Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**SRI SRI BAYABABA COLLEGE, MAHAKALAPARA**
Name of the head of the Institution	**Gajendra Nath Sahoo**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06727271270**
Mobile no.	**9937424419**
Registered Email	**ssbcmkp@gmail.com**
Alternate Email	**ssbcmkpnaac@gmail.com**
Address	**Mahakalapara**
City/Town	**Mahakalapara**
State/UT	**Orissa**
Pincode	**754224**

2. Institutional Status

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	**Dr. Amiya Kumar Rout**
Phone no/Alternate Phone no.	**06727271270**
Mobile no.	**7008396823**
Registered Email	**ssbcmkp@gmail.com**
Alternate Email	**ssbcmkpnaac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://ssbcmkp.in/admin/pages/uploads/205914_AQAR_2016-17.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://ssbcmkp.in/Calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**66.00**	**2007**	**31-Mar-2007**	**30-Mar-2012**
2	**B**	**2.29**	**2016**	**16-Dec-2016**	**15-Dec-2021**

6. Date of Establishment of IQAC

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
IQAC Meeting	**04-Jul-2017** **1**	**10**

IQAC Meeting	07-Nov-2017 1	9
IQAC Meeting	13-Mar-2018 1	12
[View File]()		

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	2018 00	0
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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 :	**3**
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?	**No**

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

• Initiative was taken to insist every department to conduct more and more departmental seminar. • Bio metric attendance by staff was continued and its analysis was done regularly. • Self defence program for girl students was conducted in the institution. • More facility of drinking water inside the campus was provided to the students . Provision for tubewell and freezer were made in the institution. • Steps was taken for Cashew plantation in the campus and pisciculture in college ponds. • Initiative was taken to solve the Boundary issue.

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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
Plantation	Around 500 medicinal as well as other plants were planted in the college campus by our students teachers with the help o an NGO .
Student seminars, extra classes, doubt clearing classes and monthly test	All the activities were done which helped our students to enhance the
Observaion of important Days	Our students observed all the national observation days , birthday of eminent national and state leaders with the help of our staff members and local guests speaking ability,development of learning standard, and to qualify different career advancement courses.
Women empowerment	Self defence program for girls was conducted 31.01.18.
Computer knowledge to staff.	Some administrative staff and some teaching staff participate in such training and became partially successful in developing their capability in DTP, data storing, copying and pasting files etc., for official use. Some staff could know online data downloading, management of e-mail etc., which definitely increased their quality.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	30-Sep-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	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 leving certificates, the application for admission, selection, publication of merit list, guidelines, allocation of Honours 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 all types of letters from Govt.and compliance 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 as well as each faculty prepare a yearly academic calendar in accommodation with the entire curriculum designed by the university to fulfil the academic need of the students. Principal also approve the academic calendar for execution. 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 with modification if any. The same is done for each laboratory course. 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 course for each core subjects and elective subject.Each teacher maintains a 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 meant for the semesters. To improve the academic quality, the college has a mechanism of doubt clearing classes, proctorial system, extra classes for weak learners also. Each department carries out student seminars twice or thrice in a semester. The End Semester Examinations are also conducted by the college on the basis of the guidelines of university and their valuation 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.All the mid semester examinations are conducted and the answer scripts are evaluated by faculty members and marks are submitted online to the Controller of Examinations ,Utkal University. The whole process is conducted with full confidential manner to maintain the sanctity of the examination system of the college.The faculty members are allowed 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. They regularly attend the state/national/local seminars 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 in turn help the students for their higher study and project works . 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	NA	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill

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,,Mathematics,Botany ,Zoology	17/06/2017
BA	Sociology,Political Science,Odia,Economics,English,Sanskrit,History	17/06/2017
BCom	Accounting	17/06/2017

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 Defense Training	31/01/2018	125
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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: Average pH status of soils of paddy fields in different areas of Mahakalpara Block.	12
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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	No
Parents	Yes

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. Student feedbacks were collected from the students of all Honours departments separately. Most of the students add 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 laboratories and lavatories. Feedbacks were collected from faculties of all streams. They expressed satisfaction with administration ,academic freedom ,course curricular development, exam system and evaluation. Feedbacks from 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
BA	Odia, Political Science, English, History , Sanskrit, Economics, Sociology.	256	350	245
BCom	Accounting	64	120	40
BSc	Phy(pass,DSC) Chem(hons) Zool(Hons) Botany(pass,DSC) Mathematics(pass,DSC)	80	150	74
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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
2017	1126	Nill	35	Nill	Nill

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 Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

	ICT (LMS, e-Resources)	available	Classrooms		
35	30	12	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 way to know their difficulties from the root level. In this institution,such a system helps the mentor to understand and analyse the educational, personal and financial problem of the mentee and his family and thereby try to find out appropriate way by which the problem can partially or completely be solved. Mentor keeps contact with parents of the students and collects the information about them during their stay at home. Parents also get information regarding their sons/daughters in the college. The institution has a special period in the time table for this purpose. The entire students are divided into various groups. About 30 to 40 students are there in a group for a mentor. Their personal records such as class Roll number, Family data, Village, Mess where he/she resides, exam details, mark secured in different exam, hobbies and other activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1126	39	1:29

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	Nill	4

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 state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr.Sudhansu Shekhar Dwibedy	Principal	Ph.D
2018	Dr. Sangram Behari	Lecturer	Ph.D.

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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
BA	10104 ECONOMICS	2018	10/03/2018	12/06/2018
BA	10109 HIST	2018	10/03/2018	12/06/2018
BA	10114 ODIA	2018	10/03/2018	12/06/2018
BA	10116 POL. SC	2018	10/03/2018	12/06/2019

BA	10120 SOCIOLOGY	2018	10/03/2018	12/06/2018
BA	10200 PASS	2018	10/03/2018	12/06/2018
BSc	20103CHEMISTRY	2018	10/03/2018	12/06/2018
BSc	20108 ZOOLOGY	2018	10/03/2018	12/06/2018
BSc	20200 PASS	2018	10/03/2018	12/06/2018
BCom	30101 ACCOUNTING	2018	10/03/2018	12/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students evaluation system for all the semesters is divided into two parts as per Utkal University assessment parameters and guidelines. These are 1. Mid-term assessment of 15/20 marks for practical/ theory subjects of all streams conducted by institutional level 2. End- term assessment of 80 marks theory for non-practical subject and 60 marks theory and 25 marks practical conducted by university level. To improve the quality of students, continuous Internal assessments were conducted for all subjects in each department by performing unit test, project work, assignments, group discussion, student seminars ,considered as basic measures along with different co curricular achievements. Extramural and state level seminars by experts of different autonomous institutions and universities, paper presentation by the students and field projects were introduced as the part of curriculum in institutional level to encourage activity-based academic environment. To incorporate the critical thinking among the students, various group discussions, debates, sports, literacy programmes were organised in which students explored new ideas to enhance their performance ability. The results of all internal assessments were also reflected in the notice board of the institution for the information of the students and if necessary, immediate steps were taken by the subject experts to comply with queries of the students. Re-addition of marks, photo copy of answer scripts can be obtained from the university through its website to ensure their performance in case of any doubt of the students. Coding of answer script, question paper setting by examiners of other University and evaluation were done by the persons concerned quite confidentially. In the practical examination, the marks were obtained through rigorous process of experiment, viva-voce and practical records. In the end semester, along with other subject a project work was also allotted to the students bearing 100 marks which included experimental work/field study, viva voce, paper presentation along with a project report. Quiz, debate, current affairs competitions were held regularly as a part of improvement of quality education for the students.

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

Academic calendar for the session 2017-18 was prepared on the basis of common minimum standard (CMS) guidelines of the Higher Education Dept. Govt. of Odisha and Utkal University which is available in college website and adhered to as follows: 1.The University Examination (semester / year end- semester and mid-semester) was conducted as per the calendar with a slight modification when required by the university to overcome the genuine problems arising during the period. 2. Other related matters such as different student activities like sports, cultural, drama, science society function, annual functions of different student associations,etc were conducted as per the scheduled date reflected in academic calendar. 3. The college has also undertaken the

publications and distribution of college calendar, magazine on the date mentioned in the calendar. 4. The college observed important days like its Foundation Day, Aids Day, Constitution Day, World Water Day, Yoga Day, Kargil Vijaya Divas, all the national days, Ganesh Puja, Saraswoti Puja, Guru Diwas, etc. The college also upholds the great tradition of welcoming the newcomers to the department and bidding farewell to the outgoing students. 5. The college organized extramural and state level seminars, teacher-parent meet, alumni meet, communicative English classes, carrier counselling, students project/field work, etc. as per the calendar. 6. We undertook plantation, beautification of campus, cleaning, different awareness programs, three blood donation camps etc through NSS, YRC and other students of the college as per college calendar.

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

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
30101	BCom	B.com.(Accounting)	32	25	78
20103	BSc	B.Sc(Chemi stry	18	14	77
20108	BSc	B.Sc(Zoolo gy)	18	14	77
20200	BSc	B.Sc PASS	35	27	77
10200	BA	BA(Pass)	153	131	85
10120	BA	BA(sociolo gy)	19	19	100
10116	BA	BA(Pol.Sc.)	18	17	94
10114	BA	BA(Odia)	19	13	68
10109	BA	BA(Hist)	18	13	72
10104	BA	BA(Economi cs)	17	14	82
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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

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
Nill	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
NIL	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
NIL	NA	NA	Nill	NA
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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	NA	NA	NA	NA	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
English	1
Pol. Sc	1

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)
National	NA	Nill	00
International	NA	Nill	00
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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	Nill
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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill

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	2017	Nill	Nill	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	Nill	Nill	Nill

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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
Plantation on the occasion of Banomahostav.	Horticulture Dept. Govt of Odisha.	15	40
Self Defence training for Girls	SSB College ,Mahakalpara	4	120

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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
0	0	0	Nill

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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 activites	Number of students participated in such activites
Plantation on the occasion of Banomahostav.	Horticulture Dept. Govt of Odisha.	Plantation	15	40
Swachh Bharat	SSBC, Mahakalpara	Cleanliness activity	12	28

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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
NA	NA	NA	00

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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
NA	NA	NA	Nill	Nill	00

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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	Nill	NA	Nill

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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
6014865	5215160

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing

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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 patially)	Version	Year of automation

Nil	Nill	NA	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12608	1161436	327	56215	12935	1217651
Reference Books	3583	666614	115	22326	3698	688940
Journals	382	53275	205	7200	587	60475

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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
NA	NA	NA	Nill

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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	2	0	0	0
Total	33	1	1	0	0	5	3	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
NA	[NA](NA)

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 incurredon maintenance of physical facilites
1793815	1793815	4121050	2021050

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)

Student of different part 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 liability has been initiated. Accession register and stock register and issue registers are maintained under the guidance of librarian and other supporting staff. Data pupation 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 organised 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 benchs, desk and LED lights, CCTV camera, green board ,wide wall mounted black boards. Some class rooms 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	NIL	0	0
Financial Support from Other Sources			
a) National	Prerana	283	770620

b)International	NIL	Nill	0

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 implemetation	Number of students enrolled	Agencies involved
Meditation	31/01/2018	22	Teachers of the college
Yoga	31/01/2018	22	Teachers of the college
Personal counselling	09/11/2018	45	Teachers of the college
Self defence program	22/12/2017	50	Teachers of the college

No file uploaded.

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 passedin the comp. exam	Number of studentsp placed
2018	Competitive exam	150	Nill	10	8

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
10	10	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	NIL	Nill	Nill

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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	4	BA	ECONOMICS	Sudhananda	MA (Eco.)

| 2018 | 4 | B.Com | COMMERCE | ICA/ICWA/ICS | CA,CMA,CS INSTITUTES |
| 2018 | 8 | B.Sc. | phy,Chem,Bot,Zool,Math | Utkal University, FM University, GM University, Central University of Odisha,Nagarjuna University,private MCA institutions etc.e eng, institute of Mathematics | P.G, B.ed, MCA, MBA |

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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
Any Other	1

<div align="center">No file uploaded.</div>

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

Activity	Level	Number of Participants
Annual Athletic Meet	College	95
Debate, Essay, G.K	College	50
Extemper speech	College	30

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NA	National	Nill	Nill	00	00

<div align="center">No file uploaded.</div>

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 on 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, 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 has a separate executives and large body of student volunteers. The editorial board of academic society lunched 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 :

03

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. The committees headed by the Principal are Internal Quality Assurance Cell (IQAC),Alumni Committee , Library and Stock Verification Committee ,NSS Committee,YRC Committee ,Affiliation and Concurrence Committee ,Students Welfare 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 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. Placement and career counseling cell, Students Discipline Maintenance committee, Event Management committee,SC/ST Equal Opportunity Committee, Teacher- Parents Meeting Committee are the different sub-committees which have been nominated by the Principal. 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 co-curricular 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		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 verifiedby 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 the means to continuously monitor progress and performance of the student . The teaching and learning process is reviewed by HOD for the concerned teaching faculty and the feedback is communicated
Examination and Evaluation		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.
Research and Development		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.
Library, ICT and Physical Infrastructure / Instrumentation		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 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 widrrwal, 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 under Graduate programme is conducted through student Academic management system (SAMS) as per the direction and modalities stipulated by Higher Education Department, Govt. of Odisha. 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-governace area	Details
Administration	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
Finance and Accounts	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 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 under Graduate 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 hallunder 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 readdition. 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.
Planning and Development	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 fundednew girls' hostel has been constructed.

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
Nill	Nil	Nill	Nill	Nill
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)
Nill	Nil	Nill	Nill	Nill	Nill	Nill
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
Nil	Nill	Nill	Nill	Nill
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Financial assistance from staff association during death /accident , marriage of son and daughter etc. EPF contribution from college Financial help from Thrift society and friend society	Financial assistance from staff association during death /accident , marriage of son and daughter etc. EPF contribution from college Financial help from Thrift society and friends society.	Tution fees is free for Girl,SC ,ST and physically disabled students ,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)

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. 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.

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	00
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	Nill	Yes	Principal, Academic Bursar
Administrative	Yes	Administrative officers of State Govt.	Yes	Principal and Administrative Bursar

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 in the institution. Parents have provided their suggestions. • They have suggested measures for improvement of educational ambiance of the College pertaining to students' attendance in class and keeping the campus clean. • Students' attendance has noticeably increased. • It has become easy to read the attitude of student college hours.

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

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

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

Regarding infrastructural facility, Renovation of Boys Common room, purchase of laboratory equipments and apparatus as required by CBCS course, Gymnasium is under process. Planning for completion of Women's Hostel has been initiated. IQAC has been strengthened and functioning for quality enhancement.Regular meetings are being held on quality culture.

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	04/07/2017	04/07/2017	04/07/2017	10
2017	IQAC Meeting	07/11/2017	07/11/2017	07/11/2017	9
2018	IQAC	13/03/2018	13/03/2018	13/03/2018	12

	Meeting				
No file uploaded.					

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
NIL	Nill	Nill	Nill	Nill

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
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 and 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 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.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill

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
2017	Nill	Nill	Nill	00	NA	00	Nill
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 Calender	17/06/2017	The human values and professional ethics are enshrined in the publication of college calendar , it lay down some of the extraordinary and most precious 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 in gradients 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, namely 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
NA	Nil	Nil	Nil
No file uploaded.			

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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. The followings are some good practices 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 whichhave 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. ? 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 Another best practices of the institution is 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,Artsblock,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 buildingof 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

 Following plan of action for the coming session: • Improvement of science laboratories. • Purchase of reference books and textbooks for library. • To conduct internal examination system under CCTV surveillance. • Construction of new Administrative building. • To develop internet connectivity and Wi-Fi system in the Institution. • To conduct periodical students' seminars in each department. • To conduct state level / National level seminars. • Plantation in Northern side of the women's hostel. • To provide career counselling to the students.