YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution	**HINDOL COLLEGE, KHAJURIAKATA**
• Name of the Head of the institution	**ASHOK KUMAR SAHU**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**06732-254423**
• Mobile No:	**9437333902**
• Registered e-mail	**hindolcollegekkata@rediffmail.com**
• Alternate e-mail	**ashokphy0001@gmail.com**
• Address	**AT-KHAJURIAKATA, PO/PS-BALIMI**
• City/Town	**DHENKANAL**
• State/UT	**ODISHA**
• Pin Code	**759020**

2.Institutional status

• Affiliated / Constitution Colleges	**AFFILIATED**
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**UGC 2f and 12(B)**

- Name of the Affiliating University

  UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR

- Name of the IQAC Coordinator

  JAYANTA NARAYAN PATI

- Phone No.

  06732254423

- Alternate phone No.

- Mobile

  9437730903

- IQAC e-mail address

  iqachindolcollege@gmail.com

- Alternate e-mail address

  jayanta_pati2011@rediffmail.com

3.Website address (Web link of the AQAR (Previous Academic Year)

https://hindolcollege.in/aqar/

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

  https://hindolcollege.in/academic-calender/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**2.81**	**2022**	**09/11/2022**	**08/11/2027**

6.Date of Establishment of IQAC   **08/07/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
HINDOL COLLEGE, KHAJURIAKATA , DHENKANAL	**CHIEF MINISTER SPECIAL ASSISTANCE**	**GOVT. OF ODISHA**	**2023-24**	**12500000**
HINDOL COLLEGE, KHAJURIAKATA , DHENKANAL	**CHIEF MINISTER SPECIAL ASSISTANCE**	**GOVT. OF ODISHA**	**2023-24**	**1500000**

8.Whether composition of IQAC as per latest NAAC guidelines   `Yes`

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   `04`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

`* Blood Donation Camp`

`* Certificate Programme in Banking, Finance & Insurance by Bajaj Finserv Limited`

`* Two Career Counselling Programme`

`* Odia Bhasa O Sahitya Sammilani`

`* New Voters Registrtration Awarness Programme`

12.Plan of action chalked out by the IQAC in 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 prepare Academic Calendar for timely completion of Course.	Timely course competed that better result in CBCS Exams.
Teachers to be encouraged for publication and presentation of papers	Some teachers published papers & presented papers.
AQAR prepartation and submission	Submited
Faculties to be given academic training on CBCS Syllabi	Teachers sent to get Academic Training
Academic Audit, Green Audit ^ Energy Audit and Gender Audit to be conducted	Academic Audit, Green Audit ^ Energy Audit and Gender Audit conducted
AISHE data to be uploaded in time	AISHE data uploaded
100% schlorship to be ensured	100% schlorship ensured
WI-fi Extenson to academic Block -2 funded by IDP under WBOHEPPE	WI-fi Extended to academic Block -2 funded by IDP under WBOHEPPE
More CCTV and Cameras to be installed for safety and security of student inside the campus	More CCTV installed.
Infrastructure development grant applied to Goverment of Odisha	1.25 crore and 15 lakhs receive from Goverment of Odisha

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/07/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/07/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
YES	27/01/2024

15. Multidisciplinary / interdisciplinary

Our institution is affiliated to Utkal University. We offer Education in multiple streams viz., Arts, Commerce, Life Sciences and Physical Sciences at Under Graduate Levels. In NEP, to keep the face with new technology and student needs, department's plans add-on and certificate courses. Different departments are planning to start Interdisciplinary AddOn courses like Physics & Computer Science departments are jointly planning a course on Simulation. Utkal University has introduced bucket system in which students can choose any three subjects from Arts, Science and Commerce . For eg: students can choose any three subjects like Physics, Chemistry, Mathematics, Botany ,Zoology, Education, History,Odia,Sanskrit, Economics,Commerce. With this aim in mind, the college has already started implementing multidisciplinary courses for the students. This year NEP was implemented.

16. Academic bank of credits (ABC):

The student records are digitized and are made available by the affiliating university. This will help students to restart their education at any time in future, in case they are not able to complete their studies due to various reasons. Being many girls student , our institution sees many dropouts due to reasons like marriage, relocation etc. To help the students to complete their education even after the break, we maintain all the students' records at our office and the required data is given to them within the stipulated time. Students can download 10th and 12th class certificates online. Students are advised to store all their documents in digi locker (www.digilocker.gov.in). With multiple entry and exit options, the students' academic history becomes very important. Our institution maintains a database of all academic records for easy access.

17. Skill development:

 The recently started Entrepreneur Development club guides the students by imparting creative and innovative ideas on business skills as entrepreneurship and startups are the need of the hour. To survive in present day world, apart from academics, such skills are needed. Hence, the college conducts special programs to impart these skills through online and offline mode. The main aim of skill development centre is to empower students with soft

skills, ICT skills, earning skills and life skills and this is effectively achieved in accordance with our Mission of "EDUCATE, EMPOWER and LIBERATE". The Career Guidance Cell strives to empower the outgoing students with guidance on further academic pursuits and/or careers in their respective fields of interest. Our college also organizes regular seminars and workshops on Value Based Education.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

We have students from various states with different Mother Tongue. Our students presents programs in different languages in National festivals like Republic Day, Sarojini Naidu Birthday, Gandhi Jayanthi etc., and in college functions like Fresher's day, Farewell day, Hindi Diwas, etc., Students perform various dance forms in different languages. Our hostel is a good example of the age old adage, "Unity in Diversity". Even though English is the medium of instruction, the faculty helps the students in understanding the subject by explaining in their mother tongue if required. College encourages students to participate in writing book reviews, article writing, and essay writing, etc. in any language of their choice. At inter -collegiate level competitions, we encourage students' participation in regional language debate, elocution and storytelling. College always motivates the students and teachers to visit the Swayam Portal, NPTEL for various online courses in their own mother tongue. Students are encouraged to contribute article in their mother tongue in college magazine.

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

College has adopted CBCS which includes identification of Cos, POs, and PSOs. Our college is affiliated to Utkal University for several courses and programs, university has specific guidelines regarding COs and POs and this is regularly updated on college/university website. College has developed a mechanism to map COs with POs. It is with a sense of pride that we claim that many of the faculty are members of Boards of Studies at University. Feedback collected from the students and other stake holders are communicated to the University for Updating COs and POs. Several departmental meetings are conducted with IQAC members to design and revise the outcomes. IQAC has taken an initiative to train college specific COs and departments are encouraged to conduct addon/certificate courses to achieve Vanita specific COs. College management, which includes Principal and other administrators, is involved to measure the attainment of

COs and POs. Through OBE, the College facilitates developing graduate attributes like inter-disciplinary knowledge, problem solving skills, effective communication, life-long learning, ethics, and environment and sustainability. Workshops and FDP's are organized to train the Teachers on development of material for OBE and successful attainment of POs and COs.

20.Distance education/online education:

The best thing to happen as a result of NEP is the provision to register in various courses from different universities simultaneously. College is encouraging students by providing information and necessary guidance to pursue SWAYAM courses through NPTEL recognized SPOC. In addition to this, college has an MOU with various organisations. Some of the organizations are providing certificate courses at very nominal or no cost. The affiliating university also gives an opportunity to drop-outs to complete the Program through distance education without taking a break. The Pandemic has given faculty and students an opportunity to online mode of teaching-learning and provision of e-resources. These initiatives by the government help the organization in adopting to Distance education and online education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**12**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**944**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/	**156**

State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**280**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**27**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**27**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**15 CLASSROOMS AND 2 SEMINAR**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**66.99**
4.3 Total number of computers on campus for academic purposes	**70**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to Utkal University. Usually affiliated colleges do not play any role in curriculum designing, development etc, It is done by the University However the institution plays an important role in effective implementation of the curriculum. The effective delivery of the curriculum covers a lot of activities such as preparation of academic calendar and preparation of lesson plan. The academic calendar is prepared on the basis of the schedule provided by Government of Odisha. The IQAC prepares academic calendar and gets confirmation from staff council first then final confirmation from the head of the institution. The head of each department provides workload statement at the beginning of the every semester. The teaching plan is prepared keeping an eye at Academic calendar. Different tests are conducted to evaluate the performance of the students. The tests include monthly test, weekly test, Unit test, MCQ test, internal test etc. Slow learners are identified and the college arranges remedial classes and other remedial measures to enable them to cope with the curriculum. IQAC makes review of performance after publication of result and share it with departments to improve the performance to next higher level.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is prepared on the schedule provided by the university for each semester. The academic calendar is prepared by IQAC and before finalization discussed by the staff council. Teaching plan is prepared in strict adherence to the academic calendar. Academic calendar is distributed to the faculties and students in the beginning of the session. The teaching plan contains details of the course to be taught including seminars and project work. The teaching plan is prepared by faculties and countersigned by principal. Progress register maintained by each faculty and it is countersigned by the Principal at the end of each month. Continuous Internal Evaluation is done by conducting

unit test, monthly test, mid-term assessment, quiz, seminars and project work assignment. After completion of each unit test is conducted. In classes quiz on topic conducted. Monthly test, mid semester test carriedout strictly. The result of Mid semester test is sent to university. Seminar and project asses student's presentation skill and data collection and assimilation along with comprehension ability. These practices ultimately help students perform better in the end semester university examination.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	<u>View File</u>
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

145

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

145

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Curriculum that is adopted by our institution is prescribed by Utkal University. The curricular and cocurricular programmes are

skillfully integrated with gender equality, environment and sustainability, human values and professional ethics that enable our students to encounter the challenges related to gender equality and adoption of global students of professional ethics. All the under graduate programmmes in both Humanities and Science streams cover courses that help promote competitions and awareness about our environment its changes, issues to name a few ozone layer depletion, global warming, photo chemical smog and its solution. Course in language and literature that instill in the students and help promote effective communicative skills, cultural and human values that help them to accept challenges in both complex job market and personal life. Human Rights awareness programmes, Gender sensitization programmes are carried out each year in the college to wish list the importance of human values, gender balance, respect for woman etc. The college organizes Environment day, Yoga day, Extra moral activities, National Science day, Health awareness programme, Blood donation programme, Study/ field tour bystudents, Traffic awareness programme each year to support co-curricular activities which help promote values, ethics and social responsibility.

The papers on population needs studies explore the demographic needs and challenges to cope with human resource management.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

238

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

416

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

224

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 the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The respective departments are assigned with the responsibility to look after the students after they got admitted into the institution. The advance and slow learners are identified as per the student's response in the class room lectures and discussion and from the teacher's feedback. Also it is validated from the internal assessment test, Laboratory performance and different activities inside the classes like MCQ, quiz test etc. In the welcome ceremony of new comers they are informed about curriculum, academic calendar is distributed among the students. Advance learners are counselled to spend more time in library to take extra advantage. Also they are provided with e-library facility. Advanced learners are encouraged to present papers in in-house seminars to improve presentation skill.

Slow Learners

- **The slow learners are provided with remedial classes and special classes in extra time to fulfil their need.**
- **Previous year university questions for each semester is discussed among the slow learners to familiarize them with the pattern of examination.**
- **Papers of internal examination are shown to the slow learners to aware them where they commit mistake or error and how to overcome these difficulties.**

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
944	**29**

File Description	Documents
Any additional information	[View File](#)

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 college undertakes student centric methods to promote learning process. The faculty members who are mentors of many mentees know the need of the students and help students beyond teaching hours to cope with curriculum. All the faculties apply discussion method, participating method, experimental method, problem solving method, project method, field study method to enhance teaching learning process. The following strategies and methods are undertaken by the teachers to enhance the learning process.

- **Students are encouraged to collect, process and manage information through the internet, text books, and journals. Internet facility is made available in the library, E-library, different laboratories. Students can collect data on topics taught, reference topics and current events in relation to the curriculum and syllabus.**
- **Different type of problem solving methodologies are applied in the in the teaching-learning process.**
- **The students are taken on Industrial visits, Field visits to acquire skills and collect data and knowledge in their related fields.**
- **The students are taken to adopted villages namely "Ranjagol" and "Sanahindol" to make different social-outreach programmes like environmental awareness programmes, sanitation programmes, health awareness programmes, Tree plantation programmes, etc and collect data.**

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in

maximum of 200 words

The college encourages teachers to use ICT enabled tools for effective teaching-learning process. However due to lack of resource limited ICT enabled classes are taken by faculties. The institution is having three ICT enabled class rooms. These class rooms shared by both the Science and Humanities faculties and engaged students in ICT enabled classes. The ICT enabled classes no doubt create interest for learning among the slow learners and advanced learners get additional advantage out of it. The students are encouraged to use Inflibnet to collect study materials to cope with new CBCS curriculum. 100 Mbps Optical fiber connectivity is provided to all the Science departments, library and Reading room to browse net and get knowledge connectivity.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://hindolcollege.in/ict-enabled-teaching/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

04

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

433

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows the mandatory system of continuous internal assessment. Attendance, Internal Examination, home assignments and project work are the major components of internal evaluation. The college being affiliated to Utkal University adheres strictly to the norms of the University regulating examination system. After completion of admission process and counselling of the students, they are informed about the internal assessment from the commencement of session through academic calendar. Different committees are formed to supervise the activities of the college. Each department conducts different tests like class test, quiz, MCQ etc and provides guidance to students. Different problems of the students are solved through discussion in the classes. The written internal tests are conducted and the records are kept in mark sheets. The internal examination are conducted for 15 and 20 marks each for practical and non-practical papers respectively. The internal marks are uploaded in the University website site for addition purpose in final result.

Project work is an integral part of all the courses offered by CBCS develop the communication skill and presentation skill of the students. The topics of assignments and seminars are given in advance for timely preparation, submission and presentation. Viva-voce are also organized to acquaint students with the process of semester practical examination etc. The vision and mission of the college is to improve the quality of students by the continuous internal assessment by making it transparent and robust as far as practicable in our context.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal marks are notified to the students and paper shown to them for their satisfaction. Discussion made in the class to aware the students about the error they have committed so that they can learn from their mistakes. The performance of the students shared with the parents in PTA meeting. Feedback from parents taken to improve quality in the system. IQAC monitors the valuation process, distribution of answer sheets to the students and final submission of marks to the University.

The college adopts fair mechanism to deal with examination related grievances. After publication of internal results the internal marks are notified to the students and paper shown to them for theirsatisfaction.

Grievance if any it is referred to the Grievance redressal cell. The cell examines the case and take corrective measures for redressal of the case. The mechanism is transparent, time bound and efficient to solve the problems of students. Some of the students internal marks when unfortunately while submission of marks to the university is failed due to server problem, is uploaded . This is done taking the evidence from the college internal examination attendance sheet as evidence. The Centre Superintendent communicates the matter to the University and gets the Controller of Examinations approval to do the needful. Students get justice under the University rules for rechecking of the answer scripts with fee deposit as fixed by University. The Controller of examinations takes the final decision related to student's grievance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution follows two programme of Utkal University i.e B. A and B. Sc. and try hard to increase the employability of the students for course outcomes and programme outcomes. All programmes offered by the college are circulated to the teachers and students through website and notice board for information. Implementation of course is week planned by faculties to bring at the desired outcomes as stated in the syllabus. The programme specific outcomes aimed at help achieving the students both objective and subjective knowledge along with applications. The IQAC collects student feedback/ Teacher feedback and implement the facilities to act accordingly to the need of the students. The Governing body and Department of Higher Education through inspecting authorities monitors, the smooth progress of academic matters and issues.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://hindolcollege.in/naac-documents/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of programme outcomes, programme specific outcomes, and course outcomes are evaluated following university guidelines through internal assessment of learning and speaking.

Internal Examination

College organizes one internal examination for each semester in a centralized manner. Examination, valuation, announcement and notification of result are done without deviating the schedule in a time bound manner.

Unit Tests

Departments organize unit tests quiz and MCQ test in the class after completion of each unit on a regular mode and records are kept in the respective departments.

Assignments

Seminar topics are assigned to the students in advance and they make a presentation in the in-house seminar conducted by each department. This activity promotes learning and speaking assessment.

Projects

Students are assigned with project work in partial fulfillment of the sixth semester University Examination. This is mandatory requirement for the completion of the programe.

Viva-voice

There is viva-voce for projects and practical examinations. This tool helps assessing the programme and course outcomes.

End semester Examinations

The mark obtained at the end semester examination conducted by the University provides department wise, programme wise and course wise details of the programme and course outcomes.

Feedback

Feedback is collected from students. The responses of students provide and account of the programmme and course outcomes. It helps promote attainment of specific programme and course outcomes.

Progression to Higher Studies

The progression of students from U.G to P.G. programmes helps to assess the programme and specific programme outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

272

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[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://hindolcollege.in/student-satisfaction-survey/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

12

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has an effective system of execution of extension

activities with the help of NCC/NSS/YRC wings of the college. The extension programmes mainly focus on social, economic, environment and health and higher issues to sensitize students to social issues as well as holistic development. The institution organizes seminars, awareness progammes to provide the students opportunity to explore themselves to social issues and attain holistic development. The extension activities Human Rights day, Voters Day, Self Defence Training for girls, Active citizenship programmes to sensitize the students to the problem and issues related to it. Other programmes like Health awareness programmes, Tree plantation programmes in adopted village "Sana Hindol" and "Ranjagol" are organized to sensitize neighborhood community regarding health and hygienic and Environment issues. The other miscellaneous programmes like blood donation programme, Traffic awareness programme, Fire fight programmes are organized to aware and sensitize students and public of the neighborhood about traffic rules, how to fight fire and necessity of blood donation. Swatcha Bharat Abhiyan inside college and in the adopted village organized to develop sense of cleanliness, health and hygiene and protection of healthy environment. Relief distributed to homeless and destitutes to the affected nearly villages during Natural Calamities namely "Fani", "Hoodhood" etc.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

10

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1426

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

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

The college has adequate infrastructure and physical facilities for teaching-learning and cocurricular activities. The college offers 02 UG programmes. All the programmes have separate classrooms with adequate facilities for teaching learning. White Boards and Boards are available for Science subjects and only Black Boards are available in humanities block.

- **The departments of Physics, Chemistry, Mathematics, Botany and Zoology have laboratories with required lab equipment as per CBCS syllabi.**
- **ICT facilities are provided to all the departments of Science.**

- **Limited ICT facilities are provided to all the departments of Humanities.**
- **E-learning facility provided to all the Science departments.**
- **Separate library and reading room each of 98.13 m2 available for students and teachers.**
- **Total 7,000 nos. of books including reference books are available for students.**
- **INFLIBNET facilities available for the students.**
- **The reading room apart from books provides magazines, newspaper, journal to students.**
- **The college has facilities like Botanical garden, Aquarium etc. for students.**
- **Classes taken for both science and humanities to develop communicative English skills.**

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

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

The college has the following facilities for sports, games (indoor, outdoor) and gymnasium and yoga.

- **A large playground of seven Acres is available for sports and games where students play cricket, football etc.**
- **A volley ball court is available for students.**
- **Indoor games for chess and carom is available.**
- **One gymnasium is available for students to support physical exercise.**
- **College also provides facilities for yoga to support physical exercise.**
- **To encourage cultural activities a small auditorium is available with Audio-visual system.**

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

032

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hindolcollege.in/ict-enabled-teaching/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

140

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The library is automated using Library management system (ILMS). The library is fully automated the version used is 2.0. The library was earlier using E-Granthalaya software. The library uses BARCODE technology for speedy issue/return operations. The LMS can manage book accession, cataloging, indexing, stock verification

etc. Online searching is available through "INFLIBNET" membership. Students search books, journals, periodicals etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://hindolcollegelibrary.examot.com/admin/index.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college possess IT facility i.e. optical fibre connectivity, with a speed of 100Mbps with wifi campus provided by MATRIX Dhenkanal, Odisha for the purpose laboratory, library, college administration and university examination related work.

The college has (03 nos.) three LCD projectors and one E-learning reading room. The college has SAMS centre. The college provides limited ICT enabled teaching to students. The university examination halls are under CCTV surveillance. The teachers and students are encouraged to use IT infrastructure in the best possible way to acquire knowledge and information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

8.24

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a system for the optimal utilization and maintenance of physical and infrastructural facilities.

The college has a development committee which looks after different developmental activities of the institution. The development committee comprises of Administrative Bursar, Accounts Bursar, Teacher-in-charge U.G.C affairs, IQAC coordinator, sports in charge, ICT in charge, and prof. in charge Building.

Finance committee prepares Annual Budget and presents it in the Governing body for approval. The building committee looks into the status of the existing buildings, requirements for new classrooms and buildings and maintenance of buildings if required.

The Academic Bursar looks after smooth running of classes and to completion of syllabi. The professor in charge Library takes care

of library, its requirement and upgradation.

Prof. in charge UGC takes care of utilization of UGC grants for the purpose for which it is sanctioned.

The IQAC coordinator monitors all the activities of the college necessary for the development of quality and equity point of view.

Teacher in charge sports takes care of sports related activities of the students and use of gymnasium by students for different body building activities.

Prof. in charge ICT monitors the functioning of computers, procurement and upgradation etc.

The college has a purchase committee and procurements of goods and services are done as per UGC guidelines and Odisha Government finance rules.

A register for maintenance work is kept in the establishment section for recording the requirements.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1328

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

423

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

27

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)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

38

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a student council called "Student Union". It is an elected body student union election is made as per the guideline given by "Lingdo Commission" each year for different offices namely

1.President Student Union

2.Vice President Student Union

3.Secretary Student Union

4.Asst. Secretary Student Union

5.Athletic Secretary Student Union

6.Ass. Athletic Secretary Student Union

7.Dramatic Secretary Student Union

8.Asst. Dramatic Secretary Student Union

9.Student representative for each year both boys and girls

An advisor is nominated by the Principal among the senior Teaching staff members.

There is a grievance redressal cell, where two senior students are members one boy and one girl nominated by the staff council to

look after grievance of students if any.

The meeting of the union is held at regular intervals to monitor different co-curricular and extracurricular activities of the students. The views of students on academic matter, extra-curricular matters, support service etc. are obtained and communicated to the head of the institution by the advisor student union.

Two students nominated to the IQAC of the college. They participate in IQAC meetings and suggest for development of quality and maintain of equity.

Students play key role in different extra-curricular activities in different forums like NSS, YRC and NCC. They play important role in administrating and implementing programmes of such forums.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

944

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has an alumni association which meets twice in an academic session. Feedback taken every year from alumni to improve quality of education. The action taken report is maintained regularly. Alumni association has actively organizes the alumni meet every year and facilitated a number of former faculty members of the college best students and sport champions.

Alumnis involved in seminars conducted by the college successful alumni deliver talks few life skills which benefits students in many ways and ncourage and inspire them to be successful in personal and professional life.

In 2018 Alumni contributed for construction of boundary wall of the college. Poor meritorious students are funded by the Alumni to pursue and go ahead with their Higher Education.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

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 and in tune with the vision and mission of the institution

Governance

The college delegates, authority provides operational authority in the various departments and associations of the college so as to work towards a decentralized governance system. The management takes academic and administrative decisions. Discussion and decisions on various matters for the function of the Institution

by different committees communicated to Governing body by the Principal for necessary approval. The perspective plans of the college are based on its vision and mission statement. It seeks to ensure quality , equity and excellence in the area of teaching -learning, evaluation, Extension activities, Infrastructure and learning resources and student support and progression.

The Perspective plan envisages the :

1. Introducing more courses in the existing programmes.

2. Soft skill development programmes

3. Improving the communication skills of the students.

4. Expansion and modernization of lab facilities.

5. Improving ICT facilities.

6. Increasing Co-curricular and extra-curricular activities.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Head of this institution i.e Principal administrates everyday activity. The Principal works and administrates as per Rules provided by Department of Higher Education, Government of Odisha .Principal is an important link between Governing body and the staff. All important decisions are taken by the management i.e, Governing body and the staff council by the Principal. The Principal is assisted bydifferent Bursars, Committees, and Cells for smooth decentralized administration.

The Principal conducts regular meetings with the Academic Bursar and H.O.Ds to ensure academic activities of the institution.

Principal is supported by various committees, Cells and faculty in-charges of different affairs to faster participative management.

Cells and Committees are formed to monitor activities like admissions, examinations, time-table, purchase, requirements of the institution. Institution has R.T.I cell, Anti Ragging cell, Sexual Harassment Prevention Cell, Grievance Redressal Cell.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strategic/ participative plan is effectively deployed.

All the activities are planned before implementation. Most cultural activities programmes successfully implemented based on the strategic plan. Cultural activities reflected each year in the Annual Day celebration. The programme is planned and reflected in the Academic calendar and subsequently it is approved in the Governing body meeting. In the cultural week different competitions on drama, dance, music etc is conducted. Successful participants or winners are awarded with prizes in the Annual Day celebration.

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 institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response: The College is managed and governed by the Governing Body. The administration of the College is discharged by the Principal. Heads of the departments look after the academic matters of the departments and there are specialized forums and associations to govern the co-curricular activities of the College.

Governing Body The College administration is vested with the Governing Body consisting of a President and fifteen members including educational experts, administrators and public functionaries. The Principal is the Ex- Officio secretary of the Governing Body. The Governing Body formulates the academic and administrative policy of the College and renders advice to the Principal.

Service rules- It is followed as per the rules of Odisha Government

Anti Ragging Cell- A anti-Ragging Cell is functioning in the college to prevent ragging. The students are required to give in writing confidentially to any of the members of Anti Ragging Squad.

Recruitment and promotional policies- this is as per the guideline of the Odisha government. Dependingon the vacancy, the government decides to fill up the vacancies. There may be advertisement for further appointment. But depending on the urgency, the college may recruit management staff and guest faculty from time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://hindolcollege.in/wp-content/uploads/Flow-Chart-1.pdf
Upload any additional information	No File Uploaded

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)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution has effective welfare measures for teaching and non-teaching staff.

The institution has effective welfare measures for teaching and non teaching staffs as follows :-

E.P.F provided to employees

The college encourages all the employees to avail medical insurance.

Safe drinking water facility is available.

Canteen to provide meals and tiffin for both staff members.

There is a Gymnasium for staff members.

Teachers common room to take rest during

TV and A/C is in common room for purpose

Annual Get together for staff members .

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

In order to keep track of Teaching -learning process the IQAC ensures filling of Performance appraisal of students about various courses taught to them. The main objective of this exercise is to look for completion of various courses being taught in the semester system. The students are free to fill this Performa as per their understanding. The results of this are discussed internally in IQAC and the outcomes are discussed with the Principal. As such there is no such performance appraisal system either for the teaching or nonteaching staff. But there is a feedback system for the teaching staff where the students give feedback to individual faculties on certain criteria. Every year there is an increment for the staff members as decided by the guidelines of Odisha Government. Presently college does not have an established mechanism for evaluating the Non -Teaching Staff by written appraisals but in the near future the College has a plan to incorporate their evaluation more objectively and systematically. Faculty appraisal is also done through student feedback mechanism. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed at every semester to evaluate how far the teacher had been successful in reaching out to the advanced as well as the slow learners in the classroom.

File Description	Documents
Paste link for additional information	**Nil**
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 Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly : Institution conducts external financial each year by Chartered firms and by Local fund Audit department. The audited report is placed in the Governing body. The audit objections and corresponding remarks are addressed by the office within a month. Timely correspondence is made and proper clarifications are presented to settle the audit objections

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institutional strategies for mobiliasation of funds and the optimal utilization of resources are made .

The institution plans and prepares documents and send proposals to different funding agencies toavail grants.

So far the institution is availing grants from U.G.C under different schemes.

The institution also availed State Government Grants for equipment and infrastructure.

M.L.A lad availed and utilized (Girl's common room)

M.P lad availed and utilized (Small Auditorium)

Availed grant from D.R.D.O, I.C.S.S.R to conduct national seminar.

Most notably the institution received grant from World Bank assisted project under Odisha Higher Education Programme for Excellence and Equity (WB-OHEPEE) for both civil and non-civil activities.

All important proposals are discussed thoroughly with the principal and then decision is taken for optimum use of funds. Major funds are generated from admission and exam fees and used for various academic/cocurricular/ maintenance requirements of the college whenever needed.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of this college was formed in 08.07.2013. It has contributed a lot in catering to the academic and administrative need of the college.

It perpares Academic calendar each year and it collects, maintain

and analyses documents and prepares Annual Quality Assurance Report (AQAR) and submit it to NAAC.

Co-ordination with all stake holders and collect feedback every year and accordingly action taken to ensure quality in teaching-learning aspects.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC monitors as per norm the following activities for improvement in teaching-learning. The College conducts examinations at regular intervals, for each semester in a year to assess the progress of students. It conducts unit test, Internal assessment, project work and councells the slow learners to take remedial measures. The advanced learners and slow learners are well fallen care by mentors. This has improved the Final Result of the students significantly than proceeding five years. Department wise result analysis is made after the University declares the result. Staff Council meeting organized to discuss the result. The approach to teaching method has under change towards more techno based than the proceeding five years. With the advancement in technology and teaching-learning aids the college has taken initiative for ICT enabled classes, optimal use of e-learning resources, more in-house seminars, project work etc. This has boosted the quality in teaching-learning and ultimate result of the students.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	**C. Any 2 of the above**

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**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

- **Hindol College, Khajuriakata is a co-educational institution in a rural back-drop and being a ragging free provides safety and security for girls. Overwhelming number of girl students are desirous of getting admission in the college. The number of girl students are always getting an edge over boys students as per statistics of enrollment.**
- **The institution has adopted appropriate measures for the promotion of gender equity and safety & security to girls on the premises of college as well as hostel.**
- **There is zero tolerance towards any case of harassment of women students and the staff. The issue of gender sensitivity is being addressed by the college authorities very sincerely.**
- **The entire college campus including class rooms has been put under CCTVs and cameras surveillance system. Violation of code of conduct by students and faculty members are strictly viewed and disciplinary action is initiated against them.**
- **The girl students are provided with self-defense training programme to help equip them for selfprotection against any sort of harassment.**
- **During college hours a team is constituted by the college**

authority to keep vigilance over presence of anti-social activities if any.

- **There are Suggestion box and Grievance redressal box in front of Principal's Office for urgent need of students and staff members.**

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization programme organized. Self Defence programme organized.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	All Facilities are provided.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

The institution has a provision to separate bio-degradable and non-bio-degradable waste to ensure its proper disposal and management. A number of garbage bins are placed at common locations across the campus to collect solid waste and the garbage is disposed regularly as per waste management norms. To ensure a smoke free, tobacco-free, alcohol-free, plastic free, drug-free campus various awareness programmes organized by the institution for the students and staff members. Sanitary napkins are disposed through incineration process. The college undertakes the responsibility

towards keeping the campus neat and clean without causing any damage to the environment. In response to the awareness campaigns against the harmful effects of plastics the college community is switching over to steel glasses instead of plasticcoated glasses, cloth banner for flexes. Even single side used papers are reused in all departments.

Liquid Waste Management:

Liquid waste products particularly Chemistry laboratory waste products are allowed to get disposed through drainage system into an open tank. Drainage system is there for women's hostel liquid waste management.

E-waste Management:

The e-waste such as use of computers, fax, cell phones, UPS, batteries, printers are given to the agencies for exchange and recycle purpose. Some printers used in the college office and laboratory are noncartridge inkjet and thus are conducive to prevent spread of carcinogenic e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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 with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives 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	

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	A. Any 4 or all of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
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 socioeconomic and other diversities (within 200 words).

1.Unity in diversity is hallmark of our Nation. The institution provides education to students of different caste, creed, religion, section and community. Teacher and staff members equally belongto different sections of society. In spite of these diversities the Institution works collectively and harmoniously without any discrepancy and dissociation. All offer the best o their services and duties to best satisfaction with integrity.

2.The Institution gives right effort and initiatives in providing an inclusive environment in the institution towards tolerance and harmony, cultural, regional, linguistic, communal, socio economic and other diversities. To bring unity in diversity the NSS, NCC, and YRC wings work hard through their activities to archive harmonious living. A socioeconomic survey conducted by staff members of the locality to support different programmes of Governments for weaker section of the society.

3.National Anthem Is song in every working day of the Institution by students, teachers and staff members to remind our duties and responsibilities towards unity in diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

1.The Institution provides all the stakeholders with a hand book on Values and Ethics" to act strictly in adherence to it in all aspects i.e, behavioral, professional, personal and social etc. Teachers promote Human Values Rights, duties and responsibilities in the classes and encourage to do the same for the students. Thus, every one develops positive attitude to these aspects. Parents and Alumni are informed in PTA and Alumni meeting respectively to support Academic activities, Extension activities and various cultural activities.

2.National Anthem Is song in every working day of the Institution by students, teachers and staff members to remind our duties and responsibilities towards unity in diversity.

3.Human Rights Awareness programs, Flag Day observation, Voters Day observation and Initiative for inclusion of new voters are some initiatives towards this aspect.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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 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	**A. All of the above**

and other staff 4. Annual awareness programmes on 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 programs 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 celebrates National festivals to commemorate the Birth and Death anniversaries of great leaders of National importance. Independence Day and Republic Day are celebrated with pump and gear. Different literary and cultural competition are organized to commemorate the spirit of freedom and democratic values and ideas. Death anniversaries of grate personalities are observed solemnly to recall their sacrifices for Indian freedom struggles and Nation building. The college observes Sri Ganesh Puja and Saraswati Puja. The following events are observed in the institution:

1.Republic day Celebration

2.Independence Day celebration

3.Gandhi Jayanti

4.Teacher's Day

5.Swachhata Diwas

6.Swachha Bharat Abhiyan Diwas

7. National Voters Day

8.International Yoga Day

9.World AIDS Day

10.National Educational Day

11.NSS Day

12.Children's Day

13.National Youth Day

14.Martyr's day

15.NCC Day

16.Dr. Ambedkar Jayanti

17.Netajee Jayanti

18.Azadi ka Ambrit Mahostav

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the practice-"Integrating students and social services change within …. Change around"

Objective of the Practice:-

The prime objective is generating a awareness among the students pertaining to vital issues and extending their participation around the rural folk.

To empower the under privileged mass of the society for their sustainable development.

To encourage the students to participate in field base activities outside their academic domain.

The students are sensitized with burring problems and their solutions, and motivate them for field activities outside.

Envisage an integrated and sustainable plan in

1.Nutrition

2.Health care

3.Sanitation and waste management.

The Context :-

- Not with studying the Government efforts providing a broad frame work to solve the aforesaid problems in rural pockets the mindsets of people here not changed.
- Students should be made aware of the fact that only Government initiative may not be enough to address the challenge.
- Health care, sanitations are virtues which comes from within –be it an individual, a society, and a Nation. It is reflected in our attitude and any transformation in this regard requires enormous behavioural change. So the students are motivated to selflessly work for the community.
- According to Henrietta H. force, ED. UNICEF "the most enduring development victories are not those that are imposed, but those that are embraced by the communities carried forward and made an intriusic part of people's daily life.
- An integrated approach is imbibed accordingly.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Since inception (1987) Hindol College, Khajuriakata has been acting as the centre of learning in this rural and backward area

upholding the ideals to achieve excellence in higher education. We are very much aware of the responsibility to our students and do our best to provide a most friendly and growth oriented ambience for them.

Our consistent endeavors always foster empowerment through knowledge, inclusive growth for socioeconomic changes and sustainable development through hard work.

The prime objective is embracing of a new pedagogy, establishing a new domain of knowledge. Pertaining to new work order in the globalized scenario.

Our effort managed to create new professional identities equipping the students with specialized knowledge and development of their intellectual communication and collaboration skills. It is truly effective when the students are profoundly motivated by a surge of purpose that reach beyond themselves and when they are able to bring their ethical sense to bear on their work.

The institute provides extension activities through NSS, NCC, YRC & Rover and Ranger wings.

We are hopeful to impart a sense of purpose and ensure that the students have opportunities to question, challenge and the very institution that is meant to shape them.

Not with standing our rural backdrop. We are going ahead persistently, progressively to achieve our mission.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Prepartation by IDP.
2. Planing for PM USHA
3. Prepartation for 3rd cycle NAAC 2027
4. Introduce of NEP 2020
5. Infrastructure Development