

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

2013-14

I. Details of the Institution

1.1 Name of the Institution

Anchal College, Padampur

1.2 Address Line 1

At-Padampur,

Address Line 2

Po-Rajborasambar

City/Town

Padampur

State

Odisha

Pin Code

768036

Institution e-mail address

acpprincipal3@gmail.com

Contact Nos.

06683-223424

Name of the Head of the Institution:

Sri Prabhulal Kumar Dash

Tel. No. with STD Code:

06683-223424

Mobile:

9437456665

Name of the IQAC Co-ordinator:

Non-Existent

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

ORCOGN 12572

OR

1.4 NAAC Executive Committee No. & Date:

EC/38/058 02.02.2006

(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:

Anchalcollege.org

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 st Cycle	B	73.70	2006	05 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

01.07.2014

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 _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (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*)

Sambalpur University, Jyoti Vihar,
Burla, Odisha

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

Autonomy by State/Central Govt. / University

NA

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

2. IQAC Composition and Activities Not constituted

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

NA

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

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	Achievements

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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				
PG				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	3

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*

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

It is revised by the University from time to time

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	29	22	07	-	-

2.2 No. of permanent faculty with Ph.D.

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
	0	17	0	08	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		√	
Presented papers		√	
Resource Persons			

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
+3Final Arts	142	11	7	20	15	41
+3 Final Science	88	23	36.4	8	8	52.27
+3 Final Com	14	21.5	-	-	35.71	35.71

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

NA

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	18	11	-	11
Technical Staff	05	01	-	01

Criterion – III

3. Research, Consultancy and Extension

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

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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01		
Outlay in Rs. Lakhs	0.67 Lakhs	2.3 Lakhs		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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	02	UGC	2.3 Lakhs	2.3 Lakhs
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				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	<input type="text"/>				
Sponsoring agencies	<input type="text"/>				

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

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 State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- World AIDS Day / Dt.01.12.2013
- Blood Donation Camp / Dt.21.12.2013
- Road safety week observed / 12.01.2014

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	26000 sqmtr			
Class rooms	16	04		20
Laboratories	06			
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Computers			
Value of the equipment purchased during the year (Rs. in Lakhs)	69,830/-			
Others(Furniture/ Desk bench)	2,79,186/-			

4.2 Computerization of administration and library

The office administration and admission process is fully computerised. The automation of library has been partly completed .

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19919	1182035/ -	1057	1,99,360/ -	20976	1381395/-
Reference Books	4900	976376/-	202	62,208/-	5102	1038584
e-Books						
Journals			12	4990/-		
e-Journals						
Digital Database						
CD & Video						
Others(Books)	3850	182664	63	4837/-	3913	187501/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	16		√					
Added								
Total								

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

The college has computers in office, computer centre, Library and science departments. The admission is carried out online and planning for e-governance is afoot. The members of the staff and students avail internet facility in the computer centre as and when necessary.

4.6 Amount spent on maintenance in lakhs :

i) ICT 12000/-

ii) Campus Infrastructure and facilities 11800/-

iii) Equipments 17300/-

iv) Others 2300/-

Total : 43400/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NA

5.2 Efforts made by the institution for tracking the progression

NA

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
959	-	-	-

(b) No. of students outside the state

NII

(c) No. of international students

NII

Men	No	%	Women	No	%
	676	70.5		283	29.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
131	115	83	412	07	748	141	167	152	482	17	959

Demand ratio 1.46 Dropout % 5

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

NA

No. of students beneficiaries

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5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college has started the UGC sponsored career counselling cell which holds meeting periodically, invites experts from various fields to guide the students about the career options available after graduation.

No. of students benefitted

5.7 Details of campus placement NA

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

5.8 Details of gender sensitization programmes

Especially the woman NSS wings of the college undertake gender sensitization programme through University sponsored special camps. They sensitize village folks of the adopted villages through street plays and group discussions.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level 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	59	2164/-
Financial support from government	406	13,80,580/-
Financial support from other sources		
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: Fan fitting in Class rooms.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision, mission and objectives of the institution are clearly reflected in the charter of the institution submitted for registration i.e.

- a) To promote the cause of higher education in Padampur sub-division by just and proper management of the College and by initiating and implementing projects for the College.
 - b) To inculcate social, moral, ethical and democratic values among rural youth through access to higher education.
 - c) To ignite the young mind to play a conspicuous role in the social and economic changes.
 - d) To develop scientific awareness in the area challenged by poverty, illiteracy and superstitions.
 - e) To pursue in letter and spirit the motto captioned in our emblem ‘Sa Vidya Ya Vimuktaye’ which means ‘education liberates us from bondages’.
- The institutional vision, mission and objectives are communicated to the students, staff, teachers and other stake holders through the curriculum carefully designed and framed by the University. Further, through cultural programmes, debates, discussions, extra moral lectures, the institutional objectives are communicated.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Senior faculty of different subjects represent the institution to the Board of Studies of the affiliating University and other Autonomous Colleges in updating and making the curriculum career oriented.

6.3.2 Teaching and Learning

Members of the teaching staff prepare lesson plan and progress register every day. Lesson plan is based on the teaching days available for class instruction. The Principal reviews the plan, at the end of every month, prepared by the teachers. Teachers adhere to teaching method like discussion, analysis, use of audio visual aids, demonstration to make teaching-student-centric. Teachers participate in tours and visit to update their knowledge. The library of the college is well equipped and facilities are easily available to students. The library has a question bank to acquaint the students with pattern of exam.

6.3.3 Examination and Evaluation

The College conducts Unit Tests and holds a Test Exam before the commencement of the University Exam. The questions are prepared following University question pattern to familiarise the students with the upcoming University Exam.

6.3.4 Research and Development

Since the college provides teaching at UG level there is little scope for pursuing higher-level research work. However, students of Education Honours present a Project work each on field survey at the time of Final Examination.

There are faculties with Ph.D. guiding research scholars of Sambalpur University, some are actively engaged in research work on their respective fields. A number of UGC funded Minor Research projects have been completed by the faculties and two Major Research projects on Bio-Physics and Bio-chemistry have been successfully completed. This project has linkage with BARC, Mumbai and the college has provided a separate laboratory with modern equipment for the completion of this project, which in a degree college like ours is sure to motivate students & staff to carry on research work in the years to come.

Staff members are encouraged to undertake research project and to keep themselves abreast of the frontier areas in emerging trends and challenges. It is the strategy of the College to involve maximum number of teachers in making use of the available resources for research such as : - Laboratory, Library, Internet Facility.

6.3.5 Library, ICT and physical infrastructure / instrumentation

College Library is the nerve centre which caters to the academic activity of both the staff and student. Students are provided with both Text Books and Reference Books. Also study materials are issued to students through reprographic system. Valuable Journals and periodicals are subscribed, Question bank facilities are provided to enhance the knowledge and skill of the student. Besides there is a Reading Room specially meant for student where they issue books, make notes, and return on the same day. Daily Newspapers (English, Odia) are provided to students for up-to-date information.

The College library, from a modest beginning has grown considerably, housing at present approximately 30,000 odd books. It has got Book bank, a good number of reference books, Internet facility Reprographic facility and Reading rooms for students and staff. We are aware that the library requires Automation immediately to facilitate the growing academic requirement of the users.

The Computer centre, with Internet connection is open to students and staff to facilitate them in the Teaching Learning process. The regular office work is duly supported by computerised service. The Science Department have their own computers catering to the needs of the students in preparation and dissemination of study materials.

Keeping in view the physical development of the students, the college, in addition to the playground has infrastructure for the games like badminton, table tennis and volleyball etc. The college canteen, as old as the college itself, caters to the refreshment needs of the students and staff.

The Academic schedule puts our infrastructure to optimal use and the college now has a great task to improve it. For Example, we need a gym, a stadium, an auditorium, more staff quarters and another hostel for girls. We are trying our best to raise the funds required for it.

6.3.6 Human Resource Management

The Strategy of college to make the students and staff resourceful to face the new challenges of the society.

A substantial number of students passing out from this college go in for higher studies in the Universities of Odisha. We conduct special career counselling classes and invite resource persons to make the students aware of the new avenues open to them.

6.3.7 Faculty and Staff recruitment

The Government has banned all recruitment of employees vide letter No IV. HE (J) – 20/98.18707 (450) / HE Dt.20th April 1998 creating vacancies in several departments. However the GB appointed contractual teachers to ensure smooth conduct of classes. The GB is also sensitive to employee's interest and encourages staff members to participate in professional development programmes as per norms.

6.3.8 Industry Interaction / Collaboration

The College makes arrangement to visit industry. It also invites corporate personnel to interact with staff and students for career guidance and counselling.

6.3.9 Admission of Students

The Admission into College takes place through Students Academic Management Systems (SAMS) of DHE, Govt. of Odisha.

Besides there is separate website of the College for publicity of the College rank holders. The passed-out students and guardians, advertise orally about the good name of the College.

The transparency in admission process is strictly ensured by adhering to norms and guidelines formulated by the affiliating University and Govt. of Odisha from time to time. Admission of students are carried out strictly on merit and Reservation policy laid down by the Government.

6.4 Welfare schemes for

Teaching	<p>The following welfare schemes are made available to the staff members in the shape of :</p> <ol style="list-style-type: none"> 1. House Rent Allowance. 2. Loan facility to both Teaching and Non-Teaching 3. Financial aid to B.G Staff 4. Festival Advance 5. Residential facility (Teaching 20% and Non-Teaching 80%)
Non teaching	
Students	<ol style="list-style-type: none"> 1. Health checkup, Blood grouping and eye testing camps are held regularly by inviting medical technicians. 2. Free driving licence camps are held periodically in the College campus to issue D.L to students. 3. Memorial prizes in the form of cash are awarded to meritorious students. 4. Free Internet facility thorough Broad band connection. 5. S.S.G and Free studentship are provided to economically backward students. 6. Remedial, Book Bank facilities are made available to ST/SC// OBC/ Minority students. 7. Free self – Defence training to women students. 8. Railway concessions are made available to students when they go on study tours.

6.5 Total corpus fund generated

10000/-

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	DLC	Yes	Principal
Administrative	Yes	Finance Dept. Odisha	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The College has an Alumni association which is yet to be registered. The association undertakes various activities.

6.12 Activities and support from the Parent – Teacher Association

The College solicits stakeholder's perception through parent-teachers meet on students' performance, and other achievements on different extracurricular activities pursued in the College.

6.13 Development programmes for support staff

The College authority allows and encourages the staff members to undertake refresher, orientation and workshop, M.phil, Ph.D major and minor research projects. Also Non-teaching staff are allowed to undergo training on Accounting, IT, Treasury management system and Human Resource Management.

The strategy adopted by the College for faculty improvement is through meeting, awareness programmes.

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

Energy conservation:

The Institution as a whole is well aware of the need for energy conservation. The members of the staff and students are sensitised to save power by timely switching off of fans, lights and other electrical appliance not in use. The Incandescent and florescent lighting system are being replaced by LED lights.

Use of renewable Energy:

The College has recently opted for solar generating systems throughout the College campus for uninterrupted power supply.

Water Harvesting:

The College has dug a pond nearby it to harvest and conserve rain water especially during rainy season to raise the underground water level in and around the campus. Also the nearby inhabitants use the pond for their day- to-day need.

Plantation:

Urban plantation scheme of the Govt. was taken up by the NSS and NCC wing of the college and planted around 1000 sapling $2\frac{1}{2}$ mtr. x $2\frac{1}{2}$ mtr. Covering about 3 acres of land. Every year during the 1st week of July the College celebrates “VANAMAHOTSAV” in the campus and take up plantation programme to keep the campus Green. The college has leased out 4 acres of its land to department of Forest, Govt. of Odisha for urban plantation.

Hazardous waste management:

The College has been maintaining Polythene and plastic free campus since long. Also it makes aware the students the abuse of plastic, polythene and other hazardous materials.

e-waste management:

Old, out dated and Non-functioning electronic gadgets and computer and accessories are written off from the stock of the College to put up for auction and disposal.

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.

In order to educate the students in shaping their career at regular intervals, persons of eminence in different fields are invited to enlighten the students so that to opt and choose a friendly career after passing out from this institution. Further eminent educationists of the area as well as from abroad are invited to interact with the members of the staff and enlighten them of the recent trends followed in academic sphere. It is observed that this sort of interactive programmes provide an impetus to teachers for their active involvement in the day to day affairs of the College. The College has developed a polythene free campus to ward off the hazardous impact of such Non degradable elements. In order to maintain health & hygiene of the students and staff, well equipped lavatories are provided having water supply facility Drinking water provided to students is quite safe and bacteria free. In order to avoid power failure, the college has installed solar power units inside the campus for uninterrupted power supply so that all the activities of the college both academic and administrative run very smoothly.

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

- Unit test was conducted for Honours students.
- The practice of gate checking was introduced.
- New Books were purchased for Library.
- Remedial Classes were held for Honours students.

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

Best Practice I

1. Title of the Practice

Internal Squad

2. Goal

The major aim of the internal squad of the college is to create a conducive academic atmosphere inside the college campus. It not only checks the any kind of indiscipline or nuisance in-side the campus but also provide an opportunity to interact with the students and members of the staff.

3. The Context

Conducive environment is a prerequisite for teaching – learning process. Again interaction with the teachers by the students in an atmosphere of joy and freedom. Students are encouraged and motivated to redress their grievances and put forward their ideas for better improvement of the institution.

4. The Practice

A mobile squad has been constituted comprising both teaching and Non-teaching staff under the leadership of the Principal. The squad move in and around the campus during the peak hour. This facilitates supervisory activity, interacting with students at leisure and interaction with staff members.

5. Evidence of Success

As stated above, students and staff members freely express their views and ideas which contribute a lot to prepare academic programme for furthering the development of the institution. Such practice boosts the moral of students, teachers, Non-teaching employees, gardeners. Also it develops a spirit of involvement.

Best Practice II

1. Title of the Practice:

Management of Examination

2. Goal

Imparting of education is incomplete, unless the students are continuously assessed and examined. It develops a spirit of confidence, fight and uproots examination fear among the students.

3. The Context

The present trend among the students is to score good marks by hook or crook. In order to achieve this end, it is observed that students do not hesitate to resort to violent means, putting the entire management in an embarrassing situation.

4. The Practice

It is said, beating one's own trumpet is looked down upon by others, yet, it is a proud privilege on our part that the exam system maintained and retained in this college not only deserves special mention but also worth to be followed by others, many a time visitors of high profile have extolled the unique exam. System followed and practised by the college. It is impressed to such an extent that they have put their opinion and views in black and white in the visitors Book maintained by the college over the last five decades.

5. Evidence of Success

The College has earned name and fame all over the state for its excellent exam management. This healthy practice has given impetus to both Govt. and autonomous organisation to conduct exam at this centre. To name a few, C.T. Exam, Forest recruitment exam, Navodaya Test, private exam for U.G. and P.G. students of Sambalpur University, Nodal centre for different University exams, Zonal valuation centre of Sambalpur University. All the members of the staff extend their full Co-operation at the time of exam; be it unit test or University exam. They keep a strict vigil over the candidate inside and outside the exam hall. A thorough checking at the gate is done prior to commencement of exam. Candidates are not allowed to carry any sort of incriminating material into the exam hall during the course of exam, if anyone is found adopting unfair means is immediately booked as per University guideline. A special Internal squad is formed to make surprise visits to exam hall. Candidates are provided a very congenial exam. Friendly atmosphere

with zero disturbance. Special provision is made for sick, physically challenged and students suffering from contagious disease.

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

7.4 Contribution to environmental awareness / protection

NCC, NSS, YRC, Reading Club, Eco Club, Women's Self Defence group, these units hold various activities and programme to involve the students and promote environmental awareness and protection.

7.5 Whether environmental audit was conducted? Yes No

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

SWOC ANALYSIS

Strength:

- This region has a vast potential for economic development due to the availability of material resources.
- The area has number of significant sites of historical importance which can be developed into attractive tourist hubs.
- Agriculture and animal husbandry have a great potential to flourish with the input of technical know how.
- The college has a good reputation for it is one of the oldest lead college of Odisha with good name and fame.
- It is well known in its affiliating University and in the state at large for maintaining its academic atmosphere for the last fifty years.
- It has established an exemplary system of holding examination in the University and in the state as well.
- The College attracts good number of students from neighbouring districts of NUAPADA, KALAHANDI, BOLANGIR & SONEPUR in addition to its own districts i.e Bargarh.
- Participation of students, guardian and public in the engagement of academia is inspiring and positive.

Weaknesses:

- This region is mainly domiciled by tribal and backward people. The main source of income is cultivation which is quite deplorable due to lack of irrigation facility. Industry here is a day dream. Students hailing from such a socio economic back drop usually hesitate to opt for self-financial courses which is the call of the day.
- Institutional support is not that congenial to open new courses without financial assistance from the state Govt.
- The existing infrastructure of the college is not adequate for supporting the present student strength.
- The staff- student ratio is not upto the mark to boost quality education.
- Dearth of experienced teaching faculty hinders academic standard.

Opportunity:

- Introduction of need based courses can generate employability and alleviate poverty of the area.
- A number of students can have successes in various competitive examinations with suitable guidance and support of the institution.

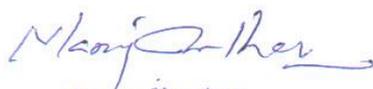
Challenges:

- Unless timely preventive measures are taken then we apprehend the stereo typed institutions imparting teaching in traditional courses may liquidate and create a bleak future in the posterity.

8. Plans of institution for next year

- It was planned to construct 1st floor buildings on existing ground floor to overcome the shortage of class rooms.
- To encourages the teacher for MRP to maintain the academic standard in the college and to develop research initiative among the teacher.
- We are trying to introduce modern educational techniques in the teaching learning process and evaluation. We are on our way to a full-fledged automation of the library, make the campus Wi-Fi enabled. The institution looks forward to impart necessary computer training to the staff to facilitate data based education.
- We propose to develop a new garden for intensive study and conservation of rare herbs of Gandhamardan range.

Name Dr. Manoj Kumar Pradhan



Co-ordinator
IQAC (NAAC)

Signature of College/Institution/IQAC

Name Sri Prabhulal Kumar Dash



Chairperson
IQAC (NAAC)

Signature of College/Institution/IQAC
