

# The Annual Quality Assurance Report (AQAR) of the IQAC

Submitted to

***National Assessment and Accreditation  
Council (NAAC)***

by



***KENDRAPARA AUTONOMOUS COLLEGE,  
KENDRAPARA - 754211, ODISHA***

***(Accredited by NAAC with 'A' Grade with a CGPA of 85.60)  
(Recognized as 'College with Potential for Excellence' by UGC)***

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**YEAR OF REPORT: 2015-16**

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

**AQAR for the year**

2015-16

### I. Details of the Institution

1.1 Name of the Institution

Kendrapara Autonomous College

1.2 Address Line 1

At/Po- Kendrapara

Address Line 2

Dist- Kendrapara

City/Town

Kendrapara

State

Odisha

Pin Code

754211

Institution e-mail address

kendraparacollege@yahoo.co.in

Contact Nos.

06727-220215

Name of the Head of the Institution:

Dr. Sachidananda Sarangi

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	85.60	2006	2011
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

20.09.2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2010-2011 20/06/2012 (DD/MM/YYYY)
- ii. AQAR 2011-2012 20/06/2012 (DD/MM/YYYY)
- iii. AQAR 2012-2013 11/05/2013 (DD/MM/YYYY)
- iv. AQAR 2013-2014 11/05/2015 (DD/MM/YYYY)
- v. AQAR 2014-2015 22/09/2015 (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Utkal University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

- 1. IGNOU (Central)
- 2. Centre for Self Defence for Girls (State)
- 3. Mentor College to Impart Training for Preparation of LOI & SSR for NAAC Accreditation of Peripheral Colleges (State)
- 5. Odisha State Open University

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff /Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The significant activities & contributions made by IQAC are as follows:

- Developing a Quality system for conscious, consistent & catalytic programmed action to improve the academic & administrative performance of the College.
- Promoting measures for institutional functioning towards quality enhancement through internalization of quality culture & institutionalization of best practices.
- Publishing Campus Bulletin ‘Communiqué’ for dissemination of information among the stakeholders.
- Organising meetings with stakeholders to create awareness about the suggestions given by the Peer Team for Autonomy Extension and readiness for ensuing visit of the NAAC Peer Team for Re-accreditation Cycle II.
- Organising IQAC Seminars to disseminate information on various quality parameters of Higher Education.
- Organising Orientation programmes for Fresher (Teaching & Non- Teaching) to sustain the Quality work culture of the Institution.
- Conducting review on Academic Audit on the functioning of all the Depts.
- Conducting review on the Co-curricular & Extra-curricular Activities of all Committees related to Administration, Accounts, Infrastructure, Exams. Reforms, Student Support Activities, Faculty Development, Support Staff Welfare & Best Practices, etc. of the Institution.
- Conducting Student Feedback on: i) Performance of Individual Teachers, ii) Course Curriculum & Campus Experience & iii) Syllabus, Teaching & Evaluation.
- Preparing Annual Quality Assurance Report (AQAR) at the end of every Academic year to be submitted to NAAC.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

### **Plan of Action**

- . To organise Autonomy Seminars in all Honours Teaching Depts. out of UGC Autonomy Grant.
- To conduct and continue Remedial Coaching class for SC/ST/OBC(NC)/ Minority students out of UGC Merged Scheme Grant.
- To organise the National Seminar & IQAC Seminars.
- To organise the Workshop/ Seminar on Research Methodology.
- To conduct & continue Entry in services programme for SC/ST/OBC(NC)/ Minority students out of UGC Merged Scheme Grant.
- To organise the meetings of Statutory Bodies.
- To organise Blood Donation Camps by YRC.
- To publish further Question Bank.
- Opening of P.G Courses.
- Publication of College Research Journal “Quintessence the Journal on Humanities & Science (QJHS) and Campus Bulletin.
- Submission of proposal for National Seminar MRP/ Teacher Fellowship under Faculty Development programme for approval by the UGC.
- To fix CCTV camera in important places (Main Building, Class Room, Central Office, Ladies Hostel).

### **Achievements**

- 12 nos. of Autonomy Seminars in all Depts. organised under Autonomy Grant.
- 725 nos. of Seminar papers and 725 nos. of projects were presented and undertaken respectively by the final year students of all Honours Depts. under the supervision of the faculties of the concerned depts. during the 6<sup>th</sup> semester, 2015.
- In 2015-16, from 18.12.14 to 26.03.15, 81 nos. classes were conducted by different departments with an expenditure of Rs. 33,750/-out of UGC funded Remedial Coaching programme for SC/ST/OBC (NC)/ Minorities Merged Scheme Grant. 101 nos. students were benefitted from the scheme.
- In 2014-15, from 27.08.2014 to 31.03.15, 95 nos. classes were conducted on Numerical Ability, Reasoning, English Proficiency and General Awareness with an expenditure of Rs. 66,000/-out of UGC funded Entry in Services programme for SC/ST/OBC (NC)/ Minorities Merged Scheme Grant. 90 nos. students were benefitted from the scheme.
- Statutory Committees such as Board of Studies, Academic Council & Finance Committee met during 2015-16 to review and recommend the Quality Enhancement of

the Finance & Academics of the College.

- Blood Donation Camp, Yoga Camp, National & State Important Days & Campus Cleaning were organised and observed by the YRS, NCC & NSS with Students & Staff.
- AQAR (2014-15) was submitted to CAPU on 22.09.15 & LOI bearing Track ID **ORCOGN12704** dated **23.05.2015** was accepted on **18.06.2015** for 2<sup>nd</sup> cycle of Re-accreditation.
- Allocation has been made in the Budget of the 2015-16 to set up Smart Classes with CD fund.
- MOU has been done with Reliance Jio Infocom Ltd. to start installation work of Wi-Fi services for the campus by October 2015.
- The matters related to up gradation of the Health Centre/ GYM/Canteen/Co-operative Store were placed in the Planning Forum & accordingly allocation has been made in the Budget 2016-17 for such Campus Facility work.
- In respect of execution of the balance work of Women's Hostel under UGC 10<sup>th</sup> Plan (Special Scheme) Rs.96, 41,400/- (Rs.42,77,917 from UGC Fund + Rs.53,63,483 from CD fund) has been deposited in the Accounts of the Executive Engineer, Kendrapara (R & B) Division, Kendrapara. The said work is on process.
- Organised National Seminar on "Indian Economy: Performance, Challenges and Prospects" under UGC grant by the Dept. of Economics.
- Renovation of Conference Hall under Autonomy Grant completed.
- Renovation of Convocation Podium under Autonomy Grant completed.
- 05 nos. of proposals for National Seminar have been submitted to UGC during 2015-16.
- 01 no. of Substitute Guest Faculty engaged in place of Sri P. K. Dash, Chemistry who availed Teacher Fellowship of UGC & proceeded on Study Leave during 2015-16.
- A good number of Faculties of the College participated in outstation Colleges and also many outside Faculty were invited to participate in the Remedial Coaching & Entry in Service Programmes of the College under Faculty Exchange Programmes during 2015-16.
- Feedbacks (Manual) of Final Year UG Students of all Depts. were collected in the prescribed format during the year 2015-16.
- Multiple Choice Questions (Manual) was introduced in the Internal Assessment Exams. as Exam. Reforms during 2015-16.
- Nodal Centre has been set up in the College for Self- Defence Training for Girls under Odisha State Youth Policy by the Govt. of Odisha to Co-ordinate the district.
- Nodal Centre has been set up in the College for RUSA by the Govt. of Odisha to Co-ordinate the district.
- Principal of the College has been appointed as District Level Coordinator by the Govt. of Odisha to visit & report to the DHE, Odisha about the regular functioning of the Colleges of the district.
- 01 member of Faculty was awarded Ph.D. during 2015-16 (Dr. G. P. Sarangi, Zoology)
- Organised Indian Culture classes on 07.01.16 & 28.01.16 Dr. Baishnab Ch. Samal, Former Prof. of Biswobharati University Santiniketan a talk on "Evolution of Indian Culture", Dr. Gangadhar Panda, V. C, jagannath Sanskrit University, Puri deliver a talk on "Value system in Indian Culture".
- Organised Active Citizenship Programme on 30.09.15, Dr. S. N. Sarangi, Prof. R. Dash, Dr. P. K. Dash & Dr. G. Dash highlighted the five important things.
- Organised Yoga Camp on 21<sup>st</sup> June 2016(International Yoga Day) & trained 450 school & college students Yoga with the assistance of reputed trainers.



\* Attach the Academic Calendar of the year as Annexure.

**Annexure-II** attached

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

1. Academic Council  
2. IQAC

Provide the details of the action taken

- 12 nos. Autonomy Seminars have been organised in different Depts. with expenditure amounting to Rs.42,000/- under Autonomy Grant. 12 nos. of Resource Persons from different Universities & Institutes were invited to deliver talk on relevant topics related to the syllabus.
- 12 nos. of Guest Faculties were engaged in Depts of Physics, Odia, Psychology, Philosophy, Mathematics, Zoology, History, Chemistry and Hindi.
- Dr. P. K. Dash attended National Conference on “Reformation in Higher Education” at Marshaghai College on 27<sup>th</sup> & 28<sup>th</sup> December 2015. Presented paper on Political Communication and Democracy at Marshaghai College on 10<sup>th</sup> & 11<sup>th</sup> January 2016.
- Capt. M. R. Mohanty participated in the International Seminar held at Ravenshaw University and presented a paper on “Post Colonial Literature”. Presented paper at Indira Gandhi Womens College, Cuttack. Attended National Seminar at Karanjia Agutonomous College and presented paper on Life Waiting.
- Dr. R. P. Tripathy participated as a Resource Person at Birupa College, Indupur on 21.01.2016. Attended in National Seminar organised by L. N. College, Korua.
- Mr. Dillip Bhuyan participated in the seminar as a resource person and deliver a talk on “Problem of Divorce” organised by dept. of Sociology, Birupa College, Indupur.
- Dr. Sridhar Samal participated in the workshop on JEO INFORMATICS and Remote sensing on 23<sup>rd</sup> & 24<sup>th</sup> January 2016 organised by PG dept. of Geography, Utkal University.
- Mr. T. K. Pati, Dept. of History attended the All India History Congress at Gourbanga University, Malda, Westbengal. Deliver a talk on “World Youth Day” at NGO, Bhart, Baulakani, Mahakalpara. Deliver a talk on “ Present Education System at SSB College, Mahakalpara as a Resource Person.
- Dr. G. Dash attended in 98<sup>th</sup> Annual Conference of the Indian Economic Association during 27<sup>th</sup> to 29<sup>th</sup> December 2015 at Prof. Jaya sankar Telengana State Agriculture University and presented paper on Poverty and in Equality. Attended the training programme of College Accounting Procedure Automation (CAPA) at School of Computer Application, KIIT university on 01.02.2016 organised by Dept. of Higher Education, Govt. of Odisha.
- Under Faculty Development Programme during 2014-15, Sri P. K. Das, Lecturer in Chemistry was awarded Teacher Fellowship by the UGC under XII plan period to do Ph. D programme at Berhampur University. Follow-up actions by the College under DHE, Odisha were taken up to enable him to proceed on Study Leave with effect from 2014-15. 1 no. of Substitute Guest Faculty (Sri Dibyajit Das, Chemistry), was engaged in place of Sri Das as provisioned in the UGC guidelines.
- Statutory Committees as per the UGC Autonomy Guidelines such as Board of Studies, Academic Council & Finance Committee met during 2014-15 to review & recommend the Academic & Financial matters of the College i) Board of Studies of all Honours Teaching Depts. conducted to approve the syllabi. About 68 Members of Faculty and 80 outside members of different categories participated in curriculum design and the selection of Examiners, Paper Setters & Moderators for the Academic Session. ii) Academic Council met on 25.02.15 to approve the Syllabi, Result of previous session, Academic Calendar, Opening of PG & New Subjects and other Academic matters. 26 different categories like; Faculty, VC nominees, GB representatives & Members from areas of Law, Medicine, and Industry & Education attended the meeting. iii) The Finance Committee met on 03.04.2015 to

approve the Budget of Autonomy Grant, Autonomous Exam. (2015-16), submission of UC of CPE & 12(B) Grant & for payment of fee to the Chartered Accountant.

- Feedbacks (Manual) were collected from Final year UG Students of all Depts. in the prescribed format on Performance of individual Teachers, Course Curriculum & Campus experience, & Syllabus, Teaching & Evaluation in the month of March for the Academic Session 2015-16. A team comprising senior Teachers, Adm. Bursars & one member of IQAC under the chairmanship of the Principal conducted the work.
- Under Examination Reforms, initiative was taken up to introduce MCQ pattern (manual) in the Internal Assessment Exams. from 2015-16 in addition to the existing reforms like Seminar presentation & Project submission, Group Discussion & Viva-voce etc.
- Under Extension Activities, the College Mentored & imparted Training for peripheral Colleges to facilitate preparation of LOI & SSR for NAAC Accreditation.
- Organised Yoga Camp on 21<sup>st</sup> June 2015 (International Yoga Day) & trained 450 school & college students Yoga with the assistance of reputed trainers (Sri Purna Chandra Sahoo, Faculty Sri Sri University, Cuttack & Sri Bibhu Prasad Das, Anchalik Pravari, Patanjali Yogapitha, Kendrapara).
- Under Research & Guidance, Members of Faculty Dr. (Mrs.) Sanjukta Das, Sociology, supervised & produced one Ph.D. scholar (Babita Das, Asst. Prof. of Sociology, KIIT University) & another (Sushama Satapathy, H.N.S. College, Chandol) submitted thesis for evaluation.
- Construction of Research Centre for Social Science, Language Centre & Centre for Development of Language Skills was started with expenditure amounting to Rs.6,30,000/-
- Youth Red Cross Unit of the College organised Blood Donation Camp on 02.12.2015 and 152 units of blood was collected from Staff and Students.
- AQAR (2014-15) was submitted to CAPU on 22.09.15 & LOI bearing Track ID **ORCOGN12704** dated **23.05.2015** was accepted on **18.06.2015** for 2<sup>nd</sup> cycle of Re-accreditation.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	01	Nil	01	Nil
UG	03	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	02	Nil	Nil	02
Diploma	01	Nil	Nil	01
Certificate	01	Nil	01	Nil
Others				
<b>Total</b>	08	00	02	03
Interdisciplinary	03	Nil	Nil	03
Innovative	Nil	Nil	Nil	Nil

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options – Elective Option  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

**Annexure-III attached.**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College follows the syllabi and regulations of Utkal University to which it is affiliated and revises the Course Design and Examination Regulations for change up to permissible extent of 20%. It adopts as well as develops a number of New programmes and programme combinations to meet the local needs. In the Modular & Unitised Course Design the College has introduced Seminar & Project Activities mandatory for all students in the 6<sup>th</sup> Semester.

1. Communicative English (CE), Environmental Science (ES), Computer Application (CA), Indian Society & Culture (ISC) for B.Com. (Honours) 2. Environmental Science (ES), Information Technology (IT), Indian Society & Culture (ISC), for B.Sc. (Honours.) 3. Math & Statistics for Life Science group, Biology for Physic Science group, Indian Society & Culture (ISC), Environmental Studies (ES) & Population Studies (PS) for B.A. Honours are introduced as Programme Combinations.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Honours in Geography has been permitted to be opened in the College by the Govt. of Odisha

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	27	29	Nil	03

2.2 No. of permanent faculty with Ph.D.

25

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	Nil	Nil	01	Nil	Nil	Nil	Nil	19	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

Nil

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	06	02
Presented papers	01	02	01
Resource Persons		01	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Modifying the Lecture Method of Teaching & Learning, innovative steps were taken to make the class learner-centric through Interactive sessions like; Group Discussion, Seminars, Workshop, Project Writings and Survey Reports related to the Academic Programmes.
- Implementation of one Power-point presentation class for each Dept. in a week in the Audio-visual Centre, and the same has been reflected in the Time-table.
- Use of advanced Internet procured materials & the Question Bank in the class.
- While Board, Overhead Projectors (OHP), LCD, Computers & Educational CDs, etc., were supplied to all Honours Teaching Depts. For exposure & orientation towards Smart Classes.
- Provision of Study Tour and Field Study to enhance learning experience beyond the classroom.
- Organisation of Remedial Coaching & Entry-in – Services classes for SC/ST/OBC (NC) & Minorities for improvement of the disadvantaged learners to perform well in Exams. & Competitive tests.
- Developing the knowledge-base of the teachers by encouraging them for Research Projects, PTAC & Consultancy, etc. with Seed Money funded by the UGC & the College.
- Equipping all Depts. with Seminar Libraries as additional facility.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- In addition to the existing Examination & Evaluation Reforms, initiatives were taken for showing the Internal Assessment Answer Scripts & adoption of Manual Multiple Choice Questions (MCQs) in some Internal Assessment Exams.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

22	72	05
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2.10 Average percentage of attendance of students

79
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
+3 Arts	229	55%	24.45%	13.53%	0.43%	93%
+3 Commerce	236	67%	18%	11%	Nil	96%
+3 Science	270	69%	20%	4.4%	Nil	93%
Advanced Diploma in Biotechnology.	8	Nil	75%	25%	Nil	100%
Advanced Diploma in Retailing.	6	Nil	Nil	33.3%	66.6%	100%
Advanced Diploma Tourism	---	---	---	---	---	---
MFC	--	-----	----	---	--	----

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC Contributes, Monitors and Evaluates the Teaching and Learning process according to the UGC guidelines of IQAC as far as possible towards the quality enhancement, quality assurance and quality innovations of Teaching & Learning process of the Institute as follows:
- Conducts Open Forum Meeting with students & teachers about the mission and vision of the College and the targets recommended by the UGC, the NAAC and the Govt. related to Teaching & Learning process.
  - Initiation of Departmental Seminars, Research Activities, Projects, Extra-Mural Lectures and the involvement as well as participation of the Students and Faculty of the Departments.
  - Encouraging National Seminars and Conferences of the College.
  - Conducts IQAC Seminars to create awareness and knowledge- base of the stakeholders

related to Higher Education and the burning issues of the changing scenario of the County and the Globe.

- Monitoring the Plan and Progress of the Academic Programmes through routine check-up.
- Revamping the Career Counselling and Placement Cell for giving scopes of employability to the students after Academic Programmes.
- Co-ordinating all Committees/ Bodies/ Councils for reviewing the performance of the students as well as the teachers, and for recommending improvement measures.
- Encouraging the Faculty for developing their knowledge-range by prosecuting more number Major/Minor Research Projects, attending the UGC sponsored Orientation/ Refresher Courses under Faculty Development Programme and attending short-term Academic Programmes like National Seminars, Conferences and Workshops etc., under PTAC Scheme.
- Evaluates the Teaching & Learning process by Academic Audit and Feedbacks in the month of March every year.
- Encouraging the Faculty & Students who are poor in Computer knowledge to be Computer Literate with assistance of the Dept. of IT & Computer Science of the College.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	01
HRD programmes	NIL
Orientation programmes	
Faculty exchange programme	35
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	24	Nil	19
Technical Staff				01

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC initiates in sensitizing & promoting Research climate in the institution in accordance with the mission and the vision of the College to make it a Centre of Research Activities. The significant innovative steps taken are as follows:

- Introducing Seminar papers & Project/ Survey Reports for all Students in 6<sup>th</sup> Semester under the supervision of the Faculty to inculcate Research pursuit in the Students & Teachers.
- Involving some Depts. like Economics, History, Sociology, Psychology, Education, Commerce, Botany, Zoology etc., to conduct Community Development Projects and Survey Reports on Agriculture & Wild Life, Dissertation papers on Buddhism , and Local Culture & Heritage of the locality.
- Motivating the Faculty to contribute Research Articles in the College Research Journal “*Quintessence*, the Journal of Humanities & Science” (QJHS), other National and International Journals.
- Allowing Study Leave and Short Leave to Faculty to go for Ph. D/ M. Phil. programmes under Faculty Development Programme and participation in different Academic programmes under PTAC.
- Upgrading the Library and ICT facilities to promote the Research Activity.
- Encouraging Faculty, especially the Fresher, to go for Minor/ Major Research Projects to be funded by the UGC and other agencies.
- Establishing linkage and collaboration with other Institutes/ Universities/ Research Centres for availing facilities for Research and Guidance.

#### 3.2 Details regarding Major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	01	Nil
Outlay in Rs. Lakhs	Nil	3,62,700	5,46,200	Nil

#### 3.3 Details regarding Minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	10	03	Nil
Outlay in Rs. Lakhs	1,71,500	5,78,500	5,55,000	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	01	07
Non-Peer Review Journals			01
e-Journals			
Conference proceedings			04



3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	03	UGC	5,55,000	4,55,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	03		5,55,000	4,55,000

4,55,000

3.7 No. of books published i) With ISBN No.

02

Chapters in Edited Books

Nil

ii) Without ISBN No.

02

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through Consultancy

Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	Nil	Nil	Nil
Sponsoring agencies		UGC	Corporate/Industry		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
NIL						

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="04"/>
NCC	<input type="text" value="08"/>	NSS	<input type="text" value="02"/>

Any other

1. Co-ordinate the District for Self –Defence Programmes for Girls
2. Co-ordinating the District for RUSA Programmes
3. Coordinating as Mentor College to Impart Training to the Peripheral Colleges for Submission of LOI & SSR for NAAC Accreditation
4. Coordinating the Govt. as DLC about the regular functioning of the colleges of the district.

3.26 Major Activities during the year in the sphere of Extension activities and Institutional Social Responsibility

- Campus Cleaning Drive was undertaken to clean the campus by NSS & NCC in August 2015.
- Cleaning & Plantation Activities taken up by NSS in college campus in August 2015.
- An Awareness Programme on ‘Swacha Bharat Abhiyan’ organised in the adopted villages by the Girls’ Unit of NSS in October 2015.
- Blood Donation Camp was organised by YRC and donated 216 units of Blood towards “ Donate Blood & Save Life” drive of the State.
- Co-ordinating all Colleges of the district as Nodal Agency towards Self -Defence Programme for Girls.
- Coordinating the Govt. as DLC about the regular functioning of the colleges of the district.
- Monitoring as Nodal Agency to all Colleges of the district for RUSA Programme.
- Monitoring as Nodal Agency to Impart Training to the Peripheral Colleges for Submission of LOI & SSR for NAAC Accreditation
- Sheltering the affected people of the surrounding villages in College premises and distribution of Relief materials during Flood, Cyclone & other Natural Calamities.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	66.67 Acres	-	-	66.67 Acres
Class rooms	28	-	-	28
Laboratories	16	-	-	16
Seminar Halls	19	-	-	19
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	00	NIL	-	
Value of the equipment purchased during the year (Rs. in Lakhs)		7	UGC	1,21,200
Others	NIL	<ul style="list-style-type: none"><li>• Conference Hall</li><li>• New Autonomous Exam Cell</li><li>• Hub Centre</li><li>• Convocation Podium</li><li>• Biotech. Lab</li><li>• Language Centre</li></ul>	UGC  UGC UGC  UGC  MLA L A D  UGC	

#### 4.2 Computerization of administration and library

- Internet Broadband facility is available in College Office/ Accts. Section/ SAMS Lab. / IT Lab./ UGC/ IQAC/Autonomous Exams. Cell/ IGNOU/ Career Counselling & Placement Cell.
- The Library with installation of Computers and CCTV cameras with Internet are in progress towards Open Access System.

- A Network Resource Centre (NRC) and Reading Room with Computerization and Internet facility for the better usage of the Students and Faculty are under the jurisdiction of the library.
- Through NMEP Programme Broadband connection is planned to be extended to all Teaching Depts.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23272	45,00,000	747	2,22,155	24019	47,22,155
Reference Books	29014	2,06,10,317	430	1,80,015	29444	2,07,90,332
e-Books			80,409			
Journals	75	52,723	17	10,091	92	62,814
e-Journals						
Digital Database			E- Granthalaya			
CD & Video	35	9,982				
Others (specify)	1. Reprographic Facility for Students & Teachers 2. CCTV Camera installed to monitor activities in the Library & Reading Room 3. NIC Software has been installed for Library Automation					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	PC-78 LAPTOP-04	01	11	05	01	07	18	21
Added						01		
Total	82	01	11	05	01	08	18	21

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- 78 nos. of Computers and 4 nos. of Laptops are provisioned for computerization facility in College Office/ Accts. Section/ SAMS Lab./ IT Lab./ College Library, etc.
- 11 nos. of Internet Access are available for use.

- Computer Literacy Training is organised for the benefit of staff & students.
- For ICT up gradation the Network Resource Centre is functioning with browsing & visiting website for Access & Dissemination of Information.
- Networking system also facilitates through LAN in Principal's Chamber/Establishment Section/Accounts Section/Admission Section/ IT Lab. /Autonomous Exams. Section, etc.
- e-Governance is launched through SAMS for important aspects of the functioning of the College in e-Admission, e-Despatch & e-HRMS.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1, 00,000
ii) Campus Infrastructure and facilities	11,10,000
iii) Equipments	4, 00,000
iv) Others	1, 00,000
<b>Total:</b>	<b>17, 10,000</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC contributes its efforts and Co-ordination in enhancing awareness about Student Support Services as detailed below:

- The smooth and transparent Admission process (online through SAMS) under the supervision of an Admission Committee and Help Desk.
- Counselling at the time of Honours selection and before the beginning of the Academic Programmes.
- Dissemination and Awareness of information through College Calendar, Information Brochure, Quarterly News Bulletin, Communique and College Magazines.
- Involving the Students in all Academic, Co-curricular and Extra-curricular Activities for personality Development & Campus Experience.
- Co-ordinating and observing the Support & Progression of Student Activities in NSS, NCC, YRC, Nature club, Debate Club, Cultural Societies, Grievance Redressal Cell, Women Harassment Redressal Cell, Athletic Council, etc. towards Development of talent, community service & social responsibilities.
- Variety of Financial Aid like Merit Scholarships, SAF, Free Studentship are made available to eligible and deserving students.
- Awarding prizes (Cash & Medals) to Toppers, Best Graduates and others having outstanding performance under CD and Endowment sources on the College Foundation Day.
- About 2320 students in 2015-16 were assisted with various Merit-cum-Need Scholarships of the central govt., State Govt., and the College.

#### 5.2 Efforts made by the institution for tracking the progression

The College has a fairly decentralised management structure, Efficient Co-ordination and Monitoring Mechanism. Teacher & Employees have been involved in about 70 Committees, Cells, Associations, Councils, Statutory Bodies and IQAC, etc. in areas of Admission, Examination, Purchase & Construction, Library, Research, Extension, Women Development, career Counselling, Value based Education, Campus Beautification & Plantation, Budget, UGC & Autonomy Affairs, Scholarship & Student Aid, Magazine, Vocational and COP courses, Calendar and Time-Table, Administration, Finance, Automation & Computerization, Planning Forum, Canteen, Health Centre, Co-operative Store, Hostels, etc.

- In the beginning of the session a Committee comprising the Principal, IQAC Member, Administrative Bursar, Accounts Bursar & Some Senior Faculty meet with all Sub-Committees, approves the Action plan and advises for progress of all Co-curricular and Extra-curricular assignments with the available funds allocated in the budget.
- The above Committee tracks the Progression and the functioning of all the Sub-Committees through regular review Meetings.
- When Need arises the matter is placed in staff council, IQAC & the Governing Body for Suggestion and remedies.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2605	08	---	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1335	51.24%		1270	48.75%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2070	302	15	-	29	2416	2140	432	33	-	-	2605

Demand ratio 4:1      Dropout %- 2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Student Support mechanism for coaching for competitive Exams. has been active through Entry in Services Programmes under Merged Scheme to orient on English Language Proficiency, General Awareness & different Subjects in order to improve awareness, choice & preparedness for employability. The Students for Examination conducted by UPSC State Public Services/ Bank/ Railways & Corporate Sectors in addition some teachers who have been trained through project Genisis programme conducted by Infosys, Bangalore in collaboration with the Govt. of Odisha take coaching classes on communicative English & Soft Skill Development, Reasoning & Numerical Ability, etc.

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE	----	CAT	05
IAS/IPS etc		State PSC	30	UPSC	05	Others	80

5.6 Details of student counselling and career guidance

- For Student Counselling and Career guidance, the career Counselling and placement Cell/ of the College has been functioning under the Co-ordination of three Senior Faculty.
- The Cell equipped with computer with internet & Books for competitive exams., journals for employment awareness organised seminars, workshops and interface discussion between the students & the Resource persons from different employing organisations.
- In 2015-16 the senior faculty member of Centurian University, Bhubaneswar



conducted a Career Awareness Counselling session and Written Aptitude Test at 11 am on in the College premises.

No. of students benefitted

250

### 5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil			20

### 5.8 Details of gender sensitization programmes

The demographic statistics of female student & staff strength of the College is 1154. Accordingly, the College has promoted its commitment towards the freedom safety & security of the girls and women in particular towards their equity & dignity about their study, duty and life on the diverse College campus.

- Various schemes for addressing the equality and justice through Gender sensitisation programme have been introduced & implemented.
- For zero tolerance regarding the harassment of any kind are redressed by Women Harassment Redressal Cell.
- For conducive for Girls and Women, separate washrooms and sitting rooms have been provisioned.
- For participation & success in community Services & Social Responsibilities, separate wings of NCC & NSS are being operated.
- Nodal Centre for Training the Girls for Self Defence has been instituted to make the campus friendly to Study and live without fear and harassment.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

54

National level

International level

No. of students participated in cultural events

State/ University level

06

National level

International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

National level

International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	50	40,000/-
Financial support from government	790	30,00,000/-
Financial support from other sources	200	1,00,000/-
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Mission

- To Move Darkness to Light

Vision

- Upholding and Preserving the Cultural Heritage.
- Developing total Personality through a holistic approach.
- Inculcating the sense of Civic responsibility, Social Commitment and Patriotism.
- Fostering creativity, scientific temper, leadership and sportsmanship.
- Transforming the institution into a Centre of Academic Excellence through Need-based Education & Skill-based Training.

6.2 Does the Institution has a management Information System

The institution has a well-maintained Management Information System(MIS) in the following places:

- Administrative procedure including Finance.
- Student Admission.
- Student Records.
- Evaluation & Examination procedures
- UGC & Autonomy Affairs.

6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- Introduction of Add-on, Value-based, Career Oriented Courses.
- MFC, Industrial Sociology, Retailing for Corporate & Industrial Knowledge, Environmental Science, Bio-technology, Computer Science & IT, Communicative English & Personality Development Tourism, etc. for employability at National & International sphere.
- Enrichment Courses like Yoga and Indian culture for growth of Spiritual health & mind.

#### 6.3.2 Teaching and Learning

- Student-Centric classes with ICT facilities.
- Interactive sessions with support of advanced study materials.
- Focus on Question Bank & Model Answers.
- Allotment of grouping of students to be supervised by proctors and guides.
- Regular Seminars/ workshops.
- Study Tours/ Project Surveys for expansion of knowledge base.

#### 6.3.3 Examination and Evaluation

- Semester pattern adopted as per Autonomy Rules.
- Conduct of two Internal Assessment Exams. for each Semester.
- Introduction of Seminar/ Project in the 6<sup>th</sup> Semester.

- Evaluation of Semester Answer Scripts & Setting of Questions for Semester Exams. & External Faculty.
- Answer Scripts are coded.
- Double Valuation System & MCQ are adopted.

#### 6.3.4 Research and Development

- Autonomy Seminars, National Seminars & Conferences organised to inculcate Research Spirit.
- Linkage & Collaboration with Institutes/ Universities, etc. established for Research Activity.
- MRP/ TF/PTAC, etc funded by UGC for exposure & experience of Research Activity.
- Seed Money provided for Community based projects & Survey.
- Organisation of Refresher course in Collaboration with the Affiliating University with UGC fund.
- Publication of “Quintessence”, the Research Journal of the College with ISSN Number.
- Establishment of Centres for Local Culture, Language & Refresher Course.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

##### Library

- e-Granthlay Software installed in the College Library.
- Audio-Visual Facility- LCD Projector with Screen.
- Educational CDs on different subjects.
- Internet Connectivity and CCTV Camera.
- Well equipped Student Reading Room with sitting capacity of 70.
- Availability of Magazines & periodicals.
- Availability of Reprography Facility.
- Upkeep of Archives Section/ Bank/ Reference Section/ Text Section.

##### ICT

- 78 nos. Computers & 4 Laptops available for usage of Teachers & Students.
- Computer Science & IT Lab. well maintained for ICT facilities.
- NRC for browsing and dissemination of information.
- SAMS for e-Governance.
- LAN facility for Office, Accounts Section/ UGC/ Autonomous Exams Cell.
- Internet Broadband facility and NMEP.

##### Physical Infrastructure

- Addition & Expansion of Infrastructure facility of Conference Hall & Convocation Podium
- Construction in Process: Centres for Research on Communicative Skill & Faculty Development Programme.

##### Instrumentation

- Addition of Equipment & Instruments to develop the Labs. of Chemistry, Physics, Botany, Zoology, Mathematics, Education & Psychology.

#### 6.3.6 Human Resource Management

- In addition to Academics, it is mandated for all students to choose at least one or many areas of Extra-curricular options like, Games & Sports, NCC, NSS, YRC, Debate, Nature Club, Cultural Club, Literacy Activities to diversify and grow the Human Resource of the College.
- The High Power Committee of the Administration headed by the Principal assigns different Co-curricular & Extra-curricular activities to the Faculty & Staff of the College to manage the Human Resource of the Staff.
- A mechanism of tracking mobilises the Human Resource efficiently and properly and also adopts the strategy of appreciation incentives, etc. as well as penalty and remedial measure as per the law of the Govt. & the College.

### 6.3.7 Faculty and Staff recruitment

- Faculty and staff are recruited(posted and transferred) by the Govt. in the Dept. of Higher Education.
- Since the Autonomy is limited in Academic matters only, Faculty and Staff can't be recruited except, engagement of Guest Faculties & Contractual employees.
  - The College, however has engaged 08 nos. of Guest Faculties under Autonomy Grant and 36 contractual Non-Teaching Staff under CD fund.

### 6.3.8 Industry Interaction / Collaboration

For Academic programmes, the Students and the Faculty of the Dept. of Industrial Sociology, Commerce & Management Studies & Economics mainly go on Study Tour & On site Survey to Industries located in the nearby places like, Paradeep, Kalinga Nagar & Jagatpur Industrial Estate for interaction.

- These Depts. in their Seminar/ Workshop invite Resource Persons from these Industrial Sectors & also organise National Seminars & conference with their collaboration.

### 6.3.9 Admission of Students

- Admission procedure of students is centrally conducted by the Dept. of Higher Education by online application & selection etc. through Student Academic Management System (SAMS) as per rules.
- In 2015-16, College was allotted 20% extra intake over and above the sanctioned strength as per Govt. decision in favour of district HQs College.

### 6.4 Welfare schemes for

Teaching	Staff Welfare Fund, Thrift Society, Quarters Facility
Non teaching	Staff Welfare Fund, Thrift Society, EPF, Quarters Facility
Students	SSG, SAF, Student Insurance, Hostel Accommodation, YRC Welfare Scheme, Scholarship & Endowment Prizes, etc.

### 6.5 Total corpus fund generated

Nil

### 6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	District Level Co-ordinator (DLC) appointed by Dept. of Higher Education, Odisha, Regional Director, Higher Education, High Power Committee of the Affiliating Universities, Peer Team for Extension of Autonomy (UGC)	Yes	Principal, Academic Bursar, Academic Council, Staff Council, IQAC
Administrative	Yes	Director, Higher Education, Additional Director, Higher Education, Director, CDC	Yes	Principal, Administrative Bursar, President, G.B, IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Semesters System introduced with curriculum design modified up to 20%.
- Introduction of Seminar and Projects for Final year Students.
- Introduction of Objective Type Questions & MCQ in Internal Assessment Examinations.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The Affiliating University has granted Autonomy (limited to Academic matters) for promotion of the Autonomous status in the College as detailed below:
- To allow to constitute Board of Studies & Academic Council of the college for Syllabus & Academic matters respectively.
  - To nominate VC nominees to the above Statutory Bodies.
  - To allow to constitute Conducting Board to pass the results.
  - To allow 20% modification to the College Curriculum Design to accommodate local needs.
  - To approve the results and countersign the certificates.

6.11 Activities and support from the Alumni Association

- Alumni Association meet annually at Depts. and College levels for activities and support in the following manner:
- Contributing Feedbacks and support to develop Books and Equipments of the Depts.
  - Supporting the Counselling Cell for career choice & methodical preparation for employment success.
  - Suggesting for development of Centres for Research Activities.
  - Observing the Utkal Divas, the Day when Odisha become a Separate State, Every year on 1<sup>st</sup> April with Meetings and Community Lunch Erecting Statues on pedestals of the College of Swami Vivekananda, Utkal Gurav Madhusudan Das and Utkalmani Gopabandhu Dash, the Great sons of the Country and of Dinabandhu Sahu, Nimain charan Das, the founders of the College as mark of honour to their glorious contributions.

#### 6.12 Activities and support from the Parent – Teacher Association

The Parents & Teachers meet once annually at Depts. & College levels with activities & supports as follows:

- Committed to the unity of their parental support to maintenance of Academic & Extra-Curricular activities of their children.
- Extending support for Administration and Infrastructure of the College by the parents those who are in high rank and file.
- Suggesting for opening of Master Degree Courses, Vocational subjects and Placement drives for employability.
- Expecting expansion of hostel infrastructure to accommodate more number of students.

#### 6.13 Development programmes for support staff

- Opening of EPF Account for each Non-Teaching Staff.
- Provision of Quarters on the Campus.
- Orientation Training at College at initial stage of induction.
- Accounts Training in service at Govt. Institutes.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- The Nature Club constituted by the Students & Staff volunteering services for Plantation & Hazardous Waste Management, etc. under the leadership and monitor-ship of Botany Dept. of the College to make the campus eco-friendly.
- Initiative taken at regular intervals to take the expertise and service of the Horticulture Dept. of the district to grow the environment & ecology of the campus.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Innovations introduced during Academic year 2014-15 are list below which creates a positive impact on the functioning of the college.
- Establishment of a Centre for Refresher Course (UGC funded) to develop the faculty of the district and the state.
- Submission of proposals for opening of PG courses in Two depts. to facilitate higher studies.
- Establishment of a Centre for Research Activities on local culture and Buddhism.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Centre for Refresher Course and Centre for Research Activities started in 2014-15 and are in progress with CPE grant.
- Submission of proposals for PG Course with relevant documents and Treasury Challan was done in Nov'2014 and the matter is under active consideration of the Govt.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

#### I. College Foundation Day Celebration

Kendrapara Autonomous College commemorates its Foundation Day on the 12<sup>th</sup> February every year since its inception in 1959 in the midst of its students, teachers, employees and invitees from different fields of the society. The celebration focuses on the history, goal and the mission of the college with recollection of the founders and the subsequent eminent persons connected with the gradual growth and glorification of the institution.

On this day the institution has been awarding Dinabandhu Sahu Smruti Sanman with a cash award of Rs.5,000/- subsequently enhanced to Rs.10,000/- and a citation since 2002-03 to an eminent personality of the state belonging to any discipline, Academic or Social Services. The college also on this occasion honours the teachers and employees retiring from this institution and also to those who began their career here and retired from other institutions to honour and acknowledge their significant contributions and services to this college.

The college also awards the Toppers, Best Graduates and the Best Performers of different literary and cultural activities with medals, cash prizes and certificates from sources of college fund and different



endowments instituted by the distinguished Donors.

In 2015-16, noted Dr. Ratan Das, was awarded the Dinabandhu Smruti Sanman. 15 nos. of staff and 25nos. students were felicitated and awarded respectively.

The objective behind such celebration is to make awareness and to imbibe the best practice and the continuance of such tradition among all for sustenance of the quality thought and activities towards the potentiality of excellence of the college by everyone's contribution to a unified and holistic growth.

## II. Indian Culture Class

- The Indian Culture class is the most important distinctive feature of this College. Every week, on Thursday at 12.30PM. this class is engaged by one of the teachers of the college. He speaks on some aspect of the glorious Indian Culture. The purpose of the class is twofold. In the first place, it brings home to our students and teachers alike the significance of the Indian culture, particularly in the present context when the western culture has become so much attractive to the present generation of young men and women. In the second place, it widens the horizon of knowledge of our students and teachers. With these two purposes in view, the Indian Culture class is engaged every week unfailingly.
- To exert a sobering influence on the young minds of our students, the Geeta Gyan Jagnya is celebrated every year. Under the auspices of Geeta Gyan Jagnya, a series of lectures on the Bhagabat Geeta are delivered by eminent Geeta Scholars invited from outside the college for the benefit of our students and teachers. No doubt, it has achieved its purpose to a very great extent.
- Swami Pragyanandaji and Baba Balia, famous preachers on Hinduism, have visited the college & spoke on occasions.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

### 7.4 Contribution to environmental awareness / protection

- Introduction of Environmental Science as a core subject for all students contributes a lot for Environmental Awareness and Protection among the students.

7.5 Whether environmental audit was conducted?      Yes       No

### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- The college was granted Autonomy from 15.2.2006 and was accredited with 'A' Grade by NAAC from 21.5.2006.
- The college has been awarded with CPE status on 16.9.11 for one year and later extended to 2015-16.
- The college has also been granted extension of Autonomous status on 22.5.13 upto 2018-19 including ex post-facto approval for periods of 2011-12 and 2012-13.

- The college has become Nodal Centre by the Govt. for co-ordinating the district in Training of Self-Defence of Girls from 2013.
- Monitoring as Nodal Agency to Impart Training to the Peripheral Colleges for Submission of LOI & SSR for NAAC Accreditation during 2015-16.
- The college is also Nodal Hub Centre of Examination purposes.
- Adequate Infrastructure
- Quality Support from university
- Dedicated and Committed Manpower
- Excellent work culture
- Supportive IT Application & Infrastructure
- Workable Autonomy
- Low Dropout Rate
- Curriculum Up gradation
- Quality Leadership
- Multi-dimensional activities in collaboration with the UGC.

#### Threats/ Challenges

- Maintaining Quality Credibility
- Maintaining Financial Stability and viability.
- Maintaining the moral of Non-teaching staff waiting for their long due promotions.
- Maintaining the moral of contractual and temporary employees.
- Limited Autonomy.

### **8. Plans of institution for next year**

- To organise Autonomy Seminars in all Honours Teaching Depts. Out of UGC Autonomy Grant.
- To organise student seminars/ projects for 6<sup>th</sup> Semester students in all Honours Teaching dept.
- To conduct and continue Remedial Coaching class for SC/ST/OBC(NC)/ Minority students out of UGC Merged Scheme Grant.
- To conduct & continue entry in services programme for SC/ST/OBC(NC)/ Minority students out of UGC Merged Scheme Grant.

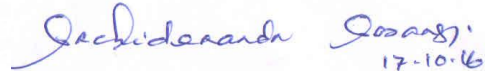
- To organise the meetings of Statutory Bodies.
- To organise the workshop on Research Methodology.
- To publish the Research Journal Quintessence.
- To re-vamp activities of NSS/NCC/YRC.
- To prepare for NAAC Re-accreditation.
- To set up Smart Classes in all Honours Teaching Depts.
- Wi-Fi facility on the campus.
- Up gradation of the Health Centre/ GYM/Canteen/Co-operative Store.
- To publish further Question Bank.
- To set up language lab.
- To complete the sports Infrastructure (Indoor & Outdoor Stadia) with UGC Grants.

Name Dr. Pradipta Kishrore Dash

  
17/10/16

Signature of the Coordinator, IQAC  
Dt.17.10.2016

Name Dr. Sachidananda Sarangi

  
17-10-16

Signature of the Chairperson, IQAC  
Dt.17.10.2016

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INSTITUTION LEVEL AUTONOMY SEMINAR 2015-16

DEPARTMENTS	TOPIC	RESOURCE PERSON	DATE	
1. English	Creative Writing	Dr. R. C. Behera, Former Principal Kendrapara Autonomous College	18.03.2016	
2. Economics	Regional Imbalanced and Overview	Prof. Umesh Ch. Parida, Former Reader in Economics, Kendrapara Autonomous College	30.03.2016	
3. Hindi	Lok Nayak Tulasi Das	Dr. Fakir Ch. Nayak, Former Lecturer in Hindi, J.N.V, Baro	12.03.2016	
4. Psychology	Self- Efficacy and Attributions for Academic Achievement	Dr. Muralidhar Rath, HOD, Psychology, Banki Autonomous College Banki	10.03.2016	
5. Sanskrit	Dramatic Prakrit Dialects and Odraja Prakrit	Prof. Bhagaban Parida, Former Reader in Kendrapara Autonomous College	23.02.2016	
6. Commerce	Management	FDI in Retail Sector	Prof. R. C. Jena, Principal, Pattamundai College, Pattamundai	14.03.2016
	Accountancy	The Role of Micro Finance for Economic Development	Dr. G. K. Patra, Former Reader in Commerce	03.03.2016
	Marketing	Sustainable Economic Development	Dr. R. K. Bal, Prof. PG Dept. of Commerce, Utkal University, Vani Vihar	17.02.2016
	Financing	Role of Self help Group (SHG) in the Rural Development	Prof. Dr. S. K. Biswal	17.02.2016


**KENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA**  
**ACADEMIC CALENDAR, 2016-17**


Sl. No	Event/s	Date/s
1	Re-opening of College after Summer Vacation	20.06.16
2	Compilation of information for publication of College Calendar	20.06.16 -30.06.16
3	UG 2 <sup>nd</sup> & 4 <sup>th</sup> Semester Exam./PG 2 <sup>nd</sup> Internal Assessment	22.06.16-03.07.16
4	Re-admission & Issue of Academic Time-Table to UG 3 <sup>rd</sup> Semester Students	04.07.16
5	Re-admission & Issue of Academic Time-Table to UG 5 <sup>th</sup> Semester Students	04.07.16
6	Re-admission & Issue of Academic Time-Table to PG(SF)/Diploma/Advanced Diploma(Add-on course) Students	30.06.16
7	Commencement of Classes: UG 3 <sup>rd</sup> /5 <sup>th</sup> Semester/ PG:2 <sup>nd</sup> Year/ Diploma/Advanced Diploma(Add-on Courses)	11.07.16
8	Notification for Admission to UGC Sponsored Coaching Classes for Entry into Services for SC/ST/OBC(NC) & Minorities	02.07.16
9	Board of Studies Meeting	03.08.16 -10.08.16
10	Admission to UGC Sponsored Coaching Classes for Entry into Services for SC/ST/OBC(NC) & Minorities	15.07.16
11	PG 2 <sup>nd</sup> Semester Exam.	15.07.16-30.07.16
12	Notification for Admission to PG 1 <sup>st</sup> Year(SF)/Diploma/ Advanced Diploma(Add-on Courses) & Certificate Course (SF)	16.07.16
13	Commencement of UGC Sponsored Coaching Classes for Entry into Services for SC/ST/OBC(NC) & Minorities	16.08.16
14	Publication & Distribution of College Calendar	30.07.16
15	Admission (tentative/as per Notification of Govt.) +3 1 <sup>st</sup> . year	16.07.16-31.07.16
16	Commencement of Classes (tentative/as per Notification of Govt.) +3 1 <sup>st</sup> . year	01.08.16
17	Counseling for choice of Honours (+3 1 <sup>st</sup> . year Arts/Sc./Com.)	19.08.16-22.08.16
18	Admission (tentative/as per Notification of Govt.) PG:1 <sup>st</sup> Year(SF)/ Diploma/Advanced Diploma(Add-on Courses) & Certificate Course (SF)	06.08.16
19	Dispatch of Syllabi to respective Departments for Issue to Students	07.08.16
20	Notification for Enrolment as Cadets of NCC/Volunteers of NSS/Youth Red Cross/Rovers	08.08.16

21	Notification for Admission to UGC Sponsored Remedial Coaching Classes for SC/ST/OBC(NC) & Minorities	11.08.16
22	Commencement of Indian Culture Class/Baladev Jew Lecture Series/ Geeta Gyan Yagna/Yoga & Value Based Education (every Thursday)	12.08.16
23	Conducting Board Meeting for Declaration of Results (2 <sup>nd</sup> & 4 <sup>th</sup> Semester Exams.)	17.08.16
24	Admission to UGC Sponsored Remedial Coaching Classes for SC/ST/OBC(NC) & Minorities	28.08.16
25	Commencement of Remedial Coaching Classes for SC/ST/OBC(NC) & Minorities	01.09.16
26	Invitation of Research Articles for publication in the Research Journal	02.09.16
27	Dispatch of Questions to the Autonomous Exams. by respective H.O.D.s for 1 <sup>st</sup> Internal Assessment (1 <sup>st</sup> /3 <sup>rd</sup> ./5 <sup>th</sup> Semester) for courses covered up to 05.09.15	10.09.16
28	1 <sup>st</sup> Internal Assessment (1 <sup>st</sup> /3 <sup>rd</sup> ./5 <sup>th</sup> Semester)/ PG 3 <sup>rd</sup> Semester.	31.08.16-07.09.16
29	Sanction of Imprest money to the Depts. for purchase of Seminar Books	24.09.16
30	Notification, Nomination & related Schedules for Students' Union Election ending with Oath Taking (tentative / as per Notification of Govt.)	06.10.16
31	Invitation Articles for Publication in the College Magazine	20.10.16
32	Compilation of Information for Publication in Campus Bulletin	17.10.16
33	Dispatch of Questions for 2 <sup>nd</sup> Internal Assessment (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semester) for courses covered up to 12.11.15 to the Autonomous Exam. Section by respective HODs	09.11.16
34	2 <sup>nd</sup> Internal Assessment (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semester)/ PG 3 <sup>rd</sup> Semester	13.11.16-18.11.16
35	Computation of Attendance up to 30.9.16	01.10.16
36	Filling in Forms for UG (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semester) / PG 3 <sup>rd</sup> Semester Exams.	02.11.16-04.11.16
37	Academic Council Meeting	01.10.16-20.10.16
38	Course Completion / Revision Classes	04.12.16-19.12.16
39	Semester Examination (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semester/ PG 3 <sup>rd</sup> Semester)	18.12.16
40	Study Tour-cum-Workshop	02.01.17-31.01.17
41	Commencement of Classes for UG 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> Semester	02.01.17
42	Annual Sports / Essay, Debate & Other Competitions/ IQAC Seminars / Annual Function/ Cultural Week/ Parent Teacher Meet / Alumni Relations & Meets	05.01.17-20.01.17
43	Assignment of Seminar Topics to the Students of 6 <sup>th</sup> Semester	27.01.17

44	UGC Autonomy Seminar	Jan. 17-Feb. 17
45	College Foundation Day-cum-Convocation Day	12.02.17
46	Conducting Board Meeting for Declaration of Results of 1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semester Exams.	15.02.17
47	Dispatch of Questions for 1 <sup>st</sup> Internal Assessment (2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester) for courses covered up to 16.02.16 to the Autonomous Exam. Section by respective HODs.	19.02.17
48	1 <sup>st</sup> Internal Assessment (2 <sup>nd</sup> /4 <sup>th</sup> & 6 <sup>th</sup> Semester)/ PG 4 <sup>th</sup> Semester	24.02.17-29.02.17
49	Seminar Presentation by Students of 6 <sup>th</sup> Semester	02.03.17-08.03.17
50	Assignment of Student Projects for 6 <sup>th</sup> Semester	08.03.17
51	Feedback on Course Content & Teacher's Performance by 6 <sup>th</sup> Semester	08.03.17
52	Teachers to Submit Self-appraisal Form	12.03.17-17.03.17
53	Semester Examination 2 <sup>nd</sup> & 4 <sup>th</sup> Semester back	30.03.17
54	Dispatch of Questions for 2 <sup>nd</sup> Internal Assessment (2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester) for courses covered up to 28.03.17 to the Autonomous Exam. Section by respective HODs.	04.04.17-08.04.17
55	2 <sup>nd</sup> Internal Assessment (2 <sup>nd</sup> /4 <sup>th</sup> / 6 <sup>th</sup> Semester)/ PG 4 <sup>th</sup> Semester	04.04.17
56	Computation of Attendance up to 03.04.17 (For all Semesters)	06.04.17
57	Filling in Forms for 6 <sup>th</sup> Semester / PG 4 <sup>th</sup> Semester Exams.	09.04.17-11.04.17
58	Filling in Forms for (2 <sup>nd</sup> & 4 <sup>th</sup> Semester)	16.04.17-21.04.17
59	Semester Examination (UG 6 <sup>th</sup> Semester / PG 4 <sup>th</sup> Semester)	11.04.17-02.05.17
60	Course Completion / Revision Classes (2 <sup>nd</sup> & 4 <sup>th</sup> Semester students)	04.05.17-09.05.17
61	Semester Examination (2 <sup>nd</sup> & 4 <sup>th</sup> Semester)/ PG 4 <sup>th</sup> Semester	30.05.17
62	Conducting Board Meeting for Declaration of Results of Final Degree Examination Final PG Exams.	

Total Working Days : 241 Days  
 Total Non-Pedagogic Days : 61 Days  
 Total Teaching Days : 180 Days

  
 Academic Bursar

  
 Principal  
 Kendrapara Autonomous College  
 Kendrapara  
**Principal**  
**Kendrapara Auto. College**  
**Kendrapara**

**Analysis of the Feedback from Stakeholders in 2015-16.**

Feedbacks given by Students, Parents, Alumni & Employees on different aspects of the institution were analysed by a Committee comprising the Principal as Chairman, Admn. Bursar, Academic Bursar, IQAC Member & some senior Faculties as members in the month of May of the Academic Session. As analysed the Feedbacks were broadly divided into two categories, such as, Satisfaction & expectation.

**Students**

Satisfied with the Academic content, Teaching Materials, support of the Faculty & their knowledge base, Exams. & Evaluation, Library facilities including book- bank & reprography, Campus facilities like, Hostel, Canteen, Health Centre, Co-operative Store, Gardens, Playground, Bank, Post-Office, Practising School, IGNOU & Temple.

But, they expect that the Career Counselling and placement Cell, Opening of PG Course and more hostel accommodations should be geared up to make the College better.

**Parents**

Satisfied with the present functioning of the College as a model premier Institute of the District as well as the state & they expect that opportunity for higher studies like Master Degree Vocational Subject for employability and expansion of hostel Infrastructure to accommodate the Students coming from the district & neighbouring places of the district.


**Alumni**

Satisfied with the improving status of the institution from Kendrapara College to Kendrapara Autonomous College with CPE Status & different centres like Centre for Refresher Course, Centre for Research on Local Culture & Heritage, Centre for Self-defence for Girls, & Centre for IGNOU.

And, they expect that the College should be a University having facilities of many PG courses & Centre for Research of Biodiversity & Conservation, Buddhism Local Culture & Heritage & Industrialization as the College is surrounded by Bhitarkanika Sanctuary, Paradeep, Ratnagiri, Udayagiri, Lalitgiri & Kalinga Nagar.

**Employer**

Satisfied with the Academic Co- curricular & Extra-curricular activities of the College, but they expect that the College should open PG, B. Voc., B. Prof. Programmes and go for NAAC Re-accreditation and retain the previous “A” Grade to be University as per the parameters of RUSA & Govt.

  
Principal  
Kendrapara Autonomous College  
17-10-16