



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

|   |  |  |
|---|--|--|
| <b>1. Name of the Institution</b>             |  | SRI SRI BAYABABA COLLEGE, MAHAKALAPARA |
| Name of the head of the Institution           |  | SARAT CHANDRA KHATAI                   |
| Designation                                   |  | Principal                              |
| Does the Institution function from own campus |  | Yes                                    |
| Phone no/Alternate Phone no.                  |  | 06727271270                            |
| Mobile no.                                    |  | 9437505214                             |
| Registered Email                              |  | ssbcmkp@gmail.com                      |
| Alternate Email                               |  | ssbcmkpnaac@gmail.com                  |
| Address                                       |  | Mahakalpara                            |
| City/Town                                     |  | Mahakalpara                            |
| State/UT                                      |  | Orissa                                 |
| Pincode                                       |  | 754224                                 |
| <b>2. Institutional Status</b>                |  |  |

|  |                                |
|--|--------------------------------|
| Affiliated / Constituent               | Affiliated                     |
| Type of Institution                    | Co-education                   |
| Location                               | Rural                          |
| Financial Status                       | Self financed and grant-in-aid |
| Name of the IQAC co-ordinator/Director | Gokul Chandra Jena             |
| Phone no/Alternate Phone no.           | 06727271270                    |
| Mobile no.                             | 9438429529                     |
| Registered Email                       | ssbcmkp@gmail.com              |
| Alternate Email                        | ssbcmkpnaac@gmail.com          |

### 3. Website Address

|  |   |
|--|---|
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="https://ssbcmkp.in/admin/pages/uploads/152950_AQAR_2015-2016.pdf">https://ssbcmkp.in/admin/pages/uploads/152950_AQAR_2015-2016.pdf</a> |
| <b>4. Whether Academic Calendar prepared during the year</b>             | Yes   |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="https://ssbcmkp.in/Calendar.php">https://ssbcmkp.in/Calendar.php</a>   |

### 5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity    |             |
|-------|-------|------|-----------------------|-------------|-------------|
|       |       |      |                       | Period From | Period To   |
| 1     | C++   | 2.66 | 2007                  | 31-Mar-2007 | 30-Mar-2012 |
| 2     | B     | 2.29 | 2016                  | 16-Dec-2016 | 15-Dec-2021 |

|   |             |
|---|-------------|
| <b>6. Date of Establishment of IQAC</b> | 25-Jul-2010 |
|---|-------------|

### 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture |                   |                                       |
|---|-------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC                             | Date & Duration   | Number of participants/ beneficiaries |
| Collection of feedback from the students                                  | 25-Mar-2017<br>16 | 205                                   |

|                           |                  |    |
|---------------------------|------------------|----|
| Internal academic audit   | 26-Sep-2016<br>5 | 4  |
| IQAC Meeting              | 14-Feb-2017<br>1 | 10 |
| IQAC Meeting              | 01-Jul-2016<br>1 | 10 |
| <a href="#">View File</a> |                  |    |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--------------------------------|--------|----------------|-----------------------------|--------|
| Nil                            | Nil    | Nil            | 2017<br>0                   | 0      |
| No Files Uploaded !!!          |        |                |                             |        |

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

Yes

If yes, mention the amount

300000

Year

2014

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- The departmental faculties were insisted to access and maintain the annual results of their respective department and suggest measures for improvement.
- Organised various seminars in the Departments.
- NSS /YRC Wing of the college was encouraged to organise programs like health camp blood donation camp , eye Camp, selfdefence training for girls etc.
- NAAC Peer Team visit for 2nd Cycle assessment and accreditation was conducted and the institution got promoted from Grade C to B
- Effort was made to continue weekly review of academic progress( short term academic audit) .

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action                                     | Achivements/Outcomes   |
|--|--|
| Inroduction of new dress code.                     | New dress code was introduced for freshers of new CBCS program .   |
| Inroduction of new curriculum(CBCS)                | A new curriculum Choice Based Credit System was implemented in this session by Utkal University.   |
| 2nd cycle NAAC assessment and accreditation .      | College organized successfully NAAC peer team visit for 2nd cycle Assessment and accreditation from 7.12.16 to 12.16 even within the difficulties of financial lockdown (demonetization)declared by central government. As an outcome this institution honoured with the grade B   |
| .Parent-teacher Interaction                        | Parent teacher meetings were conducted on 31.1.16 and college got good response from Parents. They suggested some quality improvement measures for the institution.  |
| Extension of esearch activities by teaching staff. | Steps for mobilizing faculties towards research works were taken during weekly academic review meeting . As a result some of them got interested to do PhD work. Doctor Arun Kumar Tripathi ,Lecturer in Mathematics, Mr Sangram Bihari ,Lecturer in Pol, Sc.,Mr Praffula Kumar Behera, Lecturer in Chemistry ,Mistress Prajnashree Acharya, Lecturer in Economics started/continued their research work |
| Blood donation camp                                | Blood donation camp was organised by YRC and NSS unit of the college on to 2.11.16.  |
| Women empowerment                                  | Self defence program for girls was conducted on 02.01.17. Registration for that had been done from 13. 9.16 to 25. 9.16.   |
| Result analysys                                    | Annual results of the college was analysed by the departmental faculties and discussed in staff council meeting. Suggestions were called for from the members as remedial measure.   |
| <a href="#">View File</a>                          |  |

**14. Whether AQAR was placed before statutory**

No

|  |  |
|--|--|
| body ?   |  |
| <b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b> | Yes  |
| Date of Visit  | 08-Dec-2016  |
| <b>16. Whether institutional data submitted to AISHE:</b>  | Yes  |
| Year of Submission   | 2016   |
| Date of Submission   | 30-Sep-2016  |
| <b>17. Does the Institution have Management Information System ?</b>   | Yes  |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words)                       | <p>Management Information System(MIS) is a system which involves the management of various information relevant to administrative and academic aspect of institution. We all are running in such a fast age that we find no time to move from table to table, section to section, file to file for collecting information, rather we want that at our fingertip. And that can be possible by IT interference, computer networking system. Our institution has a technical person who remains in charge of that. Head clerk and some other teaching staff are also in that group to collect data from multiple sources through online or offline and are analysed. Then these are reported to the administration for its execution. Some available modules in our institution are: a)Students Academic Management System(SAMS):It regulates admission, scholarship, transfer of students, examination related information, compliance regarding these processes, issue of college living certificates, the application for admission, selection, publication of merit list, guidelines, allocation of Honors subject. Even online admission fees transfer is also done by this system. B)DHEO website: The website of Department of Higher Education, Odisha(DHEO) is very smart and ever functional site and continuing to provide communication of various administrative works like receiving of</p> |

all types of letters from Govt. and compliances to these letters which are done online. c)HRMS: The payment of monthly salary to the employee,increment,promotional benefit,salary arrear,GPF advance and other payments are made through HRMS.ACRs of teaching staff are also uploaded in "PAR" format of HRMS. Service books of employees are also maintained in this system. d) College website: It plays an important role in providing a cornucopia of institutional information for public concern such as history of the college, its goal, mission, students' information, their achievements, faculty detail, course structure of different programs, cultural activities, functions and celebrations of the college and so many valuable information.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Utkal University has framed a new curriculum called choice Based Credit system (CBCS) in agreement with the national Higher Education Policy. As our College is affiliated to Utkal university, the same system has been adopted for the students. At the outset of academic session, the college prepares a yearly academic calendar in accommodation with the entire curriculum designed by the university to fulfill the academic need of the students. Semester-wise lesson plan are prepared by each teacher which is first checked by Head of the respective Department and then approved by the Head of the institution for execution. In this system each program consists of 26/24 papers which carry 6/4 credits each for theory and two credits for practical. As each credit is for ten hours, thus 6/4 credits require about 80/53 classes of 45 minutes each. A teacher is allotted to take a maximum of 30 classes per week. Teachers and demonstrators of science stream take practical classes to complete laboratory courses. Each teacher maintains a plan progress register and also students' attendance register. Internal Academic audit by Academic Bursar and the head of the institution is done towards the end of each month followed by the verification of progress mentioned by a teacher in the progress register. Feedbacks from the students are also collected physically by Academic Bursar regarding the progress of the course. To improve the academic quality, the college has a mechanism of doubt clearing classes, proctorial system, extra classes for weak learners also. The End Semester Examinations are also conducted by the college on the basis of the guidelines of university and their valuations are done by the teachers of different colleges at different valuation zones of the university. Finally, the result is published by the university at the end of the last semester. The whole process is conducted with full confidential manner to maintain the sanctity of the examination system of the college. to attend faculty development programs sponsored by higher Education Department, Govt. of Odisha through different universities in order

to refresh and update themselves with the new curriculum. All the mechanism governed by the college, are verified, analysed and discussed in different forum such as IQAC, staff council, HOD meeting, parent -teacher meet, Alumni meet, Governing Body etc. The faculty members regularly attend the state/national/local seminars/orientation programs to enrich their teaching quality and to keep their students in touch with day to day improvements made by researchers of different corners of the world which would be helpful for their higher study and project works .Each department carries out student seminars twice or thrice in a semester. All the mid semester examinations are conducted and the answer scripts are evaluated by the faculty members and marks are submitted online to the Controller of Examination, Utkal University.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| NA          | NA              | Nil                   | Nil      | NA                                       | NA                |

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course  | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil               | NIL                      | Nil                   |
| No file uploaded. |                          |                       |

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization   | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--|---|
| BSc                              | Physics Chemistry<br>Mathematics Zoology<br>Botany                     | 20/06/2016  |
| BA                               | Sociology, Economics,<br>Political Science, Odia<br>,Sanskrit ,English | 20/06/2016  |
| BCom                             | Commerce (Accounting)  | 20/06/2016  |

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | Nil         | Nil            |

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses                | Date of Introduction | Number of Students Enrolled |
|------------------------------------|----------------------|-----------------------------|
| Self Defence Training<br>for Girls | 13/02/2017           | 150                         |
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#### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|---|
| BSc                     | Chemistry(Topic:Iron     | 7   |

content in drinking water from wells and tube-wells of different areas of Mahakalpara Block).

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | No  |
| Alumni    | Yes |
| Parents   | No  |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

### Feedback Obtained

Feedback system is a very fundamental aspect for quality sustenance of any organization or institution or even of an individual. If someone collects feedback about himself/ herself from others indirectly he/she can able to rectify himself and improve his/ her quality. It is one of the best practices of higher educational institution in the field of improving quality of students, teachers, institutional environment, governance etc. In this light our institution prepared questionnaires covering various quality related aspects of the institution. Feedbacks were collected from the students of both Honours and pass subjects of different departments separately. Most of the students had expressed their satisfaction over different criterion. Most of the science students were not so satisfied with laboratory. Feedbacks were collected from alumni members. Most of them gave positive response. But some of them were not satisfied with the boundary issue of the institution. Feedbacks were collected from faculties of all streams. They expressed satisfaction with administration academic freedom course curricular development examination system and evaluation. Feedbacks from ministerial staff had also been collected they expressed their satisfaction over facilities available for smooth functioning of official transaction, payment of monthly salary, other salary related aspects of HRMS, good governance ,cordial relations between teaching and teaching employees. All these are placed before feedback committee comprising principal, IQAC coordinator, administrative bursar, accounts bursar, academic bursar and four senior members of the teaching staff and head clerk. The committee analysed the report and submitted to the administrative bursar for the further course of action.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization                                     | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--|---------------------------|--------------------------------|-------------------|
| BCom                  | Accounting   | 64                        | 90                             | 25                |
| BSc                   | Chemistry(Hons)<br>zoology (Hons)<br>Phy(pass)<br>Math(pass) | 80                        | 100                            | 39                |



|                   |   |     |     |     |
|-------------------|---|-----|-----|-----|
|                   | Bot (pass)  |     |     |     |
| BA                | Economics, Odi<br>a, History, Pol. S<br>c., Sociology | 256 | 270 | 211 |
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2016 | 275   | Nil   | 29  | Nil   | Nil  |

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 33                         | 3   | 7                                 | 3                                | 2                          | 6                               |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The act of mentoring the students by the teaching staff of the HEI is an effective measure to assess their difficulties from the root level. Such a system helps the mentor to understand and analyse the educational, personal and financial problems of the mentee or of his family and thereby try to solve the problems or explore appropriate ways through which the problem can completely or partially be rooted out. Mentor keeps contact with parents of the students individually and collect the information about them during their stay at home. Parents are getting informed about the specific problem faced by their wards. The institution keeps a special period in the time table for this purpose. The students community are divided into various groups. About 30 to 40 students are there in a group guided by a mentor. Their personal records such as class Roll number, Family data, Village, Mess where he/she resides, exam details, mark secured in different examinations, hobbies and other activities are meticulously maintained.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1043   | 30                          | 1:35                  |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 46                          | 35                      | 11               | 10                                       | 3                        |

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from | Designation | Name of the award, fellowship, received from |
|---------------|--|-------------|--|
|---------------|--|-------------|--|

|                   |   |     |                                    |
|-------------------|---|-----|------------------------------------|
|                   | state level, national level,<br>international level |     | Government or recognized<br>bodies |
| Nil               | NA  | Nil | NA                                 |
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name    | Programme Code      | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|-------------------|---------------------|----------------|--|---|
| BCom              | 30101<br>ACCOUNTING | 2017           | 10/03/2017   | 12/06/2017  |
| BA                | 10200 Pass          | 2017           | 10/03/2017   | 12/06/2017  |
| BSc               | 20200 Pass          | 2017           | 10/03/2017   | 12/06/2017  |
| BSc               | 20108 Zoology       | 2017           | 10/03/2017   | 12/06/2017  |
| BSc               | 20103<br>Chemistry  | 2017           | 10/03/2017   | 12/06/2017  |
| BA                | 10114 Odia          | 2017           | 10/03/2017   | 12/06/2017  |
| BA                | 10120 SOC           | 2017           | 10/03/2017   | 12/06/2017  |
| BA                | 10116 POL SC        | 2017           | 10/03/2017   | 12/06/2017  |
| BA                | 10109 HIST          | 2017           | 10/03/2017   | 12/06/2017  |
| BA                | 10104 ECO           | 2017           | 10/03/2017   | 12/06/2017  |
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment parameters of Utkal University permits students evaluation system of affiliated colleges into two parts. 1. Mid-term (internal) assessment which carries 20 marks for all core and is conducted by institutional level 2. End semester examination carries 80 marks for each non-practical core subjects and 50 marks for each practical core subjects and 30 marks for practical subjects which are conducted by university level. Continuous internal assessments are conducted in each subject in the departments by performing unit/ monthly test to improve the quality of the students. Student seminars are conducted to polish their representation skill. Extramural seminars by the experts of different colleges / universities, remedial /doubt classes, group discussion, debate, sports, literacy programme are conducted to enhance their performances. Answer script coding, evaluation of answer script by central valuation method in different valuation zones fixed by Utkal University, preparation of question papers by the teachers of other universities are done quite confidentially. In the practical exam, the mark obtained is a stringent process of experiment, viva voice and practical records. One internal from the institution and one external from other college of the state deputed by university conduct the practical exam and both of them evaluate the scripts and upload the mark to the controller of examination, Utkal university.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

: Common minimum standard framed by the Higher Education Dept., Government of Odisha is the basis of the preparation of the academic calendar. It is

available in college website and adhered to the followings. The university examinations (end semester and annual, pre-degree or final degree of traditional UG programmes) were conducted as per the calendar with a little modification as and when required by the university to meet the needs of the students. The examination process, internal or test examination are also followed by the academic calendar. In case of natural calamities or for any other government schedule the date may vary. Different student activities are held accordingly as per the academic calendar. All the academic activities, curricular/extracurricular activities of the staff members are also done on that basis.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://ssbcmkp.in/Programme\\_Outcome.php](https://ssbcmkp.in/Programme_Outcome.php)

2.6.2 – Pass percentage of students

| Programme Code  | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|-----------------|----------------|--------------------------|---|---|-----------------|
| 20103           | BSc            | Chemistry                | 18  | 14  | 77              |
| 20200           | BSc            | B.ScPASS                 | 35  | 27  | 77              |
| 20108           | BSc            | Zoology                  | 18  | 14  | 77              |
| 30101           | BCom           | Accounting               | 32  | 25  | 78              |
| 10200           | BA             | Pass                     | 153   | 131   | 85              |
| 10120 sociology | BA             | Sociology                | 19  | 19  | 100             |
| 10116           | BA             | Pol. Sc.                 | 18  | 17  | 94              |
| 10114           | BA             | Odia                     | 19  | 13  | 68              |
| 10109           | BA             | History                  | 18  | 13  | 72              |
| 10104           | BA             | Economics                | 17  | 14  | 82              |

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://ssbcmkp.in/Student\\_Satisfaction\\_Survey.php](https://ssbcmkp.in/Student_Satisfaction_Survey.php)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil                   | 00       | nil                        | 0                      | 0                               |

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|-------------------|------|
| 00                        | NA                |      |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| 00                      | NA              | NA              | Nil           | NA       |
| No file uploaded.       |                 |                 |               |          |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| NIL               | NIL  | NIL          | NIL                  | NIL                | Nil                  |
| No file uploaded. |      |              |                      |                    |                      |

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0     | 0        | 0             |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| NA                     | Nil                     |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type              | Department  | Number of Publication | Average Impact Factor (if any) |
|-------------------|-------------|-----------------------|--------------------------------|
| International     | Mathematics | 1                     | Nil                            |
| No file uploaded. |             |                       |                                |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department        | Number of Publication |
|-------------------|-----------------------|
| NA                | Nil                   |
| No file uploaded. |                       |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper  | Name of Author | Title of journal   | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|--|---------------------|----------------|---|---|
| Higher order duality in non-differentiable Multiplicative programming | A. K. Tripathy | Electronic Journal of Mathematical Analysis and Applications | 2016                | 1              | Utkal University  | Nil   |

|   |  |        |  |  |  |  |
|---|--|--------|--|--|--|--|
| mming with generalize d Convex functions over cones |  | ations |  |  |  |  |
| No file uploaded.                                   |  |        |  |  |  |  |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| NA                 | NA             | NA               | Nil                 | Nil     | Nil   | NA  |
| No file uploaded.  |                |                  |                     |         |   |   |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | Nil           | Nil      | 1     | Nil   |
| No file uploaded.           |               |          |       |       |

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities            | Organising unit/agency/ collaborating agency                    | Number of teachers participated in such activities | Number of students participated in such activities |
|------------------------------------|---|--|--|
| 4. Blood donation Camp             | NSS unit, SSB College and YRS                                   | 20   | 150  |
| Self defence Training              | NSS unit, SSB College   | 3  | 150  |
| Celebration of Ajadi 70 23-08-2016 | NSS Unit, SSB College and YRS                                   | 30   | 300  |
| NSS day Celebration 24-09-2016     | NSS unit, SSB college and Sports Youth Dept. of Govt. of Odisha | 25   | 200  |
| <a href="#">View File</a>          |   |  |  |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|----------------------|-------------------|-----------------|------------------------------|
| NIL                  | NA                | NA              | Nil                          |
| No file uploaded.    |                   |                 |                              |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|---|----------------------|--|--|
|--------------------|---|----------------------|--|--|

|                                       |                  |   |    |     |
|---------------------------------------|------------------|---|----|-----|
| Blood donation Camp                   | NSS unit and YRS | Blood donation  | 12 | 170 |
| Self defense Training                 | NSS unit and YRS | Trained girls students  | 30 | 150 |
| Celebration of Ajadi 70<br>23-08-2016 | NSS unit and YRS | Observation of 150th Birthday of Mahatma Gandhi, Swacha Bharata | 30 | 300 |
| <a href="#">View File</a>             |                  |   |    |     |

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|-------------|-----------------------------|----------|
| 00                 | 00          | 00                          | 00       |
| No file uploaded.  |             |                             |          |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| 00                | 00                   | NA  | Null          | Null        | 00          |
| No file uploaded. |                      |   |               |             |             |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation      | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|-------------------|--------------------|--------------------|---|
| NA                | Null               | 00                 | Null  |
| No file uploaded. |                    |                    |   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 4573580  | 4050280  |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities    | Existing or Newly Added |
|---------------|-------------------------|
| Campus Area   | Existing                |
| Class rooms   | Existing                |
| Laboratories  | Existing                |
| Seminar Halls | Existing                |

|                                   |          |
|-----------------------------------|----------|
| Classrooms with LCD facilities    | Existing |
| Classrooms with Wi-Fi OR LAN      | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre                      | Existing |
| No file uploaded.                 |          |

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| Nil                       | Nil                                       | Nil     | 2021               |

##### 4.2.2 – Library Services

| Library Service Type | Existing |         | Newly Added |       | Total |         |
|----------------------|----------|---------|-------------|-------|-------|---------|
|                      |          |         |             |       |       |         |
| Text Books           | 12506    | 1133621 | 102         | 27815 | 12608 | 1161436 |
| Reference Books      | 3516     | 661896  | 67          | 4718  | 3583  | 666614  |
| Journals             | 25       | 46025   | 357         | 7250  | 382   | 53275   |
| No file uploaded.    |          |         |             |       |       |         |

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| NIL                 | NIL                | NA                                    | Nil                         |
| No file uploaded.   |                    |                                       |                             |

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

| Type     | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 33              | 1            | 1        | 0                | 0                | 3      | 3           | 25                              | 27     |
| Added    | 0               | 0            | 0        | 0                | 0                | 0      | 2           | 0                               | 0      |
| Total    | 33              | 1            | 1        | 0                | 0                | 3      | 5           | 25                              | 27     |

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

|               |
|---------------|
| 25 MBPS/ GBPS |
|---------------|

##### 4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| Nil  | Nil  |

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 1865280                                | 1865280  | 2620300                                | 1620000  |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Students of different parts of the state are provided UG Courses on Arts, Science and Commerce in this institution. There are four science laboratories: physics, chemistry, botany and zoology with necessary chemicals, apparatus and equipment to meet the need of the students for their practical classes. Faculty and supporting staff (laboratory assistant, library attendant) conduct practical classes. 16 students can be engaged at a time in practical class, but the maximum capacity is 24. A darkroom has been provided to the department of physics to perform experiments based on optics. Fire extinguishers are fitted in chemistry laboratory to face the fire accidents inside the laboratory. All the laboratories have proper electricity and water connections. Inverters have also been connected to continue the electricity supply for some physical experiments during power cut. Every year new chemicals, equipment and apparatus are purchased. Some equipment and apparatus need repair and that is done by technicians or supporting staff. The store stock registers are maintained by demonstrators of the respective department. The college has a Central Library with text and reference books for the benefit of our students and intellectuals of the locality. A students' reading room of capacity of 80 number of seats and a teachers' reading room of capacity of 25 number of seats are there in library. The library remains open from 9.00 am to 5.00 PM for all the stakeholders of the college. Besides that all the departments have their own seminar libraries for the use of the students and staff of respective department. These departmental libraries are handled by faculty and supporting staff and student representatives of their department. The Central Library is computerized. The steps for automation of library has been initiated. Accession register and stock register and issue registers are maintained under the guidance of librarian and other supporting staff. Data updation is done by librarian and other supporting staff. Necessary cleaning and anti-termite treatment are done at regular intervals. Different sports activities such as inter and intra college cricket, volleyball tournaments are regularly conducted. The sports equipment are constantly supplied to the students for their practice. Annual athletic meet is organized by the athletic society in the month of January of every session and the winners of different events are awarded with trophies and certificates. Every year selected players and athletes of the college participate in different tournaments conducted by university. All the expenditure towards their journey, stay during the tournament and purchase of sports materials are borne by the college. Classrooms are well equipped with neat and clean benches, desk and LED lights, CCTV camera, green board, wide wall mounted black boards. Some classrooms are also ICT fitted and some classrooms are fitted with smart boards. There are large halls of 150 capacity which are also used for examination purpose. Departmental seminar rooms are provided with greenboards, ICT components chair, tables, almirahs etc. Computer lab is maintained properly, it is fitted with two number of AC, Inverter and generator for uninterrupted power supply.

<https://ssbcmkp.in/Procedure.php>



## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

|                                      | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution   | NA                       | 0                  | 0                |
| Financial Support from Other Sources |                          |                    |                  |
| a) National                          | PRERANNA                 | 247                | 685270           |
| b) International                     | Nil                      | Nil                | Nil              |
| No file uploaded.                    |                          |                    |                  |

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved            |
|---|------------------------|-----------------------------|------------------------------|
| Remedial Coaching                         | 20/03/2017             | 65                          | Faculties of the institution |
| Interaction counselling.                  | 09/12/2016             | 300                         | NAAC peer-team               |
| Personal Counselling                      | 02/01/2017             | 200                         | Teachers of the Institution  |
| Meditation                                | 24/09/2016             | 100                         | NSS                          |
| <a href="#">View File</a>                 |                        |                             |                              |

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year              | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|--------------------|--|--|--|---------------------------|
| 2016              | NA                 | Nil  | Nil  | Nil  | Nil                       |
| No file uploaded. |                    |  |  |  |                           |

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 15                        | 13                             | 7   |

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

| On campus                     |                                 |                           | Off campus                    |                                 |                           |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |

|                   |     |     |    |     |     |
|-------------------|-----|-----|----|-----|-----|
| 00                | Nil | Nil | 00 | Nil | Nil |
| No file uploaded. |     |     |    |     |     |

#### 5.2.2 – Student progression to higher education in percentage during the year

| Year              | Number of students enrolling into higher education | Programme graduated from | Department graduated from    | Name of institution joined | Name of programme admitted to  |
|-------------------|--|--------------------------|------------------------------|----------------------------|--------------------------------|
| 2017              | 4  | B.Sc.                    | PHY, CHE, BOT, ZOOLOGY, MATH | B.Ed                       | Nagarjun University and others |
| 2016              | 6  | B.COM                    | COMMERCE                     | ICA/ICWA/ICS               | COSTING, CA, COMPUTER SC.      |
| 2016              | 3  | BA                       | Economics                    | Brahmapur University       | MA                             |
| No file uploaded. |  |                          |                              |                            |                                |

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items             | Number of students selected/ qualifying |
|-------------------|---|
| Nil               | Nil                                     |
| No file uploaded. |   |

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity          | Level                    | Number of Participants |
|-------------------|--------------------------|------------------------|
| Quiz              | College level            | 50                     |
| GK                | College level            | 55                     |
| Cricket Match     | Inter college Tournament | 12                     |
| Annual sports     | College level            | 200                    |
| Group discussion  | College level            | 25                     |
| No file uploaded. |                          |                        |

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year              | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|-------------------|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2016              | NIL                     | National                | Nil                         | Nil                           | NA                | NA                  |
| 2017              | NIL                     | National                | Nil                         | Nil                           | NA                | NA                  |
| No file uploaded. |                         |                         |                             |                               |                   |                     |

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a dynamic student council and student representatives that serve different committees of the college. The student council is an elected body governed by a constitution that defines its function and role. There is an elected body of student representatives for extra-curricular activities, Co-

curricular activities and different academic societies. The student council of the college, in consultation with its faculty advisory committee organizes major events in the college such as orientation day for the new entrant in the beginning of the academic session, celebration of foundation day, national events like Republic day, Independence day, Gandhi Jayanti, Netaji Jayanti and Blood donation camp. The student representatives in consultation with their respective faculty advisors organize activities through different societies namely dramatic society, cultural society and sports council. Students representatives also help to organize co-curricular and extension activities, Gender sensitization and women development cell. Sports and NSS of the college have a separate executives and large body of student volunteers. The editorial board of academic society launched new calendar and magazine of the college. It may be mentioned that each stream has its own academic society with duly elected student executive along with the faculty advisor organizes Seminars, Group discussions and Quiz competitions. The student council and student representative are members on several administrative committees such as sports council, IQAC cell, Students grievance cell, Sexual harassment cell and Anti-ragging committee. Students grievance cell has two student representatives. Any complain from the student is redressed by such committee. The Sports Council organized various sport events at the local and college level, Annual athletic meet and also organized the inter departmental sports events.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

140

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Institution focuses keen on decentralization by intending equal role to participate functioning of the Institution management comprises of management committee, college governing council and each committee has been provided with specific functions cater to the needs of institution for the ongoing progress and development of the Institution. The Principal, Heads of the departments, teaching and non teaching faculty along with students' Union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to

the aims and objectives of the Institution. A: Principal level: Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers of different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the staff council of the college. Internal Quality Assurance Cell (IQAC), Alumni Committee , Library and Stock Verification Committee , NSS Committee, YRC, Scout Guides Committee , Affiliation and Concurrence Committee , Students Welfare Committee, Public Relations Establishment Committee ,Prospectus Committee, U.G.C. Affairs Committee, Website Development committee ,College Annual Magazine Committee, Environmental Awareness committee, Students Grievance Redressal Committee, Financial Advisory Committee, Construction Maintenance Committee, Purchase Committee , Students Attendance Committee, Disciplinary Committee , Sports Committee, Tabulation Result Analysis committee, Students Seminar and project committee, time Table Committee, Examination ( University College Level)Committee, Admission Committee , Sexual Harassment Prevention Women's Grievance Redressal Committee, Anti-Ragging Committee, Cultural Literary Activity Committee ,College Calendar Committee ,Health Care Committee B.

Faculty level: Faculty members are given representation in various committees/cells nominated by the principal and the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by the Principal. ? Placement and career counseling cell ? Students Discipline Maintenance committee ? Event Management committee ? SC/ST Equal Opportunity Committee ? Teacher- Parents Meeting Committee C.

Students Level: For the development of students, various cells and clubs are established at college level. Students are empowered to play important role in different activities. Functioning of different roles and responsibilities at various clubs and committees for further reinforces decentralization, viz Students Union, Cultural Society ,Boys' common room Secretary, Girls' common room Secretary, Dramatic Society, Athletic Society, Students' welfare and social services secretary, Anti ragging Committee etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type          | Details   |
|------------------------|---|
| Curriculum Development | Quality enhancement in the institution depends upon appropriate curriculum. Curriculum is a broad term which includes both curricular and co curricular activities. Curricular activities are already designed by Utkal University and CBCS system is already operational since 2016. The common minimum standard prescribes the academic activities of the institution. All the cocurricular activities are properly implemented as per the academic calendar prescribed by the calendar prospectus committee of the Higher Education Department, Govt. of Odisha. |

|  |   |
|--|---|
| Teaching and Learning                                      | <p>a) Our college encouraging teachers to expand their horizons by attending FDPs so that they can keep themselves updated. Technology assisted teaching is pursued thorough PPTs, LCD Projectorsetc. b) Students are also given assignments to make PPTs in groups, interactive learning is enhanced through videos, slide shows etc. c) Teaching plans are prepared for each semester. These plans are checked and verified by the Head of the Institution in accordance with syllabus and examination scheme given by Utkal University. d) Class room teaching is complemented academic interaction, seminars, workshops and projects. e) Guest lecturers provide additional insights to students. Tests are means to continuously monitor student progress and performance. The teaching and learning process is reviewed by HOD for the concerned teaching faculty and the feedback is communicated.</p> |
| Examination and Evaluation                                 | <p>Semester examinations are held strictly according to the schedules outlined in the academic calendar drawn up at the beginning of the academic session. Examinations are conducted in a free fair and transparent way under strict supervision by the invigilators inside the examination hall under the surveillance of CCTVs. Mid semester question papers are set and answer scripts are evaluated by teachers whose names are approved by the examination committee. Application forms for students are entertained for re-addition. The entire examination section works under the strict supervision of centre superintendent followed by the guidelines of the controller of examinations, Utkal University. The Results of the examinations is uploaded in the college websites.</p>   |
| Research and Development                                   | <p>Faculty members are encouraged to carryout research work in the various universities of the state by availing funds for the purpose provided by different funding agencies, such as UGC, DST and ICSR etc.</p>   |
| Library, ICT and Physical Infrastructure / Instrumentation | <p>It strengthens the quality aspect of the institution. Initially it has been planned for installation of CCTV in the library for maintaining transparency. We have separate study rooms for the</p>   |

Students in our library. Though ICT and smart class rooms are available in this institution, but it is not adequate. So it has been planned for more smart class room and creation of virtual class room in the institution. A separate Gymnasium building, partly funded by UGC, is about to complete and it will be handed over to the college shortly. The science laboratories have been provided equipments and chemicals required for choice based credit system syllabus.

Human Resource Management

a. Our college takes care of its human resources well. Employees are given due importance and their needs are recognized well. b. The service rules are made transparent and they are given benefits and various extra facilities and incentives such as on duty leaves, travel support. c. The faculty and staff are entitled with other benefits like CL, EL, ML, adequate vacation, etc. d. The pay bill preparation, pension, GPF withdrawal, PRAN, EPF, IT deduction, submission of self appraisal report of employees are managed by HRMS, Odisha.. Salary is credited to the Bank account of the employees timely e.. Our college encourages participation of faculty for quality improvement programmes. g. The College has adopted a mandatory Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programmes. The teacher has to give his/her self-evaluation of the academic, co-curricular and extra-curricular work done during the year. Our college encourages the teacher to present at conferences, seminars, refresher courses and orientation programmes.

Admission of Students

Admission of students to different undergraduate programme is conducted through student Academic management system (SAMS) as per the direction and modalities stipulated by the Govt. of Odisha Higher Education Department. Action has been taken by the principal and officer in charge of admission to stick to the direction and modalities of the Govt. Transparency has been maintained in the process of validation, admission and subject allotment.

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area               | Details  |
|---------------------------------|--|
| <p>Planning and Development</p> | <p>As it is aided college of govt. of Odisha, all units of planning and developmental works are executed by the agencies of the Govt. However, the college submits plans for infrastructural development to the Govt. which in turn designs the plan outlay and works out the estimate of expenditure. After due approval by administrative authority, the plans are executed. The Govt. provides funds for this purpose. Apart from this, a number of developmental works have been undertaken under the paradip port-trust. The new Arts block, the computer laboratory, toilets for boys and girls, new girls' common room have been constructed in the recent past. A UGC funded new girls' hostel has been constructed.</p> |
| <p>Administration</p>           | <p>The college is under the administrative control of department of Higher Education Govt. of Odisha. Accordingly the administration of the college is carried out as per policies and direction of the Govt. The principal is the administrative Head of the college and is in-charge of ensuring smooth conduct of academic activities, office works and other co-curricular and extra-curricular activities. Faculty members are assigned extracurricular duties and there is a dedicated team of officers to assist the principal in the smooth discharge of duties. The Administrative Bursar, Accounts Bursar, Academic Bursar and different other officers render required assistance to the principal</p>                |
| <p>Finance and Accounts</p>     | <p>The college receives grants from the Govt. to meet the expenditure towards salary of the employees, developmental works and the routine works. Accounts of the college money are meticulously maintained. The cash books, daily collection registers and other registers like stock registers are maintained and updated regularly. The college expenditures are audited by the audit parties deputed by Accountant General. The principal, The Accounts Bursar, Head Clerk, Accountant and other support staffs ensure that</p>  |

|                               |   |
|-------------------------------|---|
|                               | transparency and accountability are maintained so far as college finances are concerned. Students deposit their fees manually at cash counter and also electronically.  |
| Student Admission and Support | For last couple of years admission to different undergraduate programmes are conducted through SAMS under the overall supervision of Govt. of Odisha. Students apply online and merit list indicating the names of the college and streams to which candidates can be admitted are published online by the Government. After selection, students report their respective college where the documents are verified and they are formally admitted. Even admission fees are paid online   |
| Examination                   | Semester examinations are held strictly according to the schedules outlined in the academic calendar drawn up at the beginning of the academic session. Timely conduct of examinations and publication of results are the hallmarks of this institution. Examinations are conducted in a free fair and transparent way under strict supervision by the invigilators inside the examination hall under the surveillance of CCTV. Mid semester question papers are set and answer scripts are evaluated by teachers whose names are approved by the examination committee. Application forms for students are entertained for re-addition. The entire examination section works under the guidance of the controller of examinations, Utkal University. The results of the examinations are uploaded in the college websites. |

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year              | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|-------------------|-----------------|--|--|-------------------|
| 2016              | NA              | NA   | NA   | Nil               |
| No file uploaded. |                 |  |  |                   |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional | Title of the administrative | From date | To Date | Number of participants | Number of participants |
|------|---------------------------|-----------------------------|-----------|---------|------------------------|------------------------|
|      |                           |                             |           |         |                        |                        |



|                   |  |   |     |     |                  |                      |
|-------------------|--|---|-----|-----|------------------|----------------------|
|                   | development programme organised for teaching staff | training programme organised for non-teaching staff |     |     | (Teaching staff) | (non-teaching staff) |
| 2016              | NA   | NA  | Nil | Nil | Nil              | Nil                  |
| No file uploaded. |  |   |     |     |                  |                      |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| NA  | Nil                             | Nil       | Nil     | 00       |
| No file uploaded.                               |                                 |           |         |          |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 12        | Nil       | Nil          | Nil       |

6.3.5 – Welfare schemes for

| Teaching  | Non-teaching   | Students  |
|---|--|---|
| 1. Financial support from staff association during death/accident/fire tragedy 2. Thrift societies of staff association provide financial help for higher study/daughters marriage, health issues. 3. EPF contribution from the institution | 1. Financial support from staff association during death/accident/fire tragedy 2. Thrift societies of staff association provide financial help for higher study/daughters marriage, health issues. 3. EPF contribution from the institution. | 1. Free studentship for pwd/SC/ST Girls. 2. Scholarship for eligible candidates |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

|   |
|---|
| <p>Institution conducts internal and external audit regularly. Internal audit is done by the Accounts Bursar daily. External audit is done by the Auditors from Department of Higher Education and auditors from Accountant General. Mostly they verify the cashbook, daily collection register, pass book, all vouchers pertaining to purchase of all essential items, comparative quotations etc.</p> <p>There are two types of stock register like central stock register and departmental stock register. Both the stock registers are verified relating to bill no. and date, the items purchased etc. They also verify the resolutions of purchase committee and process of purchase of items. For maintaining transparency in the financial matter, audit is done regularly.</p> |
|---|

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
|--|-------------------------------|---------|

|                   |   |    |
|-------------------|---|----|
| Nil               | 0 | NA |
| No file uploaded. |   |    |

6.4.3 – Total corpus fund generated

|    |
|----|
| 00 |
|----|

**6.5 – Internal Quality Assurance System**

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

| Audit Type     | External |                  | Internal |                               |
|----------------|----------|------------------|----------|-------------------------------|
|                | Yes/No   | Agency           | Yes/No   | Authority                     |
| Academic       | No       | Nil              | Yes      | Academic Bursar and Principal |
| Administrative | Yes      | State Government | Yes      | Administrative Bursar and Pr  |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Though there is no formal parent teacher association, Parent Teacher meeting is organized regularly. Parents have given their suggestions through Feedback Format provided to them and also verbally sometimes. They have suggested measures for improvement of educational ambience of the College pertaining to students' attendance in class and keeping the campus clean.

6.5.3 – Development programmes for support staff (at least three)

Financial assistance for the children and the family members for the purpose of marriage, higher study, construction of house, death cases/accident from staff association and thrift society of the college. Regular EPF contribution by the college, salary advances in case of medical emergency are also provided by the college

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Regarding infrastructural facility, Boys Common room, Gymnasium is under process and planning for construction of Boys' Hostel has been approved. IQAC has been strengthened and functioning for quality enhancement. Meetings of IQAC are being held regularly.

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF               | No  |
| c) ISO certification                   | No  |
| d) NBA or any other quality audit      | No  |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2017 | IQAC Meeting                       | 14/02/2017              | 14/02/2017    | 14/02/2017  | 11                     |
| 2016 | IQAC Meeting                       | 01/07/2016              | 01/07/2016    | 01/07/2016  | 10                     |
| 2016 |                                    | 08/12/2016              | 08/12/2016    | 08/12/2016  | 80                     |

|                   |   |            |            |            |    |
|-------------------|---|------------|------------|------------|----|
|                   | Interaction of Alumni with NAAC peer-team |            |            |            |    |
| 2016              | Parent Teacher Meeting                    | 03/11/2016 | 03/11/2016 | 03/11/2016 | 72 |
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants |      |
|------------------------|-------------|-----------|------------------------|------|
|                        |             |           | Female                 | Male |
| NA                     | Nil         | Nil       | Nil                    | Nil  |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources   |
|---|
| <p>NSS and YRC wing alumni and staff member of the college have taken many cleanliness activities within and outside the campus. A river named 'Gobari' passes by the eastern side of the college with many trees, green plants, Herbs and Medicinal plants at either side of the her bank. Students staff are very careful in maintaining these natural environment. Our students read environmental study in CBCS syllabus as an ability enhancement compulsory course in first semester, which educates them how to manage the environment, what are the main polluting agents and how can those be removed or regulated. Being a cyclone prone area and is very close to Bay of Bengal, in every year massive number of trees and plants are damaged or even lost due to cyclonic storm. Hence Plantation drive is conducted twice in a year and it is a regular trend of this institution. Each class room and each building have separate electrical power supply with switches and main switches which enable to switch off the classrooms and buildings when not in use. Night watchman of the college supervises all these things properly and ensures unnecessary consumption of electricity. College has its own deep-bored water supply system. From this, the water connections have been made separately to different section and buildings. Each has separate lock system so that water does not flow unnecessarily when working hours are off. He also supervises regularly any overflow of water. Besides, two tube-wells are there in the campus for emergency supply of water.</p> |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities             | Yes/No | Number of beneficiaries |
|-----------------------------|--------|-------------------------|
| Physical facilities         | Yes    | Nil                     |
| Provision for lift          | No     | Nil                     |
| Ramp/Rails                  | No     | Nil                     |
| Braille Software/facilities | No     | Nil                     |
| Rest Rooms                  | Yes    | Nil                     |
| Scribes for examination     | No     | Nil                     |
| Special skill               | Yes    | Nil                     |

|  |     |     |
|--|-----|-----|
| development for differently abled students |     |     |
| Any other similar facility                 | Yes | Nil |

7.1.4 – Inclusion and Situatedness

| Year              | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date       | Duration | Name of initiative                            | Issues addressed   | Number of participating students and staff |
|-------------------|--|--|------------|----------|---|--|--|
| 2016              | 1  | 1  | 24/09/2016 | 1        | Exhibition of vedioclip on ACTIVE CITIZENSHIP | Role of a citizen in building a nation                           | 200  |
| 2016              | 1  | 1  | 23/08/2016 | 1        | Celebration of Ajadi 70                       | The history of national movement its consequence                 | 330  |
| 2016              | 1  | 1  | 02/11/2016 | 1        | Inaugural meeting of Blood donation camp      | The aim of blood donation How does one's blood save other's life | 150  |
| 2017              | 1  | 1  | 03/02/2017 | 1        | Self Defence Training                         | To create confidence among women                                 | 150  |
| No file uploaded. |  |  |            |          |   |  |  |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title            | Date of publication | Follow up(max 100 words)   |
|------------------|---------------------|--|
| College Calendar | 20/06/2016          | Publication of college calendar of the institution to enshrines the human values and professional ethics. It lays down some of the extraordinary and most cherished guidelines to be abide by each and |

every members of the college-stretching across divergent stakeholder i.e. students, teachers and alumni. The human values and professionals ethics as the most important components for faculty development and creation of learner centric environment in the campus and off the campus, are reflected in the different activities undertaken by the college from time to time, viz, the Plantation of trees on the campus, Aids Awareness programme, Plastic abuse awareness programme, Swachha Bharat Abhiyan etc. Beside the calendar also throws light on the college rule and discipline to be followed up by the student-friends in terms of model code of conduct for the elections to the student's union and Cultural Association.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                | Duration From | Duration To | Number of participants |
|-------------------------|---------------|-------------|------------------------|
| Self defence Training   | 03/02/2017    | 15/02/2017  | 150                    |
| Celebration of Ajadi 70 | 23/08/2016    | 23/08/2016  | 300                    |
| NSS day Celebration     | 24/09/2016    | 24/09/2016  | 200                    |
| Blood donation Camp     | 02/11/2016    | 02/11/2016  | 150                    |

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

This institution has adopted many eco-friendly initiatives for a safe and clean campus to create teaching learning environment, out of which followings are worth mentioning: 1- Energy saving by putting separate power supply unit to classrooms and other buildings. All the lights are changed to CFL bulbs for more energy conservation. 2. Installation of concrete /plastic separate dust bins for Solid Waste, etc in the different location of the campus. 3- Plantation of more numbers of different medicinal and valuable trees in the campus. 4-Regular campus cleaning programme by NSS, NCC, YRC wings as well as Alumni of the college. 5. Plantation around the perimeter base of two ponds of the institution have been done in order to prevent soil erosion.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

The maintenance of separate daily progress register is introduced in the college where individual faculty members record their daily activities from their arrival to departure which are signed by them and countersigned by the principal. The college has a practice of taking care of the academic interest of the students by engaging the remedial classes and doubt-clearing classes. Performance of students is under scrutiny and special attention is given to weak students. Aspirant class is also introduced to meet the aspiration of above-average students. Coaching for entry into service also has become very popular among regular and passed out deprived students. This helps the rural under privileged students and holds much promise for them to achieve employability

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ssbcmkp.in/Practices.php>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Institution is situated in Mahakalapara. Its geo-political identification is that it is a block headquarter of coastal district of Kendrapara. It is 25km away from district headquarter and 105 km away from state headquarter, Bhubaneswar. It is named after a great Saint "Sri Sri Baya-baba".The spiritual blessing of 'Baba' acts as a catalyst in smooth and steady growth of this institution. It is completely a rural based institution having campus area of 10.94 acre with one playground, one gymnasium, one girls' hostel, a library, SAMS-lab, Arts block, Science block, administrative building, Science Laboratories, Baya-baba Mandap. Some part of the college land adjacent to the river bank is suitable for plantation. Two ponds are also there for pisciculture. Due to randomly situated land patches, it becomes difficult to enclose the entire college land by boundary wall. But major part of the college is enclosed with Pucca boundary. All the blocks and playground are well connected by concrete roads. The sports complex has football cum Cricket field, Volleyball, Basketball, Kabaddi court. A beautiful garden is there close to administrative building within which Babas Mandap is situated. The entire campus provides a free movement of students which is remote in city life.The land area of the college reserves full scope for future expansion of infrastructure and other facilities.All the connecting roads and building of the college are lighted by LED bulbs in the night. A high max LED lamp has been installed in the central garden. Regular Blood donation camp, Health camp, Cleanliness program, cultural activities, celebration of important days are some of the unique features of this institution, which differentiate it from other institutions of the district. The admission fees for different programs, here, is less than of other colleges in the district for which most of the poor parents of this locality are able to afford higher education for their children. This is one of the distinctive features of this institution.

Provide the weblink of the institution

<https://ssbcmkp.in/Institutional.php>

## 8.Future Plans of Actions for Next Academic Year

1. Steps are to be taken to enrich and upgrade Central Library of the college by providing more number of reference text books, journals and magazines. 2. Steps

are to be taken to increase honours seats in different subjects. 3. Appropriate measures are to be taken to impart computer training to both the students and the staffs in order to keep themselves abreast of e-education and e-learning. 4. Regular health check up of the students is to be undertaken with the assistance of medical officers available at the local hospitals or health centers. 5. Steps are to be taken to beautify the campus by massive plantation of cashew tree and other medicinal plants with the collaboration of government organization or NGOs. 6. Science laboratories are to be provided with essential chemicals and equipment to run practical classes as per new CBCS curriculum. 7. Initiatives are to be made in solving the boundary issue by the help of local representatives and administrative officers of Block and Tahasil. 8. Teachers are to be insisted to involve themselves in research activities. 9. Feedback from the students are to be collected and analyzed in time. 10 All departments are to be provided with modern teaching equipment and concern faculties should be adequately trained up for their proper utilization, operation and maintenance 11. Steps are to be taken for conduct of carrier counseling programme by inviting Government and non-Govt Organisation . 12 Exploring the talent potentialities of the students through various activities like organizing literary competitions, science exhibitions games and sports in the college . 13. Early steps to be taken to complete the construction of women's hostels funded by by UGC.