



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SHRI KRUSHNA CHANDRA GAJAPATI AUTONOMOUS COLLEGE PARALAKHEMUNDI
• Name of the Head of the institution	DR BHAJAMANA BEHERA	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone No. of the Principal	06815223832	
• Alternate phone No.	06815223832	
• Mobile No. (Principal)	8018555105	
• Registered e-mail ID (Principal)	principal@skcgparala.ac.in	
• Address	PARALAKHEMUNDI GAJAPATI	
• City/Town	PARALAKHEMUNDI	
• State/UT	ODISHA	
• Pin Code	761200	
2.Institutional status		
• Autonomous Status (Provide the date of conferment of Autonomy)	01/04/2002	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	DR JEETENDRANATH PATNAIK				
• Phone No.	06815223832				
• Mobile No:	9438352466				
• IQAC e-mail ID	jeetendranath.patnaik@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://skcgparala.ac.in/index.php?p=report&type=3				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://skcgparala.ac.in/?p=submenupagecontent&pg=20				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.67	2004	16/09/2004	15/09/2009
Cycle 2	B	2.30	2015	11/05/2015	10/05/2020
6.Date of Establishment of IQAC			01/07/2006		
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.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
SKCG AUTO COLLEGE PARA LAKHEMUNDI	WORLD BANK	DEPARTMENT OF HIGHER EDUCATION	20/12/2018	5.5CRORE	
8.Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI			View File		

9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>One-day E-Workshop on "Effective Online Teaching" on 6th July, 2020 National level Webinar on "Indian Science & Sanskrit" on 30.04.2020 State level E-Workshop on "Covid-19: Awareness, Health & Hygiene" on 07.05.2020 Faculties attended over 30 webinars, as RPs, paper presenters and published over twenty research papers in various journals/periodicals of National and International repute.</p>	
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:	

Plan of Action	Achievements/Outcomes
To Complete the NAAC accreditation preparation	Partial documentation is completed, AQAR is ready for submission
To complete the syllabus through Online/Blended modes within the stipulated dateline by higher Education dept, Odisha	Syllabus could be completed over 90% in all streams and subjects
Keeping the Covid situation in mind as far practicable Examination and evaluation to be completed successfully as per Govt guidelines	Examinations both Mid-Sem and End-sem were conducted for both UG and PG Classes and Evaluation done centrally for publication of results as per the revised Academic Calendar prescribed by the Dept of Higher Education, Govt of Odisha.
Facilitate departmental Seminar activities, Career Counseling of students and Remedial classes etc via online methods	All Departments in Sciences, humanities and Commerce could conduct various Topical Seminars and Career Counseling sessions
13. Was the AQAR placed before the statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Executive Committee	27/04/2021
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
01/02/2022	01/02/2022
Extended Profile	

1.Programme	
1.1 Number of programmes offered during the year:	6
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	648
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	645
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	645
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	6
File Description	Documents
Institutional Data in Prescribed Format	View File
3.2 Number of full-time teachers during the year:	34

File Description	Documents
Institutional Data in Prescribed Format	View File
3.3 Number of sanctioned posts for the year:	71
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	194
4.2 Total number of Classrooms and Seminar halls	28
4.3 Total number of computers on campus for academic purposes	46
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	1.21

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

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.

Programme, Course & Course Specific Outcomes

This Century old Government higher education institute accredited by NAAC and conferred Autonomous Status by UGC since 2002, has been providing UG and PG programmes in Physical and Biological Sciences, Arts and Commerce streams.

- The Bachelor of ARTS Programmes: The college provides BA Honours in the following Courses; Economics, English,

Geography, History, Odia, Political Science and Sanskrit.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

On graduation, the student will have the following abilities:

1. A fundamental as well as a higher level of understanding, comprehension, analysis and articulation of concepts studied.
2. Will have the ability to identify problems/issues and come up with creative solutions.

On completion of the courses in humanities, like

1. Economics, History and political Sciences, the students will develop the ability to analyse the different socio-economic issues, past and contemporary and can think about creative and feasible solutions.
2. A graduate in Geography will have the ability to identify, critically analyse the issues between man and the globe around, physical as well as the specific economic and social problems.
3. A graduate in languages like Odia, Sanskrit or English while acquiring a comprehensive e idea in the language and literature in the concerned subject will be able to judge the literary quality of literary texts and its relevance to contemporary literature.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

- The Bachelor of SCIENCE Programmes: The College provides B Sc Honours in the following Courses; Physics, Chemistry, Mathematics, Computer Science (SF) under Physical Sciences and Botany and Zoology under Biological Sciences.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

By the end of this program,

1. Graduates will be able to define, describe, and discuss the major theories and concepts of the field.
2. Generate ideas, proposals,

solutions, or arguments independently.

3) Plan, design, write, discuss and carry out topical problems scientifically

A Bachelor in Physical Sciences will have theoretical and practical aspects of Physics, Chemistry, Mathematics and Computer Sciences. The Biological Sciences will enable students to comprehend, critically analyse the Cytological, biochemical and genetic phenomenon at gross, morphological to metabolic and molecular levels.

A graduate in Computer Science will have hands-on and project experience that will help prepare for IT and Corporate fields.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

The Bachelor of COMMERCE Programme:

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

After completing the 3 years B. Com course,

1. students gets foundational and practical knowledge of Commerce and finance and management;
2. Students develop business communication skill and can face business challenges in real world and corporate atmosphere;

The course while grounding well in the fundamental working concepts of commerce

1. Enable students to critically interpret the complex world of business environment, including costing, accounting, and role CSR.
2. To acquire knowledge and apply in the various fields of management like production, finance, supply chain, marketing, HR ,taxation, E-Commerce ,etc

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

POST GRADUATE PROGRAMMES

Programme Outcome

1. Enable students come out as experts in their respective fields for higher studies and R&D.
2. Making well versant in wide range of the subject both in theory and practical problems thus making them ready for critical thinking and creative problem solving strategies.
3. Prepares them to pursue domain specific careers in teaching/academics, R&D, entrepreneurship/corporate sectors.

Programme Name

Course Outcome

MA in Odia

Please see the College webpage

MA in Economics

SEMESTER - I

Core course:

ECO 101 Microeconomic Analysis - I

ECO 102 Macroeconomic Analysis -I

ECO 103 Quantitative Methods and Computer Applications - I

ECO 104 Public Economics -I

ECO 105 Economics of Growth and Development-1

SEMESTER - II

Core course:

ECO 206 Microeconomic Analysis - II

ECO 207 Macroeconomic Analysis - II

ECO 208 Quantitative Methods and Computer Applications - II

ECO 209 Public Economics -II

ECO 210 Economics of Growth and Development -II

SEMESTER - III

Core Course

ECO 311 International Trade and Finance - I

ECO 312 Economics of Social Sector

Core Elective (Group-A)

ECO 313 Mathematical Economics - I

ECO 314 Industrial Economics - I

ECO 315 Computer Application in Economic Analysis-I

Core Elective (Group-B)

ECO 316 Econometrics - I

ECO 317 Financial Institutions and Markets - I

ECO 318 Agricultural Economics -I

ECO 319 Indian Economic Policy

SEMESTER - IV

Core Course:

ECO 420 International Trade and Finance -II

ECO 421 Economics of Environment and natural resources

ECO 422 Research Methodology

Core Elective (Group-A)

ECO 423 Mathematical Economics -II

ECO 424 Industrial Economics -II

ECO 425 Research Project/Dissertation [Dissertation 60 Marks, Open

Seminar presentation 20 marks & VIVA - 20 MARKS]

Core Elective (Group-B)

ECO 426 Econometrics - II

ECO 427 Financial Institutions and Markets - II

ECO 428 Agricultural Economics -II

M Sc in Mathematics

SEMESTER-II

MAT-101 Differential Equations

MAT-102 Real Analysis

MAT-103 Linear Algebra

MAT-104 Complex Analysis

MAT-105 Numerical Analysis

SEMESTER-II

MAT-206 Measure Theory

MAT-207 Topology

MAT-208 Abstract Algebra

MAT-209 Probability Theory

MAT-210 Mathematical Software (Practical)

SEMESTER-III

MAT-311 Functional Analysis-I

MAT-312 Mathematical Statistics

MAT-313 Number Theory

(A student is allowed to opt any two papers.)

MAT-314 Calculus of Variations and Integral Equations

MAT-315 Commutative Algebra

MAT-316 Fuzzy Sets and Its Applications

MAT-317 Fourier Analysis

MAT-318 Fluid Dynamics-I

MAT-419 Graph Theory

MAT-420 Functional Analysis-II

MAT-421 Dissertation, Seminar Presentation and Viva

(A student is allowed to opt any two papers.)

MAT-422 Discrete Mathematics

MAT-423 Operations Research

MAT-424 Cryptography

MAT-425 Operator Theory

MAT-426 Fluid Dynamics-II

M Sc in Chemistry

SEMESTER-I:

CHE 101 Organic Chemistry-I

CHE 102 Inorganic Chemistry-I

CHE 103 Physical Chemistry-I

CHE 104 Physical Spectroscopy

CHE 105 Organic Practical

SEMESTER-II:

CHE 206 Organic Chemistry-II

CHE 207 Inorganic Chemistry-II

CHE 208 Physical Chemistry-II

CHE 209 Organic Spectroscopy

CHE 210 Inorganic Practical

SEMESTER- III:

CHE 311 Analytical Chemistry

CHE 312 Organic Synthesis

CHE 313 Organometallic Chemistry

CHE 314 Environmental Chemistry

CHE 315 Physical & Analytical Practical

SEMESTER-IV:

CHE 416 Organic Chemistry-III

CHE 417 Physical Chemistry-III

CHE 418 Bio-organic Chemistry

CHE 419 Polymer Chemistry

CHE 420 Dissertation

M Sc in Life Science

SEMESTER -I

LSC 101 Biophysics and Biochemistry

LSC 102 Cell Biology & Microbiology.

LSC 103 Genetics and Evolution

LSC 104 Practical

LSC 105 Practical

SEMESTER -II

LSC 206 Ecology & Biostatistics

LSC 207 Mol. Biology & Bio-Techniques

LSC 208 Biotechnology Basics

LSC 209 Practical

LSC 210 Practical

SEMESTER III (PLANT SCIENCE)

LSC 311 Plant Morphology & Taxonomy

LSC 312 Plant Physiology

LSC 314 Practical

LSC 315 Practical

SEMESTER -III (ANIMAL SCIENCE)

LSC 311 Biology of Non-Chordata

LSC 312 Biology of Chordata

LSC 313 Ethology & Developmental Biology

LSC 314 Practical

LSC 315 Practical

SEMESTER -IV

LSC 416 Plant Anatomy & Developmental (Plant science)

Animal Physiology, Immunology & Taxonomy (animal science)

LSC 417 Practical

LSC 418 Special Paper (Biotechnology/Biochemistry/Environmental Biology)

LSC 419 Practical

LSC 420 Project & Seminar

M Com

COM-101 Management Concepts and Organizational Behaviour

COM -102 Corporate Financial Accounting

COM -103 Managerial Economics

COM -104 Statistics for Management

COM -105 Financial Management

COM -206 E-Commerce

COM -207 International Business

COM -208 Small Business Management

COM -209 Social Survey and Research Methodology

COM -210 Accounting for Managerial Decisions

COM -311 (Practical)Project Report, Presentation and Viva Voce

COM -312 Financial Institutions and Markets

(A)Accounting & Finance

COM -313 Advanced Accounting

COM -314 Security Analysis and Portfolio Management

COM -315 Corporate Tax Planning

COM -418 International Finance

COM -419 Indian Accounting Standards and Corporate Reporting

COM -420 (Practical)Business Communication and Soft Skill

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	Nil

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

6

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
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**3**

File Description	Documents
Curriculum / Syllabus of such courses	View File
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	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year****1**

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)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System**6**

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)	No File Uploaded

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

The newly introduced CBCS syllabus provisions for 10-20% modifications as per region/institution specific/relevant/practiced syllabus norm and making best use of this provision, the institute has a compulsory paper AECC (ability enhancing compulsory course) in Environmental Studies across all programmes and courses in Degree First Year classes. From next academic session a Paper with 6 credits (one per each of 6 semesters in Degree) in "Moral Values & Ethics" and a non-academic paper in "YuvaSanskar" comprising universal human values and Reformative Life Values is being introduced. The teaching and discussions on these topics as prescribed in syllabus is being taught in regular classes/Proctorials/Remedial classes and also through Audio-visual TLMs.

Each degree first year student has to write and clear one Mid-Semester (internal) one End Semester along with a EVS project for a total 6 credit scores. From next session onwards this paper is being renamed "Environmental Studies and Disaster Management" where in two whole units are devoted for strategies, practices, case studies and SOPs in natural disaster management in the region of Odisha. This State is vulnerable to natural, Climate related disasters like Cyclones/super-cyclones and has come up with very effective disaster management strategies hence these courses will prove very beneficial for the students.

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	No File Uploaded
Any additional information	No File Uploaded

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

1

File Description	Documents
List of value-added courses	View File
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

1

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

611

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

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 **C. Any 2 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2020-21.pdf
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

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2020-21.pdf
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

648

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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)

156

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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 Semester-wise continuous and comprehensive evaluation adopted by the Controller of Examinations reflects the overall learning levels of the students with every progressing semester. The CoE office meets with all Heads of the Departments under the Chairmanship of the Principal to discuss the contours of the Semester results

subject-wise. The discrepancies if any are resolved/addressed. The pass percentage is subjected to scrutiny of the members for reflection on the poor percentages if any. HoDs are advised to take personal care and address the issue to improve the results if necessary by adopting set mechanisms like arranging special/remedial classes for low learners and if required they get extra chances to clear the backlogs or improvement of grades. However to be fair with the advanced learners who clear the papers in one go only are considered science, Commerce and Arts streams as per tradition of this college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
20/06/2020	648	32

File Description	Documents
Upload any additional information	No File Uploaded

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:

The mentor-mentee system gives an opportunity to teachers for a one-to-one touch with the student which is a prime requirement to effect any experiential learning. The reflective and experimentation components also are addressed as and when time permits. The participation/engaging of students in sharing common and individual experiences outside the curriculum helps in enhancing learning experiences. The practical classes in concerned subjects also play an important role in shaping the experiential and participative learning of students. Occasional outing for field studies/excursions/technical visits also gives space for these experiences. Community services like out-reach, campus cleaning, Blood donation camps, awareness campaigns also offer crucial and timely platforms for participative and problem solving methods to

explore and experience thus contributing to a healthy and holistic personality growth of youngsters.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

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

The college has six to seven ICT enabled rooms having LCD projectors and audio-visual fittings along with an Internet room with 5 computers and internet facilities. There are two virtual classrooms that are used by all departments for interactive and online presentations. The college campus is Wi-Fi enabled. The college library has provisions for INFLIBNET access to online journals and periodicals. Majority of the teachers including guest faculties as and when required utilize all the ICT facilities in course of fulfilling their academic as well as research needs.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

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

2.3.3.1 - Number of mentors

32

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	No File Uploaded

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

All teachers including guest faculties are to maintain daily progress registers and lesson plan mentioning information on a) Unit b) Topics as per syllabus c) Period time d) Topics covered with a brief synopsis for the period e) Signature with date f) Remarks. Such registers are to be signed by the HODs everyday and verified by the Principal and Academic Bursar every month. There are 40 periods assigned for one core paper carrying 6 credits (100Marks). Each teacher is to adhere to the syllabus stipulation prescribed in the CBCS syllabus and periods per week as prescribed by Dept. of Higher Education Govt. Of Odisha as well as mandated by UGC for assistant, Associate Professors and Professors. The Academic calendar is strictly followed for completion of syllabus so that both Mid-sem and End-sem Exams are completed in time and the necessary evaluation and results publication is over by the end of the academic year. This year however the Academic calendar and the follow up activities were deferred owing to Covid pandemic related lock down and Shut down.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

1

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

3

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	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

32

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

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

The examination system has witnessed several timely reforms during the last academic session especially due to the emergencies and exigencies raised by Covid-19 pandemic situation. The Controller of Examinations with his team although published the tentative exam schedule of Semester-wise examination for both Mid-Semester (usual CIA-Continuous Internal Assessment) and End-Semester in the beginning of the academic year following the Government prescribed academic calendar, there was a thorough rescheduling of the Examination schedule keeping the backlog courses and exams to be completed. All the online Exams are conducted with utmost transparency and diligence to make it fair and hassle free while maintaining the required confidentiality. As per the Government prescribed Covid SOP on ratification earlier and approved by the Academic Council, Examination Committee and Board of Studies the "Blended Open Book Assessment System" was adopted and online exam was conducted through department/subject-wise question sharing in WhatsApp groups and answers collected in PDF formats within stipulated exam hours. Network issues of examinees were resolved by allowing them a special schedule within a week's time. The evaluation process was done centrally following the set guidelines for Autonomous Colleges with a fair mix of in-house and external examiners but largely with local examiners due to Covid restrictions. On approval of the special examination committees and all HoDs the results are published error-free well within the time line. Grievances if any, with regard to re-addition only is entertained. The Students; Statement of Marks reflects both SGPA/CGPA as well as marks secured in each paper of the respective Semesters. The EMS software is in use mostly in online examination set-up and post exam Marks entry, score calculations and results distribution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

Programme, Course & Course Specific Outcomes

This Century old Government higher education institute accredited by NAAC and conferred Autonomous Status by UGC since 2002, has been providing UG and PG programmes in Physical and Biological Sciences, Arts and Commerce streams.

- The Bachelor of ARTS Programmes: The college provides BA Honours in the following Courses; Economics, English, Geography, History, Odia, Political Science and Sanskrit.

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Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

On graduation, the student will have the following abilities:

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1. Economics, History and political Sciences, the students will develop the ability to analyse the different socio-economic issues, past and contemporary and can think about creative and feasible solutions.
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NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

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Programme Outcome

Course Outcome

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1. Graduates will be able to define, describe, and discuss the major theories and concepts of the field.
2. Generate ideas, proposals,

solutions, or arguments independently.

3) Plan, design, write, discuss and carry out topical problems scientifically

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A graduate in Computer Science will have hands-on and project experience that will help prepare for IT and Corporate fields.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

The Bachelor of COMMERCE Programme:

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

After completing the 3 years B. Com course,

1. students gets foundational and practical knowledge of Commerce and finance and management;
2. Students develop business communication skill and can face business challenges in real world and corporate atmosphere;

The course while grounding well in the fundamental working concepts of commerce

1. Enable students to critically interpret the complex world of business environment, including costing, accounting, and role CSR.
2. To acquire knowledge and apply in the various fields of management like production, finance, supply chain, marketing, HR ,taxation, E-Commerce ,etc

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	Nil

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

Programme, Course & Course Specific Outcomes

This Century old Government higher education institute accredited by

NAAC and conferred Autonomous Status by UGC since 2002, has been providing UG and PG programmes in Physical and Biological Sciences, Arts and Commerce streams.

- The Bachelor of ARTS Programmes: The college provides BA Honours in the following Courses; Economics, English, Geography, History, Odia, Political Science and Sanskrit.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

On graduation, the student will have the following abilities:

1. A fundamental as well as a higher level of understanding, comprehension, analysis and articulation of concepts studied.
2. Will have the ability to identify problems/issues and come up with creative solutions.

On completion of the courses in humanities, like

1. Economics, History and political Sciences, the students will develop the ability to analyse the different socio-economic issues, past and contemporary and can think about creative and feasible solutions.
2. A graduate in Geography will have the ability to identify, critically analyse the issues between man and the globe around, physical as well as the specific economic and social problems.
3. A graduate in languages like Odia, Sanskrit or English while acquiring a comprehensive idea in the language and literature in the concerned subject will be able to judge the literary quality of literary texts and its relevance to contemporary literature.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

- The Bachelor of SCIENCE Programmes: The College provides B Sc Honours in the following Courses; Physics, Chemistry, Mathematics, Computer Science (SF) under Physical Sciences and Botany and Zoology under Biological Sciences.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

By the end of this program,

1. Graduates will be able to define, describe, and discuss the major theories and concepts of the field.
2. Generate ideas, proposals,

solutions, or arguments independently.

3) Plan, design, write, discuss and carry out topical problems scientifically

A Bachelor in Physical Sciences will have theoretical and practical aspects of Physics, Chemistry, Mathematics and Computer Sciences. The Biological Sciences will enable students to comprehend, critically analyse the Cytological, biochemical and genetic phenomenon at gross, morphological to metabolic and molecular levels.

A graduate in Computer Science will have hands-on and project experience that will help prepare for IT and Corporate fields.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

The Bachelor of COMMERCE Programme:

Objectives

Programme Outcome**Course Outcome**

To enable students gaining requisite knowledge and acquire ability to apply them when required

After completing the 3 years B. Com course,

1. students gets foundational and practical knowledge of Commerce and finance and management;
2. Students develop business communication skill and can face business challenges in real world and corporate atmosphere;

The course while grounding well in the fundamental working concepts of commerce

1. Enable students to critically interpret the complex world of business environment, including costing, accounting, and role CSR.
2. To acquire knowledge and apply in the various fields of management like production, finance, supply chain, marketing, HR ,taxation, E-Commerce ,etc

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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**

645

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

<https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2020-21.pdf>

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

Promotion of research and publish in journals of national and international repute has remained a thrust area for the enrichment of the overall academic ambience of this institution. Twelve of the faculties are Ph D degree holders while many are nearing the final submission of their Ph D theses. Research publication Impact Scores are very encouraging given this is a predominantly Degree College with a limited scope for research but nonetheless faculties are engaged in active research either individually or in association with other research laboratories/ university or organisations. The laboratory facilities in PG teaching Science departments are striving hard to maintain and incrementally improve the infra-structural settings for research. Faculties had received research grants in last years from UGC as Minor Research Projects and some had received grants from ICHR, DST, Government of India. The institute has a Research Cell comprising a Committee that supervises the research activities of the faculty and ensure facilitation in whatever way feasible.

The Research Cell Committee is Chaired by the Principal with the following members for the session 2020-21 & 2021-22:

1. DrBhajamanaBehera, Dept of History

2. Dr J.N. Patnaik, Dept of Botany
3. SmtDrSnehaprava Panda, Dept of English
4. DrAswin Kumar Raut, Dept of Mathematics
5. DrSumantaBehera, Dept of Commerce

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	Nil
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)

1

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	View File
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

1

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)	View File
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)

1

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

1

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

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

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
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.

The institution has undoubtedly has all the potentials to evolve into a very effective innovation ecosystem as the teaching departments, faculty with its many illustrious alumni that can be important actors in the osmosis and real exchange/transfer of knowledge and skill through in to/from the nearby knowledge hubs like the CUTM(Centurion University of Technology & Management) and GIET University (Gandhi Institute of Engineering & Technology) thus working cooperatively in developing products and services. The institute has been interacting through student exchange for workshops, seminars and conferences. The institute led by the very bright and promising Research Cell members will develop such an ecosystem in near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
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

D. Any 1 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

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
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

10

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

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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**

4

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**

4

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)

1

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
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

1

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
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

This college has a healthy tradition of engaging students especially the NSS, YRC and YRC volunteers along with other students in different inter-active/participatory activities in and around campuses, hostels and sometimes in the nearby community. Further, through seminars, workshops, Street-plays, Rallies, field trips and awareness camps, the students get platforms to address/discuss/debate on burning social, health and hygiene, environmental, Climatic issues and educate fellow students and community in their neighbourhood. Owing to Covid 19 pandemic related lockdown/Shutdown and the restrictions imposed on physical gathering of students in the College and hostels, these educative programmes under extension activities were restricted to On-line workshops and webinars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

File Description	Documents
Number of awards for extension activities in during the year	View File
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)

1

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

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

1

File Description	Documents
Reports of the events	View File
Any additional information	View File

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

1

File Description	Documents
Copies of documents highlighting collaboration	View File
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)

1

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	View File
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.

- For Practical classes laboratories are available. All necessary equipment/apparatus/fittings are procured and fixed/used as per standard laboratory designs for respective subjects. Government of Odisha has laboratory grants earmarked for Purchase of new equipment/apparatus almost on annual basis which is utilized to add facilities on incremental basis. The repair/renovation, electric, gas, water and drainage facilities are also done on necessity/requirement basis by the local PWD department or sometimes utilizing the college development fund depending on exigency.
- Laboratory assistants and Demonstrators(whenever available) usually take care of the daily maintenance and upkeep. A classwise/Semester wise register is maintained for recording daily lab activities with signature of the Class teacher and assistant. The department store maintains stock register with details of issue of items/apparatus/Chemicals etc. Malfunction/breakage/defects are also recorded.
- The College has a huge library with around 80 thousand books, mostly textbooks along with references, journals, periodicals etc maintained manually on fortnightly basis by the Library staff. There is a system of book issue/return for students on a streamwise/Subjectwise/Classwise basis. Every bonafide student is issued a College Library card with authentic facsimile of the Principal along with the Students' ID cards which he or she has to submit at the time of leaving the College after obtaining NO-Dues clearance from the library office. There is a sprawling Students Library Reading room adjacent to the main library where books are displayed subject-wise for reading in the room itself. The main library remains open from morning 10am to evening 5pm, however the reading room remains open from 9am till 6-30pm. The library has washroom, drinking water, Xerox, First aid and Cloak room facilities. Fire-extinguishers and emergency exit provisions are also there. The library is utilized almost 100% of the time and by a large number of students on a regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College conducts Annual Cultural events and competitions for students. Such activities are usually conducted by students office bearers of Cultural and Drama - Music associations elected by students voters every year. Students are encouraged to take part in all types of cultural activities and are deputed to intercollege competitions at University, State and even national level events. However this year due to prevailing Covid situation some of the events couldnot be condcuted while few more were done online. There is a gym, a sports goods/items store room usually in charge of the PET. A large general open playground, a medium size ground, a Basket ball RCC ground and a Badminton facility within the College boundary. There is College Athletic association the members elected every year on Students' Union elections and functions following the laid down rules/guidelines of the college in the College calendar. Students utilize the Gym/Grounds/Items/facilities on a regular basis. An annual contingency money is utilized for maintenance. The classrooms along with bench-tables-black boards are also fitted with fans, electric light and drinking water-wash room facilities in each corridor for the use of students.

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

6

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

1.21

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
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 big library with above eighty thousand books that include text books, reference books, journals, periodicals, magazines etc. bonafidestudents are provided institutional library cards on which fortnightly books are issued as the need/availability of the books. Students also use the Library reading room where necessary facilities are provisioned.

There are around 20 computers in different sections of the college. Faculties also use their personal laptops as and when needed for presentations through LCD projectors etc. All Science departments and some humanity departments do have their own LCD projectors and related accessories. The practical subjects have sufficiently furnished laboratories with prescribed apparatus/instruments/chemicals etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	No File Uploaded
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)

1

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)	View File

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

660

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
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

The institution campus is Wi-fi compatible including Library and students hostels campus. A nominal budget is allocated from the students development fund for maintenance of these services. The college has a big library with above eighty thousand books that include text books, reference books, journals, periodicals, magazines etc. bonafidestudents are provided institutional library cards on which fortnightly books are issued as the need/availability of the books. Students also use the Library reading room where

necessary facilities are provisioned.

There are around 20 computers in different sections of the college. Faculties also use their personal laptops as and when needed for presentations through LCD projectors etc. All Science departments and some humanity departments do have their own LCD projectors and related accessories. The practical subjects have sufficiently furnished laboratories with prescribed apparatus/instruments/chemicals etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
648	40

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus E. <5 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

1.21

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	No File Uploaded

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.

- For Practical classes laboratories are available. All necessary equipment/apparatus/fittings are procured and fixed/used as per standard laboratory designs for respective subjects. Government of Odisha has laboratory grants earmarked for Purchase of new equipment/apparatus almost on annual basis which is utilized to add facilities on incremental basis. The repair/renovation, electric, gas, water and drainage facilities are also done on necessity/requirement basis by the local PWD department or sometimes utilizing the college development fund depending on exigency.
- Laboratory assistants and Demonstrators(whenever available) usually take care of the daily maintenance and upkeep. A classwise/Semester wise register is maintained for recording daily lab activities with signature of the Class teacher and assistant. The department store maintains stock register with details of issue of items/apparatus/Chemicals etc. Malfunction/breakage/defects are also recorded.
- The College has a huge library with around 80 thousand books, mostly textbooks along with references, journals, periodicals etc maintained manually on fortnightly basis by the Library staff. There is a system of book issue/return for students on

a streamwise/Subjectwise/Classwise basis. Every bonafide student is issued a College Library card with authentic facsimile of the Principal along with the Students' ID cards which he or she has to submit at the time of leaving the College after obtaining NO-Dues clearance from the library office. There is a sprawling Students Library Reading room adjacent to the main library where books are displayed subject-wise for reading in the room itself. The main library remains open from morning 10am to evening 5pm, however the reading room remains open from 9am till 6-30pm. The library has washroom, drinking water, Xerox, First aid and Cloak room facilities. Fire-extinguishers and emergency exit provisions are also there. The library is utilized almost 100% of the time and by a large number of students on a regular basis.

There is a gym, a sports goods/items store room usually in charge of the PET. A large general open playground, a medium size ground, a Basket ball RCC ground and a Badminton facility within the College boundary. There is College Athletic association the members elected every year on Students' Union elections and functions following the laid down rules/guidelines of the college in the College calendar. Students utilize the Gym/Grounds/Items/facilities on a regular basis. An annual contingency money is utilized for maintenance. The classrooms along with bench-tables-black boards are also fitted with fans, electric light and drinking water-wash room facilities in each corridor for the use of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

390

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
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

646

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
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

1

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

1

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
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

1

File Description	Documents
Upload supporting data for students/alumni	View File
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

1

File Description	Documents
e-copies of award letters and certificates	View File
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

. Student members are nominated in to College Statutory bodies like the Academic Council and other non-statutory committees like the IQAC, Discipline Committee, Anti-ragging Cell, Sexual Harassment Cell, Equal Opportunity Cell etc. where their points of view figure prominently in decision making and/or any rules/policies framed

thereon.

2. The Students' Union and sister associations like Science Society, Social Service Guild, Day Scholars Association, Commerce association, Athletic Club, Drama & Music Society/ Cultural Forum etc are elected through elections or nomination if necessary who are entrusted on oath the entire responsibilities of conducting annual students events both academic, athletic or cultural involving all students across stream and class.

3. Class representatives elected/nominated from each class/stream/year are given responsibilities of representing the issues of his/her class and put forth before the authorities as when required and in charge of overseeing the academic ambience of the class.

4. Student bodies are encouraged to actively take part in inter-College, Inter University, inter State, National Sporting, Cultural events representing the college and felicitated/recognized on their success and accomplishments.

5. Help desks, Suggestion Boxes, Grievance Cells serve as platform for students to reflect their issues. Otherwise Student representatives are encouraged to submit their written memorandum to the concern teacher bodies, Administrative Bursar, Academic Bursar or the College authority which is usually resolved within hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
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

An Old Students' Association with around 200 alumni of this institution is a registered society since nineteen eighties. This alumni association runs by the bylaws framed by rules/guidelines laid down by Government with amendments over the resolutions of the office bearers of the association and deliberations discussions among the alumni members as and when required. The Principals act as the president, senior alumni are elected as the Secretary, Joint Secretary, Treasurer etc. The general body meeting is held with prior notice all members at least once a year preferably in the college. The agenda for the meeting set as earlier meeting resolutions and/or as desired by the members or any exigencies. The annual General Body meeting was held in a grand way during May, 2016 where around 170 alumni from all across the State and Country turned up.

Keeping in view the motto of alumni associations, the members under the presiding of the Principal of the college discuss over the different developmental, academic ambience related issues and come up with constructive suggestions/solutions and submit to the college authority for undertaking possible/feasible measures in this regard.

The association maintains a register for recording its annual activities, minutes, action taken report, future plan of action and other related matters with due signature of the office bearers.

The Alumni members contribute financially as monthly subscription of a minimum amount and/or occasional donations/contribution by ex-students. The association operates financially on its own with a separate bank joint account in the name of the President and Secretary and the DCR and other necessary accounts are maintained by the treasurer ensuring timely audit as per law.

The alumni gets its fair representation in the different College statutory bodies like the Executive Committee(GB), Academic Council, IQAC etc and their views and suggestions figure in the minutes/proceeding records of such meetings. The Alumni Feedback is an important component in the feedback collection and analysis in the assessment and accreditation processes. The UGC, NAAC, DHI-Odisha and other such bodies invariably conduct formal meeting with alumni members to get their feedback/suggestions/issues if any for the overall development of the Institution keeping the Students

welfare as most overriding concern.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

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

General administration of the College is largely a team work. The organization structure allows a both-way governance i.e., top to bottom and bottom up as well in varying degrees. The Principal being the head is supported by the Establishment, Accounts and Examination sections headed by the Administrative bursar, accounts bursar and the Controller of Examinations with their teams respectively with delegated administrative/decision making powers. The four important statutory bodies namely, the Executive Committee, Academic Council, Boards of Studies and Finance-Development Committee take all important administrative/financial/policy decisions with prior inputs from the Staff Council and HoD meetings. The College financial administration/management is largely delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manual on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

The organization structure is such that, the academic, administrative as well as even the financial powers in regard to decision and/or choice of commodity purchase is percolated down from top to the bottom but the most important stakeholder, i.e. the students. The Principal as the head of the institution is supported by the Administrative, Academic and Accounts Bursars, Controller of Examinations and all Heads of the subject departments. Though comes directly under the authority of Government of Odisha, Higher Education Department, the day to day governance however is entrusted with different Statutory and Non-Statutory bodies like the Executive Committee (Governing Body), The Academic Council, The Boards of Studies, Finance & Development Committee, Purchase Committee. These Committees are represented under the Chairmanship of the Principal by teaching, non-teaching support staff, Student members, District administration, Engineering department and local medical fraternity, Parent/Guardian, Civil Society members, Alumni and Industry/Business represents thus including all stakeholders.

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	Nil

6.2 - Strategy Development and Deployment

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

The College Finance Committee and Development Committee normally meet thrice a year to deliberate on the indents/requirements/suggestions/queries submitted earlier by the HoDs with the establishment section of the college office headed by

the administrative bursar and managed by the Office Head Clerk. The approvals of this committee after ratified by the Executive Committee will then be processed by the accounts section for implementation by the respective departments. All the resolutions/minutes of such meeting are recorded/documented for auditing. The College financial administration/management is largely delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manual on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

The Academic curriculum is framed at the higher education department level in consultation with subject experts and all HEIs coming under are to follow the subject-wise prescribed syllabus both for UG and PG courses. However, the autonomous colleges enjoy the liberty of modification up to 20% and ratified by the esteemed members of the respective Boards of Studies. The college has been implementing the Choice Based Credit System (CBCS) syllabus since 2015-16 academic year. The Curriculum provides Core papers and Elective papers in subject along with Compulsory papers in Environment Studies, Communicative English and Quantitative aptitude and Logical reasoning for all Graduate classes across streams. The HoDs assign subject-wise/Paper wise classes/periods of 45 minutes each to the teachers following weekly work load guidelines mandated by UGC and prescribed by the Higher Education Department, Govt of Odisha. The teachers are to maintain Daily lesson plans and Progress registers mentioning the daily Topics covered vis a vis prescribed in syllabus with their signature and date which is maintained in the department under the direct supervision of the HoD and checked/verified by the Principal supported by the Academic Bursar on routine visits to the

departments. The teaching we follow is a fair blend of traditional BB and use of ICT mainly the LCD projected Power Point presentations. Apart from the class room teaching students take recourse to the Remedial/Proctorial Classes for doubt clearing other one-to-one counselling. The Controller of Examinations with his team publishes the tentative exam schedule Semester-wise examination for both Mid-Sem and end-Semester in the beginning of the academic year during July, 2016. Following the Government prescribed academic calendar, exams are conducted with utmost transparency and diligence to make it fair and hassle free while maintaining the required confidentiality. The evaluation process also follows the set guidelines for Autonomous Colleges with a fair mix of in-house and external examiners earlier approved by the Academic Council and Board of Studies. On approval of the special examination committees and all HoDs the results are published error-free well within the time line. Grievances if any, with regard to re-addition only is entertained. The Students; Statement of Marks reflects both SGPA/CGPA as well as marks secured in each paper of the respective Semesters.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
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	View File
Any additional information	No File Uploaded

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

The institution provides, as per Govt. rules, the opportunities for career development and progression of the teaching faculty in various schemes such as FDP, orientation courses, refresher courses, minor and major research grants from Central and State bodies like DST, DBT, State DST and DBT, ICHR etc. For non-teaching staff time to time inhouse training on different fields of general administration, HRMS, PFMS, Accounting and DCR maintenance etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

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)	View File

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
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.)

9

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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

The College financial administration/management is largely delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manuals on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing. All types of funds/grants received from State Government, MHRD, UGC, DST, DBT or any other funding agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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)

1

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

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

institutional strategies for mobilisation of funds and the optimal utilisation of resources

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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)

- In keeping with the tradition and mores of this institute conducting the "Gajapati Memorial Lecture series" has been maintained by inviting renowned resource persons in fields of academics, arts and culture while the annual "Extra-mural talks" and regular departmental seminar activities provide the students the requisite academic and enlightened frame-of mind honing their self-esteem, world-view and over all personality development. In this context, this year in the Extra-Mural talk series,

To maintain the benchmark of academic, administrative and finance qualities in keeping with Vision and Mission of the institution while at the same time conforming to the mandates set by the UGC by strictly adhering to the New Model Choice Based Credit System Syllabus in curriculum implementation, consistent examination and comprehensive evaluation process to the maximum benefit of the students. By provisioning Elective optional subjects and allowing at

least two chances to all graduate examineesto clear the backlogs within the stipulated three year degree courses not only ensures a healthy OTG (On-time Graduation) percentage but also incrementally adds to the annual GER (Gross Enrolment Ratio). Further, the proposals duly approved by the Academic Council and Executive Committee was submitted to DHE and RDE regarding opening of Self-financing courses in BBA, BSW, PDJMC was discussed in view of the revised rules and guidelines framed by Government,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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 HoDs assign subject-wise/Paper wise classes/periods of 45 minutes each to the teachers following weekly work load guidelines mandated by UGC and prescribed by the Higher Education Department, Govt of Odisha. The teachers are to maintain Daily lesson plans and Progress registers mentioning the daily Topics covered vis a vis prescribed in syllabus with their signature and date which is maintained in the department under the direct supervision of the HoD and checked/verified by the Principal supported by the Academic Bursar on routine visits to the departments. The teaching we follow is a fair blend of traditional BB and use of ICT mainly the LCD projected Power Point presentations. Apart from the class room teaching students take recourse to the Remedial/Proctorial Classes for doubt clearing other one-to-one counselling.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

B. Any 3 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	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
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

The College has mechanisms in place for promoting healthy values and mores in regard to equality and harmony in general and gender equity in particular. The different committees under "Anti-ragging Cell, Sexual Harrasment Cell, Equal Opportunity Cell and Minority Cell" with its various guidelines prescribed by Department of Higher Education, Government of Odisha, revised from time to time perform their assigne role with utmost sincerity and dilligence and keeping all caution in mind while dealing with cases as and when required. The Self-Defence Programme has been a successful scheme sponsored by the Odisha Government where in experts, trainers and volunteers train our Girl students in different arts of Self-defene. Seminars on Gender issues, Socio-cultural disadvantage of Girl Child in certain communities conducted occassionally is immensely helpful to students, paerticularly, this region being highly tribal infested and considered an aspirational district.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for

D. Any lof the above

**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**

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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)

The Institution follows the practised methods of solid waste management. The college campus is provided with several large waste bins located at prominent points where students crowd is maximum. The cardinal principles of recycle and re-use is explained often to students. All degree 1st year students have a compulsory paper named AECC (Ability Enhancing Compulsory Course) with 6 credits wherein they have topics ranging from Resource Conservation, Pollution, Sustainable resource use, climate change and disaster management that helps students to gain comprehensive ideas about how to ensure an Eco-friendly ambience in the college campus.

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	No File Uploaded

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 D. Any 1 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:

B. Any 3 of the above

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

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	No File Uploaded

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:

D. Any 1 of the above

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

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	No File Uploaded

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.

B. Any 3 of 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	No File Uploaded

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).

The College has mechanisms in place for promoting healthy values and mores in regard to equality and harmony in general and gender equity in particular. The different committees under "Anti-ragging Cell, Sexual Harrasment Cell, Equal Opportunity Cell and Minority Cell" with its various guidelines prescribed by Department of Higher Education, Government of Odisha, revised from time to time perform their assigne role with utmost sincerity and dilligence and keeping

all caution in mind while dealing with cases as and when required. The Self-Defence Programme has been a successful scheme sponsored by the Odisha Government where in experts, trainers and volunteers train our Girl students in different arts of Self-defence. Seminars on Gender issues, Socio-cultural disadvantage of Girl Child in certain communities conducted occasionally is immensely helpful to students, particularly, this region being highly tribal infested and considered an aspirational district.

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 conducts seminars, workshops, meetings and discussion with all the stakeholders on issues concerning an individual's constitutional duties, responsibilities, rights and values on various occasions. The Students immensely benefits from these interactive events in performing their duties as well as become aware about their rights and responsibilities with regard to social harmony and nation building. The different elected Students Bodies .like the SSG, DSA, Cultural forum and Students' Union is educated on these lines of obligation -values-rights and responsibilities following all rules and guidelines prescribed by the College as well as the Government.

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

B. Any 3 of the above

students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	No File Uploaded
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

The institution along with the students celebrates different National and International commemorative days, events and festivals with much fervour. The main events are the 26th January - The Republic Day, 15th August - The Independence Day, International Womens Day on 8th March, Gajapati Maharaja Birthday on 26th April, World Environment Day on 5th June, World Aids Day on 1st December and many more. Similarly the Annual Athletic Meet, Drama Music Function and College Annual Day is celebrated with the active co-operation and harmonious involvement of students, Teachers, parents and public.

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

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

<https://skcgparala.ac.in/upload/files/Best%20Practices%2020-21.pdf>

Best Practices

2020-21

1. Title of the Practice

To serve the higher education needs of this locality to the best of ability and opportunity. To take and implement necessary steps to improve the holistic, academic standards of the institution.

2. Objectives of the Practice

a) Address the academic and infrastructural limitations of the institution by target specific activities b) Improve academic and administrative accountability.

3. The Context

The new CBCS syllabus needed more intensive academic exercises along with an extensive and comprehensive examination and evaluation. The rich academic and cultural tradition of this century old college in the present scenario needs to be maintained.

4. The Practice

Timely conduct of all Mid- and End-Semester Examinations, evaluation and publication of error-free results within the academic calendar was achieved. Staff crunch has remained a limitation while the prevailing Covid-19 situation has further strained the calendar time that need extra efforts despite which the staff strived hard to meet the targets.

5. Evidence of Success

The prescribed Syllabus was covered through intensive online classes. Online Examination conducted successfully following UGC mandated and Odisha Government circulated guidelines and results published within the revised academic calendar. Several Webinars conducted to cover the Students Career Counselling, Extra-mural lecture needs. Faculty attended online conferences, seminars and also added to their research publications.

6. Problems Encountered and Resources Required

Staff crunch, interruptions in power supply and network issues are

the usual bottlenecks.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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)

This century old institution established by the Gajapati Maharaja of Paralakhemundi in 1896, was a prominent institution providing college education to the people of North Andhra, Chhatishgarh, MP, and Odisha until 1947 when it came under Utkal University and then to Berhampur University in 1967. The second oldest college of the State after the Ravenshaw College Cuttack, located in the now border district of Gajapati, it still caters to the formal higher education needs of the lowest socio-economic denominations. Being situated in an officially declared a disadvantaged and aspirational district, the tribal students make above sixty percent of the total student strength that include some most potentially vulnerable tribes figure among the immediate beneficiaries. The town having been historically patronized by the Gajapati Maharaja dynasty, considered the cultural epicenter of the Odias and having played crucial role in Odisha pre-independence day politics was declared the first language based State in India in 1936. Having produced dozens of achievers in fields of Medicine, Engineering, Bureaucracy, Law, Politics, Business/Industry/Entrepreneurship, this College thus derives its distinctiveness strategically, historically and culturally in addition to being the front-line HEIs in the State spearheading a rich heritage of a holistic and purposeful higher education.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

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.

Programme, Course & Course Specific Outcomes

This Century old Government higher education institute accredited by NAAC and conferred Autonomous Status by UGC since 2002, has been providing UG and PG programmes in Physical and Biological Sciences, Arts and Commerce streams.

- **The Bachelor of ARTS Programmes:** The college provides BA Honours in the following Courses; Economics, English, Geography, History, Odia, Political Science and Sanskrit.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

On graduation, the student will have the following abilities:

1. A fundamental as well as a higher level of understanding, comprehension, analysis and articulation of concepts studied.
2. Will have the ability to identify problems/issues and come up with creative solutions.

On completion of the courses in humanities, like

1. Economics, History and political Sciences, the students will develop the ability to analyse the different socio-economic issues, past and contemporary and can think about

creative and feasible solutions.

2. A graduate in Geography will have the ability to identify, critically analyse the issues between man and the globe around, physical as well as the specific economic and social problems.
3. A graduate in languages like Odia, Sanskrit or English while acquiring a comprehensive idea in the language and literature in the concerned subject will be able to judge the literary quality of literary texts and its relevance to contemporary literature.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

- The Bachelor of SCIENCE Programmes: The College provides B Sc Honours in the following Courses; Physics, Chemistry, Mathematics, Computer Science (SF) under Physical Sciences and Botany and Zoology under Biological Sciences.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

By the end of this program,

1. Graduates will be able to define, describe, and discuss the major theories and concepts of the field.
2. Generate ideas, proposals,

solutions, or arguments independently.

3) Plan, design, write, discuss and carry out topical problems scientifically

A Bachelor in Physical Sciences will have theoretical and practical aspects of Physics, Chemistry, Mathematics and Computer Sciences. The Biological Sciences will enable students to

comprehend, critically analyse the Cytological, biochemical and genetic phenomenon at gross, morphological to metabolic and molecular levels.

A graduate in Computer Science will have hands-on and project experience that will help prepare for IT and Corporate fields.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

The Bachelor of COMMERCE Programme:

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

After completing the 3 years B. Com course,

1. students gets foundational and practical knowledge of Commerce and finance and management;
2. Students develop business communication skill and can face business challenges in real world and corporate atmosphere;

The course while grounding well in the fundamental working concepts of commerce

1. Enable students to critically interpret the complex world of business environment, including costing, accounting, and role CSR.
2. To acquire knowledge and apply in the various fields of management like production, finance, supply chain, marketing, HR ,taxation, E-Commerce ,etc

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

POST GRADUATE PROGRAMMES

Programme Outcome

1. Enable students come out as experts in their respective fields for higher studies and R&D.
2. Making well versant in wide range of the subject both in theory and practical problems thus making them ready for critical thinking and creative problem solving strategies.
3. Prepares them to pursue domain specific careers in teaching/academics, R&D, entrepreneurship/corporate sectors.

Programme Name

Course Outcome

MA in Odia

Please see the College webpage

MA in Economics

SEMESTER - I

Core course:

ECO 101 Microeconomic Analysis - I

ECO 102 Macroeconomic Analysis -I

ECO 103 Quantitative Methods and Computer Applications - I

ECO 104 Public Economics -I

ECO 105 Economics of Growth and Development-1

SEMESTER - II

Core course:

ECO 206 Microeconomic Analysis - II

ECO 207 Macroeconomic Analysis - II

ECO 208 Quantitative Methods and Computer Applications - II

ECO 209 Public Economics -II

ECO 210 Economics of Growth and Development -II

SEMESTER - III

Core Course

ECO 311 International Trade and Finance - I

ECO 312 Economics of Social Sector

Core Elective (Group-A)

ECO 313 Mathematical Economics - I

ECO 314 Industrial Economics - I

ECO 315 Computer Application in Economic Analysis-I

Core Elective (Group-B)

ECO 316 Econometrics - I

ECO 317 Financial Institutions and Markets - I

ECO 318 Agricultural Economics -I

ECO 319 Indian Economic Policy

SEMESTER - IV

Core Course:

ECO 420 International Trade and Finance -II

ECO 421 Economics of Environment and natural resources

ECO 422 Research Methodology

Core Elective (Group-A)

ECO 423 Mathematical Economics -II

ECO 424 Industrial Economics -II

ECO 425 Research Project/Dissertation [Dissertation 60 Marks,
Open

Seminar presentation 20 marks & VIVA - 20 MARKS]

Core Elective (Group-B)

ECO 426 Econometrics - II

ECO 427 Financial Institutions and Markets - II

ECO 428 Agricultural Economics -II

M Sc in Mathematics

SEMESTER-II

MAT-101 Differential Equations

MAT-102 Real Analysis

MAT-103 Linear Algebra

MAT-104 Complex Analysis

MAT-105 Numerical Analysis

SEMESTER-II

MAT-206 Measure Theory

MAT-207 Topology

MAT-208 Abstract Algebra

MAT-209 Probability Theory

MAT-210 Mathematical Software (Practical)

SEMESTER-III

MAT-311 Functional Analysis-I

MAT-312 Mathematical Statistics

MAT-313 Number Theory

(A student is allowed to opt any two papers.)

MAT-314 Calculus of Variations and Integral Equations

MAT-315 Commutative Algebra

MAT-316 Fuzzy Sets and Its Applications

MAT-317 Fourier Analysis

MAT-318 Fluid Dynamics-I

MAT-419 Graph Theory

MAT-420 Functional Analysis-II

MAT-421 Dissertation, Seminar Presentation and Viva

(A student is allowed to opt any two papers.)

MAT-422 Discrete Mathematics

MAT-423 Operations Research

MAT-424 Cryptography

MAT-425 Operator Theory

MAT-426 Fluid Dynamics-II

M Sc in Chemistry

SEMESTER-I:

CHE 101 Organic Chemistry-I

CHE 102 Inorganic Chemistry-I

CHE 103 Physical Chemistry-I

CHE 104 Physical Spectroscopy

CHE 105 Organic Practical

SEMESTER-II:

CHE 206 Organic Chemistry-II

CHE 207 Inorganic Chemistry-II

CHE 208 Physical Chemistry-II

CHE 209 Organic Spectroscopy

CHE 210 Inorganic Practical

SEMESTER- III:

CHE 311 Analytical Chemistry

CHE 312 Organic Synthesis

CHE 313 Organometallic Chemistry

CHE 314 Environmental Chemistry

CHE 315 Physical & Analytical Practical

SEMESTER-IV:

CHE 416 Organic Chemistry-III

CHE 417 Physical Chemistry-III

CHE 418 Bio-organic Chemistry

CHE 419 Polymer Chemistry

CHE 420 Dissertation

M Sc in Life Science

SEMESTER -I

LSC 101 Biophysics and Biochemistry

LSC 102 Cell Biology & Microbiology.

LSC 103 Genetics and Evolution

LSC 104 Practical

LSC 105 Practical

SEMESTER -II

LSC 206 Ecology & Biostatistics

LSC 207 Mol. Biology & Bio-Techniques

LSC 208 Biotechnology Basics

LSC 209 Practical

LSC 210 Practical

SEMESTER III (PLANT SCIENCE)

LSC 311 Plant Morphology & Taxonomy

LSC 312 Plant Physiology

LSC 314 Practical

LSC 315 Practical

SEMESTER -III (ANIMAL SCIENCE)

LSC 311 Biology of Non-Chordata

LSC 312 Biology of Chordata

LSC 313 Ethology & Developmental Biology

LSC 314 Practical

LSC 315 Practical

SEMESTER -IV

LSC 416 Plant Anatomy & Developmental (Plant science)

Animal Physiology, Immunology & Taxonomy (animal science)

LSC 417 Practical

LSC 418 Special Paper (Biotechnology/Biochemistry/Environmental Biology)

LSC 419 Practical

LSC 420 Project & Seminar

M Com

COM-101 Management Concepts and Organizational Behaviour

COM -102 Corporate Financial Accounting

COM -103 Managerial Economics

COM -104 Statistics for Management

COM -105 Financial Management

COM -206 E-Commerce

COM -207 International Business

COM -208 Small Business Management

COM -209 Social Survey and Research Methodology

COM -210 Accounting for Managerial Decisions

COM -311 (Practical)Project Report, Presentation and Viva Voce

COM -312 Financial Institutions and Markets

(A)Accounting & Finance

COM -313 Advanced Accounting

COM -314 Security Analysis and Portfolio Management

COM -315 Corporate Tax Planning

COM -418 International Finance

COM -419 Indian Accounting Standards and Corporate Reporting

COM -420 (Practical) Business Communication and Soft Skill

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	Nil

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

6

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
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

3

File Description	Documents
Curriculum / Syllabus of such courses	View File
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	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year**

1

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)	View File

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

6

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)	No File Uploaded

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

The newly introduced CBCS syllabus provisions for 10-20% modifications as per region/institution specific/relevant/practiced syllabus norm and making best use of this provision, the institute has a compulsory paper AECC (ability enhancing compulsory course) in Environmental Studies across all programmes and courses in Degree First Year classes. From next academic session a Paper with 6 credits (one per each of 6 semesters in Degree) in "Moral Values & Ethics" and a non-academic paper in "YuvaSanskar" comprising universal human values and Reformative Life Values is being introduced. The teaching and discussions on these topics as prescribed in syllabus is being taught in regular classes/Proctorials/Remedial classes and also through Audio-visual TLMs.

Each degree first year student has to write and clear one Mid-Semester (internal) one End Semester along with a EVS project for a total 6 credit scores. From next session onwards this paper is being renamed "Environmental Studies and Disaster Management" where in two whole units are devoted for strategies, practices, case studies and SOPs in natural disaster management in the

region of Odisha. This State is vulnerable to natural, Climate related disasters like Cyclones/super-cyclones and has come up with very effective disaster management strategies hence these courses will prove very beneficial for the students.

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	No File Uploaded
Any additional information	No File Uploaded

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

1

File Description	Documents
List of value-added courses	View File
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

1

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

611

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2020-21.pdf
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

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2020-21.pdf
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

648	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
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)	
156	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
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.	
<p>The Semester-wise continuous and comprehensive evaluation adopted by the Controller of Examinations reflects the overall learning levels of the students with every progressing semester. The CoE office meets with all Heads of the Departments under the Chairmanship of the Principal to discuss the contours of the Semester results subject-wise. The discrepancies if any are resolved/addressed. The pass percentage is subjected to scrutiny of the members for reflection on the poor percentages if any. HoDs are advised to take personal care and address the issue to improve the results if necessary by adopting set mechanisms like arranging special/remedial classes for low learners and if required they get extra chances to clear the backlogs or improvement of grades. However to be fair with the advanced learners who clear the papers in one go only are considered science, Commerce and Arts streams as per tradition of this college.</p>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
20/06/2020	648	32

File Description	Documents
Upload any additional information	No File Uploaded

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:

The mentor-mentee system gives an opportunity to teachers for a one-to-one touchwith the Studentwhich is a prime requirement to effect any experiential learning. The reflective and experimentation components also are addressed as and when time permits. The participation/engaging of students in sharing common and individual experiences outside the curriculum helps in enhancing learning experiences. The practical classes in concerned subjects also play an important roles in shaping the experiential and participative learning of students. Occasional outing for field studies/excursions/technical visits also gives space for these experiences. Community services like out-reach, campus cleaning, Blood donation camps, awareness campaigns also offer crucial and timely platforms for participative and problem solving methods to explore and experience thus contributing to a healthy and holistic personality growthof youngsters.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

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

The college has six to seven ICT enabled rooms having LCD projectors and audio-visual fittings along with an Internet room with 5 computers and internet facilities. There are two virtual classrooms that are used by all departments for interactive and online presentations. The college campus is Wi-Fi enabled. The college library has provisions for INFLIBNET access to online

journals and periodicals. Majority of the teachers including guest faculties as and when required utilize all the ICT facilities in course of fulfilling their academic as well as research needs.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

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

2.3.3.1 - Number of mentors

32

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	No File Uploaded

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

All teachers including guest faculties are to maintain daily progress registers and lesson plan mentioning information on a) Unit b) Topics as per syllabus c) Period time d) Topics covered with a brief synopsis for the period e) Signature with date f) Remarks. Such registers are to be signed by the HODs everyday and verified by the Principal and Academic Bursar every month. There are 40 periods assigned for one core paper carrying 6 credits (100Marks). Each teacher is to adhere to the syllabus stipulation prescribed in the CBCS syllabus and periods per week as prescribed by Dept. of Higher Education Govt. Of Odisha as well as mandated by UGC for assistant, Associate Professors and Professors. The Academic calendar is strictly followed for completion of syllabus so that both Mid-sem and End-sem Exams are completed in time and the necessary evaluation and results publication is over by the end of the academic year. This year however the Academic calendar and the follow up activities were deferred owing to Covid pandemic related lock down and Shut down.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full-time teachers against sanctioned posts during the year	
1	
File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded
2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year	
3	
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	View File
Any additional information	No File Uploaded
2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)	
32	
File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

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

The examination system has witnessed several timely reforms during the last academic session especially due to the emergencies and exigencies raised by Covid-19 pandemic situation. The Controller of Examinations with his team although published the tentative exam schedule of Semester-wise examination for both Mid-Semester (usual CIA-Continuous Internal Assessment) and End-Semester in the beginning of the academic year following the Government prescribed academic calendar, there was a thorough rescheduling of the Examination schedule keeping the backlog courses and exams to be completed. All the online Exams are conducted with utmost transparency and diligence to make it fair and hassle free while maintaining the required confidentiality. As per the Government prescribed Covid SOP on ratification earlier and approved by the Academic Council, Examination Committee and Board of Studies the "Blended Open Book Assessment System" was adopted and online exam was conducted through

department/subject-wise question sharing in WhatsApp groups and answers collected in PDF formats within stipulated exam hours. Network issues of examinees were resolved by allowing them a special schedule within a week's time. The evaluation process was done centrally following the set guidelines for Autonomous Colleges with a fair mix of in-house and external examiners but largely with local examiners due to Covid restrictions. On approval of the special examination committees and all HoDs the results are published error-free well within the time line. Grievances if any, with regard to re-addition only is entertained. The Students; Statement of Marks reflects both SGPA/CGPA as well as marks secured in each paper of the respective Semesters. The EMS software is in use mostly in online examination set-up and post exam Marks entry, score calculations and results distribution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

Programme, Course & Course Specific Outcomes

This Century old Government higher education institute accredited by NAAC and conferred Autonomous Status by UGC since 2002, has been providing UG and PG programmes in Physical and Biological Sciences, Arts and Commerce streams.

- The Bachelor of ARTS Programmes: The college provides BA Honours in the following Courses; Economics, English, Geography, History, Odia, Political Science and Sanskrit.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

On graduation, the student will have the following abilities:

1. A fundamental as well as a higher level of understanding, comprehension, analysis and articulation of concepts studied.
2. Will have the ability to identify problems/issues and come up with creative solutions.

On completion of the courses in humanities, like

1. Economics, History and political Sciences, the students will develop the ability to analyse the different socio-economic issues, past and contemporary and can think about creative and feasible solutions.
2. A graduate in Geography will have the ability to identify, critically analyse the issues between man and the globe around, physical as well as the specific economic and social problems.
3. A graduate in languages like Odia, Sanskrit or English while acquiring a comprehensive idea in the language and literature in the concerned subject will be able to judge the literary quality of literary texts and its relevance to contemporary literature.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

- The Bachelor of SCIENCE Programmes: The College provides B Sc Honours in the following Courses; Physics, Chemistry, Mathematics, Computer Science (SF) under Physical Sciences and Botany and Zoology under Biological Sciences.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

By the end of this program,

1. Graduates will be able to define, describe, and discuss the major theories and concepts of the field.
2. Generate ideas, proposals,

solutions, or arguments independently.

3) Plan, design, write, discuss and carry out topical problems scientifically

A Bachelor in Physical Sciences will have theoretical and practical aspects of Physics, Chemistry, Mathematics and Computer Sciences. The Biological Sciences will enable students to comprehend, critically analyse the Cytological, biochemical and genetic phenomenon at gross, morphological to metabolic and molecular levels.

A graduate in Computer Science will have hands-on and project experience that will help prepare for IT and Corporate fields.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

The Bachelor of COMMERCE Programme:

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

After completing the 3 years B. Com course,

1. students get foundational and practical knowledge of Commerce and finance and management;
2. Students develop business communication skill and can face business challenges in real world and corporate atmosphere;

The course will ground well in the fundamental working

concepts of commerce

1. Enable students to critically interpret the complex world of business environment, including costing, accounting, and role CSR.
2. To acquire knowledge and apply in the various fields of management like production, finance, supply chain, marketing, HR ,taxation, E-Commerce ,etc

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution**Programme, Course & Course Specific Outcomes**

This Century old Government higher education institute accredited by NAAC and conferred Autonomous Status by UGC since 2002, has been providing UG and PG programmes in Physical and Biological Sciences, Arts and Commerce streams.

- The Bachelor of ARTS Programmes: The college provides BA Honours in the following Courses; Economics, English, Geography, History, Odia, Political Science and Sanskrit.

Objectives**Programme Outcome****Course Outcome**

To enable students gaining requisite knowledge and acquire ability to apply them when required

On graduation, the student will have the following abilities:

1. A fundamental as well as a higher level of understanding, comprehension, analysis and articulation of concepts studied.
2. Will have the ability to identify problems/issues and come up with creative solutions.

On completion of the courses in humanities, like

1. Economics, History and political Sciences, the students will develop the ability to analyse the different socio-economic issues, past and contemporary and can think about creative and feasible solutions.
2. A graduate in Geography will have the ability to identify, critically analyse the issues between man and the globe around, physical as well as the specific economic and social problems.
3. A graduate in languages like Odia, Sanskrit or English while acquiring a comprehensive e idea in the language and literature in the concerned subject will be able to judge the literary quality of literary texts and its relevance to contemporary literature.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

- The Bachelor of SCIENCE Programmes: The College provides B Sc Honours in the following Courses; Physics, Chemistry, Mathematics, Computer Science (SF) under Physical Sciences and Botany and Zoology under Biological Sciences.

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

By the end of this program,

1. Graduates will be able to define, describe, and discuss the

major theories and concepts of the field.

2. Generate ideas, proposals,

solutions, or arguments independently.

3) Plan, design, write, discuss and carry out topical problems scientifically

A Bachelor in Physical Sciences will have theoretical and practical aspects of Physics, Chemistry, Mathematics and Computer Sciences. The Biological Sciences will enable students to comprehend, critically analyse the Cytological, biochemical and genetic phenomenon at gross, morphological to metabolic and molecular levels.

A graduate in Computer Science will have hands-on and project experience that will help prepare for IT and Corporate fields.

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

The Bachelor of COMMERCE Programme:

Objectives

Programme Outcome

Course Outcome

To enable students gaining requisite knowledge and acquire ability to apply them when required

After completing the 3 years B. Com course,

1. students gets foundational and practical knowledge of Commerce and finance and management;
2. Students develop business communication skill and can face business challenges in real world and corporate atmosphere;

The course while grounding well in the fundamental working concepts of commerce

1. Enable students to critically interpret the complex world

of business environment, including costing, accounting, and role CSR.

2. To acquire knowledge and apply in the various fields of management like production, finance, supply chain, marketing, HR ,taxation, E-Commerce ,etc

NB: The Course Specific Outcomes can be verified in the CBCS Syllabus uploaded on the College webpage.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

645

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

<https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2020-21.pdf>

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

Promotion of research and publish in journals of national and international repute has remained a thrust area for the enrichment of the overall academic ambience of this institution. Twelve of the faculties are Ph D degree holders while many are nearing the final submission of their Ph D theses. Research publication Impact Scores are very encouraging given this is a predominantly Degree College with a limited scope for research but nonetheless faculties are engaged in active research either individually or in association with other research laboratories/ university or organisations. The laboratory facilities in PG teaching Science departments are striving hard to maintain and incrementally improve the infra-structural settings for research. Faculties had received research grants in last years from UGC as Minor Research Projects and some had received grants from ICHR, DST, Government of India. The institute has a Research Cell comprising a Committee that supervises the research activities of the faculty and ensure facilitation in whatever way feasible.

The Research Cell Committee is Chaired by the Principal with the following members for the session 2020-21 & 2021-22:

1. DrBhajamanaBehera, Dept of History
2. Dr J.N. Patnaik, Dept of Botany
3. SmtDrSnehaprava Panda, Dept of English
4. DrAswin Kumar Raut, Dept of Mathematics
5. DrSumantaBehera, Dept of Commerce

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	Nil
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)

1

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	View File
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

1

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)	View File
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)

1

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

1

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

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

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
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.

The institution has undoubtedly has all the potentials to evolve into a very effective innovation ecosystem as the teaching departments, faculty with its many illustrious alumni that can be important actors in the osmosis and real exchange/transfer of knowledge and skill through in to/from the nearby knowledge hubs like the CUTM(Centurion University of Technology & Management)

and GIET University (Gandhi Institute of Engineering & Technology) thus working cooperatively in developing products and services. The institute has been interacting through student exchange for workshops, seminars and conferences. The institute led by the very bright and promising Research Cell members will develop such an ecosystem in near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
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

D. Any 1 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**

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
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

10

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

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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**

4

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

4

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)

1

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
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

1

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
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

This college has a healthy tradition of engaging students especially the NSS, YRC and YRC volunteers along with other students in different inter-active/participatory activities in and around campuses, hostels and sometimes in the nearby community. Further, through seminars, workshops, Street-plays, Rallies, field trips and awareness camps, the students get platforms to address/discuss/debate on burning social, health and hygiene, environmental, Climatic issues and educate fellow students and community in their neighbourhood. Owing to Covid 19 pandemic related lockdown/Shutdown and the restrictions imposed on physical gathering of students in the College and hostels, these educative programmes under extension activities were restricted to On-line workshops and webinars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

File Description	Documents
Number of awards for extension activities in during the year	View File
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)

1

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

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

1

File Description	Documents
Reports of the events	View File
Any additional information	View File

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

1

File Description	Documents
Copies of documents highlighting collaboration	View File
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)

1

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	View File
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.

- For Practical classes laboratories are available. All necessary equipment/apparatus/fittings are procured and fixed/used as per standard laboratory designs for respective subjects. Government of Odisha has laboratory grants earmarked for Purchase of new equipment/apparatus almost on annual basis which is utilized to add facilities on incremental basis. The repair/renovation, electric, gas, water and drainage facilities are also done on necessity/requirement basis by the local PWD department or sometimes utilizing the college development fund depending on exigency.
- Laboratory assistants and Demonstrators(whenever available) usually take care of the daily maintenance and upkeep. A classwise/Semester wise register is maintained for recording daily lab activities with signature of the Class teacher and assistant. The department store maintains stock register with details of issue of items/apparatus/Chemicals etc. Malfunction/breakage/defects are also recorded.
- The College has a huge library with around 80 thousand books, mostly textbooks along with references, journals, periodicals etc maintained manually on fortnightly basis by the Library staff. There is a system of book issue/return for students on a streamwise/Subjectwise/Classwise basis. Every bonafide student is issued a College Library card with authentic facsimile of the Principal along with the Students' ID cards which he or she has to submit at the time of leaving the College after obtaining NO-Dues clearance from the library office. There is a sprawling

Students Library Reading room adjacent to the main library where books are displayed subject-wise for reading in the room itself. The main library remains open from morning 10am to evening 5pm, however the reading room remains open from 9am till 6-30pm. The library has washroom, drinking water, Xerox, First aid and Cloak room facilities. Fire-extinguishers and emergency exit provisions are also there. The library is utilized almost 100% of the time and by a large number of students on a regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College conducts Annual Cultural events and competitions for students. Such activities are usually conducted by students office bearers of Cultural and Drama - Music associations elected by students voters every year. Students are encouraged to take part in all types of cultural activities and are deputed to intercollege competitions at University, State and even national level events. However this year due to prevailing Covid situation some of the events couldnot be condcuted while few more were done online. There is a gym, a sports goods/items store room usually in charge of the PET. A large general open playground, a medium size ground, a Basket ball RCC ground and a Badminton facility within the College boundary. There is College Athletic association the members elected every year on Students' Union elections and functions following the laid down rules/guidelines of the college in the College calendar. Students utilize the Gym/Grounds/Items/facilities on a regular basis. An annual contingency money is utilized for maintenance. The classrooms along with bench-tables-black boards are also fitted with fans, electric light and drinking water-wash room facilities in each corridor for the use of students.

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

6

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

1.21

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
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 big library with above eighty thousand books that include text books, reference books, journals, periodicals, magazines etc. bonafidestudents are provided institutional library cards on which fortnightly books are issued as the need/availability of the books. Students also use the Library reading room where necessary facilities are provisioned.

There are around 20 computers in different sections of the

college. Faculties also use their personal laptops as and when needed for presentations through LCD projectors etc. All Science departments and some humanity departments do have their own LCD projectors and related accessories. The practical subjects have sufficiently furnished laboratories with prescribed apparatus/instruments/chemicals etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	No File Uploaded
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)

1

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)	View File

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

660

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
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

The institution campus is Wi-fi compatible including Library and students hostels campus. A nominal budget is allocated from the students development fund for maintenance of these services. The college has a big library with above eighty thousand books that include text books, reference books, journals, periodicals, magazines etc. bonafide students are provided institutional library cards on which fortnightly books are issued as the need/availability of the books. Students also use the Library reading room where necessary facilities are provisioned.

There are around 20 computers in different sections of the college. Faculties also use their personal laptops as and when needed for presentations through LCD projectors etc. All Science departments and some humanity departments do have their own LCD projectors and related accessories. The practical subjects have sufficiently furnished laboratories with prescribed apparatus/instruments/chemicals etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
648	40

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	E. <5 Mbps
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File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

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	
--	--

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

1.21

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	No File Uploaded

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.

- For Practical classes laboratories are available. All necessary equipment/apparatus/fittings are procured and fixed/used as per standard laboratory designs for respective subjects. Government of Odisha has laboratory**

grants earmarked for Purchase of new equipment/apparatus almost on annual basis which is utilized to add facilities on incremental basis. The repair/renovation, electric, gas, water and drainage facilities are also done on necessity/requirement basis by the local PWD department or sometimes utilizing the college development fund depending on exigency.

- Laboratory assistants and Demonstrators (wherever available) usually take care of the daily maintenance and upkeep. A classwise/Semester wise register is maintained for recording daily lab activities with signature of the Class teacher and assistant. The department store maintains stock register with details of issue of items/apparatus/Chemicals etc. Malfunction/breakage/defects are also recorded.
- The College has a huge library with around 80 thousand books, mostly textbooks along with references, journals, periodicals etc maintained manually on fortnightly basis by the Library staff. There is a system of book issue/return for students on a streamwise/Subjectwise/Classwise basis. Every bonafide student is issued a College Library card with authentic facsimile of the Principal along with the Students' ID cards which he or she has to submit at the time of leaving the College after obtaining NO-Dues clearance from the library office. There is a sprawling Students Library Reading room adjacent to the main library where books are displayed subject-wise for reading in the room itself. The main library remains open from morning 10am to evening 5pm, however the reading room remains open from 9am till 6-30pm. The library has washroom, drinking water, Xerox, First aid and Cloak room facilities. Fire-extinguishers and emergency exit provisions are also there. The library is utilized almost 100% of the time and by a large number of students on a regular basis.

There is a gym, a sports goods/items store room usually in charge of the PET. A large general open playground, a medium size ground, a Basket ball RCC ground and a Badminton facility within the College boundary. There is College Athletic association the members elected every year on Students' Union elections and functions following the laid down rules/guidelines of the college in the College calendar. Students utilize the Gym/Grounds/Items/facilities on a regular basis. An annual contingency money is utilized for maintenance. The classrooms along with bench-tables-black boards are also fitted with fans, electric light and drinking water-wash room facilities in each corridor for the use of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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	
390	
File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded
5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year	
2	
File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File
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	A. All of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
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

646

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
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	
1	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
5.2.2 - Number of outgoing students progressing to higher education	
1	
File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
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	
1	
File Description	Documents
Upload supporting data for students/alumni	View File
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	
1	

File Description	Documents
e-copies of award letters and certificates	View File
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

1. Student members are nominated in to College Statutory bodies like the Academic Council and other non-statutory committees like the IQAC, Discipline Committee, Anti-ragging Cell, Sexual Harassment Cell, Equal Opportunity Cell etc. where their points of view figure prominently in decision making and/or any rules/policies framed thereon.

2. The Students' Union and sister associations like Science Society, Social Service Guild, Day Scholars Association, Commerce association, Athletic Club, Drama & Music Society/ Cultural Forum etc are elected through elections or nomination if necessary who are entrusted on oath the entire responsibilities of conducting annual students events both academic, athletic or cultural involving all students across stream and class.

3. Class representatives elected/nominated from each class/stream/year are given responsibilities of representing the issues of his/her class and put forth before the authorities as when required and in charge of overseeing the academic ambience of the class.

4. Student bodies are encouraged to actively take part in inter-College, Inter University, inter State, National Sporting, Cultural events representing the college and felicitated/recognized on their success and accomplishments.

5. Help desks, Suggestion Boxes, Grievance Cells serve as platform for students to reflect their issues. Otherwise Student representatives are encouraged to submit their written memorandum to the concern teacher bodies, Administrative Bursar, Academic Bursar or the College authority which is usually resolved within hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
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

An Old Students' Association with around 200 alumni of this institution is a registered society since nineteen eighties. This alumni association runs by the bylaws framed by rules/guidelines laid down by Government with amendments over the resolutions of the office bearers of the association and deliberations discussions among the alumni members as and when required. The Principals act as the president, senior alumni are elected as the Secretary, Joint Secretary, Treasurer etc. The general body meeting is held with prior notice all members at least once a year preferably in the college. The agenda for the meeting set as earlier meeting resolutions and/or as desired by the members or any exigencies. The annual General Body meeting was held in a grand way during May, 2016 where around 170 alumni from all across the State and Country turned up.

Keeping in view the motto of alumni associations, the members under the presiding of the Principal of the college discuss over the different developmental, academic ambience related issues and come up with constructive suggestions/solutions and submit to the college authority for undertaking possible/feasible measures in this regard.

The association maintains a register for recording its annual activities, minutes, action taken report, future plan of action and other related matters with due signature of the office bearers.

The Alumni members contribute financially as monthly subscription of a minimum amount and/or occasional donations/contribution by ex-students. The association operates financially on its own with a separate bank joint account in the name of the President and Secretary and the DCR and other necessary accounts are maintained by the treasurer ensuring timely audit as per law.

The alumni gets its fair representation in the different College statutory bodies like the Executive Committee(GB), Academic Council, IQAC etc and their views and suggestions figure in the minutes/proceeding records of such meetings. The Alumni Feedback is an important component in the feedback collection and analysis in the assessment and accreditation processes. The UGC, NAAC, DHI-Odisha and other such bodies invariably conduct formal meeting with alumni members to get their feedback/suggestions/issues if any for the overall development of the Institution keeping the Students welfare as most overriding concern.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

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

General administration of the College is largely a team work. The organization structure allows a both-way governance i.e., top to bottom and bottom up as well in varying degrees. The Principal

being the head is supported by the Establishment, Accounts and Examination sections headed by the Administrative bursar, accounts bursar and the Controller of Examinations with their teams respectively with delegated administrative/decision making powers. The four important statutory bodies namely, the Executive Committee, Academic Council, Boards of Studies and Finance-Development Committee take all important administrative/financial/policy decisions with prior inputs from the Staff Council and HoD meetings. The College financial administration/management is largely delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manual on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

The organization structure is such that, the academic, administrative as well as even the financial powers in regard to decision and/or choice of commodity purchase is percolated down from top to the bottom but the most important stakeholder, i.e. the students. The Principal as the head of the institution is supported by the Administrative, Academic and Accounts Bursars, Controller of Examinations and all Heads of the subject departments. Though comes directly under the authority of Government of Odisha, Higher Education Department, the day to day governance however is entrusted with different Statutory and Non-Statutory bodies like the Executive Committee (Governing Body), The Academic Council, The Boards of Studies, Finance & Development Committee, Purchase Committee. These Committees are represented under the Chairmanship of the Principal by teaching, non-teaching support staff, Student members, District administration, Engineering department and local medical

fraternity, Parent/Guardian, Civil Society members, Alumni and Industry/Business represents thus including all stakeholders.

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	Nil

6.2 - Strategy Development and Deployment

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

The College Finance Committee and Development Committee normally meet thrice a year to deliberate on the indents/requirements/suggestions/queries submitted earlier by the HoDs with the establishment section of the college office headed by the administrative bursar and managed by the Office Head Clerk. The approvals of this committee after ratified by the Executive Committee will then be processed by the accounts section for implementation by the respective departments. All the resolutions/minutes of such meeting are recorded/documented for auditing. The College financial administration/management is largely delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manual on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

The Academic curriculum is framed at the higher education department level in consultation with subject experts and all HEIs coming under are to follow the subject-wise prescribed syllabus both for UG and PG courses. However, the autonomous colleges enjoy the liberty of modification up to 20% and ratified by the esteemed members of the respective Boards of Studies. The college has been implementing the Choice Based Credit System (CBCS) syllabus since 2015-16 academic year. The Curriculum provides Core papers and Elective papers in subject along with Compulsory papers in Environment Studies, Communicative English and Quantitative aptitude and Logical reasoning for all Graduate classes across streams. The HoDs assign subject-wise/Paper wise classes/periods of 45 minutes each to the teachers following weekly work load guidelines mandated by UGC and prescribed by the Higher Education Department, Govt of Odisha. The teachers are to maintain Daily lesson plans and Progress registers mentioning the daily Topics covered vis a vis prescribed in syllabus with their signature and date which is maintained in the department under the direct supervision of the HoD and checked/verified by the Principal supported by the Academic Bursar on routine visits to the departments. The teaching we follow is a fair blend of traditional BB and use of ICT mainly the LCD projected Power Point presentations. Apart from the class room teaching students take recourse to the Remedial/Proctorial Classes for doubt clearing other one-to-one counselling. The Controller of Examinations with his team publishes the tentative exam schedule Semester-wise examination for both Mid-Sem and end-Semester in the beginning of the academic year during July, 2016. Following the Government prescribed academic calendar, exams are conducted with utmost transparency and diligence to make it fair and hassle free while maintaining the required confidentiality. The evaluation process also follows the set guidelines for Autonomous Colleges with a fair mix of in-house and external examiners earlier approved by the Academic Council and Board of Studies. On approval of the special examination committees and all HoDs the results are published error-free well within the time line. Grievances if any, with regard to re-addition only is entertained. The Students; Statement of Marks reflects both SGPA/CGPA as well as marks secured in each paper of the respective Semesters.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
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	View File
Any additional information	No File Uploaded

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

The institution provides, as per Govt. rules, the opportunities for career development and progression of the teaching faculty in various schemes such as FDP, orientation courses, refresher courses, minor and major research grants from Central and State bodies like DST, DBT, State DST and DBT, ICHR etc. For non-teaching staff time to time inhouse training on different fields of general administration, HRMS, PFMS, Accounting and DCR maintenance etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

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)	View File

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
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.)

9

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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

The College financial administration/management is largely

delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manuals on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing. All types of funds/grants received from State Government, MHRD, UGC, DST, DBT or any other funding agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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)

1

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

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

institutional strategies for mobilisation of funds and the optimal utilisation of resources

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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)

- In keeping with the tradition and mores of this institute conducting the "Gajapati Memorial Lecture series" has been maintained by inviting renowned resource persons in fields of academics, arts and culture while the annual "Extra-mural talks" and regular departmental seminar activities provide the students the requisite academic and enlightened frame-of mind honing their self-esteem, world-view and over all personality development. In this context, this year in the Extra-Mural talk series,

To maintain the benchmark of academic, administrative and finance qualities in keeping with Vision and Mission of the institution while at the same time conforming to the mandates set by the UGC by strictly adhering to the New Model Choice Based Credit System Syllabus in curriculum implementation, consistent examination and comprehensive evaluation process to the maximum benefit of the students. By provisioning Elective optional subjects and allowing at least two chances to all graduate examineesto clear the backlogs within the stipulated three year degree courses not only ensures a healthy OTG (On-time Graduation) percentage but also incrementally adds to the annual GER (Gross Enrolment Ratio). Further, the proposals duly approved by the Academic Council and Executive Committee was submitted to DHE and RDE regarding opening of Self-financing courses in BBA, BSW, PDJMC was discussed in view of the revised rules and guidelines framed by Government,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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 HoDs assign subject-wise/Paper wise classes/periods of 45 minutes each to the teachers following weekly work load guidelines mandated by UGC and prescribed by the Higher Education

Department, Govt of Odisha. The teachers are to maintain Daily lesson plans and Progress registers mentioning the daily Topics covered vis a vis prescribed in syllabus with their signature and date which is maintained in the department under the direct supervision of the HoD and checked/verified by the Principal supported by the Academic Bursar on routine visits to the departments. The teaching we follow is a fair blend of traditional BB and use of ICT mainly the LCD projected Power Point presentations. Apart from the class room teaching students take recourse to the Remedial/Proctorial Classes for doubt clearing other one-to-one counselling.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
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

The College has mechanisms in place for promoting healthy values and mores in regard to equality and harmony in general and gender equity in particular. The different committees under "Anti-ragging Cell, Sexual Harassment Cell, Equal Opportunity Cell and Minority Cell" with its various guidelines prescribed by Department of Higher Education, Government of Odisha, revised from time to time perform their assigned role with utmost sincerity and diligence and keeping all caution in mind while dealing with cases as and when required. The Self-Defence Programme has been a successful scheme sponsored by the Odisha Government where in experts, trainers and volunteers train our Girl students in different arts of Self-defence. Seminars on Gender issues, Socio-cultural disadvantage of Girl Child in certain communities conducted occasionally is immensely helpful to students, particularly, this region being highly tribal infested and considered an aspirational district.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

D. Any 1 of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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)

The Institution follows the practised methods of solid waste management. The college campus is provided with several large waste bins located at prominent points where students crowd is maximum. The cardinal principles of recycle and re-use is explained often to students. All degree 1st year students have a compulsory paper named AECC (Ability Enhancing Compulsory Course) with 6 credits wherein they have topics ranging from

Resource Conservation, Pollution, Sustainable resource use, climate change and disaster management that helps students to gain comprehensive ideas about how to ensure an Eco-friendly ambience in the college campus.

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	No File Uploaded

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

D. Any 1 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

B. Any 3 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	No File Uploaded

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	No File Uploaded

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,

B. Any 3 of the above

reader, scribe, soft copies of reading materials, screen reading, etc.

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	No File Uploaded

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).

The College has mechanisms in place for promoting healthy values and mores in regard to equality and harmony in general and gender equity in particular. The different committees under "Anti-ragging Cell, Sexual Harrasment Cell, Equal Opportunity Cell and Minority Cell" with its various guidelines prescribed by Department of Higher Education, Government of Odisha, revised from time to time perform their assigne role with utmost sincerity and dilligence and keeping all caution in mind while dealing with cases as and when required. The Self-Defence Programme has been a successful scheme sponsored by the Odisha Government where in experts, trainers and volunteers train our Girl students in different arts of Self-defene. Seminars on Gender issues, Socio-cultural disadvantage of Girl Child in certain communities conducted occassionally is immensely helpful to students, paerticularly, this region being highly tribal infested and considered an aspirational district.

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 conducts seminars, workshops, meetings and discussion

with all the stakeholders on issues concerning an individual's constitutional duties, responsibilities, rights and values on various occasions. The Students immensely benefits from these interactive events in performing their duties as well as become aware about their rights and responsibilities with regard to social harmony and nation building. The different elected Students Bodies .like the SSG, DSA, Cultural forum and Students' Union is educated on these lines of obligation -values-rights and responsibilities following all rules and guidelines prescribed by the College as well as the Government.

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 Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of Ethics - policy document	No File Uploaded
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

The institution along with the students celebrates different National and International commemorative days, events and festivals with much fervour. The main events are the 26th January - The Republic Day, 15th August - The Independence Day, International Womens Day on 8th March, Gajapati Maharaja Birthday on 26th April, World Environment Day on 5th June, World Aids Day on 1st December and many more. Similarly the Annual Athletic Meet, Drama Music Function and College Annual Day is celebrated with the active co-operation and harmonious involvement of students, Teachers, parents and public.

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

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

<https://skcgparala.ac.in/upload/files/Best%20Practices%2020-21.pdf>

Best Practices

2020-21

1. Title of the Practice

To serve the higher education needs of this locality to the best of ability and opportunity. To take and implement necessary steps to improve the holistic, academic standards of the institution.

2. Objectives of the Practice

a) Address the academic and infrastructural limitations of the institution by target specific activities b) Improve academic and administrative accountability.

3. The Context

The new CBCS syllabus needed more intensive academic exercises along with an extensive and comprehensive examination and evaluation. The rich academic and cultural tradition of this century old college in the present scenario needs to be maintained.

4. The Practice

Timely conduct of all Mid- and End-Semester Examinations, evaluation and publication of error-free results within the academic calendar was achieved. Staff crunch has remained a limitation while the prevailing Covid-19 situation has further strained the calendar time that need extra efforts despite which the staff strived hard to meet the targets.

5. Evidence of Success

The prescribed Syllabus was covered through intensive online classes. Online Examination conducted successfully following UGC mandated and Odisha Government circulated guidelines and results published within the revised academic calendar. Several Webinars conducted to cover the Students Career Counselling, Extra-mural lecture needs. Faculty attended online conferences, seminars and also added to their research publications.

6. Problems Encountered and Resources Required

Staff crunch, interruptions in power supply and network issues are the usual bottlenecks.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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)

This century old institution established by the Gajapati Maharaja of Paralakhemundi in 1896, was a prominent institution providing

college education to the people of North Andhra, Chhatisgarh, MP, and Odisha until 1947 when it came under Utkal University and then to Berhampur University in 1967. The second oldest college of the State after the Ravenshaw College Cuttack, located in the now border district of Gajapati, it still caters to the formal higher education needs of the lowest socio-economic denominations. Being situated in an officially declared a disadvantaged and aspirational district, the tribal students make above sixty percent of the total student strength that include some most potentially vulnerable tribes figure among the immediate beneficiaries. The town having been historically patronized by the Gajapati Maharaja dynasty, considered the cultural epicenter of the Odias and having played crucial role in Odisha pre-independence day politics was declared the first language based State in India in 1936. Having produced dozens of achievers in fields of Medicine, Engineering, Bureaucracy, Law, Politics, Business/Industry/Entrepreneurship, this College thus derives its distinctiveness strategically, historically and culturally in addition to being the front-line HEIs in the State spearheading a rich heritage of a holistic and purposeful higher education.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. The new papers such as "Morals & Ethics for students" and Yuva-Sanskar Audio-visual classes for undergraduates added to the present CBCS Syllabus to be implemented across all Graduate programmes and the feedback collected there on is to be discussed in the next Board of Studies meetings and more streamlining if so decided by the Chairmen and members of the respective Boards. As per the higher education department guidelines some rationalization/modifications were included in the syllabus especially in the AECC I paper that has been redesigned by Department of Higher Education as EVS & Disaster Management, the newly introduced SEC (Skill Enhancing Course) Paper I in English speaking Skills & II in Quantitative aptitude and Logical reasoning for the Degree first year students from the next academic session and the concerned text books have to be provisioned under the OHEPEE scheme.

2. The follow up to the report of the special inspection team on RUSA fund expenditure and UC status necessary steps to be taken and expedite communication to the Government for release of the last tranche of RUSA fund for payment to the executing authority, the R7B div of PWD, Paralakhemundi for smooth handing over of the new G+2 classroom building to the college authority.
3. To review and complete the purchase and installing of the first installment of the released grant by the World Bank funded, OHEPEE under Civil construction of additional classrooms, laboratories, computer lab and Girls' Common Room be expedited with the PWD. The items approved and procured under non-civil grant like, the Photocopier machines, UPS, PC-Multifunction Printers for Library and Office to be properly reviewed after their installation..
4. Ensure conduct of at least two Career Counseling Sessions for Degree Final Year students, National Level seminars, Environmental awareness campaigns/meetings and Plantation programmes to be carried out especially with the active involvement of local community and alumni.