KHARIAR AUTONOMOUS COLLEGE

KHARIAR

Dist: Nuapada (Odisha)
PIN-766107

SELF STUDY REPORT

Submitted to

National Assessment and Accreditation Council

An Autonomous Institution of the University Grants Commission

P.O.Box No. 1075, Nagarbhavi, Bangalore- 560010, India
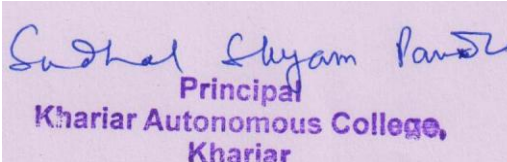
JUNE- 2014

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From Principal's Desk

Preparing Self Study Report is an unending process where the college access its own strength, weakness, opportunities and challenges to fulfill its commitment to the society and the nation. A large number of data and informations of a growing institution like ours are required to be put in place in the NAAC format. Every effort has been made to prepare the Self Study Report that reflects a realistic view of the institution. I am grateful that all the members of the staff have actively extended co-operation in preparing this Self Study Report.

The visit of the peer team of NAAC has always been a boon and eye opener for every institution who support and bolster our effort in realizing academic heights.

I, along with my staff members look forward to meet the academic savants in the peer team and benefit from their co-operation and valuable suggestions.

Principal
Khariar Autonomous College,
Khariar

Principal

EXECUTIVE SUMMARY

Khariar Autonomous College, Khariar a premier educational institution in the tribal dominated K.B.K. region in the district of Nuapada and on the border of Odisha – Chhatisgarh came into being in the year 1977, purely through peoples participations and contribution. The college is situated on N. H. – 217 connecting Raipur to Gopalpur. The campus area spreads over 29.5 acres of land, a green orchard of the royal family donated by Rani Saheba Soubhagya Manjari Devi.

The college is affiliated to Sambalpur University and was recognized by University Grants Commission under 2f and 12B scheme in 1985. The college has set a very clear vision which is to build a thriving social fabric disseminating knowledge to all sections of the society through value based education. Khariar Autonomous College has been conferred autonomy by the UGC from the academic session 2012-13. It has greatly helped giving emphasis in the curriculum in consideration to the local needs of the students of this area and the main stream academic scene.

The college offers 3-year degree course in Arts, Science and Commerce with Honours in all affiliated subjects. The college takes care not only to impart and enhance the quality of higher education but also to build up an atmosphere of learning. It has a proven record of giving students opportunity for their all round development. Again the college has made sustained and concerted effort to bring innovations in teaching learning methodology. The students are provided with model notes and question banks etc. to enable them to grasp the course easily and also help them to prepare for the examination as well. Extra attention is also paid to academically backward and slow learners through extra and remedial classes. A counseling/placement cell is specially instituted for the student to build up on their future career.

The faculty members maintain regular assessment of academic progress, which is verified by the HODs, and Principal. The students' performance is evaluated through classroom interactions, unit tests, Internal assessment and annual examinations. The communicative skill and confidence level of the students are assessed through departmental seminars, debates and other cultural activities. A well equipped language laboratory has been setup to develop the communicative skill of the students. Their knowledge is further sharpened through study tours, field works and extension activities. Archaeology and Museology students take up exploration and excavation work under the guidance of Archaeological Survey of India, National Museum New Delhi, State Museum etc.

The college has the distinction of highly qualified faculty members. They update their knowledge through research work, refresher course, orientation course and participation in state, National level Seminars along with publication of articles in research journals.

The college encourages students' participation in extension activities through NSS, N.C.C. ,YRC, ECO Club, Ranger, Rover and UGC Sponsored extension Programme. The activities of these organizations include a number of awareness programmes, Rallies, Blood donation camps, Health camps, Legal Aid workshops and Human Rights, Land Rights etc. The unique outreached programme of the college is village adoption programme through which students use their knowledge, skills and abilities to benefit community of a village in the neighbourhood.

The student friendly-library in the campus provides access to Internet and Reading Room facilities for staff and students. General facilities are available in the campus.

The college has a nice eco-friendly campus. It is surrounded by rare variety of mango grooves, sesum and teak and varieties of seasonal plants. The existing building only provides classrooms for the existing number of students and it is under further expansion to accommodate growing demands in teaching and learning process. For better health care it has two play grounds, one Gymnasium which facilitates the students for both indoor and outdoor games. Yoga classes nourish the mental and physical growth of the students.

The students get benefitted through Book Bank, Scholarship, SSG, SAF, College Magazine, Departmental Seminars, Career guidance and placement cell, Cultural activities, Alumni meet, parents meet etc.

Keeping pace with the fast changing world the institution has adopted innovative practices to fulfill the growing academic needs of the students and staff which include establishment IQAC to ensure quality assurance on a continuous basis within the academic and administrative system.

The College provides calendar to the students. The teachers prepare annual progress of courses, make periodical academic review and discuss different issues in staff council and staff association meetings which are held on regular basis.

In order to achieve academic excellence the college promotes use of technology in the form of LCD, OHP, Audio Visual support system, Educational CDs, Computer and Internet, Language Lab providing scope for improving communicative skill of the students and teachers.

The curriculum and various co-curricular and extra-curricular activities are all directed towards contributing to the value addition towards quality enhancement of the students.

The institution is situated in a very backward area identified by the planning commissioner, Govt. of India and the students are socially, economically, educationally backward. Yet this institution is rendering valuable service in the field of education in educating such students and students belonging to the weaker section of the society. The college has the pride of maintaining a good student discipline and committed staff.

To improvise our weakness like lack of communication skill among students from rural background, ICT facilities, computerization of library and office, steps have been taken over the last four years. As a result of which the library and the office are now fully automated. ICT facilities are in the process of being adopted. Language Laboratory has been fully operational to repair the communication skill among students mostly coming from rural background.

The college demonstrates a paradigm of excellent opportunity to serve the poor and downtrodden who form the bulk of student population by making quality higher education reach out to them at minimum cost.

Our institution is aware of the challenges and has done everything to meet the challenges by elevating the academic standard of the students at par

with the students of neighboring colleges and states. Effects are being made to professionalize general Arts and Science courses to provide direct employment opportunity. The need of teaching system to be fully learner centric has been taking care off.

As the result of all these measures taken the students strength has increased from 302 in 2009-10 to 899 in 2013-14. There has been significant increase in the number of SC, ST, women, OBC and minorities over these years. The student dropout has reduced from 40% in 2009-10 to 5% in 2013-14. The success rate of students in various examinations have shown steady improvement over the years due to semester system and the staff commitment and students academic involvement.

We still have a few more challenges to meet like our quest for achieving center for excellence, opening of PG courses, introduction of a few more self financing job oriented courses to make the students achieve their professional requirements. Keeping in view the growing students from outside we need to have one more ladies hostel and two more boys hostel. Full wi-fi campus, smart class rooms, modernized laboratories are urgent needs which we are working towards to fulfill.

Self-Study for Autonomous Colleges

B. Profile of the Autonomous College

1. Name and address of the College :
   Name :   **KHARIAR AUTONOMOUS COLLEGE**
   Address :   **KHARIAR**
   City :   **KHARIAR**   State : **ODISHA**
   Website :   www.*khariarautocollege.org*
2. For communication :

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Sudhal Shyam Panda	O:06671 224305 R:224379	09437426927	O:06671 224305	khariar.college@gmail.com
Vice Principal		O: R:			
Steering Committee Co-ordinator	Dr.Supriyo Chatterjee	O:06671 224305 R:	09437625127	O:06671 224305	khariar.college@gmail.com

3. Status of the Autonomous College by management.
   i.   Government - Grant-in-Aid
   ii.   Private
   iii.   Constituent College of the University
4. Name of University to which the College is Affiliated

> Sambalpur University

5. a. Date of establishment, prior to the grant of 'Autonomy' (dd/mm/yyyy)
   21-10-1977

   b. Date of grant of 'Autonomy' to the College by UGC: (dd/mm/yyyy)
   03-01-2012

6. Type of institution:

   a. By Gender
      i.   For Men
      ii. For Women
      iii. Co-education ☑
   b. By shift
      i.   Regular ☑
      ii. Day
      iii. Evening
   c. Source of funding
      i.   Government
      ii. Grant-in-aid ☑
      iii. Self-financing ☑

iv. Any other (Please specify)

7. Is it a recognized minority institution?

Yes

No☑

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

8. a. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	*21-11-1985*	
ii. 12 (B)	*21.11.1985*	

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

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

Under Section/clause	Day, Month and Year (dd-mm-yyyy)	Validity	Programme/ Institution	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the Certificate of recognition/approval)

9. Has the College been recognized
   a. By UGC as a 'College with Potential for Excellence' (CPE)?
      Yes ☐   No☑
      If yes, date of recognition : …………………. (dd/mm/yyyy)

   b. For its contributions/performance by any other governmental agency?
      Yes ☑   ☐ No
      If yes, Name of the agency **Sambalpur University** and
              Date of recognition **2010** (dd/mm/yyyy)

10. Location of the campus and area:

Location *	Semi-Urban
Campus area in sq. mts or acres	29.50 Acres
Built up area in sq. mts.	*4664 (*1 sq.ft. = 0.093 sq.mt)*

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

11. Does the College have the following facilities on the campus (Tick the available facility)? In case the College has an agreement with other

agencies in using such facilities provide information on the facilities covered under the agreement.

- o Auditorium/seminar complex☑
- o Sports facilities☑
  - Play ground☑
  - Swimming pool
  - Gymnasium☑
- o Hostel
  - Boys' hostels☑
  - Girls' hostels☑
- o Residential facilities
  - For teaching staff☑
  - For non-teaching staff☑
- o Cafeteria☑
- o Health centre-
  - First aid facility☑
  - Inpatient facility
  - Outpatient facility☑
  - Ambulance facility
  - Emergency care facility☑

Health centre staff-
  - Qualified doctor　　Full time　　Part-time
  - Qualified Nurse　　Full time　　Part-time
- o Other facilities
  - Bank
  - ATM
  - Post office
  - Book shops
- o Transport facilities
  - For students
  - For staff
- o Power house☑
- o Waste management facility☑

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

Sl. No.	Programme Level	Name of the Programme/Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student intake	No. of students admitted
1	UG	ARTS	3YEARS	+2	ENGLISH	192x3	543
2	UG	SCIENCE	3YEARS	+2 Science	ENGLISH	64x3	208
3	UG	COMMERCE	3YEARS	+2	ENGLISH	64x3	148
4	CERTIFICATE	Human Rights/IT/Communicative	3 to 6 Month	+2	ENGLISH	32 Each x 4	128

		English/Equal Opportunity	s				

13. Does the institution offer self-financed cources?

Yes ☑ No

If yes, how many? | 04 |

14. Whether new programmes have been introduced during the last five years?

If yes | Yes| ☑ | | |

| Number- | 01 |

15. List the departments: (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students) 2013-14

Particulars	Number	Number of Students
Science 　　　　　　　Under Graduate 　　　　　　　Post Graduate 　　　　　　Research centre(s)	06	208
Arts 　　　　　　　Under Graduate 　　　　　　　Post Graduate 　　　　　　Research centre(s)	10	543
Commerce 　　　　　　　Under Graduate 　　　　　　　Post Graduate 　　　　　　Research centre(s)	04	148
Any Other (please specify) 　　　Certificate Course(s) 　　　　　　　Under Graduate 　　　　　　　Post Graduate 　　　　　　Research centre(s)	04	128

16. Are there any UG and/or PG programmes offered by the College, which are not covered under Autonomous status of UGC? Give details.

　　　NO ☑

17. Number of Programmes offered under (Programme means a degree course like BA, MA, B.Sc, M Sc, B.Com etc.)

a. annual system | |

b. semester system | 03 |

c. trimester system | |

18. Number of Programmes with

a. Choice Based Credit System | |

b. Inter/multidisciplinary approach | 03 |

c. Any other (specify) | |

19. Unit Cost of Education
(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

    (a)   including the salary component

    (b)   excluding the salary component

| **Rs.41160** |
| **Rs. 9777** |

20. Does the College have a department of Teacher Education offering NCTE recognized degree programmes in Education?
Yes ☐   No☑
If yes,
    a. How many years of standing does the department have?
       ……….. years
    b. NCTE recognition details (if applicable)
       Notification No.: ………………………………..
       Date: ………………………. (dd/mm/yyyy)
    c. Is the department opting for assessment and accreditation separately?
       Yes ☐   No ☐

21. Does the college have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education?
Yes ☐   No☑

If yes,
    a. How many years of standing does the department have?
       ……….. years
    b. NCTE recognition details (if applicable)
       Notification No.: ………………………………..
       Date: ………………………. (dd/mm/yyyy)
    c. Is the department opting for assessment and accreditation separately?
       Yes ☐   No ☐

22. Whether the College is offering professional programme?
        Yes ☐   No☑
If yes, please enclose approval/recognition details issued by the statutory body governing the programme.

23. Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon.

24. Number of teaching and non-teaching positions in the College

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government _Recruited_ ☑ _Yet to recruit_			07	02	16	11	24	02	04	
Sanctioned by the Management/Society or other authorized bodies _Recruited_ _Yet to recruit_										

*M-Male *F-Female

25. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.			06	01			07
M.Phil.			04	03			07
PG			23	13			36
Temporary teachers							
Ph.D.							
M.Phil.							
PG			01	03			04
Part-time teachers							
Ph.D.							
M.Phil.							
PG				04			04

26. Number of Visiting Faculty/Guest Faculty engaged by the College. | 10 |

27. Students enrolled in the College during the current academic year, with the following details :

Students	UG		PG		Integrated Masters		M. Phil.		Ph.D.		Integrated Ph. D.		D. Litt. / D.Sc.		Certificate		Diploma		PG Diploma	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
From the state where the College is located	663	221													72	56				
From other states of India	30	15																		
NRI students																				
Foreign students																				
Total	663	236													72	56				

*M-Male F-Female

28. Dropout rate in UG and PG (average for the last two batches)

UG | 05% | PG | |

29. Number of working days during the last academic year. | 240 |

30. Number of teaching days during the last academic year | 180 | | | |

31. Is the College registered as a duty centre for offering distance education programmes for any University?   Yes ☑ ☐
    No

    If yes, provide the
    a. Name of the University | IGNOU |
    b. Is it recognized by the Distance Education Council?
       Yes ☑   No ☐
    c. Indicate the number of programmes offered. | 03 |

32. Provide Teacher-student ratio for each of the programme/course offered:(UG) Arts- 1:19   Science- 1:26 Commerce- 1:49 (2012-13)

33. Is the College applying for?
    Accreditation :   Cycle 1 ☐ Cycle 2 ☑ Cycle 3 ☐ Cycle 4 ☐
    Re-Assessment :   ☐

34. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)
Cycle 1 : 15-06-2009 (dd/mm/yyyy) Accreditation outcome/results Accredited
Cycle 2 : ………………. (dd/mm/yyyy) Accreditation outcome/results
Cycle 3 : ………………. (dd/mm/yyyy) Accreditation outcome/results
* Kindly enclose copy of accreditation certificate(s) and peer team report(s)
Cycle 1 refers to first accreditation; Cycle 2 and beyond refers to reaccreditation

35. a. Date of establishment of Internal Quality Assurance Cell (IQAC)
                                    08/09/2011 (dd/mm/yyyy)
b. Dates of submission of Annual Quality Assurance Reports (AQARs).
      (i) AQAR for year   2011-12 on 28/06/2014 and 30/06/2014. (dd/mm/yyyy)
      (ii) AQAR for year   2012-13 on 30/06/2014 (dd/mm/yyyy)
      (iii) AQAR for year ………… on …………. (dd/mm/yyyy)
      (iv) AQAR for year ………… on …………. (dd/mm/yyyy)

36. Any other relevant data, the College would like to include. (Not exceeding one page)

C. Criteria-Wise Inputs

CRITERION I : CURRICULAR ASPECTS

1.1. Curriculum Design and Development

Khariar college was established in 1977 with the active community support as the second college of the then undivided Kalahandi district in the KBK region of Odisha . The candidly envisaged mission of the institution was to build a thriving fabric disseminating knowledge to all sections of the society with special target to ensure access to and spread of quality higher education in the socio-economically backward region. The enrolled composition of students in the college over the years manifests and bears witness to the commitment of the institution to reach out to the mostly socio-economically and educationally backward and marginalized sections of the society by providing quality education.

Our college became autonomous in the year 2012. Autonomy to this college provided freedom to move ahead and redesign curriculum keeping in mind the local needs. Curricula were redesigned to ensure skill development amongst the students without missing creative and entrepreneurial approach. Accordingly the Board of Studies for each department consisting all faculty members of the respective departments along with experts from autonomous colleges and universities were formed, also incorporating alumni with bright career in the Board of Studies. The new syllabus was designed in 2012. It was given fine tuning in the Academic Council consisting of all Heads of department, eminent educationists, and eminent professionals like doctors , a retired chief engineer,an reputed industrialist and chartered accountant,a senior advocate and President of the Bar Association,two bright alumni,Sambalpur University representative and our Principal.

VISSION

The college envisions the need to provide access and spread quality-education and other skill-based education including information communication technology among the predominantly backward community of the region serving the cause of social justice,fostering core competencies among the students to face the new challenges of the ever changing world. Simultaneously with the skill development, the college inculcates the values of co-operation and mutual understanding and to understand and appreciate the plurality and diversity of India. The college also ensures the proliferation of scientific temper among the students.

MISSION

The mission of the college is to have programmes that ensure the young minds and prepare them to face new challenges in their personal and professional life with dignity. The mission of the college aims at implementing the college's vision through concrete plan programme.

The vision and misson of the college is reflected in the following programmes:

1-**Academic**

(i) Autonomy to the college was an opportunity towards innovation and restructuring of the curricula. Honours in all affiliated subjects were introduced in the academic session 2012.Commerce Under Graduate Programme with Honours teaching was introduced and required curricula was prepared. The recent inclusion of NCC, Archaeology and Museology, Information Technology, Computer Application, Environmental Studies as elective interdisciplinary subjects enable the students to benefit from these diverse courses. The introduction of Certificate course in Human Rights, IT, Communicative English and Equal Opportunity also benefit the students apart from the degree programmers they are enrolled. Yoga and other value based education inculcate among the students human values.

(ii) **Elective-** Elective courses like Landmarks in Indian History, Indian Polity, Education, NCC, Odia, Hindi are designed for the arts students. For science students major and minor elective options offered are Biology, Mathematics; for commerce students also the elective courses are designed. For all above categories of students courses like computer application, population studies, Indian society and culture are designed as open elective options.

(iii**) Extension Activities** – Academic programmes are not only confined to four walls of class rooms. Students are taken to the field, study tour, practical training. Each and every student is involved in extension activities like NCC, NSS, Eco-club, Youth Red Cross, Red Ribbon, Ranger and Rover. UGC Extension programmes are designed to provide opportunity to interact with community directly which instills in the students, the dignity of labour, social commitment, first hand information on social economic problems and ways and means to overcome it. It is also designed to inculcate self confidence and self respect among students.

(iv) **Research**- Honours courses are designed to teach research methodology to the students. Practical research training also have been incorporated in the honours courses.

1.1.1. How are the institutional vision/mission reflected in the academic programmes of the college?

The institutional vision aims at transforming higher education into an effective instrument of socio-economic change and to develop a sense of responsibility among citizens, to build the characters, conduct and morals of the students to face real life situations and challenges. The goals and objectives of the institution are enshrined in the college crest. The institutional mission and goals are reflected in academic calendar. Introduction of interdisciplinary subjects like environmental studies, IT, Population Study and providing due weightage for participation of youth in NCC, NSS, YRC and other extension activities reflect our vision in our Academic Programme.

1.1.2. Describe the mechanism used in the design and development of the curriculum? Give details on the process. (Need Assessment, Feedback, etc.)

The subject-wise course curricula are designed by the respective Boards of Studies based on the needs of the learners and local needs. The existing curricula are reviewed annually at the beginning of each academic session and the course is updated in every three years to incorporate the required changes. Also, the mid-term review and modification are made as and when needed. The mechanism for formulating the curricula contents for new programmes is need based.

1.1.3. How does the College involve industry, research bodies, and civil society in the curriculum design and development process? How did the College benefit through the involvement of the stakeholders?

The college involves experts from Universities, Research institutions and other civil societies for the design and development of the curricula. Nuapada being a Zero industry district, representatives and officials of small scale and cottage industries are being involved in restructuring the curricula. The stakeholders' involvement gives new dimension and facilitates the adoption of new courses to generate higher employability among the students.

1.1.4. How are the following aspects ensured through curriculum design and development?

- Employability: The introduction of interdisciplinary courses, giving emphasis on acquisition of skills. Seminar, group discussions, project work, field studies as part of the curriculum provide advantage to the students to compete with others in the job market.
- Innovation: Institution has also introduced the modular curricula in all disciplines. Unit-wise course distributions; inter disciplinary courses, continuous evaluation of students performances through unit tests, internal assessments, promotion of academic ambience etc., manifest institution's innovative concepts.

- Research: we encourage the students to undergo practical trainings on excavation and research methodology in collaboration with Archaeological Survey of India, National Museum New Delhi, Deccan College, Pune, Odisha Gabeshana Chakra, Bhubaneswar, Loka Drusti, Khariar. Research methodology is a part of honours teaching.

1.1.5 How does College ensure that the curriculum developed address the needs of the society and have relevance to the regional/national developmental needs?

Periodically assessment of courses offered by the institution in relation to emerging and changing national and global trends is taken into consideration to modify and update the curriculum. New courses are introduced accordingly.

1.1.6 To what extent does the College use the guidelines of the regulatory bodies for developing or restructuring the curricula? Has the College been instrumental in leading any curricular reform which has created a national impact?

The existing curricula are reviewed annually and the courses are updated every three years incorporating the required changes as per the UGC guideline.

1.2   Academic Flexibility

1.2.1   Give details on the following provisions with reference to academic flexibility

a.   Core / Elective options

The Core options are compulsory and these are usually combined with Elective options. Students reading three years degree course in Arts leading to Bachelor Degree shall have to choose two elective subjects, one for the First Year Degree examination (Semester I & II) from among the subjects viz. Indian Polity, Indian Economy, Odia, Hindi and ,NCC where as another elective subject for the Final Degree Examination (Semester V & VI) from among the subjects viz. Land Marks in Indian History, Education, Philosophy, Archeology and Museology and NCC . Students reading for Three Year Degree Course in Science leading to Bachelor Degree shall have to choose a Minor Elective during Semester-II and a Major Elective during Semester-III & IV. Chemistry, Mathemetics, Statistics, Biology, Physics, are offered as elective subjects. For Biology students, Minor elective is Mathematics and for Physical Science Students, Biology is the minor elective.

b.   Enrichment courses

Till date the college has only four certificate courses i.e. Human Rights . Communicative English, IT and Equal Oppertunity on Skill Development which one can opt in addition to the regular curricula.

c.   Courses offered in modular form
At present majority of the courses are offered in modular forms.

d.   Credit transfer and accumulation facility
The accumulation facility is available only to those students who migrate from other Autonomous Colleges of the State.

e.   Lateral and vertical mobility within and across programmes and courses

Our lateral and vertical mobility is confined to courses only. The subjects include: Indian Society and Culture, Computer Application, Environmental Science, NCC.

1.2.2   Have any courses been developed specially targeting international students? If so, how successful have they been? If 'no', explain the impediments.

No special programmes are available for international students, because of the location of the college.

1.2.3 Does the College offer dual degree and twinning programmes? If yes, give details. **NO**

1.2.4 Does the College offer self-financing programmes? If yes, list them and indicate if policies regarding admission, fee structure, teacher qualification and salary are at par with the aided programmes? **NO**

1.2.5 Has the College adopted the Choice Based Credit System (CBCS)? If yes, how many programmes are covered under the system? **NO**

1.2.6 What percentage of programmes offered by the College follows:
  - Annual system
  - Semester system 100%
  - Trimester system

All programmes offered by the college follow the semester system.

1.2.7 What is the policy of the College to promote inter-disciplinary programmes? Name the programmes and what is the outcome?

At present, subjects like Environmental Studies, Indian Society and Culture, Computer Application, NCC have been introduced at UG level; and Add-on Course like Archaeology and Museology is also implemented at under graduate level. The response of the students is overwhelming; pass out students are sufficiently exposed to the diversified world with confidence and their chances of employability have been increased.

1.3 **Curriculum Enrichment**

1.3.1 How often is the curriculum of the College reviewed for making it socially relevant and/or job oriented / knowledge intensive and meeting the emerging needs of students and other stakeholders?

The curriculum is reviewed annually at the beginning of each session as per subject specific academic needs, market requirements; career-oriented subjects are incorporated to make it socially relevant and knowledge intensive, it is updated every three years to cater to the requirements of the stakeholders. However, midterm review and modifications are also made as and when required.

1.3.2 How many new programmes have been introduced at UG and PG level during the last four years? Mention details.
  - One programme in emerging area: Commerce with (Honours) at UG level.
  - New subjects like Computer Application, NCC and Honours in Botany, Zoology, Mathematics, Education, Philosophy and Hindi.

1.3.3   What are the strategies adopted for revision of the existing programmes? What percentage of courses underwent a major syllabus revision?

Regular meeting of the Board of Studies of different subjects are held annually at the beginning of each academic session for restructuring the existing course in the light of guidelines provides in the UGC model curriculum as well as Sambalpur University syllabi. In 2012 there was a major syllabus revision.

1.3.4   What are the value-added courses offered by the College and how does the College ensure that all students have access to them?

The college offers self-financing and add-on courses for the bonafide students of the college in (i) Certificate Course in Communicative English and Human Rights, Equal Opportunity Centre, Yoga of three to six months duration respectively. All regular students of the college are accessible to those courses. The rules and regulation of the college are applicable to the students admitted to that course.

1.3.5   Has the College introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies?- NIL

1.4   Feedback System

1.4.1   Does the College have a formal mechanism to obtain feedback from students regarding the curriculum and how is it made use of?

Yes, there exists a formal mechanism of obtaining feedback on curricular aspects from the students annually. Those suggestions are analysed and action suggested to the Board of Studies. One member from Alumnae is a member of each and every Board of Studies. Therefore, Feedback from the students through Alumnae are collected and analysed in the Board of Studies.

1.4.2   Does the College elicit feedback on the curriculum from national and international faculty? If yes, specify a few methods adopted to do the same – (conducting webinar, workshop, online forum discussion etc.). Give details of the impact on such feedback.

Departments invite national faculty while organizing seminars, workshops and other activities. The teaching staff and students of the concerned departments have discussion with these eminent personalities to elicit feedback on the curriculum. Their feedbacks will be given more weightage in the next Board of Studies at the time of revision of syllabus

1.4.3   Specify the mechanism through which alumni, employers, industry experts and community give feedback on curriculum enrichment and the extent to which it is made us of.

The intellectuals, local industry experts and community members are inducted as members in the Academic Council whose suggestions on curriculum enrichment is duly considered and implemented. Feedback are also collected during almunni meetings.

1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the institution in ensuring effective development of the curricula?

- Strict adherence to Odisha Universities Act and Manuel 1990 , Sambalpur University and UGC Guidelines .
- Internal Academic Audit report leads to sustenance and quality enhancement.
- more emphasis is given to need based courses and current trends
- Introduction of Inter Disciplinary Courses, Job oriented Courses and Skill bases Courses.
- Introducing extension programmes with social relevance
- Semester pattern of study.
- Continuous internal assessment.
- Students Feedback and
- Self Appraisal by teachers.

Any additional information regarding Curricular Aspects, which the institution would like to include.

The College has introduced Self-Financing Courses and job oriented courses like IT, Human Rights, Communicative English, NCC, Archeology and Museology. Department of Higher Education, Government of Odisha has provided language laboratory to enhance communication skills of the students. College has enhanced Computer education facilities to enhance computer literacy among students. The autonomy has facilitated the college to achieve its objectives by redesigning courses to cater to the needs of students.

CRITERION II : TEACHING-LEARING AND EVALUATION

2.1 **Students Enrolments and Profile**

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

a) Prospectus – It gives updated information on the courses offered, the eligibility criteria, fee structure, facilities available and admission process.

b) Institutional website – Provides details about the vision, mission, objectives, courses, faculty members and information about library.

c) Advertisement in Regional / National Newspapers – Advertisement is made available to the students through banners and local cable TV.

d) Any other (specify) – Notice is displayed in the college notice board, in the Government of Odisha, Higher Education Website.

2.1.2 Explain in detail the process of admission put in place for UG, PG and Ph.D. programmes by the College. Explain the criteria for admission (Ex. (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common test conducted by state agencies and national agencies (v) others followed by the College?

Selection and admission of the students to this institution is done through e-Admission controlled by OCAC, Bhubaneswar by the order of Department of Higher Education, Odisha. It is notified in the notice board with marks and percentages also in the e-Space of government

2.1.3 Does the College have a mechanism to review its admission process and student profiles annually? If yes, what is the outcome of such an analysis and how has it contributed to the improvement of the process?

No, admission process is regulated as per Govt. norms. Students. profile relating to their academic record, knowledge and skills are maintained by the college.

2.1.4 What are the strategies adopted to increase/improve access to students belonging to the following categories

- SC/ST Students belonging to SC/ST category get reservation in admission, scholarships and also enjoy tuition fee waiver, Remedial coaching
- OBC Provision of scholarship by Govt. of Odisha, Remedial coaching, Financial Aid from SSG,SAF
- Women- Hostel facilities provisioned on merit basis, Remedial coaching, Financial Aid from SSG,SAF

- Different categories of persons with disabilities - Reservation of 2% of seats in a class and in hostels and Scholarship.
- Economically weaker sections - Financial Assistance by State Govt and Aid Fund and SSG, waiver of tuition fees, Remedial coaching, Financial Aid from SSG,SAF
- Outstanding achievers in sports and extracurricular activities 1% reservation.

2.1.5 Furnish the number of students admitted in the College in the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	68	18	94	36	138	56	170	62
ST	58	06	62	09	74	16	83	27
OBC	170	31	236	50	303	66	323	96
General	46	19	55	23	81	36	75	38
Others	06	06	07	09	08	10	12	13

2.1.6 Has the College conducted any analysis of demand ratio for the various programmes offered by the College? If so, indicate significant trends explaining the reasons for increase/decrease.

Programmes	Number of applications	Number of students admitted	Demand ratio
UG 1.Arts 2.Science 3.Commerce 4.	553 579 125	192 68 64	1:3 1:9 1:2
Certificate 1.IT 2.HUMAN RIGHTS 3.COMMUNICATIVE ENGLISG	75 90 85	32 32 32	1:2 1:3 1:3

2.1.7 Was there an instance of the College discontinuing a programme during last four years? **NO**
If yes, indicate the reasons.

2.2 Catering to Student Diversity

2.2.1 Does the College organize orientation / induction programme for freshers? If yes, give details of the duration of programme, issues covered, experts involved and mechanism for using the feedback in subsequent years.

Yes .The College organizes orientation / induction programme for freshers after admission into the college. The freshers are made aware

of the rules and regulations, facilities available, college discipline, examination patterns and schedules, no ragging, gender sensitization, importance of attendance and other academic matters of the college by the Academic Bursar, Administrative Bursar, Controller of examinations, Librarian, P.E.T and senior faculty members and locally available resource persons. The freshers are given a broad picture of achievements of pass outs of previous years and Alumni. The cell phone Numbers, e-mail ID, parental details and academic history of freshers are recorded in the induction register.

2.2.2   Does the College have a mechanism through which the "differential requirements of student population" are analysed after admission and before the commencement of classes? If so, how are thy key issues identified and addressed?

Differential requirement of students population are analyzed after the admission from the information furnished in the CAF/ application forms relating to their categories, academic performance and financial status, Choice of Honours. Subject, Hostel requirement etc., which is reviewed by a committee concerned for each cause for the next course of action. The weaker groups are provided with the permissible financial support, free studentship, landing books from the library and recommended for scholarships & stipends from different agencies etc. as per the recommendation of the committee

2.2.3   Does the College provide bridge / Remedial / add-on courses? If yes, how are they structured into the time table? Give details of the courses offered, department-wise/faculty-wise?

Yes. Bridge/Remedial classes are organized for the academically weaker students. Add on course Archeology and Museology running in the college for the bonafide students .Remedial classes are conducted after the regular classes. There is separate flexible time for this. Archeology and Museology classes are incorporated in the general time table. In addition the following certificates are conducted.

1. Certificate Course in Communicative English of Six months duration
2. Certificate Coures in Equal Opportunity
3. Certificate course in Human Rights
4. Certificate Course in Computer Application

These courses are conducted as per rule and regulation of UGC.

2.2.4   Has the College conducted a study on the incremental academic growth of different categories of students; - student from disadvantaged sections of society, economically disadvantaged, physically handicapped and slow learners etc.? If yes, give details on how the study has helped the College to improve the performance of these students.

Students from disadvantaged sections and the slow learners are identified through scrutiny of internal assessment scripts in the prevailing continuous evaluation system. Faculty members give special attention to the students through personal interaction; they try to improve their performance in due course. UGC sponsored Remedial classes and college sponsored intensive coaching classes are conducted to improve the academic standard of weak students. Economically disadvantaged and physically handicapped students are also provided with financial support

2.2.5   How does the institution identify and respond to the learning needs of advanced learners?

   The Advanced learners are identified through various competitions conducted by different societies/associations and awarded prizes to boost them. They are encouraged to represent the college at the University, State and National level. The teachers provide them advance study and reference materials for enhancement and enrichment of their quality.

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

   The Government policies for differently-abled students are adopted by the institution. They are privileged by getting scholarships, hostel accommodation and companion in the examinations along with extra examination hour as per Govt norms Ramps are there in all imported entry points.

2.3   **Teaching-Learning Process**
2.3.1   How does the College plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

   The institution provides academic calendar which reflects in details the information related to admission, subject combinations, teaching days, examinations days (unit test, holidays and vacations, semester dates) etc. Each teacher maintains a lesson plan and progress register from the beginning of the session, which is verified by the respective HODs and Principal from time to time. One daily progress register is maintained at the central level. Principal verify the progress every month. Academic evaluation takes place every month

2.3.2   Does the College proved course outlines and course schedules prior to the commencement of the academic session? If yes, how is the effectiveness of the process ensured?

   Students are provided with the Courses of Studies which outlines the course schedules in every   subject and paper prior to the commencement of classes for the Academic session.

2.3.3 What are the courses, which predominantly follow the lecture method? Apart from classroom interactions, what are the other methods of learning experiences provided to students?

Normally lecture method is followed for UG courses. Seminar, workshop, group discussion and field study etc form part of the curriculum and help in supplementing the traditional method of teaching by making it more learner-centric.

2.3.4 How is 'learning' made more student-centric? Give a list of participatory learning activities adopted by the faculty that contribute to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.

All the strategies adopted by the institution are student centric.

- The college annual magazine "SABUJIMA" and Wall magazine 'BUDBUD' and 'SPECTRUM' encourage the students for creative writings.

- Departmental seminars and quiz programmes are organised.

- Participation in elocution, debates, sports and games, essay writings.

- Students participate actively in activities like song, dance, mono-action, self-chosen speech, extempore speech and alpana competition.

- Students participation in field trips, trekking, inter-college / state / national camps under the aegis of N.C.C., NSS and YRC.

- The Annual Athletic meet is organized to select students to participate in inter-college meet organized by the University and the students represent the State level sports meet.

- Feedback is obtained on the academic progress of the students.

- Reading room with direct access to books and journals available.

- YOGA classes are conducted daily.

2.3.5 What is the College policy on inviting experts / people of eminence to provide lectures / seminars for students?

Experts in different areas, eminent personalities in the field of administration, science and technology, social sciences, literature and business and commerce are invited as Visiting Faculties to address Seminars, Faculty Programmes, and Extramural Lectures.

2.3.6   What are the latest technologies and facilities used by the faculty for effective teaching? Ex: Virtual laboratories, e-learning, open educational resources, mobile education, etc.

Faculties use LCD projectors, Computers, Interactive Boards. .students use Internet in the Computer Centre and in the Library Reading Room. Students are also provided Xerox facility whenever required.

2.3.7   Is there a provision for the services of counselors / mentors / advisors for each class or group of students for academic, personal and psycho-socio guidance? If yes, give details of the process and the number of students who have benefited.

The problems of the students are solved through the process of personal care by the different faculties. There are such bodies as anti-ragging cell, grievance cell to create healthy atmosphere for the staff and students of the college. There is a proctorial system. 16 students are placed under one proctor.

2.3.8   Are there any innovative teaching approaches / methods/practices adopted/put to use by the faculty during the last four years? If yes, did they improve the learning? What methods were used to evaluate the impact of such practices? What are the efforts made by the institution in giving the faculty due recognition for innovation in teaching?

The students' effective learning experience is ensured by the institution using modern teaching aids like educational CD, OHP, LCD. The faculty members of various departments take utmost care to provide handouts to the students as and when required and suggestions are given to the students to update their learning through library and reading room.

- It is affective because in the last two years 18 students gave PowerPoint presentations.
- 26 students represented our college to present their papers in different seminars outside Khariar.

2.3.9   How does the College create a culture of instilling and nurturing creativity and scientific temper among the learners?

Due emphasis on Project works, Field Studies, Laboratory works, Science Exhibitions, publication in College and departmental Wall magazines etc help in building creativity and a scientific temper in the learners.

2.3.10 Does the College consider student projects a mandatory part of the learning programme? If so, for how many programmes is it made mandatory?

Presenting Seminar papers by students in each semester is considered mandatory by the institution, and so the students are encouraged to prepare and present seminar papers.

- Number of projects executed within the College - 10
- Names of external institutions associated with the College for student project work
- Role of the faculty in facilitating such projects – The faculties guide the students and provide them with required reading and reference materials in preparing seminar papers.

2.3.11 What efforts are made to facilitate the faculty in learning / handling computer-aided teaching / learning materials? What are the facilities available in the College for such efforts?

Most of the teaching departments are provided with PC/Laptops. In addition, the college has its Computer hub, a language laboratory and e-library facilities to facilitate the faculty members in learning/ handling computer. Aided teaching and to prepare their learning materials. The Computer Programmer, DEO and other computer personnel help the faculty in this context.

2.3.12 Does the college have a mechanism for evaluation of teachers by the students / alumni? If yes, how is the evaluation used in achieving qualitative improvement in the teaching-learning process?

Yes. The teaching faculties are assessed by the students annually. These evaluation reports are collected confidentially and the Principal takes necessary steps on the reports and intimates the teachers.

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

Yes. The course curricula are designed and planned as per the time frame of the academic calendar. However, when the courses remain un-covered as per the plan, the faculty members engage extra classes and Guest Faculties are also engaged to complete the unfinished courses in time.

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

The library resources like Text books, reference books, journals, periodicals and e-resources etc. are used to augment teaching-learning process. In addition they are also used in the reading rooms, network centre and heritage corner in the library.

2.3.15 How does the institution continuously monitor, evaluate and report on the quality of teaching, teaching methods used, classroom environments and the effect on student performance.
The Principal verifies the lesson plans & progress register of each department;
monitors the classes on regular basis by surprise visits.

Head of each department discusses with other members upon the course curriculum, i.e. methods adopted in teaching, progresses made, student attendance and student performance appraisal etc.

The Heads act as connecting link between the college administration and the department elating to academic and administrative matters.

The Principal convenes meetings of Heads at regular intervals to ascertain the progress in academic and other issues and formulates the ways to improve quality of teaching, environment and student performance.

2.4   Teacher Quality
2.4.1   What is the faculty strength of the College? How many positions are filled against the sanctioned strength?

36 regular faculty members against 42 sanctioned strength.
36 (Regular) and 06 (Guest faculty).

How many of them are from outside the state?
None of them are from outside the state.

2.4.2   How are the members of the faculty selected?

- The college is a Government aided institution where the permanent teaching posts are filled in by the Govt. and the selection is made as per the UGC and state Government norms.

2.4.3   Furnish details of the faculty

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.			06	01			07
M.Phil.			06	03			09
PG					11	09	20
Temporary teachers							
Ph.D.							
M.Phil.							
PG					01	03	04

Part-time teachers							
Ph.D.							
M.Phil.							
PG						04	04

2.4.4 What percentage of teachers have completed UGC-CSIR-NET, UGC-NET, and SLET exams? In that what percentage of teachers are with PG as highest qualification?
NA

2.4.5 Does the College encourage diversity in its faculty recruitment? Provide the following department-wise details.

Department	% of faculty who are product of the same College	% of faculty from other Colleges within the State	% of faculty from other States	% of faculty from abroad
	25	64.65	0.35	00

2.4.6 Does the Colleges have the required number of qualified and competent teachers to handle all the courses for all departments? If not, how do you cope with the requirements? How many faculty members were appointed during the last four years?

- At present the college has adequate number of qualified teachers to handle the classes. However, when the staff members take leave for longer period on personal ground or for higher study or vacancy due to transfer or retirement or death, the management is empowered to appoint teachers on adhoc/contract basis through personal interview among the short listed candidates through open advertisement.

2.4.7 How many visiting Professors are on the rolls of the College? NO

2.4.8 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, nomination to national/international conferences/Seminars, in-service training, organizing national / international conferences etc.)

Teachers avail study leave/other admissible leaves as per the Govt. of Odisha norms to attend National/International Conference/Seminars or pursuing M.Phil./Ph.D. programmes. They apply to various funding agencies for organizing seminars/conference etc in their respective departments

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

30

2.4.10 Provide the number of faculty who have undergone staff development programmes during the last four years. (Add any other programmed if necessary)

Academic Staff Development Programmes	Number of faculty
Refresher courses	09
HRD programmes	
Orientation programmes	03
Staff training conducted by the College	30
Staff training conducted by University/other Colleges	05
Summer / winter schools, workshops, etc.	
Any other (please specify)	05

2.4.11 What percentage of the faculty have

- been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies--- 36%
- participated in external Workshops / Seminars / Conferences recognized by national / international professional bodies-----50%
- presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies---70%
- teaching experience in other universities / national institutions and others---12%
- industrial engagement---Nil
- international experience in teaching---Nil

2.4.12 How often does the College organize academic development programmes for its faculty, leading to enrichment of teaching-learning process?

- **Curricular Development**

The departments concerned conduct the Board of Studies and Academic Council meet every year. While updating the syllabus, the current needs are taken into consideration. The autonomy has given full freedom to the departments for the revision and changes in the curriculum. Therefore, Major and Minor Elective papers and Skill Based subjects are introduced under Semester System.

- **Teaching-learning methods** : By learner-centered teaching methods

- **Examination reforms :** The College uses its autonomy for examination reforms whenever required. The College has introduced monthly Unit Test, eminars, Term Papers and Semesters.

- **Content / knowledge management** : By Orientation of teachers in IT for their capacity enhancement and exposure to e-resources, e-learning and participatory teaching

- **Any other (please specify)**

31

2.4.13 What are the teaching innovations made during the last five years? How are innovations rewarded?

The departments like Archaeology and Museology, Education, History, Zoology, Botany, Chemistry and Physics introduced field work to acquire practical knowledge in their respective subjects.

2.4.14 Does the College have a mechanism to encourage

- Mobility of faculty between institutions for teaching? Yes
- Faculty exchange programmes with national and international bodies? NO

If yes, how have schemes helped in enriching quality of the faculty?

2.5   Evaluation Process and Reforms

2.5.1   How does the College ensure that all the stakeholders are aware of the evaluation processes that are operative?

All the information regarding the evaluation process are incorporated in the college calendar as well as in the academic calendar provided to the students at the time admission. This is also available in the college website. They are also informed in the counseling session.

2.5.2   What are the major evaluation reforms initiated by the College and to what extent have they been implemented in the College? Cite a few examples which have positively impacted the evaluation management system?

Semester System has been introduced in the year 2012. The evaluation has Internal Assessment and Semester Examinations. The Continuous Assessment has been done by tests, assignments, seminars, so that the students browse the internet and learn other than their syllabus and improve their presentation skills. Candidates are permitted to apply for re-addition and can obtain a **photocopy of Answer Paper** within 30 days from the date of publication of results. A person failed in only one paper in any Semester of the course is allowed to appear at the Back Paper Examination conducted in the next subsequent Semesters.

The **coding and decoding system of Answer Scripts** and continuation sheets was implemented from the Semester Examinations 2012 to hide the identity of the examinees to the evaluators.

The examination system is completely computerized. Data entry of Examination Applications, Students data, Examination schedule, seating arrangement, Attendance Register, Results Board Meeting, preparation of course wise results, upload of the Semester Examination results in the College website, preparation of Marks Sheets, Revaluation and Semester examination results are computerized to ensure the effectiveness of the autonomous office.

Answer papers with security features which contain College logo with serial numbers are issued to the students.

2.5.3   What measures have been taken by the institution for continuous evaluation of students and ensuring their progress and improved performance?

- Implementation of two Internal Assessment examinations per Semester before the end term examination.
- Minimum 90 days teaching classes per semester; incorporation of seminar discussion through power point presentation, project works and field studies in course curriculum for which marks are awarded in the sixth semester.
- Continuous evaluation ensures student involvement and progress Hence, about 50% of pass outs compete successfully for national Universities in open competition admission system along with scholarships.

2.5.4   What percentage of marks is earmarked for continuous internal assessment? Indicate the mechanisms strategized to ensure rigour of the internal assessment process?

The percentage of marks earmarked for continuous internal assessment is 20% in theory papers. The questions are set by the faculty members from the topics covered up in concerned paper/subject. The Internal assessment examination is conducted for one hour durations as per the notification by the Controller of Examination duly approved by the Examination Committee and Academic Council. Internal Assessment is the mechanism to gear up a student to regulate his sincerity in studies and to orient his/her for the end-term examinations.

2.5.5   Does the College adhere to the declared examination schedules? If not, what measures have been taken to address the delay?   Yes

2.5.6   What is the average time taken by the College for declaration of examination results? Indicate the mode / media adopted by the College for the publication of examination results e.g., website, SMS, email, etc.
The average time taken by the college for declaration of examination results is about 45 days from the date of the conduct examination for a semester. The result is published in the college notice board, college website www.khariarautocollege.org, and SMS.

2.5.7   Does the College have an integrated examination platform for the following processes?
- **Pre-examination processes** –

   Time table generation: The time-table is generated for each examination before one   month and widely circulated to all concerned.

OMR : No provision

student list generation : Student list is generated in e-admission cell and transferred to examination site with detailed information. Student, address, Category, Contact details etc..

Invigilator: One invigilator is provided for 15 students

Squads: The internal squad is arranged during the examination period.

Attendance sheet : The students. attendance sheet is prepared for each paper(s)/sitting of examination

Online payment gateway, etc. NO

- Examination process –

Examination material management

The question papers are received from the printing farm concerned in sealed packets, which bear the name of the subject with its code no., paper, date and sitting of examination.

Questions for an examination are received in 2 to 3 phases.

The Question packets are kept in locker by the COE. The packets are issued to Superintendent/ Deputy Superintendents in phases.

The blank answer sheets (Main & Additional) are kept in the strong room and its stock and issue is properly maintained. They are handed over to the invigilators during examination.

The Invigilators take the account of the above materials and hand over to the officials concerned in the examination section. The unused answer scripts along with the accounts statement is also returned to the officials concerned.

Then these are handed over to the COE along with a Memo.

logistics.:

One menial staff is provided for each examination hall to supply drinking water etc..

- **Post examination process** –

Attendance capture

Class wise and student-wise attendance is calculated by the officers-in-charge of attendance and the report of finding is handed over to the Controller of Examinations for his action. 75% attendance is mandatory to appear at the examination.

OMR based exam result   :NO
Auto processing   The auto processing is outsourced
Generic result processing
Certification

The final result of UG students is approved by the Vice- Chancellor of the Sambalpur University, Odisha. A pass out student gets his/her final result after approval of parent University.

2.5.8   Has the College introduced any reforms in its Ph.D. evaluation process? NA

2.5.9   What efforts are made by the College to streamline the operations at the Office of the Controller of Examinations? Mention any significant efforts which have improved process and functioning of the examination division/section?

  The Controller of Examination holds his office independently. All examination related documents are under his custody. One Deputy Controller and one OIC for continuous evaluation help the COE in his smooth discharge of duty. The office of COE has one clerk and other three ministerial staff for full time support. Whenever required, more staffs are also diverted to assist the COE. Members from teaching staff are also given the responsibility of coding of answer scripts. The examination section is enabled with computers, net connectivity, inverters for uninterrupted power supply, Xerox machine, land line telephone connection, Cell phone allowance to the COE etc.

2.5.10   What is the mechanism for redressal of grievances with reference to evaluation?

The students are given sufficient scope for redressal of their grievances with reference to evaluation in different papers. They may apply to the controller of Examinations for readdition of marks in the paper or may apply for the Xerox copies of the valued scripts under RTI within the stipulated period of time after publication of results along with requisite fees. The Controller of Examinations takes judicious steps as per the regulation.

2.6.   **Student Performance and Learning Outcomes**

2.6.1   Does the College have clearly stated learning outcomes for its programmes? If yes, give details on how the students and staff are made aware of these?

Yes. The learning outcomes for all its programmes are enshrined in the College Logo and Calendar. The information is also provided in the Induction Meeting and interaction with students. The academic achievement is reflected in students. results. About 70% pass outs get admitted to various state/national Universities of repute through Common Entrance Tests and prove their excellence.

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

Besides internal and semester examination the students are encouraged to take part in various competition, debate, group discussion and seminars. The teachers are encouraged and motivated to use their skill and knowledge in teaching, restructuring the curriculum, participation in seminars / conference /workshop, publications etc.

2.6.3 How does the institution collect and analyse data on student learning outcomes and use it for overcoming barriers of learning?
There is a student-feedback mechanism. The institution collects and analyses data on student learning outcomes at regular intervals. Different departments are informed to take appropriate action on the student feedback 2.6.4 Give Programme-wise details of the pass percentage and completion rate of students.

CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION

3.1   Promotion of Research

3.1.1   Does the College have a research committee to monitor and address the issues of research? If yes, what is its composition? Mention a few recommendations which have been implemented and their impact.

Yes, The college has a research committee consisting of Principal, Academic Bursar and five senior staff members. The college encourages and supports the teaching staff members to undertake research projects.

3.1.2   What is the policy of the College to promote research culture in the College?

Whenever the college receives funds from UGC,ICHR and Government of Odisha for conducting seminars and conferences, it is provided to the concerned various departments for the purpose of organizing workshop / seminars. Staff members are encouraged to avail the UGC sponsored Faculty Development Programme for their Ph.D work. They are provided Duty leave for paper presentation in seminars / conferences. As per the policy of the college, the staff and students are allowed to use the following facilities for their research:

1. General Library
2. Laboratories of Science Department
3. Research Journals
4. Computers
5. English Language Lab

3.1.3   List details of prioritized research areas and the areas of expertise available with the College.

Our prioritized research areas are based on local needs and the areas of expertise available with the college such as: Land Rights, Human Rights, Folk Culture, Folk Games, Archaeological Exploration and Excavation and Gender Issues.

3.1.4   What are the proactive mechanisms adopted by the College to facilitate smooth implementation of research schemes / projects?

- advancing funds for sanctioned projects Yes
- providing seed money Yes
- autonomy to the principal investigator/coordinator for utilizing overhead Charges YES
- timely release of grants YES
- timely auditing   Yes
- submission of utilization certificate to the funding authorities Yes

3.1.5   How is interdisciplinary research promoted?

   i)   ***Between / among different departments of the College:*** The staff can utilize the facilities of various departments for interdisciplinary research. In coordination with History Department Political Science & Archaeology and Museology department are involved in research on Human Rights and Land Rights. In collaboration with the Odia department , departments of Hindi and English are involved in research on Folklore.

   ii)   ***Collaboration with national / international institutes / industries:*** In collaboration with Archaeological Survey of India, New Delhi, Deccan College, Pune,National Museum, New Delhi, State Museum, Bhubaneswar, State Archaelolgical Survey, Bhubaneswar, Odisha Gabeshana Chakra various departments of the college and individual teachers are undertaking research works.

3.1.6   Enumerate the efforts of the College in attracting researchers of eminence to visit the campus and interact with teachers and students?

Every department has its own Association. As a part of association activities seminars / lectures are conducted in the respective departments. For this the researchers of eminence are invited to interact with the teachers and students. IQAC of the college is also involved in organizing lectures and inviting eminent resource persons to address the teaching staff on issues relating to 'quality' in higher education.

3.1.7   What percentage of faculty have utilized sabbatical leave for research activities? How has the provision contributed to the research quality and culture of the College?

Yes. Dr. Fanindam Deo, department of History was allowed leave for research at Indian Institute of Advanced Study, Shimla. It has immensely contributed the research quality and culture of the college. As a result of which IIAS has published a Book named "Socio-Religious Movements and Cultural Network in Indian Civilization: Mahima Dharma" 2012 authored by Dr.Fanindam Deo. Apart from it 04 numbers of teachers visited IIAS and HPU Shimla as associates for enriching their research work.

3.1.8   Provide details of national and international conferences organized by the College highlighting the names of eminent scientists/scholars who participated in these events.

The institution has organized seven national level seminars in last two academic session. The compilation of the outcome of the seminars through discussion and paper presentation add value to social information and spread of knowledge.

Topics:

- Land Rights.
- Human Rights and Right to Education.
- Physical Education.
- Multi-Culturalism.
- Our Environment and Climate Change.
- "Equiswim sadi ke sahityc vimarsh".
- "Hindi sahitya me Mahila lekhan".

3.1.9 Details on the College initiative in transferring/advocating the relative findings of research of the College and elsewhere to the students and the community (lab to land).

Findings of land rights were shared with Tahasildar Khariar ,He active collaborated along with an NGO mutation of land in two Pachayat were made and ceiling surplus land was given to the beneficiaries.Essence of the findings were presented in Delhi.Findings were also published in the e-journal.

3.1.10 Give details on the faculty actively involved in research (Guiding student research, leading research projects, engaged in individual or collaborative research activity etc.)

Sl.No.	Name	Field	Beneficiaries
1	Dr. Anajali Padhi	Folk Culture	Local NGOs
2.	Dr. Tarun Ku.Pradhan	Environment Protection,	Local School, NGOs
3.	Sri C.S.Chandrakar	Popularization of Science	Local School and NGOs
4.	Sri S.K.Joshi	Micro Finance	Local NGOs, SHG
5.	Sri A.K.Padhi	Games & Sports	Local Clubs & Institutions
6.	Dr. Saroj Ku. Panda	Physical Education	Local Club, Colleges, Physical Training Colleges and School, District Chess Association
7.	Dr. Fanindam Deo	Education/Land Rights	Government of Odisha, NGOs like Lokadrusti and BIKASH

3.2 Resource Mobilization for Research

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

Being a undergraduate college there is no budget provision.However has sanctionedRs125000 for field to the teachers and students.

3.2.2 What are the financial provisions made in the College budget for supporting student research projects?

Funds provided for field vist to limited students.Being a under graduate college there is no special budget provision for students reaserch projects.

3.2.3 Is there a provision in the institution to provide seed money to faculty for research? If so, what percentage of the faculty has received seed money in the last four years?

College provide limtied fund seed money for research on the merit of the case Advance is sanction to teachers for their field visit ,visiting library ans seminars.

3.2.4 Are there any special efforts made by the College to encourage faculty to file for parents? If so, provide details of patents filed and enumerate the sanctioned patents. NO.

3.2.5 Provide the following details of ongoing research projects:

Sl. No.	Name of the Scholars	Project title	Funding agency	Financial support in Rs.lacs	Duration of the projects
01	Mr Ranvir Singh	Material Culture of the River Valley of Odisha from Pre-historic period to 5th century AD.	UGC	1,49,000/- (Minor)	Two years
02	Dr. Saroj Kumar Panda	Folk Games of Tribal Women and their Social Implication in KBK region in Odisha	UGC	4,12,000/- (Major)	Two years
03	Dr. B.D.S. Mallick	Contribution to Hindi Literature by Non-Hindi Speaking Hindi Writers of Kalahandi	UGC	90,500/- (Minor)	Two years
04	Miss Sagarika Panda	"Osha and Brata" of Nuapada district	UGC	82,000/- (Minor)	Two years

3.2.6 How many departments of the College have been recognized for their research activities by national / international agencies (UGC-SAP, CAS, DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and what is the quantum of assistance received? Mention any two significant outcomes or breakthrough due to such recognition.

No department has been recognized but individual 4 teacher are recognize and receiving ICHR,UGC,GOvind Ballav Pant Institute

3.2.7 List details of completed research projects undertaken by the College faculty in the last four year and mention the details of grants received for such projects (funded by Industry/National/International agencies).

Dr Anjali Padhi
Dr. Saroj Panda

3.3. Research Facilities

3.3.1 What efforts are made by the College to keep pace with the infrastructure requirements to facilitate Research? How and what strategies are evolved to meet the needs of researchers?

Library and laboratories are upgraded every year. New research journal are subscribed.

3.3.2 Does the College have an information resource center to cater to the needs of researchers? If yes, provide details of the facility.No

3.3.3 Does the College provide residential facilities (with computer and internet facilities) for research scholars and faculty?No.

3.3.4 Does the College have a specialized research centre/workstation to address challenges of research programmes? If yes, give details. No.

3.3.5 Does the College have research facilities (centre, etc.) of regional, national and international recognition/repute? Give a brief description of how these facilities are made use of by researchers from other laboratories. No.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the College through the following:

The following awards / recognition are received by the faculty/students / institution for the extension activities.

Faculty:

1) Dr. F. Deo, Principal, Khariar Autonomous College is member of Child Welfare Committee. He got awarded in Khariar Mahotsav, Mahabir Sanskrutika Anustan, Bhawanipatna.
2) Dr. S. Chatterjee, Reader, Department of English, Khariar Autonomous College is member of the Academic Council, Board of Studies and Inspection Committee of Sambalpur University. He is also a member of the Academic Council and Board of Studies of DAV Autonomous College, Titilagarh.
3) Dr. Anjali Padhi, Reader, Department of Odia, Khariar Autonomous College is the member of Board of Studies, Sambalpur University and DAV Autonomous College, Titilagarh. She is the secretary of Indian Folklore Congress.

4) Dr. B.D.S. Mallick, Lecturer, Department of Hindi, Khariar Autonomous College is the member of Board of Studies, DAV Autonomous College, Titilagarh. He is a member of National Inspection Team for Hindi Organization in the states of West Bengal, Jharkhand and Odisha.

5) Sri R.K. Panigrahi, Reader, Department of Commerce, Khariar Autonomous College is the member of Board of Studies, DAV Autonomous College, Titilagarh.

6) Sri Sudhir Chandra Pradhan, Lecturer, Department of Philosophy, Khariar Autonomous College is the member of Board of Studies, DAV Autonomous College, Titilagarh.

Institution:

- Prakruti Mitra Award- (Dept. of Forest and Environment, Govt. of Orissa)
- Best College of the District- continuously for three consecutive years (District Collector, Nuapa
- Best NSS unit, Sambalpur University

- Major papers presented in regional, national and international conferences
- Publication per faculty
- Faculty serving on the editorial boards of national and international journals
- Faculty members on the organization committees of international conferences by reputed organizations/societies.

3.4.2 Does the College publish research journal(s)? if yes, indicate the composition of the editorial board, publication policies and whether it is listed in international database? No.

3.4.3 Give details of publications by the faculty:

Sl. No.	Nature of publication	No of publication
1	Books	08
2	Articles	22
3	Conference, Seminar, Proceedings	08
4	Any Others - Abstract	05

* Number of papers published in peer reviewed journals (national/international)
* Monographs
* Chapters in Books
* Editing Books
* Books with ISBN numbers with details of publishers
* number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
* Citation Index – range / average
* h-index

3.4.4 Indicate the average number of successful M.Phil. and Ph.D. scholars guided per faculty.

3.4.5 What is the stated policy of College to check malpractices and misconduct in research? NA

3.4.6 Does the College promote interdisciplinary research? If yes, how many inter departmental / inter disciplinary research projects have been undertaken and mention the number of departments involved in such an endeavour.

3.4.7 Mention the research awards instituted by the College.

3.4.8 Provide details of

- research awards received by the faculty
- recognition received by the faculty from reputed professional bodies and agencies

3.4.9 State the incentives given to faculty for receiving state, national and international recognitions for research contributions.

3.5 Consultancy

3.5.1 What is the stated policy of the College for structured consultancy? List a few important consultancy services undertaken by the College.

A good number of faculties are involved in providing consultancy services free of cost.

Sl.No.	Name	Field	Beneficiaries
1	Dr. Anajali Padhi	Folk Culture	Local NGOs
2.	Dr. Tarun Ku. Pradhan	Environment Protection,	Local School, NGOs
3.	Sri C.S.Chandrakar	Popularization of Science	Local School and NGOs
4.	Sri S.K.Joshi	Micro Finance	Local NGOs, SHG
5.	Sri A.K.Padhi	Games & Sports	Local Clubs & Institutions
6.	Dr. Saroj Ku. Panda	Physical Education	Local Club, Colleges, Physical Training Colleges and School, District Chess Association

7.	Dr. Fanindam Deo	Education/Land Rights	Government of Odisha, NGOs like Lokadrusti and BIKASH

3.5.2 Does the College have College-industry cell? If yes, what is its scope and range of activities? No

3.5.3 What is the mode of publicizing the expertise of the College for consultancy services? Mention the departments from whom consultancy was sought. No specific mode.

3.5.4 How does the College encourage the faculty to utilize the expertise for consultancy services? NA

3.5.5 List the broad areas of consultancy services provided by the College and the revenue generated during the last four years. NA

3.6   Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the College sensitize the faculty and students on Institutional Social Responsibilities? List the social outreach programmes which have created an impact on student's campus experience.

The following efforts are made to sensitize the faculty and students on the matters of Institutional and Social responsibilities:

- Teaching staff council and combined staff council provide opportunities to all teaching and non-teaching staff member to learn the institutional values professional ethics and social responsibility.

- College has very active Student's Union, Cultural associations which ensure the continuum of legacy of the college. It conducts frequent meetings for the representatives of all classes to maintain cordial relationship between staff and students.

- All information related to students support measures, inter and intra college competitions, campus cleaning, ban of plastics, ban on using cell phone in the campus during college hours etc. are informed to the students and staff regularly in the assembly which is conducted on every Saturday.

- College maintains high transparency in admission, academic standards, financial aid to the students, examination valuation, administration etc. Awareness is created for co-operation, coordination and equality by equal opportunity centre. Students and staff are sensitized to maintain ragging free campus Students are thoroughly informed about the scholarships available to them. The Administrative office of the college takes sincere efforts to distribute scholarship to the students on time.

- College recognized the need for refresher courses for the teachers. Whenever the communication comes related to this aspect the staffs are encouraged to attend the programmes.

- Placement Cell, Special Cell for Students Career and counseling, NSS Units, YRC, Eco club, Red Ribbon Club, Ranger and Rover and IQAC of the college ensure institutional and social responsibility among faculty and students.

The extension activities of the college are Social work, Health and Hygiene awareness, Medical Camp, Adult Education and Literacy in Computer, Blood donation camp, AIDS and Cancer awareness and Disaster Management etc. embers of the faculty are given additional responsibilities to look after extension activities under UGC Scheme. Beside UGC extension activities college conducts NSS, Youth Red Cross, NCC, Eco Club, Red Ribbon, Rover and Ranger and they are designated as NSS Programme Officer(s), Counselor(s) of Youth Red Cross and NCC Officers, Prof. in charge of Eco Club. The social outreach programmes are implemented by the student volunteers in NSS & YRC and NCC Cadets. The students and teachers are encouraged to participate in extension activities for which due weightage is given to students at the time of admission and their nomination to College Students' Union.

3.6.2   How does the College promote College-neighborhood network and student engagement, contributing to holistic development of students and sustained community development?

- The institution promotes college neighborhood network through different agencies that exist in our college. They are rendering services to the community as given below.

- Special and normal camps are organised by three NSS units in the adopted villages. Students conduct socio-economic surveys in the adopted villages to identify specific problems.
  - NSS volunteers with the programme officers play important roles in eliminating social evil practices in neighboring villages and generate tips for socio-economic growth of the village.
  - NCC students observe "Road Safety Week" to reflect awareness among people regarding road safety every year.
  - UGC extension programmes are organized in villages on recent issues

NSS, Red Ribbon Club, Youth Red Cross Society units are actively functioning in the College and they have developed a well knitted network with the neighbourhood through students involvement in community development programmes and camps. They seek active participation of the community members also. Students gain knowledge related to various social issues and the techniques to address the problems. Their involvement in the community helps them

not only for their overall development but also for the sustained community development.

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

The college promotes participation of student volunteers of NSS, YRC and NCC along with the faculty(s) in-charge in national and international camps by providing their expenses, academic card and attendance relaxation. The NSS unit of the College is the model unit of the University and of the State. The NCC cadets of the College represented the State in the Republic Day parade at New Delhi. Youth Red Cross Unit of the College is a Nodal district branch of Youth Red Cross state branch of Odisha, which is an integral part of Indian Red Cross society. All the students of the college are annual associates of Indian Red Cross society. The Principal acts as the Chairman and the In-charge faculty acts as Convener of YRC.

3.6.4 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower the under-privileged and most vulnerable sections of society?

A) **Social Service Activities :** Health and Hygiene awareness programme, Medical Camp, Adult Education and Literacy programme, Blood Donation Camp, AIDS Awareness Camp, Cancer awareness, Disaster Management, Vigilance awareness, Environmental awareness, Information on Job opportunity, Computer Literacy Programme, observation of World Health Day, World Red Cross Day, Cleaning of College premises, Hostel cleaning, Helping needy students etc. are some of the features of the extension activitiesof NSS, NCC and YRC Units of the College.

B) **Research and Extension Activities**: Volunteers perform survey and collect and compile information on Malaria, Filarial, Blood group, Rh factor and Health hazards and submit report to hospitals as a part of practical research at grass root level and the extension work includes literacy programmes, environmental awareness, Plantations, Wild Life Protection, teaching hygienic methods, and implemented for rural under-privileged and vulnerable human population

3.6.5 Give details of awards / recognition received by the College for extension activities / community development work.

The College organizes Annual Athletic meet every year in which most of the boys and girls participate wholeheartedly. The College provides two play grounds with required sports materials to the students who practice games and sports under the guidance of a well qualified PET. Sports persons are given special weight age during admission. Sri Kshyama Sagar Patel was awarded the best athlete for two consecutive

years 2011-12 and 2012-13. He was awarded Gold Medal from Sambalpur university.

A list of the achievement of the students is attached.

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

Students got opportunities to get field exposure and to develop inter personal relationship. The College facilitates all the students to be the part of any one of the extracurricular activities which fetch them one credit in their academic records. Their participation in various extension programmes brought positive changes in their attitude towards people living with HIV / AIDS, transgender, leprosy affected people, slum dwellers, street children etc. Their participation in various campaign and rallies made them to understand their social responsibility to curtail the social problems of the society. The extension activities inculcated the values of team spirit, helping each other, community participation, acknowledging the persons, group behaviour and the like.

- Recognition by the University & the State for outstanding services rendered.
- Extra weightage is given in Defense and Police services and also by NGOs.
- They get an opportunity to transform acquired knowledge to acquisition of life skills

3.6.7 How does the College ensure the involvement of the community in its outreach activities and contribute to the community participation in its activities.

The NSS, Youth Red Cross organize various camps like general health check up camps and community development work with the consent and consultation of the community members. The community members help the students by providing accommodation in the community hall while organizing the camps. They are also involved in the community developmental activities like cleaning the area, white washing the school building, laying murum roads, tree plantation and regular watering of the plants etc. PTA members are extended their support and help to NSS in the community development activities.

3.6.8 Does the College have a mechanism to track the students' involvement in various social movements / activities which promote citizenship rotes?

Yes. The college keeps a record of students involvement in different activities.

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

The college organizes outreach and extension programmes including sports and NSS programmes etc in collaboration with Sambalpur University. The College extension units have strong rapport with the NGOs like LOKDRUSHTI, AHEAD, for availing support for extension activities.

3.6.10 Give details of awards received by the institution during the last four years.
The college received the best "Blood Donors Award" from the Red Cross Society for donating 200 units of blood in the blood donation camp organized by the extension units of our college. For the untiring services with the community.

3.7 **Collaboration**
3.7.1 How has the College's collaboration with other agencies impacted the visibility, identity and diversity of activities on the campus? To what extent has the College benefitted academically and financially because of collaborations?

College takes constructive efforts for collaboration with various agencies for academic, extension, research, placement, and resource mobilization. Majority of the departments have collaboration with various agencies for extensive learning and research.

Collaboration with the institutions by the departments

Sl.No.	Name of the Department	Collaboration
1	English	1. Central Institute of English and Foreign Languages, Hyderabad.
2	Archeology Museology	ASI, National Museum, Deccan College
3	Odia	Folklore Society
4	Hindi	Hindi Bhasa Prasar Samiti
5	Political Scince	Lokadrusti
6	History	Odisha Gabesana Chakra

3.7.2 Mention specific examples of, how these linkages promote

Curricular Development: Linkage with Sambalpur University, Berhampur University, Utkal University and Autonomous Colleges of Odisha help to update the curriculum according to the requirement of current needs of the locality.

Internship, On– the – Job training: The department of industry, Govt. of Odisha provides job training to the students. The local industry officer conducted two job trainings for the students of Khariar Autonomous college in the year 2012-13.

Research, Publication: Proceedings of the national seminars are published.

Consultancy, Extension: Extension activities are going on through NSS, NCC, Youth Red Cross, Eco-club and UGC extension programme.

Student Placement: TCS, Kolkatta, IT Solutions, Bhubaneswar.

3.7.3 Does the College have MoUs nationally / internationally and with institutions of national importance / other universities / industries / corporate houses etc.? If yes, explain how the MoUs have contributed in enhancing the quality and output of teaching-learning, research and development activities of the College? Yes The college has understanding with Archaeological survey of India, New delhi, National museum, New Delhi, Folklore Society, Bangaluru, Deccan College, Pune, Archaeological Society of Orissa, Orissa State Museum, Utkal University, Berhampur University and TCS, Kolkatta. Students and Teachers underwent practical training in ASI, New Delhi, ASI, Bhubaneswar, National Museum, New Delhi. It has enhance the quality of teaching learning process.

3.7.4 Have the College industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities? NO

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1   How does the College plan and ensure adequate availability of physical infrastructure and ensure its optimal utilization?

The existing physical built up area of the college is about 4664 sq ft and the college building is used from 7 am to 5 pm. Junior college uses the infrastructure from 7 am to 11 AM and Autonomous College uses the building from 9.30 am to 5 pm. The class rooms are used by the IGNOU Study Centre, Joint Venture Computer point and Self-financing courses. The Govt. of Odisha and different Nationalized Universities also use the infrastructure for various Recruitment Tests on Sundays and holidays.

4.1.2   Does the College have a policy for creation and enhancement of infrastructure in order to promote a good teaching-learning environment? If yes, mention a few recent initiatives.

Yes, Funds available from the following are used to augment the infrastructure.

The college administration decides the creation and enhancement of infrastructure. Based on the availability of funds the requirements of various departments are taken in to consideration on priority basis. Grants from UGC, Government of Odisha, MLA/MP LAD Fund, WODC Fund, Biju KBK Fund, Development fee collected from students, Surplus sale proceeds of application form and College Autonomouy Grant are used to develop infrastructure to promote a good-teaching learning environment.

4.1.3   Does the College provide all departments with facilities like office room, common room, separate rest rooms for women students and staff?

There is no provision for office rooms, separate rest rooms for women staff members separately. However there is a Girls Common Room for women students.

4.1.4   How does the College ensure that the infrastructure facilities meet the requirements of students/staff with disabilities?

The present infrastructure does not impede the requirements of physically challenged persons. Ramps are there at the main entrance, library, reading room and laboratories..

4.1.5 How does the College cater to the residential requirements of students?

The College caters to the residential needs of about 15% of its students by providing   hostel accommodation. The College has two hostels, one for boys and one for girls.

- Capacity of the hostels and occupancy (to be given separately for men and women)

Men.1. Boys' Hostel-Area   1100 sqmts X 2 - occupancy 80

Girls-1. Udanti Women Hostel-Area 979.18 sqmts X 2 - occupancy 60.

- Recreational facilities in hostel/s like gymnasium, yoga center, etc.
  Recreational facilities like Common rooms with Audio visual equipments etc are available in hostel.
- Broadband connectivity / wi-fi facility in hostel/s. NO

4.1.6 How does the College cope with the health related support services for its students, faculty and non-teaching staff on the campus and beyond?

The Block Head Qrs. Hospital is within 3km, which facilitates immediate shift of ailing staff/students to the hospital. 108 Ambulance attends to emergency calls. Evangelical Mission Hospital is only 100 meters away from the college campus. There an understanding between Khariar College and Mission Hospital to provide the health services to the students and staff members. The Director of Evangelical Mission Hospital is member of our Academic Council.

4.1.7 What special facilities are made available on the campus to promote interest in sports and cultural events?

Existing sports facilities, indoor and outdoor, such as Basket Ball, Cricket, Foot Ball, Sprint events, Kabadi, Table Tennis, Badminton, Volley Ball, etc are available in the campus. The college has its gymnasium, large playground. The students and staff use the college pandal for Cultural events, staging annual college Drama etc.

4.2 **Library as a Learning Resource**

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

The Library advisory committee consists of the Principal as the Chairman, coordinator and three members from the teaching faculty and the senior most Librarians as members. The committee meets at regular intervals to decide the purchase, infrastructural development and improvisation of the Library. Use of computerized system in the library, renovation and modernization of reading room. etc render the library user friendly. The central library is fully automated which is easily accessible to the students and faculty of all departments. Books

are issued to the students on production of library cards. Short-term provision of borrowing books to use in the reading room is also provided to the students during library hours.

4.2.2   Provide details of the following:

- Total area of the library (in Sq. Mts.) 300
- Total seating capacity – 100
- Working hours on working days : 9:00 A.M. to 4:00 P.M.
- On holidays : Closed
- Before examination days : 8:00 A.M. to 6:00 P.M.
- During examination days : 8:00 A.M. to 6:00 P.M.
- During vacation   : 10:00 A.M. to 1:00 P.M
- Layout of the library
  Individual reading carrels
  lounge area for browsing and relaxed reading,
   IT zone for accessing e-resources): Reading room with table and chair.
- Access to the premises through prominent display of clearly laid out floor plan, Adequate signage; fire alarm, Access to differently abled users and mode of access to collection: Direct access to reading room with ramps for the physically challenged. Fire alarm and fire extinguishers.

4.2.3   Give details on the library holdings   Total No.   17882
a) Print (Books, back volumes and thesis)   **Text Books-   10027**
                                                   Reference Books-   7855
                                         No of Journal subscribed -   020

b) Non Print (Microfiche, AV)
c) Electronic (e-books, e-Journals): EPW, Down to Earth, *"Bikalpa Bichar"*.
d) Special collection
   (eg. Text book, Reference books, standards, patents) : Encyclopedia Britannica, The Mahabharat, The Ramayan, The Gita.

4.2.4   What tools does the library deploy to provide access to the collection?
*   OPAC : NA
*   Electronic Resource Management package for e-journals: Limited access
*   Federated searching tolls to search articles in multiple databases : No
*   Library Website: No
*   In-house / remote access to e-publications :
4.2.5   To what extent is the ICT deployed in the library?
*   Library automation : 100%
*   Total number of computers for public access : 2 numbers
*   Total numbers of printers for public access : 1 number

       *   Internet band width speed -2mbps, 10mbps, 1 gb (GB): 2mbps

       *   Institutional Repository:

       *   Content management system for e-learning: Net browsing, e-mail

       *   Participation in Resource sharing networks/consortia (like Inflibnet) : The college is planning for connectivity of INFLIBNET

4.2.6   Provide details

       *   Average number of walk-ins : 140/day

       *   Average number of books issued/returned : 300/day

       *   Ration of library books to students enrolled : 1: 3

       *   Average number of books added during last three year: 400

       *   Average number of login to OPAC :No

       *   Average number of e-resources downloaded/printed: 3

       *   Number of information literacy trainings organized: 10 times

4.2.7   Give details of the specialized services provided by the library

       *   Manuscripts: 03

       *   Reference : 1171

       *   Reprography: 01

       *   ILL (Inter Library Loan Service): NA

       *   Information Deployment and Notification: 01

       *   OPAC :NA

       *   Internet Access :Yes

       *   Downloads :Yes

       *   Printouts :Yes

       *   Reading list / Bibliography compilation : Yes

       *   In-house/remote access to e-resources : Yes

4.2.8   Provide details on the annual library budget and the amount spent for purchasing new books and journals. Rs. 1,80,000/-

4.2.9   Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. Yes, it is discussed in the library committee meetings and actions taken.

4.2.10 List the infrastructural development of the library over the last four years: Computers, reprographics Machine, CDs, Book shell, Table Chair.

4.2.11 Did the library organize workshop/s for students, teachers, non-teaching staff of the College to facilitate better Library usage? Yes, quarterly workshops are arranged for teaching and non-teaching staff and students.

4.3   IT Infrastructure

4.3.1   Does the College have a comprehensive IT policy addressing standards on IT Service Management, Information Security, Network Security, Risk Management and Software Asset Management?

    Yes, College have IT policy on service management, Network security with SAMS and www.dheorissa.in,Risk manage management and Software Management through use of legal software.

4.3.2 Give details of the College's computing facilities (hardware and software).
- o Number of systems with configuration--25
- o Computer-student ratio-1:20
- o Dedicated computing facility
- o LAN facility--YES
- o Wifi facility
- o Propriety software / Open source software--Both
- o Number of nodes/computers with internet facility--25
- o Any other

4.3.3 What are the institutional plans and strategies for deploying and upgrading the

IT infrastructure and associated facilities?

The College has the following plans to upgrade the IT infrastructure and associated
facilities: Wifi connectivity to all departments Acquiring propriety software to enhance the advanced knowledge in IT Purchasing more number of computers to enable the students to spend more time effectively on computer learning. The college also applied for installation of V SAT in the campus area..

4.3.4 Give details on access to online teaching and learning resources and other knowledge, and information provided to the staff and students for quality teaching, learning and research.
The staff and students can access e-journals and e-books and resources from internet in the college General Library. Teachers can take the students to the Library and they can teach by referring the materials available in the internet.

4.3.5 Give details on the ICT enabled classrooms/learning spaces available within the College and how they are utilized for enhancing the quality of teaching and learning.

The College has ICD enabled classroom under the care of Computer Science Department. The class can accommodate around 20 students at a time. This class room is used to provide employability skill development training to the students through It department.

4.3.6 How are the faculty facilitated to prepare computer aided teaching-learning materials? What are the facilities available in the College or affiliating University for such initiatives?

Teachers have excellent skills in preparing computer aided teaching – learning materials. Some Teachers can prepare their computer aided teaching – learning materials either in their respective departments or in the IT department. The language lab. And chemistry department and remedial coaching class room where the LCD projector is fixed for presentation enable the Power Point presentation. Meritorious student were given free Laptop under Odisha Government Youth empowerment Scheme. It has enabled

faculty to teach the students by using computer aided teaching – learning materials

4.3.7 How are the computers and their accessories maintained?

Generally the departments take necessary arrangements for the maintenance of computers and their accessories. They are provided central fund. The Computer Science Department uses the Stationary Fund for the maintenance of computers. The Planning Board prepares the budget annually.

4.3.8 Does the College avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of? No.

4.3.9 Provide details on the provision made in the annual budget for update, deployment and maintenance of the computers in the College

Every year Planning Board of the college collects list of requirements from all departments. The consolidated report related to the annual budget of the College is submitted to the Principal through the Accounts Bursar. The Finance committee and Governing Body approve and allot the annual budget for update, deployment and
Maintenance of the computers of the college.

4.4 Maintenance of Campus Facilities

4.4.1 Does the College have an Estate Office / designated officer for overseeing maintenance of buildings, class-rooms and laboratories? If yes, mention a few campus specific initiatives undertaken to improve the physical ambience.

   Building construction, repair and maintenance, water and power supply are taken care by the college construction committee with the help of PWD officials. The construction of new building is complete for the establishment language lab and class rooms. Extension of buildings with 4 class rooms are constructed for the Examination hub.. Certain rooms are modified with electrical, water and gas connection to meet the requirements of labs. Govt of Odisha made all essential works for the creation of language lab and class room.

4.4.2 Does the College appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained? Give details. Though the Governing Body is responsible for maintaining the physical infrastructure facilities and water and electricity services. It appoints watchmen, gardeners, sweepers and electrician for the maintenance of college campus and the existing services. The college appoints Lab Assistant for the Science Lab. They are responsible for the maintenance of equipments in the lab. .

CRITERION V: STUDENT SUPPORT AND PROGRESSION
5.1 **Student Mentoring and Support**
5.1.1 Does the College have an independent system for student support and mentoring? If yes, what are its structural and functional characteristics?

Dean of students Welfare, Associate Dean of students welfare ,Proctors, Superintendents of hostels,Prof –in –Charge of Placement Cell, and Prof. in charge of Equal Opportunity act as mentors of students.

1.1.2 What provisions exist for academic mentoring apart from class room work?
Counselling sessions are held on regular basis'There are provisions for field study,visit to the near by villages to have first hand experience.Extension activities also help them enrich them academically.

5.1.3 Does the College provide personal enhancement and development schemes for students? If yes, describe techniques employed e.g., career counseling, soft skill development, etc.
Yes. Soft Skills development is ensured through:
- Career oriented add-on courses in Archeology and Museulogy. .
- Certificate Course on IT, Human Rights, Communicative English.
- Language Laboratory and computer laboratory take care in English language skill and computer knowledge respectively.
- Career Counseling Classes

5.1.4 Does the College publish its updated prospectus and handbook annually? If yes, what are the activities / information included / provided to students through these documents? Is there a provision for online access?

The college publishes prospectus, calendar, academic calendar, timetable every year in the beginning of the session to provide up-to-date information to the students, guardians and faculty members. The college calendar provides the rules and regulations for the smooth administration of the institution . The college prospectus reflects the vision, mission of the college along with the various cources, subjects and combinations available for students and guardians to select and opt.. The prospectus provides information about course structure, admission rules and fees and fines. The courses of study provide the planning of teaching and the number of classes available for each unit of the course in an academic calendar. Students are provided with the printed copies of courses of studies and timetable.

5.1.5 Specify the type and number of scholarship / freeships given to students (UG/PG/M.Phil/Ph.D./Diploma/others in tabular form) by the College Management during the last four years. Indicate whether the financial aid was available on time.

The institution provides financial aid to the students as fellows:

Sl. No.	Name of the Scholarship	No. of Students availed
01	Free ship to students	31
02	SSG	21
03	SAF	21
04	Medical aid	12
05	Free education to parentless and physically challenged, BPL students	02
06	Students coming from distance of 10 kms	12

- Students' Safety Insurance.
- Employment guidance for placement
- Free ship, SSG, SAF given to students
- Subsidization of college fees to the students of BPL families.
- Earn while you learn – Kshemasagar Patel winning gold medal for our college has been engaged on part-time basis. Lokadrusti, BIKASH and such NGOs engage our students our on part-time basis.

5.1.6   What percentage of students received financial assistance from state government, central government and other national agencies? (e.g. Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)

  Students belonging to community of Scheduled Caste, Schedule Tribe, Backward and Most Backward are eligible to get financial assistance from the State and Central Governments. . All scheduled Caste students and scheduled tribe students are exempted from tuition fees. I n addition to that college exempt tuition fees to 12.5% students. Besides, the physically challenged students, , and the Children of Ex-service men are eligible for special scholarship from the State Government.
1. National Loan Scholarship

2. Merit Scholarship

2. Merit, National Scholarship

3. Scholarship to the Scheduled Caste students who secured more than 60% of marks in their Higher Secondary Board Exam.

4. Scholarship for the students studying in Hindi medium

5. UGC scholarship to students coming to the from a distance of 10 km.

The number of students who availed various scholarships during the last four years are given below

Sl.No.	Name of the Scholarship	Number of students availed scholarship		
		2011	2012	2013
1	SC & ST scholarship	103	155	190
2	OBC Scholarship	30	131	109
3	Minority Scholarship	01		
4	Merit Scholarship		03	08
5	UGC Scholarship	12	12	12

5.1.7 Does the College have an International Student Cell to cater to the needs of foreign students? If so, what measures have been taken to attract foreign students? NO

5.1.8 What types of support services are available for

a) No special provision for oversea students

b) Physically challenged / differently- abled students are exempted from semester fees.Scribes are arranged by the college for visually challenged students to write exams.These scribes are paid by the autonomous fund.

c) SC / ST, OBC and economically weaker sections can avail various scholarships of State and Central Government. UGC sponsored remedial classes are arranged for these students in order to enable them to improve their studies. Soft skill classes are also takenfor these students by the English Department. Medical aid is given to the deserving students. . The College Placement Cell invitesTCS company to train and recruit. Coaching classes for Entry in to the Service, is conducted for these students. .
   * Overseas students
   * Physically challenged / differently abled students
   * SC/ST, OBC and economically weaker sections
   * Students to participate in various competitions/conferences in India and
        abroad
   * Health centre, health insurance etc.
   * Skill development (spoken English, computer literacy, etc.)
   * Performance enhancement for slow learners / students who are at risk
        of failure and dropouts
   * Exposure of students to other institutions of higher learning / corporate/ business houses, etc.
   * Publication of student magazines

5.1.9 Does the College provide guidance / coaching classes for Civil Services, Defense Services, NET/SLET and any other competitive examinations? If yes, what is the outcome?

Along with library facility, various competitive magazines, periodicals are provided to the students for appearing in different competitive examination held by state and central government. An average of 4 students joined the defense service. 3 students have qualified for NET.

5.1.10 Mention the policies of the College for enhancing student participation in sports and extracurricular activities through strategies such as

- additional academic support, flexibility in examinations
- special dietary requirements, sports uniform and materials
- any other

5.1.11 Does the College have an institutionalized mechanism for placement of its students? What services are provided to help students identify job opportunities, prepare themselves for interview, and develop entrepreneurship skills?

- The students' placement cell is functioning in this institution to create awareness among students about higher studies and job opportunities.

- The library subscribes employment news and magazines to help the students to develop their core knowledge about the scope of employment and competitive examinations.

- Newspaper cuttings, information brochure are displayed on the notice board informing the students about the job recruitment and admission for higher studies in different universities.

- G.K. test and group discussions are conducted to prepare the students to face interviews.

- In-service persons from bank, industries, doctors, advocates, NGOs and Government servants are invited to enlighten the students about placement avenues available to them. On every Saturday from 3 pm to 5 pm counseling session are arranged for the students.

5.1.12 Give the number of students selected during campus interview by different employers (list the employers and the number of companies who visited the campus annually for the last four years).

5.1.13 Does the College have a registered Alumni association? If yes, what are its activities and contributions to the development of the College?

The institution has an Alumni Association established from the session 2007-2008.

The following are the office bearers of the Alumni Association.

1. PRESIDENT: GANGADHAR SINGH BABU

2. VICE-PRESIDENT: HITESH KUMAR BAGARTI

3. GENERAL SECRETARY: LOHITAKSHYA JOSHI

4. JOINT-SECRETARY: CHITTA RANJAN SINGH DEO

5. TREASURER: GOBARDHAN SUNA

MEMBERS

    i. Sunil Kumar Sahu
   ii. Kishor Chandra Agasti
  iii. Padmalochan Burma
  iv. Pabitra Mohan Pradhan
   v. Bimal Singh Dalpati
  vi. Pratap Keshari Pattnaik
 vii. Santosh Kumar Pattnaik
viii. Sushanta Kumar Bishi
  ix. Aswinee Kumar Padhi
   x. Adhiraj Panigrahi
  xi. Sushanta Tandi

The Executive members of the Alumni have regular contact with the Principal. They give valuable suggestions for the growth and development of the institution. They contact the Principal and place their suggestions for the opening of new subjects like B.C.A., I.T., a few more Self Financing courses etc. Provided a separate 100 KV transformer for the college, a cycle stand, water supply with aqua-guard and 15 nos of fan for the college.

Details of the top ten alumni occupying prominent positions
1. Babulal Agrawal, I.A.S., Secretary to Chhatishgarh Govt.
2. Sushil Kumar Tandi, O.A.S., Treasury Officer, Nuapada
3. Jyoti Raj Patra, Research Scholar, Oxford University
4. Jagamohan Meher, Asst. Prof., N.D.A., Khadagvosla, Pune
5. Yudhisthir Meher, LLM, Gold Medalist, Lawyer, High Court
6. Rajendra Pati, P.O., Allahabad Bank
7. Binod Agrawal, Indian Civil Service (IAS)
8. Dr. Madhulika Patnaik, BAMS
9. Ashwinee Kumar Padhi, Lecturer in English, Khariar College, Khariar
10. Sailesh Khamari, Scientist.
11. Dr. Raj Kumar, Ph.D., Khalsa College, New Delhi
12. Abani Mohan Panigrahi, Director, Lokadrusti (NGO)
13. Hitesh Bagarti, MLA
14. Miss Prem Sangita Nag, MBA, P.O., Vijaya Bank, Kolkata
15. Sarada Dixit, C.D.P.O.
16. Lohitakshya Joshi, Lecturer, Sinapali College

5.1.14 Does the College have a student grievance redressal cell? Give details of the nature of grievances reported and how they were redressed.

A grievance redressal cell has been functioning in the institution from the academic session 2007-08 consisting of the

Principal, Adm. Bursar and Academic Bursar. Grievances , if any, is put before the cell in writing and the Grievance Cell takes immediate steps towards its redressal.

DETAILED DATA :

Sl. No.	**Grievance**	**Redressal**
1.	Provide fresh and pure drinking water	Water Cooler with aqua-guard Installed
2.	Cycle stand for boys & Girls	Local MLA has provided fund for cycle stand
3.	Women Common Room	WODC has sanctioned 5 lakhs for this purpose
4.	Women Hostel	60 seated women hostel has been constructed and is in use.
5.	Library	More books have been purchased from UGC fund
6.	In-campus lighting facility	NAC has provided street light
7.	Opening of Women Unit NCC	Women Unit of NCC has been opened.
8.	Provision for deep bore well	Two bore wells are dug by the district administration
9.	Mini Stadium	Labeling of play ground with guard walls and one side gallery has been done.

5.1.15 Does the College have a cell and mechanism to resolve issues of sexual harassment?

Yes. College has a cell and mechanism to resolve the issues of sexual harassment. At the beginning of the academic year students and staff members are given gender training periodic awareness building sessions are conducted as a result no harassment has taken place in Khariar College.

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

Yes. Anti- ragging committee consisting of Principal, Dean of student Welfare, HODS and students representatives. Undertaking is obtained from each student at the time of admission not to rag.Counselling sessions are held at regular interval as a result of which Khariar College is known as ragging free college

5.1.17 How does the College elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co-curricular activities, research, community orientation, etc.?

The following major efforts are taken to elicit the cooperation from all stakeholders:

- Every year parents-teachers meeting is conducted to know the opinion of the stakeholders and get suggestion to improve the academic activities.
- college has tie-up with the NGO i to enable the students for effective internship, field work,research and extension activities_ College immediately responds to the various colleges competition invitations by sending the students to take part in that completion. It help the students to enhance their skills and self confidence.

- Every department organizes various activities by inviting eminent personalities in order to provide opportunities to the students to interact with them. It helps the students to develop wider perspectives not only on their subjects but also on holistic development.

- College avail all possible support from the govt. and non-govt. organisations to enhance the employability skills of students.

5.1.18 What special scheme/mechanisms are in place to motivate students for participation in extracurricular activities such as sports, cultural events, etc.?

It is mandatory for all first year students to attend the Yoga and Physical Education programmes once in a week. Self Defense Skill training programme with help of police trainer is under taken. Our students have been selected as Master Trainer of self defence.For which they get honourararium from the govt.. For overall personality development, the students are given training on Yoga and Aerobics. To motivate the students towards sports and games, the Physical Education Departmenthas organized various tournaments such as University Level Kabadi,volleyball,cricket Tournament and atheletic meet during the year 2012-13. Winners of sports and cultural events are honoured by publishing their photographs in the College magazine and the Certificates and Prizes are distributed to the winners during College Assembly.

5.1.19 How does the College ensure participation of women in 'intra' and 'inter' institutional sports competitions and cultural activities? Provides details of sports and cultural activities in which such efforts were made?

It is mandatory for all first year students to attend the Physical Education programmes once in a week. Self Defense Skill oriented programmes such as Karathe, fencing and boxing are taken for the students by the qualified coaches. For overall personality development, the students are given training on Yoga and Pranayam.To motivate the students towards sports and games, the Physical Education Department has organized University level Inter college Athletic meet. Winners of sports and cultural events are honoured by publishing their photographs in the College magazine and the Certificates and Prizes are distributed to the winners during College Annual function.

5.2 Student Progression

5.2.1 Provide details of programmed-wise success rate of the College for the last four years. How does the College compare itself with the performance of other autonomous College / universities (if available)

Year	University average	College pass %	No. of Distinctions	No. of rank holders in different subjects
2008-09	85%	88%	15	03 (1 gold medalist)
2009-10	82.5%	90%	16	02
2010-11	86%	89%	14	02
2011-12	83%	86%	10	03 (1 gold medalist)
2012-13	84%	91%	20	04 (1 gold medalist)

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

Student progression	%
UG to PG	55%
PG to M.Phil.	
PG to Ph.D.	
Employed • Campus selection • Other than campus recruitment	5% 40%

5.2.3 What is the Programme-wise completion rate/dropout rate within the time span as stipulated by the College/University? 5%

5.2.4 What is the number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc. 1%

5.2.5 Provide details regarding the number of Ph.D/D.Sc./D.Litt. theses submitted, accepted, resubmitted and rejected in the last four years. No

5.3 Student Participation and Activities

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

A. Range of Sports and Games: The College has a play ground on the campus. Athletics, Football, Cricket, Volleyball and Basket Ball are played in the field. There is an Indoor Badminton court and multi gym inside the college campus. The college has all the necessary

equipments to promote sport and games and a trained PET to guide the students. Some teachers are also in-charge of sports to give due weightage to it. The coaches from different discipline of sports and games from University and district sport organizations visit the college and provide necessary help in training and coaching students to excel in annual athletic meet, intra and inter college/ University sports and athletic activities. Coaching camps are also held in different disciplines of sports and games at regular intervals.

B. Cultural Activities: These include holding of annual college drama, annual day celebration of the college, cultural week, local cultural functions; students also participate in acting in drama played by Khadial Sanskritik Anusthan; and are also awarded for best performance. The college annual function and cultural week are observed in second week of January.

C. Extracurricular activities include NCC, NSS, and YRC activities. NCC cadets and volunteers of NSS, Red Cross Red Ribbon Club Participate in various societal and rural sectors in a range of developmental activities; and promote awareness among the people on different environmental, health, road safety and ethical issues through camps, rallies, road side drama etc. during holidays and vacations. They also help victims of flood, fire and other natural/ man-made calamities. Some of our committed NCC and YRC volunteers have participated in Republic Day Parade at New Delhi during last four years.0

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

The College organizes Annual Athletic meet every year in which most of the boys and girls participate wholeheartedly. The College provides two play grounds with required sports materials to the students who practice games and sports under the guidance of a well qualified PET. Sports persons are given special weight age during admission. Sri Kshyama Sagar Patel was awarded the best athlet for two consecutive years 2011-12 and 2012-13. He was awarded Gold Medal from Sambalpur university.

A list of the achievement of the students is attached.

5.3.3 How often does the College collect feedback form students for improving the support services? How is the feedback used?
Every year the well structured feedback form is distributed to the outgoing students during the final semester. The data are analyzed and the feedback results are analysed among for further improvement.

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

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

Students contribute popular articles, news clips, photographs, pictures etc. for the wall magazine brought out in different departments and for the college magazine, Sabujima, Bud Bud and Spectrum.

5.3.6 Does the College have a Student Council of any similar body? Give details on its constitution, major activities and funding.
The college has its students. Union. The Student bodies - Association / Society are constituted through direct election and they function under an advisory body selected by the Principal. The constitution, functions and activities of each association / society are enshrined in the college calendar. The Principal notifies List of extra- curricular Assignments in the beginning of the session.

5.3.7 Give details of various academics and administrative bodies that have student representatives on them. Provide details of their activities.

Sports committee, Hostel committee, Reading Room Committee, Grievance Redressal Committee have students representatives and the students play a vital role in organizing all activities related to their respective committee.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   Institutional Vision and Leadership

Khariar Autonomous College. Khariar endeavours to build thriving learning culture, crossing the ethnic, linguistic and cultural barriers of the border area pertaining to the needs of the backward, tribal and rural community at large through value based education.

6.1.1   State the vision and mission of the College.

Mission:

- To enhance the quality of higher education in the locality and built up an atmosphere of learning.

- To achieve academic excellence in quality teaching.

- To make students aware of talent and personality and help them to improve upon.

- Creating an environment of intellectual stimulus, scientific inquiry and social responsibility.

- Provision of integrated Vocational Courses to enhance the scope of employment opportunity for the students.

- Providing access to the students for the optimal use of college infrastructure.

- To install human and moral values, good character and fellow feeling among the students.

How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

Khariar College, Khariar has the following distinctive characteristics.

- The institution upholds the missions of uplifting the tribal students and people of this region who have been educationally, socially and economically backward since independence.

- The college has moulded hundreds of men and women of competence, possessing social sensitivity, empathy and commitment to fellow beings and society at large.

- The mission statement has so far stimulated all stakeholders to build a deep sensitivity to the needs of the society.

6.1.2   Does the mission statement define the College's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, College's traditions and value orientations, vision for the future, etc.?

Yes.Mission statement defines the College's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, College's traditions and value orientations, vision for the future, etc.

6.1.3   How is the leadership involved in
*   Ensuring the organization's management system development, implementation and continuous improvement:

   The Principal plays a key role along with the heads of the Departments and some of the senior faculty members in framing various policies and principles for proper academic, administrative and financial
   management of the institution leading to its systematic development and progress in all spheres of the institution.

*   Interaction with stakeholders
Executive Committee discusses various issues, challenges and progresses
with regard to achievements of goals and implementation. Besides the principal and the staff also provide counseling to the students about various
issues, policies facilities and skills etc. available in the institution. The parents and local elites of different sectors also interact with the staff and the
Principal. During such meetings the principal presents the objectives, policies
and various implementations etc. These interactions help in ensuing the stake
holders. participation to achieve the objectives and goals.

*   Reinforcing culture of excellence
The institution strives for excellence in teaching and extracurricular activities.
The best teachers and students are awarded by the alumni on their annual
day, students who excel in academic support and cultural activities are provided with certificates and prizes on the annual day function of the college. The students representing the University and state in different sports/NCC/NSS/YRC activities are also awarded.

* Identifying needs and championing organizational development (OD)?
Further development of infrastructural facilities relating to class rooms, laboratories and separate hostels for boys and girls have been identified as
the institution.s prime needs. Steps are taken to improve those facilities with
grants from UGC and Govt

6.1.4   Were any of the senior leadership positions of the College vacant for more than a year? If so, indicate the reasons. NO

6.1.5 Does the College ensure that all positions in its various statutory bodies are filled and conduct of meetings at the stipulated intervals?

The college has ensured all positions in the various statutory Bodies are filled up and meetings of these bodies are conducted at stipulated intervals.

6.1.6 Does the College promote a culture of participative management? If yes, indicate the levels of participative management.
Yes. Many of the members of teaching and non-teaching and management staff actively participate in all curricular, extra-curricular, admission, administrative bodies.

6.1.7 Give details of the academic and administrative leadership provided by the University to the College?
Academic and administrative leadership is provided by the Director College Development Council, Controller of Examinations of Sambalpur University. Since our staff members are members of Syndicate, Board of Studies and Academic Council, they also provide leadership in academic and administrative matters of the college.

6.1.8 How does the College groom the leadership at various levels?
The College follows various strategies to develop leadership at various levels:
Duties of the College are distributed to the staff members in rotation. (for example,Autonomous Examination, Central Valuation, Students Union in charge, College cultural, UGC, NAAC, OSA, Placement in charge etc).

. Responsibilities are given to the faculty to lead the extra curricular and co curricular activities like NSS, YRC, Red Ribbon Club, Eco club and Ranger and Rover etc.

The College provides orientation to the students through Equal Oppurtunity Centre of the College and with the support of the NGOs like YRC, Loka Drushti AHEAD etc.It helps the students to realize their social responsibilities and develop leadership qualities.

6.1.9 Has the College evolved any strategy for knowledge management? If yes, give details.
The college provides a well equipped Library and Reading Room.

6.1.10 How are the following values reflected in various functions of the College?
All the various functions of the college reflect the following values:

Contribution to National Development: The College has activities under NCC,NSS,, Youth Red Cross, Eco Club Ranger anhd Rover and UGC Extention wing through which outreach programmes areundertaken in the community. Khariar Autonomous College has been selected as one of the Nodal centres by Sambalpur University.

Our athelets have taken part in Inter University and National level competitions.. During calamities like Phyline and the floods in Uttarakhand , our college staff and students contributed towards relief fund.

Fostering global competencies among students: College provides Communicative English Certificate Course and IT programmes to the students in order to develop competence among them to face the global changes. . As a result 15 passed out students of our college have joined international companies and institutes of international importance.

Inculcating a value system among students: College offers a paper titled Indian Culture and Society to inculcate moral and ethical values and an another paper on Environment Studies for creating awareness on clean and green surroundings. The inter and intra college competitions organized by the departments promote the growth of team spirit and tolerance. Yoga classes are also available for the students to learn ethics and spirituality. Orientation programmes for the freshers, Career and Guidance Cell, Students' Welfare Committee also inculcate a value system among the students. Our weekly assemblies lay great stress on moral values.

Promoting use of technology: The distribution of laptops to meritorious students by the government has made them conversant with the latest technology. Students are encouraged to use laptops for assignments, seminars and projects.

Quest for excellence: Our institution has a dedicated team of Faculty whose quest for knowledge is praiseworthy. College provides all necessary supports for research activities, organizing Seminars/Workshops and Paper presentation at National And international levels.

6.1.11 Give details of the UGC autonomous review committee's recommendations and its compliance.
The Autonomous Review Committee visited the College on 30.03.2009 and 31.03.2009 under the Chairmanship of Prof. S. Jayarama Reddy, (Former Vice-Chancellor, Sri Venkateshwara University). The Committee reviewed the functioning of the College and recommendations to strengthen / increase the infrastructures.
Recommendations and Compliances:
- Job oriented certificate courses and Diploma courses may be started.
  - Diploma Courses like Human Rights, Communicative English, Diploma in Computer Application, Post Graduate Diploma in Computer Application, Equal Opportunity have been introduced.
- Promotion of research culture and publication of research activities should be encouraged.

- All the faculty members are encouraged to takeup research activities and the college has ensured all possible amenities for such research activities.

- Women studies and empowerment programme should be given priority.

    -The College has introduced programme on Equal Opportunity catering to the need of Women empowerment.

- Teaching quality to be improved through the use of ICT.

    -Process is under way to affectively use ICT.

- Hostel and canteen facilities may be provided.

    -The college has already provided two Hostels- One for Boys and One for Girls and also provided canteen for staffs and students.

- Necessary infrastructure like building, furniture, equipments must be created.

    - All the mentioned infrastructure have been created.

- Canteen facilities and cycle stand are to be provided to the students at the earliest.

    - Already provided.

- Qualified full time librarian must be appointed.

    -The librarian has acquired the requisite qualification.

- +2 courses must be separated from +3 courses.

    -Already separated.

- Formalize alumni association and involve the members in the development of the college.

    -Complied.

6.2 Strategy Development and Deployment

The college with its limited resources is trying its level best to keep in tune with latest know–how. Every new development in academics is explored for the benefit of the students. With the primary aim of improving the lot of the student in a holistic manner, the college is well informed with the recent trends.

6.2.1 Perspective Plans for development and its strategy

The College has definite plans of improvement in its academic and administrative units and strategy for its implementation to improve the overall quality of the functioning of the college.

Development plan for teaching and learning: Providing various opportunities such as access to internet in the campus, creation of smart classrooms in selective departments, increasing the optional papers for interdisciplinary approach etc for all students to develop qualities of critical enquiry and scientific temper.

Research and Development:

The faculty members are motivated to take up major and minor research projects by availing funding supports from UGC, ICHR, ICSSR and other agencies and publish their research works in the reputed journals.

Community engagement: The College is actively involved in community development activities.

Human resource planning and development: Steps are being taken to fill the existing teaching and non teaching vacancies. In the meanwhile, College appointed Part time and Guest Lecturers. College also appointed Gardner, electrician, Data Entry Operator.

Industry interaction: Nuapada is a no industry district. However the local industrialists (small scale) are invited to interact to the students. The local officials of the industry department Govt. of Odisha are invited to train the students to enrich the employability skill of the students. The placement cell of the College has a plan to invite the companies of the nearby districts to train the students based on their needs. One of our academic council member is a local industrialist. He orients the students on employability.

6.2.2 Enunciate the internal organizational structure of the College for decision making process and their effectiveness

The organizational structure and the academic & administrative bodies of the institution have been constituted as per the guidelines of the the UGC. We have four statutory and five non-statutory bodies.

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                      ┌─────────────────┐
                      │ Statutory Bodies │
                      └─────────────────┘
        ┌──────────────┬──────────┴─────────┬──────────────┐
┌───────────────┐ ┌──────────────┐ ┌────────────────┐ ┌─────────┐
│ Governing Body│ │   Academic   │ │ Board of Studies│ │ Finance │
│   Committee   │ │   Council    │ │                │ │         │
└───────────────┘ └──────────────┘ └────────────────┘ └─────────┘
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                      ┌──────────────────────┐
                      │ Non-Statutory Bodies │
                      └──────────────────────┘
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Planning and Evaluation	Grievance Appeal Committe	Examination Committee	Admission Committee	Library Committee	Student Welfare Committee	Extra Curricular Committe e	Academic Audit Committe e
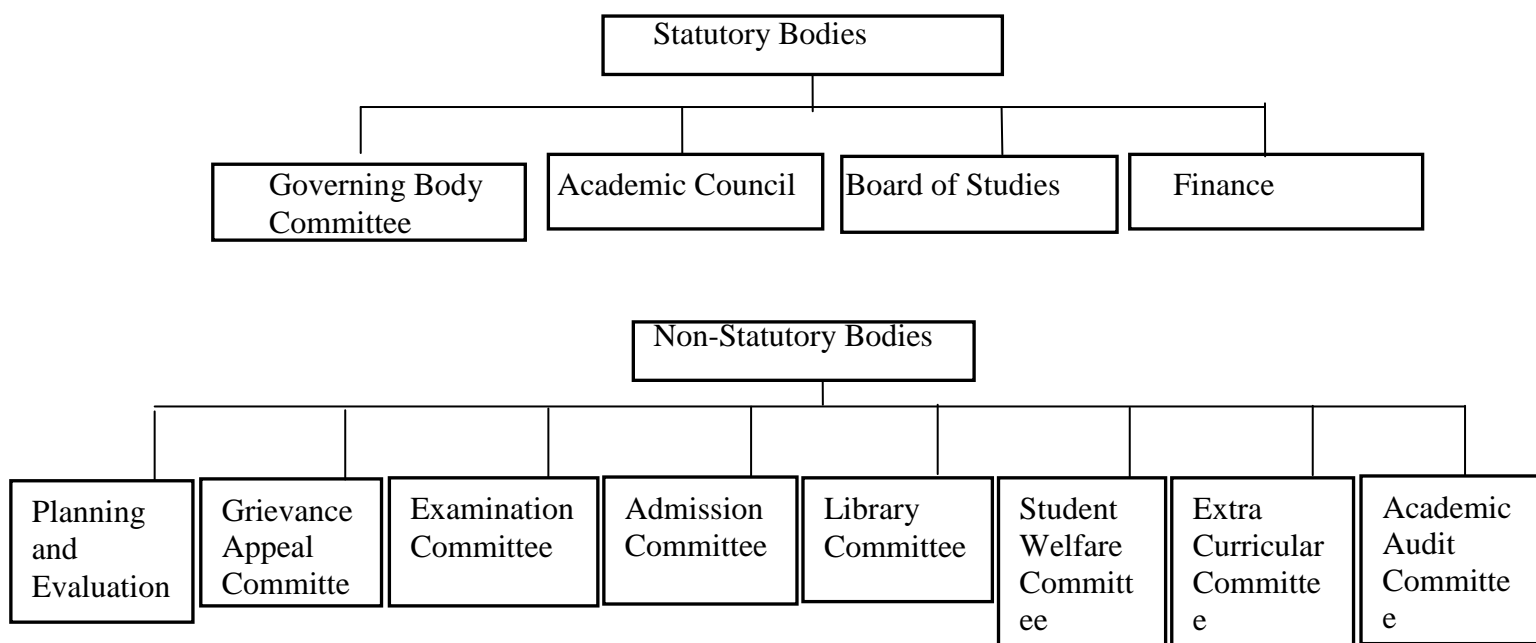
The organizational structure functions in a democratic basis & autonomy structure.The Management / G.B. is headed by the President & the Principal is the ex-officio secretary of the body. Under the Principal the institution runs through. Academic, Administrative and Accounts Bursar. The finance committee meets in the first week of April to take stock of the expenditure of the last year and prepares the budget for the next session. The budget prepared by the finance committee is approved by the G.B. in the third or fourth week

of April. G.B. meets at least three times a year to take stock of the college faculty, income, infrastructure, students' performance etc. The Academic Council meets twice a year to approve the courses of study and proposes new courses and evaluates the effectiveness of the courses offered.

6.2.3   Specify how many planned proposals were initiated/implemented, during the last four year. Give details.

The following proposals were **initiated and implemented d**uring the last four years:
1. Constructed new extention buildings with 3 class rooms and one IQAC room..
2. Constructed two new hostel buildings
3. Wiring works with LAN connection carried out for various departments ,office and library..
4. Computers distributed for all departments.
5. Purchased tables and chairs for both students and faculty.
6. Drinking water provision made for the students by installing water purifiers.
7. High tech language lab.and two class rooms in the first floor
8.Mini Stadium.
9.Well guarded plantation of 6000 plants with drip irrigation facilties.
10.Guard walls to protect soil erosion.
11.A garden in front of the main building.
12.Purchase of 100 pairs of desk and bench for class rooms and 50 number of beds for women hostel

6.2.4   Does the College have a formally stated quality policy? How is the designed, driven, deployed and reviewed?
The college maintains and assured quality policy through IQAC,Student feedback and alumni and parents' feedback

6.2.5   How does the College ensure that grievance / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder-relationship?
The College ensures that grievances received from students and staff are promptly attended to .. Besides the grievances cell the Principal along with Dean of Student s direct interact with the students on daily basis to find and sort out their grievances.

6.2.6   Does the College have a mechanism for analyzing student feedback on institutional performance? If yes, what was the institutional response?
The IQAC of the College collects feedback from the students on the aspects of curriculum, teaching methods and institutional performance and the essence is communicated to the staff council through the principal. The same discussed in the staff council and necessary measures are recommended to the Board of studies.

6.2.7   In what way the affiliating University helped the College to identify the development needs of the College?
The College Development Council and Syndicate of Sambalpur University offer valuable inputs towards development of the college.

6.2.8 Does the affiliating university have a functional College Development Council (CDC) or Board of College and University Development (BCUD)? If yes, in what way College is benefitted?

Yes,the affiliating Sambalpur University has a functional CDC , The CDC has recommended all our proposals and time sent it to the UGC for early action.The CDC has also stongly recommended to the govt. for opening of new subjects and grant of autonomous status.

6.2.9 How does the College get feedback from non-teaching, teaching, parents and alumni on its functioning and how it is utilised.
Feedback received from the stakeholders . students, parents, employees, alumni and others . in different forums are discussed in various statutory and non-statutory committees of the college including the Executive Committee and the suggestions are addressed by the Principal for better functioning and academic enrichment of the institution

6.2.10 Does the College encourage autonomy to its academic departments and how does it ensure accountability?
College encourages autonomy to the academic departments in curriculum development, conducting internal test and model exam, organizing Association meetings, seminars, workshops and conferences, internship for the students etc.

6.2.11 Does the College conduct performance auditing of its various departments?

The Principal regularly visits classes along with few senior faculty members, suggests measures for improvement; records his views in Progress Registers.

6.3 **Faculty Empowerment Strategies**

6.3.1 What efforts are made by the College to enhance the professional development of teaching and non-teaching staff?
The college conducts Faculty Enrichment programmes, Computer Literacy Programmes for teaching and non-teaching staff at regular intervals. They are encouraged to attend seminar and workshops, orientation programmes and also to undertake research projects for professional development and acquisition of skills.

6.3.2 What is the outcome of the review of the Performance Appraisal Reports? List the major decisions.

Every year each member of the teaching staff is required to submit self appraisal to the Principal which is duly scrutinized by the Principal and then counter signed by the President Governing Body before it is submitted to the office of the DHE, Orissa. The Principal often takes the views of the students regarding class room teaching which is then communicated to the staff members if ever there is any complain from

the side of the students. The teachers are required to correct any lacuna in their teaching method for the benefit of the students. So far as resources activities are concerned every scholar whether under taking Major or Minor research project is required to submit the progresses report of his/ her research work which is time bound

.

6.3.3 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?
- Salary advance by the institution to the employees.
- Staff Association (both teaching & non- teaching) looks after the well – being of the staff by providing mental & physical support as & when required.
- Grievances of staff members are brought to the notice of the Principal. The Principal takes immediate measures to bring out solution.
- Loan facilities, Group Insurance Scheme (GIS), Motorcycle / Car loan advance, festival advance, health insurance, House Building loan, Welfare Fund, Travel and research grants from UGC etc. are provided to the teachers. About 75% of staff availed the benefits.

6.3.4 What are the measures taken by the College for attracting and retaining.eminent faculty?
As an aided College, transfer / Posting is undertaken by the Govt of Odisha.

6.3.5 Has the College conducted a gender audit during the last four years? If yes, mention a few salient findings
There has been a growing trend in every successive years so far as women students intake in the college in all the categories-SC,ST,OBC ,Minority and general.Participation and performance of women student have grown.

6.3.6 Does the College conduct any gender sensitization programme for its staff?
Yes, Counselling of staff member in the beginning of the session under Equal Opportunity programme is conducted pertaining to gender sensitization.

6.3.7 What is the impact of the University's UGC-Academic Staff College Programmes in enhancing competencies of the College faculty?

University's UGC Academic Staff College conducts various programmes like short term courses, orientation and refresher courses for enhancing competencies of the College faculty. The teaching staff have improved their teaching methodology after attending various courses of the Academic Staff College of various Universities.

6.4   Financial Management and Resource Mobilisation

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

All financial transactions, purchases and expenditure are done as per Govt. norms duly approved by the purchase committee, finance committee and the governing body..

6.4.2 Does the College have a mechanism for internal and external audit? Give details.

Yes, The principal assigns a group of officers to audit the stock and store of all departments, sections and library every year. The External Audit is undertaken by AG and Govt. of Odisha auditors. Sometimes Chartered Accountants are also engaged to audit the accounts of the college.

6.4.3 Provide audited income and expenditure statement of academic and administrative activities of the previous four years.

6.4.4 Have the accounts been audited regularly? What are the major audit objections and how are they complied with?
Accounts are audited regularly every year by local fund audit and chartered accountant. AG audit was conducted last year. The mistakes are rectified during audit. The compliance of the audit report is made within one month of the receipt of the report.No major audit objection was issued.

6.4.5 Narrate the efforts taken by the College for resource mobilization.

The college takes timely measures for resource mobilization from (a) UGC, (b) M.P. LAD (c) M.L.A. LAD (d) WODC (Western Orissa Development Council) (e) periphery development fund.

6.4.6 Is there any provision for the College to maintain the 'corpus fund'? If yes, give details.No.

6.5 Internal Quality Assurance System

6.5.1 Does the College conduct an academic audit of its departments? If yes, give details.
Academic audit was conducted for all departments. The audit consisted of senior members of the the teaching staff..The report was submitted by the IQAC to the Principal..

6.5.2 Based on the recommendations of academic audit what specific measures have been taken by the College to improve teaching, learning and evaluation?
Based upon the recommendation of the academic audit syllabus revision, examination reforms,procurement library books and teaching aids have been undertaken.

6.5.3 Is there a central body within the College to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The College has an IQAC for the continuous assessment of teaching and learning process. The IQAC comprises of the following members within the College:
1. Principal as Chairman
2. One Coordinator
3. All HODs
4.Two members of teaching staff

Teaching and learning is assessed based on student's feedback system. Format for thefeedback is prepared by the committee members and given to all the students at the end of theacademic year. The feedback forms are collected and consolidated by the Head of theDepartment and submitted to the IQAC . The IQAC compile the feedback of students for theentire college. Based on the outcome of the feedback, the Head of the Department will informthe staff about their strengths and weaknesses.

6.5.4   How has IQAC contributed to institutionalizing quality assurance strategies and processes?
Monthly unit tests, two numbers of internal assessments every semester, departmental weekly seminars, feedback from students have been internalized.

6.5.5   Does the IQAC have external members on its committees? If so, mention any significant contribution made by such members. No.

6.5.6   Has the IQAC conducted any study on the incremental academic growth of students from disadvantaged sections of society?
Yes,the enrolement and academic performance of th the students from disadvantage section of the society have manifested a steady growth in every consequitive year.

6.5.7   What policies are in place for the periodic review of administrative and academic departments, subject areas, research centres, etc.?
Monthly review meeting of the academic progress is conducted under the chairmanship of the Principal. .Academic progress register is maintained. Academic council meetings are held to review the academic ferformance .Administrative review are conducted periodically by the Principal with the Dean of Students Welfare, Academic Bursar and the Controller of Examinations.

CRITERIA VII: INNOVATION AND BEST PRACTICES

7.1   **Environment Consciousness**

7.1.1   Does the College conduct a Green Audit of its campus?
        The college is located in an area of 29.50 acres with green vegetation. The institution has green audit. The Eco club has completely surveyed the flora and fauna of the campus . The club conducts Tree Census of the campus with help of NCC<NSS volunteered of the college students. The campus recorded a total number of trees 6341 in 2013 .SS Campus Cleaning is taken up earnestly by the faculty and the students.Forest , Horticulture and Soil Conservation departments of govt of Odisha have been actively involved in the Green Audit.

7.1.2   What are the initiatives taken by the College to make the campus eco-friendly?
        Energy conservation: A proposal has been sent to the Collector Nuapada for about 2 Lakhs to install solar power plants in all its buildings and for stand alone solar street lights in the 400m long roads running inside the campus.

        Water harvesting: Buildings constructed after 2013 have provision for rain water harvesting.
        Plantation: With the help of the Forest and Horticulture Department of Odisha, trees are planted every year. . The College conducted special tree planting programme in the year 2013 by the N.S.S. , NCC, Eco Club.6000 saplings were planted in the campus under Urban plantation scheme in the year 2013. Provision of drip irrigation has been provided by the department of Horticulture, Government of Odisha.
        Check dam construction: The campus is located in a natural sand rocky slope. The buildings are constructed in the elevated lands. Check dams have been made on the strategic points with the help of Soil Conservation department,Govt of Odisha.. Thus restoring the ground water table and checking soil erosion.Plan has been made from ridge to \slope.
        E-waste Management : An awareness programme was conducted and advised to collect ewaste generated by all the departments and administrative office and hand it over to the concerned organization.

7.2   **Innovations**
7.2.1   Provide details of innovations introduced during the last four year which have created a positive impact on the functioning of the College. The following features are adopted to enhance the academic ambience of the institution:
        • Internal quality check for enrichment of academic curriculum:
          Visiting Squad
          Regular holding of classes
          Internal Discipline
          Activating Support Services
        • Strict adherence to Academic Calendar for curricula.

- Dress Code for boys and girls, induction meeting for new entrants to make them familiar with the academic environment.
- Induction meeting held to familiarize the freshers with the new academic
  atmosphere and make them aware of the services available.
- An effective Proctorial System
- Strategic planning, team work and emphasis on e-Learning and e-administration.
- Formation of various committees for effective academic and financial audits, and monitoring of quality of teaching.
- Formulation of various Committees i.e. Executive Committee, Finance Committee, Academic Council & Board of Studies as Statutory Committees, & Examination Committee, Building Committee, Development Committee etc for administrative style and quality management to maintain efficiency and transparency.
- Interdisciplinary Courses
- To make the teaching learner centric, seminars/ group discussions/projects/vivavoice test have been introduced in the UG & PG curriculum.
- Provision to conduct Weekly Seminars by all Departments
- Implementation of continuous evaluation systems, unitary pattern in syllabus and its advancement
- Efforts are regularly made towards all round personality development of learners by holding competitions like debate, quiz, essay writing, personality test, creative writing, songs, mono action, dance competitions and annual function to excel in the future.
- Efforts to inculcate general/ transferable skill among the students such as capacity to learn Communication skill, numerical and analytical skill, and use of IT.
- Regular Yoga Class and Cultural weeks
- All the co-curricular/extra -curricular activities are assigned to different committees, each committee is headed by a senior faculty member as the coordinator. Students have been taken as the representatives of some of the committees
- Strengthening of regular academic programmes through other complementary
  systems like Self- Financing courses, non formal and distance education through
  Manual for Autonomous Colleges Page 75 of 146 IGNOU and running add-on
  courses for benefit of students.
- Campus is free from unethical practices
- Prohibition of smoking in the college
- Every effort is made by all employees and sensible students to make the campus ragging-free and every girl student feel safe in the campus.
- Community orientation efforts through NCC, NSS & Red Cross activities.
- Proper functioning of the Grievance Redressal Cell, Career Counseling Cell,
  Women Harassment Cell and anti-ragging cell.

- Facilities like Students. Council/ Union, Fakir Mohan Natya Parisad and a vibrant Alumni Association.
- Teachers evaluation by passing out students
- Alumni function, Felicitation of old Teachers and Students by Alumni Association
- The Khariar college Drama Society holding drama annually in the premises
- Community Development through Red Cross & NSS
- The central library of the college is equipped with an excellent reading room for students and teachers use.
- Enhancement of the number of working days and teaching days.
- Conduct of bridge/Remedial courses for the weaker section students.
- Civic responsibility among the students is inculcated by organizing several on

  campus and off campus welfare activities like Blood donation camp, AIDS awareness and Literacy programmes by NCC /NSS/Red Cross volunteers.
- The college staff and the principal have good working relation.
- The college adopts a well organized mechanism/process for quality enhancement through various activities involving students and teachers.
- Value based education through celebration of Teachers Day, Gandhi Jayati, Republic Day, Independence Day etc, to express their patriotic and nationalistic value.
- Holding of Prayer classes in hostels, extramural lectures and Seminars on ethical teaching and Women Empowerment training.

7.3   Best Practices
Following innovative practices are introduced during last five years in all areas of academics and governance:

- Separate Gymnasium Hall with multi gym facilities.
- In-campus play grounds for outdoor games.
- Teaching and learning through modern teaching aids like LCD, OHP, Slide projector and Educational CDs.
- Automation of library.
- Broadband Internet facility.
- High tech Language laboratory.
- High power eco- friendly Generator set for uninterrupted power supply.
- A committee for equal opportunity takes care of the weaker section of the society.
- Team work among the staff and students.
- Student discipline and committed staff members.

7.3.1   Give details of any two best practices which have contributed to better academic and administrative functioning of the College.

- Progressive Management and committed staff members
- Introduction of inter disciplinary approach in academic development

Format for Presentation of Best Practices

1.   **Title of the Practice**
      - Automation of library
      - Teaching and learning through modern teaching aids like LCD, OHP, Slide projector and Educational CDs.
2.   **Objectives of the Practice**
      - The objective of the practice is to keep the students and staff abreast of all the new developments in the field of knowledge and research. Since the institution is located in an educationally backward area and the students come from poor economic background, the college provides enough source material to them so that they can fit in the general national level knowledge base. The automation of library with an equipped reading room facility ensures the development of students knowledge base. They take the help of internet and also the photocopy facility. Teaching and learning through modern teaching aids like LCD, OHP, Slide projector and Educational CDs help the students learning process quicker and exact. Even the slow learners find it conducive to their learning process.

   3   **The Context**

       Since the institution is located in an educationally backward area and the students come from poor economic background, the college provides enough source material to them so that they can fit in the general national level knowledge base.
4.   **The Practice**
      The teachers take utmost care to initiate the students into the use of library, reading room, Internet and the teachers also broaden and enrich their own knowledge base with participatory activities with the students. The modern techniques used help the students and at the same time ensures the teachers commitment to new and efficacious teaching process.
5.   **Evidence of Success**
      The growing interest of the students in the learning process and the teachers in teaching methods are evidences of success of these two practices.
6.   **Problems Encountered and Resources Required**
      Intermittent failure of internet often creates problems in the teaching learning process through modern methods. The college urgently requires installation of VSAT so as to provide uninterrupted internet facility.

(C) EVALUATIVE REPORT OF THE DEPARTMENTS

DEPARTMENT OF ENGLISH

1. Faculty profile : adequacy and competency of faculty

    We have adequate and competent faculty to teach the under graduate students

    of our college.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Dr.S.Chatterjee	Reader HOD	MA,Ph.D	32 Years
2.	Mrs.A.Padhi	Reader	MA	29 Years
3.	Mr.A.K..Padhi	Lect.	MA,M.Phil	24 Years
4.	Mrs. Nivedita Achary	Lect	M.A.	02 Years

2. Student Profile– Entry-level competencies, socioeconomic status, language proficiency etc.,

    a) Entry level competency: Cut off marks–35 % in Arts and Science (pass).

    b) Socioeconomic status-

Category	General	OBC	SC	ST	Total
Male	6	6	-	3	15
Female	6	3	6	3	18
Total	12	9	6	6	33

    c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

    Syllabus revised in 2012-13.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Compulsory	Honours	Compulsory	Honours
Success Rate	50%	55%	75%	75%
Drop out Rate	Nil	Nil	Nil	Nil

5. Learning resources of the departments – library, computers, laboratories and other resources.

Library books -	855	(Central library)
Computer-	01	
Other Resources-	Audio Visual CDs, Question Bank,	
	High-tech Language	
Laboratory.		

6. Modern teaching methods practiced and use of ICT in teaching-learning.

   Other than the lecture method audio-visual classes are taken with LCD and OHP in teaching and learning process.

7. Participation of teachers in academic and personal counseling of students.

   Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Dr.S.Chatterjee	Refresher(02)	A.S.C.,S.U A.S.C.,U.U.	
2	Mrs.A.Padhi	Refresher(02)	A.S.C.,S.U A.S.C.,Simla	
3	Mr.A.K.Padhi	Refresher(02)	CIEFL.,Hyd. A.S.C.,B.U.,	

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. NO.	Name	Teaching Experience	Consultancy	Research
1	Dr.S.Chatterjee	32 Yrs.	---	---
2	Mrs.A.Padhi	29 Yrs	---	---
3	Mr.A.K.Padhi	24 Yrs.	---	---
4	B.Nivedita Achary	02 Years	---	---

9. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

The department of English conducted a National-level seminar in collaboration with Lokadrushti, a prominent NGO. Apart from it the department organizes departmental seminars, also at times, in collaboration with other departments, especially on multi-disciplinary subjects. Such activities help students get initiated into academic rigors and research.

11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

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12. Placement record of the past students and the contribution of the department to aid student placements.

13. Plan of action of the department for the next five

   a. Enrichment of library with reference books for prospective honours stu

   b. Organising soft skill and personality development programmes by bringing resource persons from out side.

   c. Organising more number of state / national level seminars.

DEPARTMENT OF ECONOMICS

1. Faculty profile: adequacy and competency of faculty

   We have adequate and competent faculty to teach the under graduate students of our college.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	S.K.Joshi	Reader, HOD	MA.,M Phil.	33 Years
2.	Dr. H.K.Panda	Reader	MA(Ph.D)	29 Years
3.	Bishikeshan Nayak	Lect.	MA	01 year

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

   a) Entry level competency: Cut off marks–35 % in pass and 40% in Hons

b) Socioeconomic status-

Category	General	OBC	SC	ST	Total
Male	13	22	07	05	47
Female	10	13	06	03	32
Total	23	35	13	08	79

c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	90	95	95	95
Drop out Rate	10	05	05	05

5. Learning resources of the departments – Library, computers, laboratories and other resources.

- Library books - 588 (Central library)
- Computer-
- Other Resources- Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

- Use of INTERNET
- Power Point presentation of Seminar Papers by the students
- Fild trips for data collection and project paper preparation in community development.

7. Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	S,K,Joshi		ASC S.U.	
2	H.K.Panda		JNU,	
.	Bishikeshan Nayak			

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	S.K.Joshi	33 Yrs	Micro Finance & S.H.G.	M. Phil. & M.R.P. (Applied)
2	H.K.Panda	29 Yrs	Micro Finance	Ph.D., Thesis submitted 2008 M.R.P. 2008
3	Bishikeshan Nayak	01 yr		

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

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12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

   a. Organising state / national level seminar.

   b. Enrichment of library with more text and reference books.

DEPARTMENT OF POLITICAL SCIENCE

1. Faculty profile: adequacy and competency of faculty

    The Department has adequate and competent faculty to teach the under graduate students.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	S.Panigrahi	Reder,HOD	MA, B.Ed.	33 Yrs
2.	S.K.Padhi	Lect.	M.A., L.L.B.	15Yrs
3.	Mrs. M.Gujrati	Lect.	M. A., M. Phil,	14 Yrs

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

    a) Entry level competency: Cut off marks–35 % in Pass and 40 % in Honours.
    b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	10	60	06	32	108
Female	16	93	06	25	140
Total	22	153	12	57	248

    c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

    Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	100	100	92	100
Drop out Rate	13	15	10	12

4. Learning resources of the departments – library, computers, laboratories and other resources.

Library books -   867   (Central   library)
Computer-   Nil
Other Resources-   Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

   Other than the lecture method audio-visual classes are taken with LCD and OHP in teaching and learning process.

7. Participation of teachers in academic and personal counseling of students.

   Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	S.Panigrahi	Refresher	ASC S.U. BURLA	---
2	S.K.Padhi	Orientation	ASC HPU SHIMLA	2011
3.	Mrs.M.Gujrati	Refresher	ASC S.U. BURLA	2012

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	S.Panigrahi	32Yrs.	---	---
2	S.K.Padhi	15 Yrs	---	---
3	Mrs.M.Gujrati	14Yrs.	---	---

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

12. Placement record of the past students and the contribution of the department to aid student placements.

13. Plan of action of the department for the next five years.

   a. Organising state / national level seminar.

   b. Application of Audio Visual Methodology in Teaching and Learning Process.

DEPARTMENT OF HISTORY

1. Faculty profile: adequacy and competency of faculty

The Department has adequate and competent faculty to teach the under graduate students.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	S.S.Panda	(HOD)	M.A., M. Phil.,	27 Yrs.
2.	A.S.Naik	Lect.	M.A.	19 Yrs
3				

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

   a) Entry level competency: Cut off marks–35 % in Pass and 40 % in Honours.

   b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	51	89	32	21	193
Female	35	46	17	08	106
Total	86	135	49	29	299

Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

   Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	92	60	85	90
Drop out Rate	10	12	10	05

5. Learning resources of the departments – library, computers, laboratories and other resources.

        Library books -   729 (Central library)

        Computer-

        Other Resources-   LCD, Audio Visual CDs., Question Bank, Maps and Charts, Digital Camera, Video Camera.

6. Modern teaching methods practiced and use of ICT in teaching-learning.

      The department makes use of LCD and Audio Visual CDs. in teaching learning process.

7. Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and

personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	S. S. Panda	Refresher	A.S.C., J.N.U.	1996
2	A.S.Naik	Orientation	ASC HPU SHIMLA	2011

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	S. S.Panda	27 Yrs.	----	-----
2	A.S.Naik	19 Yrs	---	---

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.
   a. Planning to Organise state / national level seminars.
   b. More application of State-of-art technology in teaching-learning process.

DEPARTMENT OF ODIA

1. Faculty profile : adequacy and competency of faculty

   The Department has adequate and competent faculty to impart teaching at under-graduate level

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Dr. A.Padhi	Reader	M.A., Ph. D.	27 Yrs
2.	B.K.Barik	Lecturer	M.A.	20 Yrs
3.	Sagarika Panda	Lecturer	M.A.	03 yrs
4.	Haribandhu Hans	Lecturer	M.A.	03 yrs

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.
   a) Entry level competency: Cut off marks–35 % in Pass.

   b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	07	96	07	43	153
Female	18	106	06	25	155
Total	25	202	13	68	308

   c) Language proficiency – Oriya and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

   Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	100	90	95	95
Drop out Rate	08	---	09	---

5. Learning resources of the departments – library, computers, laboratories and other resources.

Library books -   1449   (Central   library)
Computer-   nil
Other Resources-   Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.
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7. Participation of teachers in academic and personal counseling of students.
    Teachers of the department actively participate in academic and

    personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Dr.A.Padhi	Refreshers Course	Berhampur University, Sambalpur University.	1997 2001
2	B.K.Barik	Refreshers Course	CIEFL(Hydrabad), Sambalpur University.	1997 2005
3.	Sagarika Panda			
4	Haribandhu Hans			

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Dr.A.Padhi	27 Yrs	Folk Culture	Folkloristic study of place names of Nuapada
2	B.K.Barik	20 Yrs	---	Research on Paharias on Nuapada
3	Sagarika Panda			
4	Haribandhu Hans			

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

Maj.(Dr.)R.C.Mishra is continuing research work on influences of local Gods and Goddesses.

Dr. A.Padhi is continuing research work on Folkloristic study of Nuapada(Orissa) & Mahasamund of Chhatisgarh state.

12. Placement record of the past students and the contribution of the department to aid student placements.

13. Plan of action of the department for the next five years.

   a. To organise state / national level seminar

   b. To enrich library with reference books for prospective honours students.

DEPARTMENT OF PHILOSOPHY

1. Faculty profile :   adequacy and competency of faculty

   The Department has adequate and competent faculty to teach Honours and pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	S.C.Pradhan	HOD	M.A.,M.Phil	16 Yrs.

2. Student Profile–Entry-level competencies, socioeconomic status,   language proficiency etc.

   a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

   b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	0	11	01	02	14
Female	03	30	01	02	36
Total	03	41	02	04	50

   c) Language proficiency – Oriya and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

   Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	100	-	100	-
Drop out Rate	7	-	---	-

5. Learning resources of the departments – Library, computers, laboratories and other resources.

      Library books -   144 (Central library)

      Computer-   nil

      Laboratories-   nil

      Other Resources-   Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

7. Participation of teachers in academic and personal counseling of students.

    Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	S.C.Pradhan	Refresher	BHU	2012
		do	S.U. BURLA	2014

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	S.C.Pradhan	22Yrs.	---	---

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

    a.   To organise state / national level seminar

    b.   More study tours and field studies.

DEPARTMENT OF PHYSICS

1. Faculty profile :   adequacy and competency of faculty

The Department has competent faculty to teach Honours and pass students at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	C.S.Chandrakar	HOD	M.Sc.,M.Phil	20 Yrs.
2	Puspanjali Tandi	Lecturer	M.Sc, M.phil	02 Years

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

    a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

    b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	11	14	5	6	36
Female	4	5	2	1	12
Total	15	19	7	7	48

    c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

    Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	95	80	96	85
Drop out Rate	9	5	4	5

5. Learning resources of the departments – Library, computers, laboratories and other resources.

Library books - 193 (Central library)

Computer-

Laboratories- one well equipped lab to accommodate 16 students in a group

Other Resources- Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.
   - Use of LCD and OHP in seminar paper presentation

   - Use of INTERNET and INFONET

7. Participation of teachers in academic and personal counseling of students.

   Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	C,S.Chandrakar	Refresher Course	A.S.C.,S.U.	2007
2	Puspanjali Tandi			

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	C.S.Chandrakar	25Yrs.	---	---
2	Puspanjali Tandi	02 Yrs		

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

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12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

   a. Organising state / national level seminar

   b. Use of state of art technology in teaching and learning process.

   c. Procuring more library books for reference.

DEPARTMENT OF CHEMISTRY

1. Faculty profile :   adequacy and competency of faculty

The Department has competent faculty to teach in Honours and pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Dr. T.K.Pradhan	HOD	M.Sc., Ph. D.	21Yrs.
2.	Mrs.R..Rath	Lect.	M.Sc., M. Phil	14Yrs

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

   a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

   b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	9	14	5	6	34
Female	6	5	2	1	14
Total	15	19	7	7	48

   c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	91	85	89	82
Drop out Rate	6	5	6	5

5. Learning resources of the departments – Library, computers, laboratories and other resources.

Library books - 154 (Central library)

Computer-

Laboratories- One well equipped labs to accommodate 16 students in a group.

Other Resources- LCD Projector, Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.
   - Use of LCD and OHP in seminar paper presentation

   - Use of INTERNET and INFONET

7. Participation of teachers in academic and personal counseling of students.
   Teachers of the department actively participate in academic and

   personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Dr.T.K.Pradhan	Refresher	A.S.C.,S.U.	2007
2	Mrs.R..Rath	Refresher	S.U.BURLA	2011

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

1	Dr.T.K.Pradhan	21 Yrs.	---	---
2	Mrs.R.Rath	14 Yrs	----	---

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

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12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

   a. Organising state / national level seminar

   b. Use of state of art technology in teaching and learning process

   c. Procuring more library books for reference

DEPARTMENT OF MATHEMATICS

1. Faculty profile :   adequacy and competency of faculty

The Department has competent faculty to teach in Honours and pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	H.K.Mishra	Lecturer	M. Sc.	25Yrs.
2	Sukhmangi Pati	Lecturer	M.SC	01Yr

2. Student Profile–Entry-level competencies, socioeconomic status,   language proficiency etc.

   a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.
   b) Socioeconomic status- (Caste and Gender wise) 2012-13

Category	General	OBC	SC	ST	Total
Male	4	2	1	1	8
Female	4	2	1	1	8
Total	8	4	2	2	16

c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

			2012-13	
			Pass	Honours
Success Rate				100%
Drop out Rate				Nil

5. Learning resources of the departments – Library, computers, laboratories and other resources.

Library books -   189 (Central library)

Computer-

Laboratories-

Other Resources-   Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.
   - Use of LCD and OHP in seminar paper presentation

   - Use of INTERNET and INFONET

7. Participation of teachers in academic and personal counseling of students.

   Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	H.K.Mishra	Orientation Programme	A.S.C.,JNU	1994
2	Sukhmangi Pati			

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	H.K.Mishra	20Yrs.	---	---
2	Sukhmangi Pati	01 Yrs		

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

Dr. D. Mohanty- Major research project on topic- "Generalised rough sets and its application to artificial intelligence" through UGC assistance.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

a. Organising state / national level seminar

b. Use of state of art technology in teaching and learning process

c. Procuring more library books for reference

DEPARTMENT OF ZOOLOGY

1. Faculty profile : adequacy and competency of faculty

The Department has competent faculty to teach in Honours and pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Naina Pradhan	HOD	M. Sc.	02Yrs.

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	10	16	8	4	38
Female	8	10	4	4	26
Total	18	26	12	8	64

     c)   Language proficiency – Regional language and English.

3.   Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

     Syllabus revised in 2012.

4.   Trends in the success and drop out rates of students during the past two years-

	2012-13			
	Pass	Honours		
Success Rate		80%		
Drop out Rate		Nil		

5.   Learning resources of the departments – Library, computers, laboratories and other resources.

     Library books -   202 (Central library)

     Computer-

     Laboratories-   One well equipped labs to accommodate 16 students in a group each

     Other Resources-   OHP, LCD slide projector, binocular microscope, TV, DVD, Question Bank

6.   Modern teaching methods practiced and use of ICT in teaching-learning.

Other than lecturers method, audio visual technique is used for teaching and learning, INTERNET is used for seminar paper preparation and reference.

7.   Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Miss.Naina Pradhan	----	.---	--

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Miss.Naina Pradhan	02Yrs.	---	---

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

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12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

   a. Organising state / national level seminar

   b. Use of state of art technology in teaching and learning process

   c. Introducing consultancy and extension programme in the subject sericulture.

DEPARTMENT OF BOTANY

1. Faculty profile :   adequacy and competency of faculty

   The Department has competent faculty to teach in Honours and pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Mrs. Rita Das	HOD	M. Sc., B.Ed.	25 Yrs.

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

   a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.
   b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	10	12	8	4	34
Female	9	11	6	4	30
Total	19	23	14	8	64

   c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

   Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2012-13			
	Pass	Honours		
Success Rate		90%		
Drop out Rate		Nil		

5. Learning resources of the departments – Library, computers, laboratories and other resources.

   Library books -   166 (Central library)

   Computer-   01

Laboratories-	One well equipped lab to accommodate 16 students in a group.
Other Resources-	Monocular Microscope, Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

   Other than lecturers method, audio visual technique is used for

   teaching and learning. INTERNET is used for seminar paper

   preparation and reference.

7. Participation of teachers in academic and personal counseling of students.

   Teachers of the department actively participate in academic and

   personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Mrs. Rita Das	Refresher	A.S.C. ,S.U.	2006
		do	. do	2013

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Mrs. Rita Das	25Yrs.	---	

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

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12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

    a. Organising state / national level seminar

Use of state of art technology in teaching and learning process

DEPARTMENT OF HINDI

1. Faculty profile :   adequacy and competency of faculty

The Department has competent faculty to teach in pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	B.D.S. Mallick	HOD	M.A.LLB,DCA	14 Yrs.
2	Santoshi Sharma	Lecturer	M.A.	03 Yrs
3	Shila Trivedi	Lecturer	M.A.	01 Yr

2. Student Profile–Entry-level competencies, socioeconomic status,

language proficiency etc.

    a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

    b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male					
Female					
Total					

    c) Language proficiency – Regional language and Hindi

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

    Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2012-13			
	Pass	Honours		
Success Rate		85%		
Drop out Rate		Nil		

5. Learning resources of the departments – Library, computers, laboratories and other resources.

      Library books -   700 (Central library)

      Computer-

      Laboratories-

      Other Resources-   Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

    Other than lecturers method, audio visual technique is used for teaching and learning. INTERNET is used for seminar paper preparation and reference.

7. Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and

personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Dr.B.D.S. Mallick	Orientation	A.S.C.H.U. Shimla	2007
2	Santoshi Sharma			
3	Shila Trivedi			

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Dr.B.D.S. Mallick	14 years		
2	Santoshi Sharma	03 yrs		
3	Shila Trivedi	01 Yr		

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years. 1.SATHOTTARI HINDI KAHANI MAIN NARI KAHANIKARON KI BHUMIKA. 2. TRIBES OF WESTERN ORISSA.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

b. Organising state / national level seminar

c. Use of state of art technology in teaching and learning process

DEPARTMENT OF EDUCATION

1. Faculty profile : adequacy and competency of faculty

The Department has competent faculty to teach in pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Mr. P.K. Sahu	HOD	M.A.	27Yrs.
2.	Miss G. Priyambada	Lecturer	M.Ed	14yrs

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	7	5	3	3	18
Female	10	9	5	6	30
Total	17	14	8	9	48

c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	80%	-	85%	95%
Drop out Rate	Nil	-	4	5

5. Learning resources of the departments – Library, computers, laboratories and other resources.

Library books -	409(Central library)

Computer-

Laboratories-

Other Resources-	Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

Other than lecturers method, audio visual technique is used for

teaching and learning. INTERNET is used for seminar paper

preparation and reference.

7. Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and

personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Mr. P.K. Sahu	Orientation	A.S.C. ,S.U.	2006
2	Miss G.Priyambada	Refresher	.A.S.C. S.U.	2012

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Mr. P.K. Sahu	27Yrs.	---	
2	Miss G.Priyambada	14Yrs		

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

    d. Organising state / national level seminar

Use of state of art technology in teaching and learning process

DEPARTMENT OF COUMPUTER APPLICATION (PASS/ELECTIVE)

1. Faculty profile :   adequacy and competency of faculty

The Department has competent faculty to teach in pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Pranati Kumari Panda	Lecturer	MCA	03 Yrs
2.	Sri Surya Kant Thakur	Lecturer	MCA	02 Yrs

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	25	20	20	15	80
Female	20	18	17	15	70
Total	45	38	37	30	150

c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate	90%	-	93%	-
Drop out Rate	03%	-	02%	-

5. Learning resources of the departments – Library, computers, laboratories and other resources.

Library books - (Central library) 150

Computer- 20

Laboratories- 01

Other Resources- Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

Other than lecturers method, audio visual technique is used for teaching and learning. INTERNET is used for seminar paper preparation and reference.

7. Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and

personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	PranatiKumariPanda	--	--	--
2	Sri Surya kant Thakur	--	--	--

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Pranati Kumari Panda	03 yrs	---	----
2	Surya Kant Thakur	02 yrs	----	----

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

Collaborated with REINZ Informatics, Khariar, Lokadrusti NGO, Khariar, LCC Infotech, Khariar.

11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

    a. Organising state / national level seminar

Use of state of art technology in teaching and learning process

DEPARTMENT OF N.C.C. (ELECTIVE)

1. Faculty profile :   adequacy and competency of faculty

    The Department has competent faculty to teach in pass at UG level.

Sl. No.	Name of the Teacher	Designation	Qualification	Teaching Experience
1.	Lieutenant Dr BDS Mallick	Lecturer	M.A., Ph.D.	16 years
2.	Mrs Anandini Mishra	Lecturer	M.A.,	03 years

2. Student Profile–Entry-level competencies, socioeconomic status, language proficiency etc.

    a) Entry level competency: Cut off marks–35 % in Pass and 40 % in honours.

    b) Socioeconomic status- (Caste and Gender wise)

Category	General	OBC	SC	ST	Total
Male	25	40	20	15	100
Female	13	21	11	05	50
Total	38	61	31	20	150

    c) Language proficiency – Regional language and English.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

    Syllabus revised in 2012.

4. Trends in the success and drop out rates of students during the past two years-

	2011-12		2012-13	
	Pass	Honours	Pass	Honours
Success Rate				
Drop out Rate				

5. Learning resources of the departments – Library, computers, laboratories   and   other resources.

    Library books -   (Central library) 30

    Computer-   01

Laboratories-   --

Other Resources-   Question Bank

6. Modern teaching methods practiced and use of ICT in teaching-learning.

Other than lecturers method, audio visual technique is used for teaching and learning. INTERNET is used for seminar paper preparation and reference.

7. Participation of teachers in academic and personal counseling of students.

Teachers of the department actively participate in academic and

personal counseling of students through interaction.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

Sl. No.	Name of the Teacher	Name of the Course	Organizing Institution	Year
1	Lieutenant Dr BDS Mallick	--	---	--
2	Mrs Anandini Mishra	--	--	--

9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research –

Sl. No.	Name	Teaching Experience	Consultancy	Research
1	Lieutenant Dr BDS Mallick	16 years	--	--
2	Mrs Anandini Mishra	03 years	--	--

10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.

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11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

12. Placement record of the past students and the contribution of the department to aid student placements.

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13. Plan of action of the department for the next five years.

    a. Organising state / national level seminar

Use of state of art technology in teaching and learning process

Evaluative Report of the Programme (Arts)

1. Name of the Programme & its year of establishment **ARTS,1980**
2. Names of Programmes / Course offered -- (UG)
3. (a) Interdisciplinary courses—Environmental Studies, Computer Application ,Indian Society and Culture, Population Studies, NCC, Indian Polity,Mathemetics
   (b) departments involved—Chemistry, Physics, Botany, Zoology, Mathematics, History, Economics, Political Science, NCC, IT.
4. Annual / semester / choice based credit system:- Semester
5. Participation of the department in the courses offered by other departments:-Nil
6. Number of teaching posts sanctioned and filled (Professors / Associate Professors / Asst. Professors)

	Sanctioned	Filled
Professor		
Associate Professors	08	07
Asst. Professors	20	18

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Dr Supriyo Chatterjee	M.A., Ph.D.	Reader in English	Comparative Literature	33 years	
Smt Anupama Padhi	M.A.M.Phil	Reader in English	Linguistics	31 years	
Aswinee Kumar Padhi	M.A., M.Phil	Lecturer in English	Linguistics and Teaching of English	27 years	
Smt Nivedita Achary	M.A.	Lecturer in English	Linguistics and Teaching of English	03 years	
Dr Anjali Padhi	M.A.,Ph.D	Reader in Odia	Folkristics	33 years	
Bijaya Kumar Barik	M.A.	Lecturer in Odia		27 years	
Miss Sagarika Panda	M.A.	Lecturer in Odia		04 years	

Haribandhu Hans	M.A.	Lecturer in Odia		03 years	
Dr Bishnu Dev Singh Mallick	M.A., Ph.D.	Lecturer in Hindi		15 years	
Mrs Santoshi Sharma	M.A.	Lecturer in Hindi		04 years	
Mrs Sila Tribedi	M.A.	Lecturer in Hindi		01 year	
Mrs Anandini Mishra	M.A.	Lecturer in Sanskrit		04 years	
Dr Harendra Panda	M.A., Ph.D	Reader in Economics		30 years	
Bishikeshan Nayak	M.A.	Lecturer in Economics		02 years	
Sudhal Shyam Panda	M.A., M.Phil	Reader in History		34 years	
Ananta Singh Naik	M.A.	Lecturer in History		27 years	
Salma Mehrun Khan	M.A.	Lecturer in History		01 year	
Pramod Kumar Sahu	M.Ed., M.Phil	Lecturer in Education		28 years	
Miss Geetashree Priyambada	M.A., M.Ed	Lecturer in Education		15 years	
Sudhir Chandra Pradhan	M.A., M.Phil	Lecturer in Philosophy		27 years	
Surendra Panigrahi	M.A.	Reader in Political Science		34 years	
Sunil Kumar Padhi	M.A., LLB	Lecturer in Political Science		16 years	
Mrs Meena Gujarati	M.A.M.Phil.	Lecturer in Political Science		15 years	
Mrs Pranati Panda	MCA	Lecturer in Information Technology		04 years	
Surya Kant Thakur	MCA	Lecturer in Computer Application		04 years	
Ranvir Singh	M.A.,M.Phil	Lecturer in Archaeology and Museology		17 years	

8.   Percentage of classes taken by temporary faculty – programme-wise information: 10%

9. Programme-wise Student Teacher Ratio:- 1:19 (2012-13)
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled:- Sanctioned-08, Filled-07
11. Number of faculty with ongoing projects from a) national (b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.

Sl. No.	Name of the Scholars	Project title	Funding agency	Financial support in Rs.lacs	Duration of the projects
01	Mr Ranvir Singh	Material Culture of the River Valley of Odisha from Pre-historic period to 5th century AD.	UGC	1,49,000/- (Minor)	Two years
02	Dr. Saroj Kumar Panda	Folk Games of Tribal Women and their Social Implication in KBK region in Odisha	UGC	4,12,000/- (Major)	Two years
03	Dr. B.D.S. Mallick	Contribution to Hindi Literature by Non-Hindi Speaking Hindi Writers of Kalahandi	UGC	90,500/- (Minor)	Two years
04	Miss Sagarika Panda	"Osha and Brata" of Nuapada district	UGC	82,000/- (Minor)	Two years

12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received . No departmental project.

13. Research facility / centre with --No
    - State recognition
    - National recognition
    - International recognition
14. Publications:
    *   number of papers published in peer reviewed journals (national / international)
    *   Monographs
    *   Chapter(s) in Books
    *   Editing Books
    *   Books with ISBN numbers with details of publishers
    *   number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)

* Citation Index – range / average
* SNIP
* SJR
* Impact factor – range / average
* h-index

15. Details of patents and income generat----NIL
16. Areas of consultancy any income generated----NIl
17. Faculty recharging strategies—Encouraged to undergo refresher, orientation, training on capacity building, duty leave is provided to attend seminar/conference/workshop.
18. Student projects –No separate student project
   * Percentage of students who have done in-house projects including inter-departmental
   * Percentage of students doing projects in collaboration with industries/institutes
19. Awards / recognitions received at the national and international level by
   * Faculty--03
   * Doctoral fellows--Nil
   * Students--02
20. Seminars / Conferences / Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.

   The Under Graduate Arts programme has organized six national level seminars in last two academic session. The compilation of the outcome of the seminars through discussion and paper presentation add value to social information and spread of knowledge.

   Topics:

   * Land Rights.—UGC ,Kolkota-Rs-130000

   * Human Rights and Right to Education.—UGC,NEW DELHI,--Rs.100000/

   * Physical Education –UGC, KOLKOTA--!30000.

   * Multi-Culturalism.—UGC,Kolkota,Rs150000

   * *"Equiswim sadi ke sahityc vimarsh"—UGC?ICSSR.*

   * *"Hindi sahitya me Mahila lekhan"--UGC.*

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
UG ARTS	553	125	64	72%	90%

22. Diversity of students

Name of the course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
UG ARTS	60%	94%	06%	nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE, and any other competitive examinations?

24. Student progression

Student progression	Percentage against enrolled
UG to PG	50%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	

Employed
    • Campus selection
    • Other than campus recruitment
	
	5%
	30%

Entrepreneurs	15%

25. Diversity of staff

Percentage of faculty who are graduates	
Of the same parent university	86%
From other universities within the State	10%
From other universities from other states	4%

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. - 02
27. Present details about infrastructural facilities
    a) Library – 1 library , 1 Reading Room, Total books – 11,071
    b) Internet facilities for staff and students - Yes
    c) Total number of class rooms - 15
    d) Class rooms with ICT facility - 03
    e) Students' laboratories – 03.
    f) Research laboratories - Nil
28. Number of students of the programme getting financial assistance form College - 105
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.- NO
30. Does the department obtain feedback form:
31. List the distinguished alumni of the programme (maximum 10)
    1. Babulal Agrawal, I.A.S., Secretary to Chhatishgarh Govt.
    2. Sushil Kumar Tandi, O.A.S., Treasury Officer,

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3. Jagamohan Meher, Asst. Prof., N.D.A., Khadagvosla, Pune
4. Yudhisthir Meher, LLM, Gold Medalist, Lawyer, High Court
5.. Rajendra Pati, P.O., Allahabad Bank
6. Binod Agrawal, Indian Civil Service (IAS)
7. Dr. Raj Kumar, Ph.D., Khalsa College, New Delhi
8. Abani Mohan Panigrahi, Director, Lokadrusti (NGO)
9. Hitesh Bagarti, MLA
10. Miss Prem Sangita Nag, MBA, P.O., Vijaya Bank, Kolkata

32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.- National and State level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on Disaster Management, Human Rights, Right to Education, Self Defence were held. Quiz Competitions, Extempore Speech, Essay Writing, Drama Song and Music Competitions were held.

33. List the teaching methods adopted by the faculty for different programmes.

> Besides the conventional lecture method of teaching and learning, other methods like project based method and participatory methods are adopted using learning aids like educational CD, OHP, LCD. Further, students are also encouraged to participate in seminars, quiz competitions, debates, essay writing and group discussions. The specially constructed language laboratory provides for teaching through Power Point display and one-to-one and one-to-many interaction through hear phone which is used by various departments other than the language stream.

34. How does the department ensure that programme objectives are constantly met and learning outcomes mentioned?
The effectiveness of the programme objectives are constantly monitored through Students feedback, unit tests.

35. Highlight the participation of students and faculty in extension activities.

The institution is always encouraging the students to participate in the following service schemes such as :

- National Service Scheme- adopted villages, day camp, summer camp, special camp and important days

- Youth Red Cross-Blood donation, AIDs preventions

- Red Ribbon Club-AIDs awareness camp, Cycle Yatra

- Eco Club-Plantations, Environmental conservation

- N.C.C.- Special camps, National camp, NIC, RDC

- Scout and Guide- Special camps

- UGC sponsored extension activities

The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government like NREGA, PMRY, IAY, TRI, TRE, Old Age Pension, Janani Surakshya, SHG, Micro finance etc., AIDs, Environment awareness, Road safety, Anti-liquor

36. Give details of "beyond syllabus scholarly activities" of the department.

    The students of this institution participated in the programmes such as

    - Health and sanitation programme.
    - Social forestry
    - Blood grouping camps
    - Blood donation camps.
    - Legal aid awareness in collaboration with local SDJM.
    - Awareness programme on various social issues..
    - Awareness programme on dowry and child labour
    - Awareness programme on safe motherhood
    - Awareness programme on road safety
    - Urban plantation

37. State whether the programme/department is accredited / graded by other agencies. Give details. NO

38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the programme.

    Strengths : Committed faculty, Useful library, Modern Teaching Aids, Study Environment, Adequate Infrastructure.

    Weakness : Student Absentism and Dropout, Low Entry Level Knowledge base of the students, Low fee structure, Lack of ICT and Smart rooms, WiFi Campus.

    Opportunities : Inclusive growth of education through democratic means, Grant-in Aid from UGC and Govt. of Odisha, Remedial and Intensive Coaching for slow learner, Wifi campus, ICT and Smart rooms.

    Challenges : To check student absentism and drop out, to make higher education accessible to socio-economically backward students, introduce and sustain job oriented and self financing courses,

39. Future plans of the programme : Opening of PG classes, more number of self financing courses, strengthening of ICT, library, provision for staff quarters..

Evaluative Report of the Programme (Science)

1. Name of the Programme & its year of establishment **SCIENCE,1991**
2. Names of Programmes / Course offered -- (UG)
3. (a) Interdisciplinary courses—Environmental Studies, Computer Application ,Indian Society and Culture, Population Studies, NCC, Indian Polity, Mathemetics, Biology, Physics, Chemistry.
   (b) departments involved—Chemistry, Physics, Botany, Zoology, Mathematics, History, Economics, Political Science, NCC, IT.
4. Annual / semester / choice based credit system:- Semester
5. Participation of the department in the courses offered by other departments:-Botany department in Zoology Department and vice versa
6. Number of teaching posts sanctioned and filled (Professors / Associate Professors / Asst. Professors)

	Sanctioned	Filled
Professor		
Associate Professors		
Asst. Professors	12	08

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Chandra Sekhar Chandrakar	M.Sc., M.Phil	Lecturer in Physics	Nuclear Physics	27 years	
Dr Taruna Kumar Pradhan	M.Sc., Ph.D.	Lecturer in Chemistry		26 years	
Harekrishna Mishra	M.Sc.	Lecturer in Mathematics	Operation Research, FORTRAN programming	27 years	
Smt Rita Das	M.Sc.	Lecturer in Botany		27 years	
Mrs Rajlaxmi Rath	M.Sc., M.Phil	Lecturer in Chemistry		15 years	
Miss	M.Sc.	Lecturer		02 years	

Naina Pradhan		in Zoology			
Miss Puspanjali Tandi	M.Sc.	Lecturer in Physics		02 years	
Miss Sukhmangi Pati	M.Sc.	Lecturer in Mathmatics		01 year	

8. Percentage of classes taken by temporary faculty – programme-wise information: 10%
9. Programme-wise Student Teacher Ratio:- 1:26 (2012-13)
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled:- sanctioned—6 filled -6
11. Number of faculty with ongoing projects from a) national (b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. --Nil
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received -NIl
13. Research facility / centre with-No
    - State recognition
    - National recognition
    - International recognition
14. Publications: Nil
    * number of papers published in peer reviewed journals (national / international)
    * Monographs
    * Chapter(s) in Books
    * Editing Books
    * Books with ISBN numbers with details of publishers
    * number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
    * Citation Index – range / average
    * SNIP
    * SJR
    * Impact factor – range / average
    * h-index
15. Details of patents and income generated -nil
16. Areas of consultancy any income generated--nil
17. Faculty recharging strategies----- Encouraged to undergo refresher ,0rintation,training on capacity building, duty leave is provided to attend seminar/conference/workshop.

18. Student projects -Nil
    - Percentage of students who have done in-house projects including inter-departmental==

- Percentage of students doing projects in collaboration with industries/institutes

19. Awards / recognitions received at the national and international level by
    - Faculty
    - Doctoral / --01
    - Students

20. Seminars / Conferences / Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.Department of Chemistry—topc-Our Environment and Climate Change,   UGC_14000/

21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected Male	Female	Pass percentage Male	Female
UG SCIENCE	579	46	18	75%	72%

22. Diversity of students

Name of the course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
UG SCIENCE	20%	75%	5%	nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE, and any other competitive examinations?no

24. Student progression

Student progression	Percentage against enrolled
UG to PG	60
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	5% 20%
Entrepreneurs	15%

25. Diversity of staff

Percentage of faculty who are graduates	
Of the same parent university	80%
From other universities within the State	20%
From other universities from other states	

26.   Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.—01- P.hd

27.   Present details about infrastructural facilities
       a) Library-One reading room,one central library,6000 books
       b) Internet facilities for staff and students-yes
       c) Total number of class rooms-10
       d) Class rooms with ICT facility-02
       e) Students' laboratories-06
       f) Research laboratories-nil

28.   Number of students of the department getting financial assistance form College.--40

29.   Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.no

30.   Does the department obtain feedback from

       a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how
          does the department utilize it?
       Yes. The feedback received is discussed and suggestions based on feedback are forwarded to the Board of Studies.
       b. students on staff, curriculum as well as teaching-learning-evaluation and
          what is the response of the department to the same? Yes. The departments seriously view the feedback and act positively.
       c. alumni and employers on the programmes and what is the response of the department to the same? Yes. The response of the departments on the feedback from Almuni and employer is also positive

31.   List the distinguished alumni of the department (maximum 10)
       1.Dr. Jyotiraj Patra,Oxford University
       2.Dr. Madhulika Patnaik,BAMS
       3.Sailendra Khamari,Senior Scientist,Bhaba Atomic
       4.Aslum Khan,Reserve Bank of India
       5.Dr. Banamali Naik,MBBS
       6.Anitessh Hota,Senier Software Engineer,TCS
       7.Adarsh Khamparia,Senior Consultant,Engineer.

32.   Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.
 National and State level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on Disaster Management, Human Rights, Right to Education, Self Defence were held. Quiz Competitions, Extempore Speech, Essay Writing, Drama Song and Music Competitions were held.

33.   List the teaching methods adopted by the faculty for different programmes Besides the conventional lecture method of teaching and learning, other methods like project based method and participatory methods are adopted using learning aids like educational CD, OHP, LCD. Further, students are also encouraged to participate in seminars,

quiz competitions, debates, essay writing and group discussions. The specially constructed language laboratory provides for teaching through Power Point display and one-to-one and one-to-many interaction through hear phone which is used by various departments other than the language stream.

34. How does the department ensure that programme objectives are constantly met and learning outcomes mentioned?
The effectiveness of the programme objectives are constantly monitored through Students feedback, unit tests.

35. Highlight the participation of students and faculty in extension activities.

The institution is always encouraging the students to participate in the following service schemes such as :

- National Service Scheme- adopted villages, day camp, summer camp, special camp and important days

- Youth Red Cross-Blood donation, AIDs preventions

- Red Ribbon Club-AIDs awareness camp, Cycle Yatra

- Eco Club-Plantations, Environmental conservation

- N.C.C.- Special camps, National camp, NIC, RDC

- Scout and Guide- Special camps

- UGC sponsored extension activities

The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government like NREGA, PMRY, IAY, TRI, TRE, Old Age Pension, Janani Surakshya, SHG, Micro finance etc., AIDs, Environment awareness, Road safety, Anti-liquor

36. Give details of "beyond syllabus scholarly activities" of the department.

The students of this institution participated in the programmes such as

- Health and sanitation programme.
- Social forestry
- Blood grouping camps
- Blood donation camps.
- Legal aid awareness in collaboration with local SDJM.
- Awareness programme on various social issues..
- Awareness programme on dowry and child labour
- Awareness programme on safe motherhood
- Awareness programme on road safety
- Urban plantation

37. State whether the programme/department is accredited / graded by other agencies. Give details. NO

38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the programme.

    Strengths : Committed faculty, Useful library, Modern Teaching Aids, Study Environment, Adequate Infrastructure.

    Weakness : Student Absentism and Dropout, Low Entry Level Knowledge base of the students, Low fee structure, Lack of ICT and Smart rooms, WiFi Campus.

    Opportunities : Inclusive growth of education through democratic means, Grant-in Aid from UGC and Govt. of Odisha, Remedial and Intensive Coaching for slow learner, Wifi campus, ICT and Smart rooms.

    Challenges : To check student absentism and drop out, to make higher education accessible to socio-economically backward students, introduce and sustain job oriented and self financing courses,

39. Future plans of the programme : Opening of PG classes, more number of self financing courses, strengthening of ICT, library, provision for staff quarters..

Evaluative Report of the Programme (Commerce)

1. Name of the Programme & its year of establishment **COMMERCE,2010**
2. Names of Programmes / Course offered -- (UG)
3. (a) Interdisciplinary courses—Environmental Studies, Computer Application ,Indian Society and Culture, Population Studies, NCC, Indian Polity,Mathemetics

    (b) departments involved—Chemistry, Physics, Botany, Zoology, Mathematics, History, Economics, Political Science, NCC, IT.
4. Annual / semester / choice based credit system:- Semester
5. Participation of the department in the courses offered by other departments:- Yes,Commerce with Economics and Statistics and vice e versa.
6. Number of teaching posts sanctioned and filled (Professors / Associate Professors / Asst. Professors)

	Sanctioned	Filled
Professor		
Associate Professors	01	01
Asst. Professors	02	02

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided in the last 4 years
Prof. R.K.Panigrahi	M.Com	Reader		33 years	
G.D. Panigrahi	M.Com	Lecturer		29 years	
Smt. Satarupa Pattnaik	M. Com	Lecturer		03 years	

8. Percentage of classes taken by temporary faculty – programme-wise information: NIL
9. Programme-wise Student Teacher Ratio:- 1:49 (2012-13)
10. Number of academic support staff (technical) and administrative staff: sanctioned and filled:- NIL
11. Number of faculty with ongoing projects from a) national (b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. NIL
12. Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received- NO

13. Research facility / centre with - NO
    - State recognition
    - National recognition
    - International recognition
14. Publications: - NO
    * number of papers published in peer reviewed journals (national / international)
    * Monographs
    * Chapter(s) in Books
    * Editing Books
    * Books with ISBN numbers with details of publishers
    * number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
    * Citation Index – range / average
    * SNIP
    * SJR
    * Impact factor – range / average
    * h-index
15. Details of patents and income generated - NIL
16. Areas of consultancy any income generated - NIL
17. Faculty recharging strategies – Encouraging the faculty to organize and participate in Refresher, Orientation, Seminars and workshops.
18. Student projects - NIL
    - Percentage of students who have done in-house projects including inter-departmental
    - Percentage of students doing projects in collaboration with industries/institutes
19. Awards / recognitions received at the national and international level by - NIL
    - Faculty
    - Doctoral / post doctoral fellows
    - Students
20. Seminars / Conferences / Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. NIL
21. Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected Male	Female	Pass percentage Male	Female
UG Commerce	126	40	08	First batch	

22. Diversity of students

Name of the course (refer question no. 2)	% of students from the College	% of students from the State	% of students from other States	% of students from other countries
UG Commerce	70%	20%	10%	Nil

23. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE, and any other competitive examinations? No

24. Student progression

Student progression	Percentage against enrolled
UG to PG	First batch
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurs	

25. Diversity of staff

Percentage of faculty who are graduates	
Of the same parent university	100%
From other universities within the State	
From other universities from other states	

26. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. Nil
27. Present details about infrastructural facilities
    a) Library   - One Reading Room, One Library
    b) Internet facilities for staff and students - Yes
    c) Total number of class rooms - 04
    d) Class rooms with ICT facility - 01
    e) Students' laboratories
    f) Research laboratories
28. Number of students of the department getting financial assistance from College. 15
29. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. Yes. No special methodology was adopted to open commerce programme as there was no Commerce degree course in the Nuapada district.
30. Does the department obtain feedback form : Yes
    a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how
       does the department utilize it?
Yes. The feedback received is discussed and suggestions based on feedback are forwarded to the Board of Studies.
    b. students on staff, curriculum as well as teaching-learning-evaluation and
       what is the response of the department to the same? Yes. The departments seriously view the feedback and act positively.

c. alumni and employers on the programmes and what is the response of the

department to the same? Yes. The response of the departments on the feedback from Almuni and employer is also positive.

31. List the distinguished alumni of the department (maximum 10) : First batch

32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.
National and State level seminars were organized by various departments apart from weekly departmental seminars. Special lectures were held on issues of local and national importance. Workshop on Disaster Management, Human Rights, Right to Education, Self Defence were held. Quiz Competitions, Extempore Speech, Essay Writing, Drama Song and Music Competitions were held.

33. List the teaching methods adopted by the faculty for different programmes
Besides the conventional lecture method of teaching and learning, other methods like project based method and participatory methods are adopted using learning aids like educational CD, OHP, LCD. Further, students are also encouraged to participate in seminars, quiz competitions, debates, essay writing and group discussions. The specially constructed language laboratory provides for teaching through Power Point display and one-to-one and one-to-many interaction through hear phone which is used by various departments other than the language stream.

34. How does the department ensure that programme objectives are constantly met and learning outcomes mentioned?
The effectiveness of the programme objectives are constantly monitored through Students feedback, unit tests.

35. Highlight the participation of students and faculty in extension activities.

The institution is always encouraging the students to participate in the following service schemes such as :

- National Service Scheme- adopted villages, day camp, summer camp, special camp and important days

- Youth Red Cross-Blood donation, AIDs preventions

- Red Ribbon Club-AIDs awareness camp, Cycle Yatra

- Eco Club-Plantations, Environmental conservation

- N.C.C.- Special camps, National camp, NIC, RDC

- Scout and Guide- Special camps

- UGC sponsored extension activities

The student volunteers create awareness among the village people regarding different welfare programmes initiated by the state government

like NREGA, PMRY, IAY, TRI, TRE, Old Age Pension, Janani Surakshya, SHG, Micro finance etc., AIDs, Environment awareness, Road safety, Anti-liquor

36. Give details of "beyond syllabus scholarly activities" of the department.

   The students of this institution participated in the programmes such as

   - Health and sanitation programme.
   - Social forestry
   - Blood grouping camps
   - Blood donation camps.
   - Legal aid awareness in collaboration with local SDJM.
   - Awareness programme on various social issues..
   - Awareness programme on dowry and child labour
   - Awareness programme on safe motherhood
   - Awareness programme on road safety
   - Urban plantation

37. State whether the programme/department is accredited / graded by other agencies. Give details. NO

38. Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the programme.

   Strengths : Committed faculty, Useful library, Modern Teaching Aids, Study Environment, Adequate Infrastructure.

   Weakness : Student Absentism and Dropout, Low Entry Level Knowledge base of the students, Low fee structure, Lack of ICT and Smart rooms, WiFi Campus.

   Opportunities : Inclusive growth of education through democratic means, Grant-in Aid from UGC and Govt. of Odisha, Remedial and Intensive Coaching for slow learner, Wifi campus, ICT and Smart rooms.

   Challenges : To check student absentism and drop out, to make higher education accessible to socio-economically backward students, introduce and sustain job oriented and self financing courses,

39. Future plans of the programme : Opening of PG classes, more number of self financing courses, strengthening of ICT, library, provision for staff quarters
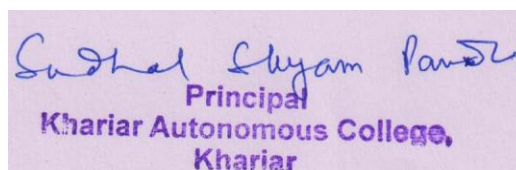
Post-accreditation Initiatives
If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years. The narrative may not exceed five pages.

DECLARATION BY THE HEAD OF THE INSTITUTION

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

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

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

(Sudhal Shyam Panda)
Signature of the
Head of the institution
with seal :
Place : Khariar
Date : 30 June 2014