



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	GOVERNMENT AUTONOMOUS COLLEGE, PHULBANI
• Name of the Head of the institution	SRI PANCHANAN BEHERA
• Designation	PRINCIPAL I/C
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9439239103
• Alternate phone No.	9438448906
• Mobile No. (Principal)	9439239103
• Registered e-mail ID (Principal)	govtcollegephulbani@gmail.com
• Address	GOVERNMENT AUTONOMOUS COLLEGE, PHULBANI
• City/Town	PHULBANI
• State/UT	ODISHA
• Pin Code	762001
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	16/07/2004
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	DR SANJEEV BALIARSINGH				
• Phone No.	8249295486				
• Mobile No:	9437299375				
• IQAC e-mail ID	iqacgacp@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.govtcollegephulbani.org/aqar-2019-20/">http://www.govtcollegephulbani.org/aqar-2019-20/</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.govtcollegephulbani.org/common-academic-calendar-2019-20/">http://www.govtcollegephulbani.org/common-academic-calendar-2019-20/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.31	2011	16/09/2011	15/09/2016
<b>6.Date of Establishment of IQAC</b>			29/12/2011		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
NIL	NIL	NIL	Nil	00	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI	<a href="#">View File</a>				
<b>9.No. of IQAC meetings held during the year</b>	06				
• Were the minutes of IQAC meeting(s) and	Yes				

compliance to the decisions taken uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Did IQAC receive funding from any funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>*Campus beautification *Construction of classrooms and lab building  *Restructuring of Examination section *Classroom restructuring  *Conduct of online classes and creation of online facilities for the students  *Facilitation of Covid care centre in the college during COVID 19 pandemic.</p>	
<b>12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b>	
Plan of Action	Achievements/Outcomes
<p>Plan of Action 1.A) Formation of Infrastructure Committee B) Repairing of Class room C) Creation of new Class room D) Provision for furniture in the new class rooms E) Room distribution of different classes per week as per the availability time slot 2.A) Decision and approval of infrastructure committee B) Site planning C) Execution of work by OIC 3.A) allocation of rooms to examination section B) Shifting of furniture and documents from Old building to New Building C) Participatory management of examination section 4.A) Rescheduling of class rooms as per the availability of internet</p>	<p>Achievements/Outcomes  1. Infrastructure Committee formed. Room reorganisation and repair completed. New classrooms distributed as per available time slot. Provision of furniture to new classrooms has been completed. 2. Execution of rearrangement of classrooms has been done by the members of infrastructure Committee. 3. Examination Section shifted from Old Building to New Building. Restructuring of Payment system in Examination Section completed. All Furniture shifting work completed. 4. Classrooms rescheduled to new building to ensure Wi-Fi connectivity for online classes</p>

<p>facility. B) Ensuring internet connectivity in the class rooms. C) Monitoring of online classes. D) Supply of study materials through WhatsApp groups. 5.A) Detail planning of laboratory Rooms. B) Requirement of approval from Govt. and RUSA for new construction. C) Site selection and placement of work order and fund to PWD. D ) Execution of work by PWD. 6.A) Major decision to be taken by the Residential committee. B) Each hostel to be assigned with a warden for smooth functioning. C) Hostel mess to be engaged in outsourcing mode. D) Other activities of the hostels are to be monitored by Warden, Secretary of the Residential Committee and the Principal through regular visit. E) Assignment of management of New Hostels to the Superintendents of existing hostels.</p>	<p>during Covid-19 pandemic situation. Online classes monitored through maintaining register. All Teaching staffs are advised to supply study materials to students through WhatsApp groups. 5.Construction work of New Laboratory and classrooms under progress. The construction work the said buildings entrusted to Executive Engineer, PWD. 6.New Wardens appointed separately for each boys and girls Hostel. Monitoring of the hostels are being done by the Residential Committee members and the Hostel wardens. The superintendentship of new hostels are entrusted to the existing Superintendents. Hostel mess system has been managed through outsourcing basis.</p>						
<p><b>13.Was the AQAR placed before the statutory body?</b></p>	<p><b>Yes</b></p>						
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>							
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>IQAC</td> <td>26/02/2022</td> </tr> </tbody> </table>	Name of the statutory body	Date of meeting(s)	IQAC	26/02/2022	<table border="1"> <thead> <tr> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>26/02/2022</td> </tr> </tbody> </table>	Date of meeting(s)	26/02/2022
Name of the statutory body	Date of meeting(s)						
IQAC	26/02/2022						
Date of meeting(s)							
26/02/2022							
<p><b>14.Was the institutional data submitted to AISHE ?</b></p>	<p><b>Yes</b></p>						
<ul style="list-style-type: none"> <li>Year</li> </ul>							

Year	Date of Submission
2020-21	19/02/2022

### Extended Profile

#### 1.Programme

1.1 21

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

#### 2.Student

2.1 2346

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 550

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3 602

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

#### 3.Academic

3.1 453

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.2 Number of full-time teachers during the year:	49
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3 Number of sanctioned posts for the year:	58
<b>4.Institution</b>	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	1193
4.2 Total number of Classrooms and Seminar halls	31
4.3 Total number of computers on campus for academic purposes	120
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	38.75
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Design and Development</b>	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.	
As an autonomous College the curriculum is designed, developed and adopted with relevance to the global, national / local needs by Board of Studies of the concerned Departments of the College as per the procedure laid down by the University Grants Commission autonomy	

guidelines. In addition to the regular curriculum, some of the departments have introduced skill enhancement programmes. The syllabus is designed as per the latest CBCS guidelines. Department faculty members are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions and also to arrange workshops and Seminars apart from regular/traditional teaching methods. The College strictly follows the academic calendar as per the guideline of Department of Higher education, Govt of Odisha for delivery of instructions. Frequent review meetings are conducted at the department level and also at the college level to assess whether the activities are being conducted as per the academic calendar.

Outcome Based Education has been initiated by incorporating adaptive thinking, computational thinking, effective communication, national and world affairs, ethics and values, environment and sustainability. All programmes offered are supported by POs, PSOs and COs.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	<a href="http://www.govtcollegephulbani.org/programme-outcome-aqar-gacp-2020-21/">http://www.govtcollegephulbani.org/programme-outcome-aqar-gacp-2020-21/</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

00

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

12

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

19

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

**Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional**



ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany, Geography and Anthropology. Courses that teach human values and Professional ethics in its curricula are Philosophy, Political science, Commerce, English and Odia .N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. N.S.S. and N.C.C. organizes various environment related programs including tree plantation, awareness on gender equality, health issues, health awareness camps, road safety week etc. The college has taken active participation in Swachha Bharat Abhiyan started by the government. The college takes efforts for integration of ethical and human values through extra-curricular activities also.

National festivals like Independence Day ,Republic Day and Utkal Divas celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Voter's Awareness Program, Road Safety Campaign, Blood Donation camps. Major gender issues are focused and addressed through different activities in the college.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

0

File Description	Documents
List of value-added courses	No File Uploaded
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

0

File Description	Documents
List of students enrolled	No File Uploaded
Any additional information	No File Uploaded
<b>1.3.4 - Number of students undertaking field work/projects/ internships / student projects</b>	
0	
File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	No File Uploaded
Any additional information	No File Uploaded
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b>	B. Any 3 of the above
File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="http://www.govtcollegephulbani.org/student-teacher-and-alumni-feedback-analysis-data-2020-21/">http://www.govtcollegephulbani.org/student-teacher-and-alumni-feedback-analysis-data-2020-21/</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded
<b>1.4.2 - The feedback system of the Institution comprises the following</b>	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="http://www.govtcollegephulbani.org/student-teacher-and-alumni-feedback-analysis-data-2020-21/">http://www.govtcollegephulbani.org/student-teacher-and-alumni-feedback-analysis-data-2020-21/</a>
Any additional information	No File Uploaded

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

2346

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1193

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college is situated in tribal dominated Kandhamal district of Odisha. Students from various socio-economic backgrounds take admission every year. The college provides all possible measures to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in

the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college calendar which is provided to the students before the beginning of academic sessions. After the completion of syllabus, subject classes are also repeated for slow learners and students taking late admissions. The students are also supplied with different study materials in online as well as offline mode. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2021	2346	49

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

#### Experiential Learning

online learning through Zoom App

online learning through Google meet App

Supply of online learning material through WhatsApp group

Mentoring online through Voice & Videocalls

#### Participative Learning

online learning through Zoom App

online learning through Google meet App

Supply of online learning material through WhatsApp group

Mentoring online through Voice& Videocalls

Prolem Solving

online learning through Zoom App

online learning through Google meet App

Supply of online learning material through WhatsApp group

Mentoring online through Voice& Videocalls

Enhance Learning

online learning through Zoom App

online learning through Google meet App

Supply of online learning material such as soft copy of books and lecture notes through WhatsApp group

providing links to different free online tutorials, e- books and course modules designed by different universities especially by Utkal University,Odisha, in collaboration with the DHE,Odisha. Also the course modules are available in e-pgpathsala

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	<a href="#">NIL</a>

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

All Faculty members of the college use ICT technology as a mark of technological advancement and to improve the teaching and learning process in the classroom. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors,

computer/laptops/tablet systems are used in the classrooms. You-Tube, E- mails, WhatsApp group, Telegram, Zoom, College website are used as platforms to teach, communicate, provide material and syllabus. The teachers are conducting regular tests, upload assignments, make presentations, address queries, mentoring and share information. These applications are also used to provide online education during the covid-19 situation. BSNL wi-fi facility is also available in the campus for the students and staff. Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="http://www.govtcollegephulbani.org/details-of-ict-enabled-rooms-available-in-the-college/">http://www.govtcollegephulbani.org/details-of-ict-enabled-rooms-available-in-the-college/</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

45

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	No File Uploaded
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

1. Time Table for Online Classes for Final year & pre-final year students.

2. Daily activity report of individuals (maintenance of Lesson Plan -cum-Progress Register)

3. Online and offline classes as per instruction of the Government of Odisha during Covid-19 pandemic situation.

4. Activities based on Govt. SOP due to Covid -19

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>
<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full-time teachers against sanctioned posts during the year</b>	
49	
File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded
<b>2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year</b>	
09	
File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)</b>	
49	
File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>2.5 - Evaluation Process and Reforms</b>	

**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year****38**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year****14**

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Online Examinations as per Government Guideline as issued from time to time due to Covid-19 pandemic scenario for this session 2020-21 .

2. Publication of results using a software developed by competent persons and alternative methods of evaluation as per guide lines

3. IT based examination through Computers & mobile handsets.

4. Sharing of Questions/Answers through e-mail/ whatsapp.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programme outcomes and course outcomes aimed to improve the academic ,social,regional ,local and global competencies among the students and teachers which is highly helpful for a sustainable development of our institution.Our college has well defined learning outcomes with regard to teaching-learning process. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of the present scenario. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference of the teachers and students. The college also aims at preservation of social, ethical and moral values of the tribal ethnicity.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Link for additional Information	<a href="http://www.govtcollegephulbani.org/programme-outcome-aqar-gacp-2020-21/">http://www.govtcollegephulbani.org/programme-outcome-aqar-gacp-2020-21/</a>

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college is sincerely working for systematisation of collecting and evaluating data on programme and course outcomes, for which the assessment is being carried out through continuous evaluation and assessment in various levels of academic management. Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment

are defined and used. The evaluation process is carried out by conforming the different standards of CBCS regulations in time-bound manner. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (Theory examination & practical examination) depending upon course type is also used for the process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

550

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<http://www.govtcollegephulbani.org/student-teacher-and-alumni-feedback-analysis-data-2020-21/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

NIL

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	<a href="#">NIL</a>
Any additional information	No File Uploaded

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

#### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

**3.2 - Resource Mobilization for Research****3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

**3.2.2 - Number of teachers having research projects during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>
List of research projects during the year	No File Uploaded

**3.2.3 - Number of teachers recognised as research guides**

0

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	No File Uploaded

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	<a href="#">NIL</a>
Any additional information	No File Uploaded

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

During the peak pandemic period (March-August 2020), District administration Kandhamal, was facilitated by the College administration by providing Accommodation for Covid-patients. Two of our buildings i.e. the Boys hostel and girls hostels were used as Covid Care Centres. The covid centres were provided all the facilities Viz. Electricity, water supply etc.

Our NSS and NCC volunteers actively and enthusiastically assisted in maintaining discipline in the campus . In conduct of the PG entrance test 2020, for admission into Universities and colleges, teachers assigned with examination duties in the College Examination Cell performed satisfactorily during the 1st wave of Covid Pandemic, in Aug- Sept 2020. NEET (NTA) exam was also conducted with the help and support of the college administration. A healthy ecosystem is also maintained by the college for preservation of ecological values inside and outside.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

0

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

E. None of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

0

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

0

File Description	Documents
List of research papers by title, author, department, and year of publication	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

##### 3.4.5.1 - Total number of Citations in Scopus during the year

0.00

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

#### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

##### 3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

**3.5 - Consultancy****3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)**

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

**3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year**

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

**3.6 - Extension Activities****3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year**

The college is situated in tribal dominated Kandhamal district of Odisha. Students from various socio-economic backgrounds take admission every year. The college provides all possible measures to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make



them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college calendar which is provided to the students before the beginning of academic sessions. After the completion of syllabus, subject classes are also repeated for slow learners and students taking late admissions. The students are also supplied with different study materials in online as well as offline mode. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

0

File Description	Documents
Reports of the events organized	No File Uploaded
Any additional information	No File Uploaded

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

0

File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded

**3.7 - Collaboration****3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

0

File Description	Documents
Copies of documents highlighting collaboration	No File Uploaded
Any additional information	No File Uploaded

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	No File Uploaded
Any additional information	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The institute ensures adequate availability and optimal utilization of physical infrastructure to create an environment of excellence in

education through technologically innovative educational tools. At the beginning of the academic year need- assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of departments and the Infrastructure Committee after reviewing course requirements, computer-student ratio, working condition of the existing equipment. The Officers associated with the Time Table management plans ahead for all requirements regarding the availability class rooms/labs classrooms, laboratories, furniture and other equipments whenever need arises to augment infrastructure in terms of classroom, laboratory books etc.

The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc. The available physical infrastructure is optimally utilized to conduct co-curricular activities/extra-curricular activities, parent teacher meetings, career counselling etc. On Sundays the class rooms are used for carrying out counselling of IGNOU. It is used as an examination centre for college internal and external examinations as well as for other universities like IGNOU etc. The college has upgraded IT infrastructure in view of recent developments and change in technology.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

1. One Gymnasium Hall with all amenities
2. Play ground with (i) Football ground and (ii) Cricket Ground
3. Indoor Volley ball Court
4. Long jump/high jump /triple jump court

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

38.75

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	No File Uploaded

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college has a well defined and well equipped library with sufficient number of text and reference books to cater to the needs of the students and teachers across various streams .Our library plays a vital role in providing with reliable contents for students, teachers and researchers. It includes the books of art, literature, books with ethical and moral values, scientific innovations, tribal culture and management. It is a platform for making and shaping the future of the students. It is a gateway of personality development and capacity building for the young learners. Though the Library is

not fully automated but is in the process of automation. The total numbers of books in library are about 45000 and number of visitors per day is 15-20. The library has a separate reading room for teachers and students with separate sections.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

E. None of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

0.49

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

15-20

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Government (Autonomous) College, Phulbani has an IT policy covering Wi-Fi, CCTV Surveillance & has allocated budgetary provisions for updating its IT facilities.

An approximate amount of Rs1,50,000/- towards Wi-fi automation, Telephone & Internet Rs 60,000/-, Computer & CCTV maintenance Rs1,50,000/- have been spent for these purposes.

Due to Covid-19 Constraints& SOP advisory issued by the Government students are denied to physical classes& Examinations.

Online classes& Examinations were held through different online platforms such as ZOOM App, Google Meet, Webex along with e mails & Whatsapp sharing.

The college supports to data Services & sharing to teachers for the purpose of management of online classes and research activities. Teachers are motivated to use their mobile data & hotspot synchronization making teaching learning conducive & for academic excellence. The IT sector & the support software make the teachers as front liners and covid warriors during this pandemic scenario.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2346	120

File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	<b>A. 750 Mbps</b>
File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	<b>E. None of the above</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="#">NIL</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>	
<b>38.75</b>	
File Description	Documents
Audited statements of accounts	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.	

**Building Infrastructure:** Construction, renovation and maintenance of the college building & campus and physical infrastructure like water facility, power supply, furniture related items are looked after by the college Infrastructure committee. The works related to purchase of different items are being executed through a transparent process as per Govt. norm. The entire tender process for procurement of items is carried out by OSIC. Government agencies like R&B Division and PWD supervise the maintenance and upgradation work related to construction and electricity respectively.

**Laboratory Equipments :** Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time. Stock of Computer and IT infrastructure are maintained accordingly.

**Maintenance of Library/ Library Materials:** Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.

**Sports Equipments:** The officer in charge of sports and games regularly maintains the stock register for the equipments and materials related to the sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

963



File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

**E. None of the above**

File Description	Documents
Link to Institutional website	<a href="#">NIL</a>
Details of capability development and schemes	No File Uploaded
Any additional information	No File Uploaded

### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

85

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

04

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of outgoing students progressing to higher education

45

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

01

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college encourages students to have student representative for every activities related to the development of the institution for administrative and academic management. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who passes

orders to the concerned committees for smooth implementation of different activities. Complaint/Suggestion boxes are installed in different prime locations of the college to receive complains /suggestions regarding college development. The demands and grievances of the students are given utmost priority and successfully redressed from time to time. In addition to that to listen to the problems of the student mass, class representatives/Seminar secretaries are selected for quick redressal of their problems. Most of the teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	No File Uploaded
Upload any additional information	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni are invited to register through online mode but the Association is not registered under Society registration Act. No significant financial and other support services to the development of the institution has been marked by the Association due to Covid -19 standard operating procedure issued by the state Government.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>

#### 5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The administrative works are monitored through periodical review meetings of various committees . Admissions are done through the SAMS module. The Institution adopted service rules and financial rules as applicable to all Autonomous institutions in the State. The Institution conforms to the minimum audit standards prescribed. Accounts of the Institution are audited regularly by the office of the Higher Education Department,

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Committee headed by the Principal to fulfill the vision and mission.

Academic Committee formulates common working procedures and entrusts the implementation with the faculty members.

The faculty members are encouraged to develop leadership skills by conducting various academic, co-curricular, and extracurricular activities. Other units of the institute like sports, library, cultural and store etc. are operational under the guidance of the various committees/cells.

Academic, Administrative and Accounts Bursars are looking after the smooth monitoring and management of administration, academic and accounts system of the institution respectively.

Students are empowered to play an active role in the curricular and co-curricular activities inside and outside the institution.

The institute promotes a culture of participative management by involving the staff and students in various activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission.

Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments.

The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Head Clerk under whom there are Senior Assistant, Junior Assistant and other Class IV Staff. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions.

Participative management: The Administration is always open to discussion with the teaching and non teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The IQAC reviews and takes steps to improve the quality of the teaching-learning process..Academic Calendar is prepared and circulated among the students and teachers which contains information regarding examination,declaration of result andfee structure to various courses and hostels. Student's orientation programme are conducted department wise.The students are sufficiently made aware about the entire academic systemat the beginning of the year.

Appropriate steps are taken to enhance the teaching- learning process. Feedback from students is also taken individually by teachers for their respective courses, by Proctors through IQAC. Students are also free to approach the HODs of various departments of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the HODs and individual faculty members. The teaching-learning processes are reviewed and improvements are implemented, basingon the IQAC recommendations.To help the slow learners, remedial classes are being conducted to bridge the gap.

The Administrative, Accounts, Infrastructure, Library and Residential Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college and hostel.Various reforms have been undertaken in the last five years that have made a positive impact on examination management.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Sl.No.

Institutional

Bodies

Heirarchy

Function

1

Academic Committee

Academic Bursar & senior

Teaching Staffs

Academic matters

2

Administrative

committee

Administrative Bursar and administrative Bursar & two matters

senior Teaching

Staff

Administrative matters



3

Examination Committee

Controller of Examinations, Dy. Controller of Examinations, Coding Officers & senior members

Examinations & results

4

Infrastructure Committee

OIC, Infrastructure

& Senior staff members

To look after the infrastructure development of the college

5

College Development Committee

Principal & Senior staff members

To monitor the overall development of the college

6

Staff Council

Principal, Senior most teacher as Secretary to

Staff council

Major decisions to Academic development

7

Cultural Committee

Advisors of Cultural committee & elected office bearers

Various activities related to cultural development of the students

8

Library Committee

OIC, Library

&amp; Senior staff members

Various activities related to Library

9

Career Counselling and placement cell

Co-ordinator &amp; senior staff members

Various activities related to Career Counselling and placement

10

Students' union

Advisor to college union

,02 Associate advisors &amp; elected office bearers to students union

Various activities related to students development operative for one calendar year only

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

**6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Being a Govt. college, the Odisha Govt. offers the following welfare schemes for all its employees. Summer vacation to both teaching and non-teaching staff. The order is issued by the higher education department, which is strictly followed by the college. The government has provided Group Insurance scheme to the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the times of need.

(i) Maternity (180 days) and paternity (15 days) leave.

(ii) Provident fund for the employees of the college.

(iii) Medical Insurance facility for the employees of the college.

(iv) Casual leave of 13 days for the employees.

(v) Festival Allowance to NGO staff of the college

(vi) Medical Reimbursement to both GO and NGO staff of the college

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

04

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

Financial audit of the accounts is an important process and is strictly followed by the Government (Autonomous) college Phulbani. The college undergoes an external audit conducted by higher education department and AG office as well as internal audit. They verify and confirm all finance related document. Report of audit is

submitted to higher education department and AG office. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the principal. The copies of the audit are also preserved in the college for records.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The institution is run by the government of Odisha, so the funds to be utilized are primarily allotted through the Higher Education Department, Odisha. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement by Higher Education Department. The allotments are made to institution throughout financial year through the application of Integrated Financial Management System(IFMS).

Optimum use of the funds to this institution is made as per the rules and regulations and is subjected to audit by the government. Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under different heads. These funds are utilized for the benefit of students and for meeting other expenses of the college. To ensure the optimum use of these funds, various college level committees like development, purchase, infrastructure, library, residential committees are framed. All the expenditures relating to salary, non-salary, laboratory equipments and expenses are met out

of the Government allotted funds. The revenue collected from students at the time of admission and readmission are also used towards welfare of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">NIL</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

### CAMPUS BEAUTIFICATION:

Keeping in view the need and significance of plantation, the college in collaboration with local horticulture department organises plantation programmes and awareness camps. A variety of plants such as Mango, Thuja, Hibiscus, Rose, Thevetia, Aloe vera etc. have been grown in the college campus. Students are actively involved in growing and maintaining the plants. As there are no posting of gardener, the college garden created earlier is being maintained by the students of the department of botany.

### BLOOD DONATION :

The college YRC unit organizes blood donation camps in collaboration with DHH, Phulbani, Rotary Club and other NGO's. The volunteers of these units maintain a list of Blood donors with their blood groups. They act spontaneously and readily make all the arrangements in supplying the right group of blood to the people who are in need of it. The YRC unit encourages the gesture of these donors and volunteers by giving them certificates. Principal, interested staff (both teaching and non-teaching) also donate blood whenever required. The college is organising this practice every year since 2014-15. Since inception the YRC unit of this college has collected and supplied more than 400 units of blood till date.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms . Assesements are done online to maintain secrecy & transparency for the following items.

1. Teachers assessment by Students
2. Teachers self evaluation
3. Introduction of ICT enabled and smart classes
4. Principal's surprise visit to different classes for instant evaluation of teachers
5. Principal & Head of the departments interactions for suggestions & development in teaching-learning process
6. Regular departmental meeting of the H.O.D. with the staff members
7. Students Satisfaction Survey report
8. Introduction of proctorial system

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other**

**C. Any 2 of the above**

**quality audit recognized by state, national or international agencies (such as ISO Certification)**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="#">NIL</a>
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A programme on "gender & gender based violence" was organised in the college jointly in collaboration with SWATI, an N.G.O. and N.S.S. unit of this college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="#">NIL</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of



degradable and non-degradable waste (within a maximum of 200 words)

**Solid waste management:**

For collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source before handing them to local municipal body for recycling & disposals.

Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio-fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

**Liquid waste:** All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured.

**E- Waste management:** The college has minimum e-waste. The waste if any is sold to vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy undertaken by the institution

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

D. Any 1of the above

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

**This Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other. Commemorative days like Martyr's day ,Constitution day ,Voter's day ,Women's day, Yoga day also to promote tolerance and harmony. Institute has code of ethics for**

students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The college regularly organises different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations by observing Commemorative days like Independence Day, Republic Day, Martyr's day, Constitution day, Voter's day, Women's day, Yoga day. The students and employees are sensitised about the constitutional obligations: values, rights, duties and responsibilities of citizens. Through observation and participation in the above programmes, the institution trying to develop a sense of dedication, devotion and belongingness towards the national unity and harmony. All the students and staff members are given equal opportunity and weightage in every sphere of activities for promotion of human values and constitutional obligations.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the**

A. All of the above

Code of Conduct are organized	
File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>The college regularly organises different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations by observing Commemorative days like Independence Day, Republic Day, Martyr's day, Constitution day, Voter's day, Women's day, Yoga day. The students and employees are sensitised about the constitutional obligations: values, rights, duties and responsibilities of citizens. Through observation and participation in the above programmes, the institution trying to develop a sense of dedication, devotion and belongingness towards the national unity and harmony. All the students and staff members are given equal opportunity and weightage in every sphere of activities for promotion of human values and constitutional obligations.</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.2 - Best Practices</b>	
7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC	
<b>1. Online Student Registration System</b>	

The objective is to provide a convenient, eco-friendly and speedy platform for registration of students for all types of examination conducted by the college.

Considering the substantial benefits of online registration system, the institution has been successful in implementing a payment gateway system which has been created for smooth and fast transaction of various fees.

Since the introduction of online student registration for exams, large number of students of the college have benefitted from the facility. It has considerably reduced time, cost and energy of the examination section and students.

## 2. Online Payment Gateway System

The objective is to provide a quick and secure payment mechanism to students and boarders for convenient and easy payment of college and hostel fees respectively.

In comparison to traditional payment methods which lacks security ,time consuming , paper work, high cost, insufficient storage, difficulty in modification of data, the online payment system is considered as the most viable modern mechanism for quick , easier and secure payment.

Regarding the cost and resource concern, the HDFC bank has agreed to operate the system free of initial cost and annual operational cost. Hence there is no resource constraint in this regard.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.govtcollegephulbani.org/institutional-best-practices-2020-21/">http://www.govtcollegephulbani.org/institutional-best-practices-2020-21/</a>
Any other relevant information	<u>NIL</u>

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Govt. Autonomous College, Phulbani is one of the premier educational institutions of higher education located in a backward tribal region of Odisha. The college is located in a valley surrounded by lush

green hillocks and a murmuring river Salunki. The college imparts quality education to the tribal and underprivileged section of Kandhamal district. The students get access to a premier institution within their reach. The institution is able to provide the basic and professional education within their affordable range. This is the only institution in the district which provides Post Graduate courses in 5 different subjects.

At present the college provides teaching facilities in Arts, Science, Commerce and professional degree courses at under graduate level and P.G teaching facilities in five subjects. The college was declared Autonomous by U.G.C from the session 2004-05 and the extension of the Autonomy status has been accorded up to 2016-17 with post facto approval of 2010-11. Being an Autonomous college, the curricula are designed independently by the college. The strength of the students of the college is approximately 2300. The college has Boy's hostel and ladies Hostel facilities which have the capacity to accommodate 1000 students, including 500 girls students approximately.

File Description	Documents
Appropriate link in the institutional website	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

#### 7.3.2 - Plan of action for the next academic year

1. Monthly Self appraisal mechanism for staff members
2. Alternate Energy Sources: LED and Solar Energy Lighting
3. Student -teachers Co-ordination Committee to redress academic problems
4. Land record settlement in the name of the College
5. Teacher-Alumni Co-ordination
6. Measures for slow learners