1998-1999 and recognized by the University Grants Commission and the following courses/subject are taught in the said college as per approval.

| Sl No. | Name of the Course (s) and Duration                                                                                                                                                       | Affiliation |           | Period of validity for the year |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|---------------------------------|
|        |                                                                                                                                                                                           | Permanent   | Temporary |                                 |
| 01     | Three year B.A. courses in Compulsory –English, MIL (Odia) 128 seats and Optional – History, Pol, Science, Economics, Philosophy, Odia, Education, Mathematics & Sanskrit-128 seats each. | Permanent   |           | ---                             |
| 02     | Three years Commerce courses in Compulsory- English, MIL (O) – 32 seats and Optional subjects.                                                                                            | Permanent   |           | ---                             |
| 03     | Three Years B.Sc. General Courses in Compulsory –English, MIL (Odia) and Optional –PCM & CBZ- 64 seats.                                                                                   | Permanent   |           | ---                             |

  
 Registrar  
 North Orissa University

Attested  
  
 Principal,  
 Kaptipada College,  
 Kaptipada, Mayurbhanj

## UGC Assistance – XII Plan

All communications are to be addressed to the Joint Secretary, Designation and not by name.

1/6/14  
19/1/15  
25/1/15

 **सर्वोच्च शिक्षण आयोग**  
University Grants Commission  
(विश्वविद्यालय विकास आयोग)  
(Ministry of Human Resource Development, Govt of India)  
Eastern Regional Office  
LB-8, Sector-III, Salt Lake  
Kolkata-700 095 (W-46 Bengal)  
Phone: (033) 2335 4767/4768 Fax: (033) 2335 0881  
E-mail: ugc\_eo\_kolkata@yahoo.co.in

**December 16, 2014**

**No.F.Meeting.-12/13-14 (ERO)**

To  
The Principal/Teacher-in-Charge,  
Kaptipada College, Kaptipada,  
Kaptipada, Mayurbhanj,  
Orissa  
(North Orissa University)

**Sub: UGC Assistance to colleges during XII Plan- regarding.**

Sir/Madam,

As per the UGC, Head Office, New Delhi, letter No. F.1-14/2010(RO/Meeting), dated 25.11.2014 all new colleges which are under Section 2(f) and 12B of the UGC Act, 1956 are eligible for an ad-hoc grant of Rs.10.00 lakh (Rupees ten lakh only). This grant is being released under General Development Assistance (GDA) for Twelfth Plan (2012-17) to the colleges who have not released General Development Assistance during Eleventh and Twelfth Plan. An ad-hoc grant of Rs.10,00,000/- (Head 35 Rs.8,00,000/- and Head 31 Rs.2,00,000/-) can be spent under the categories are given below:

| Head                                              | Expenditure permitted to be incurred                                                                           |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Grants in Aid-Capital Expenditure (Head 35) – 80% | Purchase of books, journals and equipment                                                                      |
| Grants in Aid-General Expenditure (Head 31) – 20% | Contingency, Extension Activities, Field work/study tours etc., (Details are given in the XII Plan Guidelines) |

Therefore, colleges are requested to follow the XII Plan General Development Guidelines to spend this money. The allocation of XII Plan (Plan Block Grant (PBG)) would be conveyed to you after approval of the competent authority.

The guideline for the above scheme is available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in). Those Colleges, who have not submitted the XII Plan General Development proposal, are requested to submit the documents as per Twelfth Plan Guidelines (ANNEXURE -I and ANNEXURE -II) and send to this office, duly signed by the Principal/Teacher-in-Charge and forwarded by the affiliating University latest by 15.01.2015.

It may kindly be noted that all the required enclosures are to be attached, failing which the proposal would not be considered.

*M. Arif*  
20/1/15

Principal,  
Kaptipada College,  
Kaptipada, Mayurbhanj  
Encl.: As above.

Yours sincerely,  
*M. Arif*  
(Mohammad Arif)  
Joint Secretary



**UNIVERSITY GRANTS COMMISSION  
EASTERN REGIONAL OFFICE  
LB 8 Sector III Salt Lake, Kolkata 700 098**

Sl. No. QN4-04/114-15 (ERO) ID No. QN4-047 Date: 15-Dec-14 S No. 223229 - 1 JAN 2015

The Account Officer  
University Grants Commission  
Eastern Regional Office, Kolkata 700 098

Sub: Release of Grant-in-Aid during the Current financial year (2014-15), during Xth Plan, to:  
**Kaptipada College, Kaptipada**

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. **5000000** towards the scheme: Xth Plan College Development, to the Principal, **Kaptipada College, Kaptipada** for the Plan expenditure to be incurred during the current financial year as per details given below:

| Purpose of the grant     | Approved Allocation (Rs.) | Amount already sanctioned (Rs.) | Amount being sanctioned now (Rs.) | Total grant including the grant now being sanctioned (Rs.) |
|--------------------------|---------------------------|---------------------------------|-----------------------------------|------------------------------------------------------------|
| Undergraduate            |                           |                                 |                                   |                                                            |
| Ad-hoc grant             |                           |                                 |                                   |                                                            |
| Plan Block Grant-Head-31 | 0                         | 0                               | 200000                            | 200000                                                     |
| Plan Block Grant-Head-35 | 0                         | 0                               | 5000000                           | 5000000                                                    |
| <b>Total</b>             |                           |                                 | <b>5000000</b>                    |                                                            |

The College is requested to note:

- BC component: 10%, ST component: 7.5%, General component (including Minorities): 11.5%
- No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

- The sanctioned amount is debitable to Head: 1-B-019 and valid for payment during the financial year: 2013-14 only.
- The amount of the grant shall be drawn by the Account Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:
  - (a) Details (Name & Address) of Account Holder:  
Principal,  
**Kaptipada College, Kaptipada**  
**Kaptipada, Mayurbhanj**  
Odisha
  - (b) Account No.: 11042102648
  - (c) Name & Address of Branch: State Bank of India, Kaptipada Branch
  - (d) MICR Code of Branch: 157002516
  - (e) IFSC Code: SBIN0067967
  - (f) Type of Account: SBICurrent/Cash/Credit

You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.

- The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/College/Institution.
- The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilized only on approved items of expenditure.
- The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and Instructions/Guidelines there under from time to time.
- The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
- The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
- A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.

Attached  
Principal,  
Kaptipada College,  
Kaptipada, Mayurbhanj


**UNIVERSITY GRANTS COMMISSION**  
**EASTERN REGIONAL OFFICE**  
**LB 8 Sector III Salt Lake, Kolkata 700 098**

10. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/partial utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of return as per provisions contained in General Financial Rules of Govt. of India will be charged.

11. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy (both vertical (for SC, ST/SCBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts.

12. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1975 etc.

13. The grants should not be used for Self-Financing/Unaided Courses.

14. It may be noted that the accounts of the grant-in-aid institution shall be subject to inspection by Officers of the ERC, UGC, Kolkata.

15. The interest earned by the University/College/institute on this grant-in-aid shall be treated as additional grant and may be shown in the UGC statement of expenditure to be furnished by grantee institution.

16. The sanction issues in exercise of the delegation of powers vide UGC Order No. 133/2013 (F.No. 10-11/12/Adm. (ASB)) dated 28/9/2013.

17. The University/institutions shall strictly follow the UGC Regulations on during the tenure of Reggng in Higher Education Institutes, 2009.

18. The University/institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).

19. The accounts of the University/institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.

20. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.

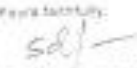
21. Funds to the extent of Rs. \_\_\_\_\_ are available under the scheme.

22. This issue with the concurrence of UGC vide Diary No. 497 (UGC) dated 10.12.2014.

23. This issue with the approval of \_\_\_\_\_ vide Diary No. \_\_\_\_\_ dated \_\_\_\_\_.

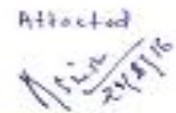
**Details of the amount is being released:**

|                         |                |
|-------------------------|----------------|
| General component (3A): | Rs. 775000     |
| SC component (3B):      | Rs. 150000     |
| ST component (3C):      | Rs. 75000      |
| <b>TOTAL:</b>           | <b>1000000</b> |

Yours faithfully,  
  
 (Dr. Mohammad Arif)  
 Joint Secretary

Copy forwarded for information and necessary action to:

- Principal/Teacher-in-Charge,  
Kaptipada College, Kaptipada  
Kaptipada, Mayurbhanj  
Odisha  
He/she is requested to abide by these instructions/Guidelines of sanction order.
- Registrar/Director, Co-ordinator, College Development Council, Nayal Odisha University
- Auditor General, Govt. of Odisha
- The Secretary, Higher Education, Govt. of Odisha
- The Director of Public Instructions (Higher Education) Govt. of Odisha
- Undergraduate

**Attached**  
  
**Principal,**  
**Kaptipada College,**  
**Kaptipada, Mayurbhanj**

  
**(Pooja Bhattacharya)**  
**Education Officer**



## AISHE Certificate



Principal,  
Kaptipada College,  
Kaptipada, Mayurbhanj

### Certificate of Compliance

**KAPTIPADA COLLEGE, KAPTIPADA**  
At/ P.O- Kaptipada, Dist.- Mayurbhanj

  
ESTD-1978

**Certificate of Compliance**  
(Affiliated/Constituent/ Autonomous Colleges and Recognized Institutions)

This is to certify that **KAPTIPADA COLLEGE, KAPTIPADA , DIST- MAYURBHANJ, ODISHA** (Name of the institution) fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

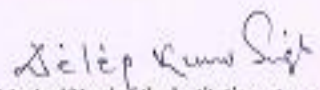
In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreed that the undertaking given to NAAC will be displayed on the college website.

Date: 20.08.16

Place: Kaptipada College

  
 Principal/Head of the Institution  
 Principal,  
 Kaptipada College,  
 Kaptipada, Mayurbhanj

20.8.16

**END**

**Self Study Report**

Kaptipada College, Kaptipada

Mayurbhanj

Odisha

**757040**