SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

HINDOL COLLEGE, KHAJURIAKATA

KHAJURIAKATA, BALIMI, DHENKANAL
759020
www.hindolcollege.in

SSR SUBMITTED DATE: 02-03-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Hindol College, Khajuriakata a co-educational College affiliated to Utkal University was established in1977. It is one of the premier academic institution in the Dhenkanal district. It is located in Khajuriakata 15 KMs away from N.H-55 and 45 KMs away from the District Head Quater, Dhenkanal. It is 45 KMs away from nearest Railway station, Dhenkanal. The nearest airport is Bhubaneswar which is nearly 135 KMs away from Khajuriakata. The college is located in a rural backdrop having 11.93 acers campus area and having Built up area 2410.89 sq.mts. . The institution is recognized under 2(f) and 12B of the UGC act, 1956. The institution was first NAAC accrediated in March, 2015. Though the institution is located in a rural backdrop, it has been consistently providing quality education to the students since its inception with the vision to achieve excellence in higher education, preparing students for facing global requirements. The institution is selected by the Government of Odisha in 2018 to achieve excellence and equity under OHEPEE (Odisha Higher Education Programme for Excellence and Equity). The project is assisted by World Bank.

Vision

The institution envisage to generate a knowledge platform for our education system at the earliest to meet the needs of the present day challenges and be fully geared to participate in societal transformation through innovation which is the key to competitiveness.

Mission

- To make the students enable with relevant knowledge and competence to face the present day challenges.
- To achieve innovations in teaching-learning process and extension activities which would be helpful to meet the national goals.
- To facilitate optimum use of human and natural resources.
- To encourage whole hearted participation of all the stakeholders in the development of the college.
- To promote women empowerment for harmonious, healthy living in society.
- To create awareness among students on human rights, value system, culture, heritage, scientific temper and environment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Transparency in administration
2. Transparent admission procedure
3. Learner centric teaching methodology

4. Use of ICT for teaching
5. Enriched automated library.
6. IQAC Cell ensures quality aspect
7. Extension activities through NSS/YRC/NCC/Student's Union.
8. Remedial coaching for SC/ST/OBC, Minorities and slow learners.
9. Revival of learning through research awareness.
10. Group discussion, seminar, study tour regularly organized.
11. Well equipped laboratory.
12. Establish knowledge connectivity to adopted village Sanahindol.
13. Student Teacher Interaction.
14. Educating the educators through refreshers, research projects, seminars, conferences etc.
15. Green Audit and Energy Audit mechanism adopted.
16. Ragging and Gender harasment free campus.
17. 100 Mbps Optical Fibre
18. Three phase Electricity with 63KV transfermor.

Institutional Weakness

1. Infrastructure deficiency i.e. lack of principal and staff quarters, boys hostel

2. Shortage of facility members.

3. Lack of improved auditorium.

4. Financial constraint prevents us to go for ad-on courses.

5. Limited ICT facility.

6. Establishment of women's study centre. and Health centre.

Institutional Opportunity

1. Adequate land is there which can be utilized to promote sports activities.

2. Scope for industry related research work.

3. Positive approach to utilize funded projects.

4. Efficient teaching staff for expanding academic strength.

5. Communication skills and softskills classes to enhance competence and employability.

6. The institution is selected by Government of Odisha under OHEPEE to achieve excellence and equity.

Institutional Challenge

1. Effective implementation of Choice Based Credit Semester System (CBCS).
2. To increase finance resources.
3. Most of the students admitted are coming under lower economy strata.
4. Grooming rural students for better communication skill, enhance exposure to face the complex job market.
5. To develop a positive sports culture.
6. To establish language lab .
7. To establish Computer lab .
8. Widening Academic exposure of the faculties.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The college offers 2 UG programmes affiliated to Utkal University.
- The institution implemented CBCS pattern since 2016 as per Utkal University guidelines.
- For self development orientation / refresher courses / Induction training for freshers by faculty members.
- Academic calendar, lesson plans, progress register is implemented.
- Field study, study tours, excursions including industrial visits are organized.
- ICT based learning is introduced.
- Faculty members evaluate answer sheets of CBCS semester University examinations.
- The courses such as History, Political Science, Economics, Education, Sanskrit, Odia, Chemistry, Botany and Zoology discussed cross-cutting issues relevant to Gender, Environment and Sustainability, Human values etc.

Teaching-learning and Evaluation

- All relevant information are available in the website of the college (www.hindolcollege.in).
- All admissions is made through e-admission process that is centrally monitored by a Government portal named SAMS (Student Academic Management System)
- Remedial coaching for SC/ST/OBC.
- The detailed of the teaching plan is given in the academic calendar.
- Innovative approach is introduced in teaching-learning through smart board / LCD projector.
- Evaluation of teaching – learning is monitored through IQAC.
- Feedback is taken from all the stake holders and steps taken to remove the shortcomings and to improve the academic standard.
- Faculties guide students for preparation of seminars, project works and for creative writings to be published in college magazine " Shamuka".
- The attainment of programme outcomes and programme specific outcomes are evaluated in the department and the general staff council meetings.

Research, Innovations and Extension

- The institution encourages and provides all help to boost research awareness in the campus.
- Relevant books / journals are procured by the library to facilitate research activities.
- State level / National level seminars are conducted to promote interaction with visiting faculties.
- Teachers are motivated to avail MRP. 05 faculty members have availed MRP during XII Plan.
- One faculty is awarded with Ph.D. in Political Science in 2019.
- 14 number of publication by the teachers.
- The institution emphasizes on the extension activities like Blood donation camp, Environment awareness, Social work, health and hygiene awareness.
- 01 No of Books Published.
- The NCC, the NSS Unit and the Red Cross Unit organize extension programme like Cleaning / Plantation / Blood Donation Camp/ Relief Work/ Swachha Bharat Abhiyan/ Self defence programme/ Yoga Programme/ Community developments programme at the cite of adopted villages etc.

Infrastructure and Learning Resources

- Total floor area 2410.89 sq. mts.
- Total Class rooms 22 nos.
- ICT class rooms 03 nos.
- Laboratories 05 nos (Phy, Chem, Math, Bot and Zoo)
- Internet connection to each department.
- Auditorium with public address system 01 no.
- Automated Central Library (LMS-2.0). 7,000 plus books.
- Reading room facility available.
- 22 Computer nos.
- 04 Laptops.
- 03 Projectors.
- 02 Smart Boards.
- The annual maintenance of all sensitive equipments done by the agency, namely Techno Computers, Bhubaneswar.
- Electrical maintenance by permanent electrician appointed by college.
- Toilet well equipped. Maintenance done by college sweeper.
- Gen-set provides uninterrupted power supply.
- Inventers provided to all most all the departments.
- 28 CCTV is available.

Student Support and Progression

- The website :- www.hindolcollege.in provide all relevant information to the stake holders.
- Mentor-mentee system is introduced to take care of students keeping an eye at Blooms Taxonomy.
- The student welfare schemes includes, financial assistance from state Govt., remedial coaching.
- Opportunities available are career counseling, publication in the college magazine, participation in sports, NSS and cultural activities.
- Academic, personal, career and psychological counseling by the teachers.
- Active involvement of alumni in the academic progress.
- The result of the college is satisfactory & better them average result of the university.
- The formation and role of the student's union is strictly according to the Lingdo's Commission

guidelines. It actively partake in different academic activities and co-curricular activities to promote a healthy atmosphere in the campus.

- The college celebrates different occasions of National and Cultural significance.
- Everyday National antheme is recited to inculcate patriotrism, values and ethics.

Governance, Leadership and Management

- The principal plays the leading role in the governance and management of the institution and acts as the secretary of the governing body.
- The plan / policies are framed and implemented through different committees of teaching and non-teaching staff, students under the leadership of the principal.
- All the stake holders partake in execution of different plans which is analyzed and scrutinized by IQAC.
- The principal believes in total decentralization of administrative system through a co-operative network process and promotes an integrative approach in sharing of knowledge and innovations.
- The institution encourages learner centric education approach, research awareness, community engagement and ensure the professional development of the faculty through seminar / conference / workshop.
- GPF / EPF / Gratuity / Group insurance facilities are available for the benefit of the staff members.
- Income / expenditure are audited annually (Internal / External).
- Non-Teaching staff members are sent to avail different trainings as and when required.
- AISHE data shared in the portal and AQAR prepared and submitted by the IQAC for subsequent NAAC Accrediation.

Institutional Values and Best Practices

- Different measures to make the campus green and eco-friendly.
- Innovative steps introduced like ICT in teaching – learning / quality maintenance by IQAC.
- Remedial class / seminars / group discussions to prepare the students as per the present day need.
- Reviving learning through research awareness, reforming and reinvigorating the system by educating the educator.
- Grooming the students for taking part in social activities and building up knowledge connectivity between the institution and the adapted village 'Sanhindol'.
- The institution envisages and integrated approach for the total integral development of the students, so that they can blossom and face the different challenges of societal transformation.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HINDOL COLLEGE, KHAJURIAKATA
Address	KHAJURIAKATA, BALIMI, DHENKANAL
City	BALIMI
State	Orissa
Pin	759020
Website	www.hindolcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Asit Kumar Jenamani	06732-254423	9437730903	06732-254425	hindolcollegekkata @rediffmail.com
IQAC / CIQA coordinator	Dillip Kumar Garnaik	-	8249122897	-	dkgarnaik1968@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1987

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Orissa	Utkal University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	11-12-2006	View Document
12B of UGC	11-12-2006	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	KHAJURIAKATA, BALIMI, DHENKANAL	Rural	11.93	2410.89

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,History	36	Higher Secondary	English + Oriya	128	40
UG	BA,History	36	Higher Secondary	English + Oriya	32	25
UG	BA,Odia	36	Higher Secondary	English + Oriya	128	41
UG	BA,Political Science	36	Higher Secondary	English + Oriya	128	45
UG	BA,Political Science	36	Higher Secondary	English + Oriya	32	32
UG	BA,Economics	36	Higher Secondary	English + Oriya	128	0
UG	BA,Economics	36	Higher Secondary	English + Oriya	32	19
UG	BA,Sanskrit	36	Higher Secondary	English + Oriya	128	19
UG	BSc,Physics	36	Higher Secondary	English + Oriya	32	26
UG	BSc,Physics	36	Higher Secondary	English + Oriya	64	37
UG	BSc,Botany	36	Higher Secondary	English + Oriya	32	22
UG	BSc,Botany	36	Higher Secondary	English + Oriya	32	27
UG	BSc,Chemistry	36	Higher Secondary	English + Oriya	64	29
UG	BSc,Chemistry	36	Higher Secondary	English + Oriya	32	27
UG	BSc,Zoology	36	Higher Secondary	English + Oriya	32	21

UG	BSc,Mathematics	36	Higher Secondary	English + Oriya	32	23
UG	BSc,Mathematics	36	Higher Secondary	English + Oriya	64	9
UG	BA,English	36	Higher Secondary	English	192	146
UG	BSc,English	36	Higher Secondary	English	160	131
UG	BSc,M I L Odia	36	Higher Secondary	Oriya	160	146
UG	BA,M I L Odia	36	Higher Secondary	Oriya	192	131

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				2				24
Recruited	0	0	0	0	2	0	0	2	18	4	0	22
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				3
Recruited	0	0	0	0	0	0	0	0	2	1	0	3
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				28
Recruited	19	1	0	20
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	6	3	0	9
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	2	0	0	3
M.Phil.	0	0	0	0	0	0	5	0	0	5
PG	0	0	0	0	0	0	14	5	0	19

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	4	2	0	6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	342	0	0	0	342
	Female	373	0	0	0	373
	Others	715	0	0	0	715

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	68	64	57	45
	Female	48	56	58	42
	Others	0	0	0	0
ST	Male	9	8	6	6
	Female	4	3	7	5
	Others	0	0	0	0
OBC	Male	170	160	165	161
	Female	185	180	193	178
	Others	0	0	0	0
General	Male	120	140	131	132
	Female	186	167	134	131
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		790	778	751	700

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Not Applicable
2. Academic bank of credits (ABC):	Not Applicable
3. Skill development:	Not Applicable
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Not Applicable
5. Focus on Outcome based education (OBE):	Not Applicable
6. Distance education/online education:	Not Applicable

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	11	11	11

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
700	751	778	790	734

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
317	335	349	363	254

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
191	213	225	197	166

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	21	23	20	21

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	26	26	26	26

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

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Response: 22

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
93.94	42.99	40.79	70.11	45.45

4.3

Number of Computers

Response: 24

4.4

Total number of computers in the campus for academic purpose

Response: 16

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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. It contains details of the course to be taught, class distribution to cover the course. The progress register is maintained by the faculties, which is countersigned by the Head of the institution. 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. Teachers are allowed to attend seminars, orientation programmes, refresher courses and faculty development programmes to update their knowledge. This contributes to effective delivery of curriculum. Student feedback, alumni feedback, teacher feedback, parent feedback help to strengthen curriculum and implementation.

File Description	Document
Upload Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

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 carried

out 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	Document
Upload Additional information	[View Document](#)

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 8

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 13.59

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
133	124	147	63	41

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The Curriculum that is adopted by our institution is prescribed by Utkal University. The curricular and co-curricular 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 by

students, 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.

The college attempts sincerely and religiously to the co-curriculum enrichment through continuous efforts ??

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 30.91

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
11	4	2	0	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 24.43

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 171

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 93.51

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
700	715	722	706	703

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
712	751	781	805	749

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
317	335	349	363	254

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

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.
- Weekly test is conducted on units which are completed in the classes to ensure high score in University examination.
- They are also engaged in Group discussions on topics of interest to promote conceptual clarity and presentation skill.
- Career counselling programmes are organized to equip advance learners with varied choice of career to appear for different competitive exams as per choice.
- Project work is assigned to each advanced learner to encourage research activities and bent of mind.
- Advance students are guided by their mentors as per their ability to participate in different co-curricular activities.

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.
- Weekly test is conducted on each unit to help slow learners capture small units of prescribed text.
- Some ICT classes are taken to create interest of slow learners and motivate them to learning.
- Skill development programmes are organized to identify the skills of slow learners students to help find a suitable employment for them.
- The mentors identify the weakness of slow learners and help support the students how to overcome the problem. The slow learners are provided with notes on topics tought to cope with the syllabus.
- P.T.A meetings are organized to communicate the parents about the development of slow learners. The parents are requested to monitor the study of slow learners at their respective homes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

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

Response: 30:1

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

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

Response:

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.
- The students are encouraged to attend seminars and participate in in-house seminars and group discussions for getting clarity in the concerned subject.
- Students are given necessary skills in the use of scientific equipment and instruments for demonstrative learning purpose. Training on water quality test, soil test, blood test, fire fight skills, use of first aid etc.
- The college Career Counselling Cell and faculties help students to choose a suitable career for them.
- Some ICT and Smart board classes are taken by faculties to create interest for fast learning among students.
- Students are provided with LAN and Optical fibre connectivity facility to browse internet for their

learning resource.
- Students are nominated to IQAC, to student union Grievance Redressal Cell which provides a participative and problem solving platform to students for enhancing the learning experience.
- Students writes articles for publication in the college magazine which increases the creativity and helps them in the learning experience.

File Description	Document
Link for additional information	[View Document]()

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

Response:

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	Document
Upload any additional information	[View Document]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document]()

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

Response: 23:1

2.3.3.1 **Number of mentors**

Response: 30

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 83.08

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 10.11

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	3	1	2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 25.52

2.4.3.1 **Total experience of full-time teachers**

Response: 587

File Description	Document
Institutional data in prescribed format	[View Document]

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

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.

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

Response:

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 their

satisfaction.

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	Document
Any additional information	<u>View Document</u>

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.

Response:

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	Document
Upload COs for all courses (examples from Glossary)	<u>View Document</u>
Paste link for Additional information	<u>View Document</u>

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

Response:

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	Document
Upload any additional information	[View Document]()

2.6.3 Average pass percentage of Students during last five years

Response: 91.49

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
212	204	197	166	151

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
224	232	206	188	166

File Description	Document
Institutional data in prescribed format	[View Document]()

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]()

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 13.85

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0.85	13

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 9.09

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	4

3.1.2.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	11	11	11

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 33

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
05	03	06	07	12

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.79

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
9	4	2	2	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.88

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	2	5	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

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	Document
Paste link for additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 6

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 79

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
27	15	12	13	12

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 321.2

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., year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2605	2600	2221	2256	2324

File Description	Document
Institutional data in prescribed format	
Any additional information	

3.4 Collaboration

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

Response: 21

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
10	5	5	1	0

File Description	Document
Institutional data in prescribed format	
e-copies of linkage related Document	

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	1

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File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

The college has adequate infrastructure and physical facilities for teaching-learning and co-curricular 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	Document
Upload any additional information	[View Document](#)

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

Response:

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	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 13.64

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 03

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 49.22

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
51.12186	24	15.63387	7.94873	39.17

File Description	Document
Upload audited utilization statements	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

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	Document
Paste link for Additional Information	[View Document]

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	[View Document]
Institutional data in prescribed format(Data template)	[View Document]

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.81

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
1.30655	0.44400	0.62015	0.9202	0.73601

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response: 4.15

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

Response: 30

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 44:1

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 59.72

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

2018-19	2017-18	2016-17	2015-16	2014-15
29.88899	30.46675	24.62934	31.19316	41.37863

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

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	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 27.06

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2018-19	2017-18	2016-17	2015-16	2014-15
154	162	245	250	210

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills

2.Language and communication skills
3.Life skills (Yoga, physical fitness, health and hygiene)
4.ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 1.63

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
14	10	5	18	14

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1.Implementation of guidelines of statutory/regulatory bodies
2.Organisation wide awareness and undertakings on policies with zero tolerance
3.Mechanisms for submission of online/offline students' grievances
4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.16

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
14	10	5	18	4

File Description	Document
Upload any additional information	[View Document]()
Institutional data in prescribed format	[View Document]()

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 9.42

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 18

File Description	Document
Upload supporting data for student/alumni	[View Document]()
Institutional data in prescribed format	[View Document]()

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 7.89

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) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
14	10	5	18	4

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
117	127	155	137	123

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 5

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

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 extra-curricular 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	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 459.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
516	519	322	488	451

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

Response:

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	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

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	Document
Paste link for additional information	[View Document](#)

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

Response:

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 by

different 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	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

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	Document
Upload any additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and 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.

The College Staff Council

It is a statutory body consisting of the Principal, Heads of the departments, office superintendent, faculty members and staff members. The main function of the Council is to assist the Principal in the day to day functioning of the College. The College Council takes decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations, Union programmes, etc. Nomination of members to different committees is also made by this body.

Heads of the departments and department meetings

Heads of the departments have a significant role in the organizational structure of the College. Their duties include department administration, implementing academic Programmes, maintaining students discipline, etc. HODs convene departmental staff meetings to discuss matters pertaining to work allocation, teaching plan preparation, remedial classes for slow learners, etc.

Committees and Associations

The curricular and co-curricular programmes of the College are implemented through different

Committees and associations. The committees have faculty as chairman and members, and they discharge functions like setting of timetable, attendance monitoring, organization of exams, purchase, building, development, sports, students affairs, research etc.

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

RTI Cell- The RTI Cell is functional in the college. One of the senior staff members remains as P.I.O and the Principal is the appellate Authority.

Grievance Cell- A students Grievance Redressal Cell is in operation in the college with members of teaching staff assigned with the duty. At first the students contact their proctor and then after to the principal.

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.

Women Protection Cell/ Sexual Harassment Cell- The women protection cell has been constituted with a team of senior members of staff headed by a woman. The objective of the cell is to have a curb on gender discrimination in the campus and to protect safety and security of woman/ girl student.

Recruitment and promotional policies- this is as per the guideline of the Odisha government. Depending

on 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	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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	Document
Upload any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 8.7

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
10	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	07	03	03	01

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 15.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	07	03	00	00

File Description	Document
IQAC report summary	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

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 non-teaching 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. This is further intimated to the concerned faculty in the academic meeting and suggestions for development or appreciations are made. Non-teaching staff like the librarians, office staff, support staff etc. are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work.

File Description	Document
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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	Document
Paste link for additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

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 to

avail 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.
- The financial resources mobilised by the College is optimally utilised to ensure maximum benefit from it.Optimal utilisation is ensured through the institutional mechanism of fund allocation, utilisation and evaluation. A set of procedures beginning with formulation of projects and ending with auditing of utilisation of funds is followed to ensure optimal utilisation of resources.

File Description	Document
Upload any additional information	View Document

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

Response:

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	Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

- 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 college has formed different cells like Grievance redressal cell, Anti-ragging cell and Internal Complaint Committee (ICC) cell for women protection including Sexual Harassment if any. The cell addresses the problems of girls as well as women staff members. One sexual harassment grievance of a lady faculty member is successfully addressed by the ICC cell.
- 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.
- There are separate common rooms for both boys and girls for their recreation.
- There is a provision for separate washroom for women staff members and students.
- A sanitary napkin vending machine is installed in the girl's common room which comes at time of need for girl students. A lady attendant is in-charge of girl's common room to look after the girl students.
- Clean and safe hostel facility is provided for women students.
- The girl students are provided with self-defense training programme to help equip them for self-protection 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	Document
Annual gender sensitization action plan	[View Document](#)
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation

measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

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 plastic-coated 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 non-cartridge inkjet and thus are conducive to prevent spread of carcinogenic e-waste.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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**

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

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 500 words).

Response:

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 belong

to 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	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

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	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

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	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice -1

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.

The Practice :-

- The institution adopt a well plan integrated approach thereby extends all possible measures by members of staff and students for awareness leading to inclusion growth of nearby village 'Sanahindol' & 'Ranjagol'.
- Priorities are given on three aspects.

1. Physical Connectivity
2. Electronic Connectivity
3. Knowledge Connectivity

Successful accomplishments of the following goals.

Nutrition :-

- Careful effort is applied to explain demonstrate and convince the scientific facts on nutritional therapy through ICT in a most simple way to the villagers on the following points

1. Methods of nutrition
2. The methods of nutritional assessment
3. Dietary modifications on metabolic and life style disorder.
4. The routes of dietary delivery and types of diets.
5. Nutritional therapy in mal-absorptive conditions.
6. Nutrition for poor sections of the village.

Sanitation and Waste Management:-

- Emphasizing the importance of cleanliness as imbibed in Indian culture.
- Awarding them of circular economy of waste management involving basic tenet of lesser wastage.
- Leading a minimalistic life style generating minimum waste.
- Eliminating, dumping and minimizing release of hazardous chemicals and materials.
- Explaining the villages about our ever-shrinking land resources due to solid water disposal and landfills and how it is a potential source of air, soil and water contamination.
- Sustained use of Individual household Toilets.
- Implementation of solid liquid waste management (SLWM) including compost pits/ decentralized waste management facilities.

Health Care

- Health care and hygienic programmes are organized in collaboration with local and outside Medical team.
- Audio visuals are exhibited.
- Taken initiatives to remove the dogmas and superstition associated with diseases.
- The villages are made aware of the uses and significance of different branches of medicine like Allopathy, Homeopathy and Ayurveda etc.
- Continued measures are taken by members of NSS and NCC unit for cleaning ponds and wells and

tried to inculcate in them the significance and importance of use of water.

Evidence of success :-

- The impact of the implementation of the above practice is no doubt encouraging.
- The community awareness generated a greater interactive process between the institution and the community around building a harmony in different aspects.
- Greater commitment of the students and the community to the pedagogical growth.
- Enhancement of knowledge in different sectors beyond text.
- Unwanted outside interference is cheeked and discipline is restored in the campus. Which is crucial for academic growth.
- A behavioural change is observed due to our integrative participation as per (SDG) to achieve access to adequate and equitable sanitation and hygiene for all, paying special attention to the needs of women and girls.
- The knowledge connectivity has contributed expanding the horizon of Intelligence, information and insight paving the way for different small financial start-up.
- Since large number of students are from nearby villages, arousing the students will definitely pave the way for growth of the villages.
- The students are divided into different groups as per their attitude, ability and attributes and placed under one teacher guide for execution of social outreach programmes.
- The institution takes all possible measures to inculcate discipline human leadership qualities, human values among the students to promote academic ambience.
- The NCC and NSS unit of the college are activated and inspired to work together with student's volunteers for community services.
- Activities like Aids awareness programme, Human Rights Programme, Blood Donation Camp, Women issues are organized by different cells with the help of the community.

Problem Encountered and Resources Required :-

- Significant cultural and behavioural factors act as barriers.
- In most behavioural change programmes adopted after a time to interval back track to their earlier habits.
- Diversity in the society.
- Financial constraints are usually experienced.
- Due to shortage of faculty monitoring at time is hampered.
- At times unwanted advertises crop-up due to political interference which disturbs the working ambience.
- Students have to face a huge academic pressure due to new CBCS syllabus which is a major hindrance for getting them involved beyond curriculum
- More meetings and additional interference are to be conducted with the local authorities, Higher Education Department, University and Governing Body of the college to address the problems.

Best Practice -2

Title of the Practice : "Reviving Learning through Research Awareness"

Objectives of the Practice :

1. To generate research awareness among the faculty.

2. Most Scientific temper and research skill among the faculty.

3. Inspiring the faculty to pursue with M. Phil./Ph. D. programme .

4. Foster initiative by faculty organize college/ state/national level Seminars and workshops.

5. To blend education with modern trend research activities.

6. The college has research community principal and members of committee inspire and urge the faculty to purse with their academic endeavour and research activities in the college.

7. The research awareness and activities will no doubt contribute for revival of learning process and help in knowledge creation and knowledge deployment.

8. Inflibnet subscribed to go through volumes of Books and journals.

9. The following initiatives are chalked out for achieving the goal.

• Updating the teachers regarding the various fellowship and facilitate in applying the same.

• Helps the teachers to make them aware of various research project funded by UGC, DST, DBT, CSIR etc.

• Recommends leave to attend the seminars, conferences, workshops etc.

• Computer and Internet facilities are provided to some departments.

• Journals are procured to enrich the resource for research work.

The Context:

1. The Institution gives freedom to the Principal investigators for independent execution 0f research project.

2. Necessary steps are taken for timely release of resource for smooth progress.

3. Purchased Books and Journal as per the need of the faculty.

4. Laboratories like Physics, Chemistry and Botany are provided with latest Equipments.

5. Teachers in the departments are motivated to pursue with at least one Minor Research Project.

6. Journals are made available in the Library for reference.

7. National/State level seminars are conducted.

8. The students are motivated to enhance their practical aptitude by participating in experimental exercises.

9. By arranging seminars the students have a scope to interact with eminent researchers.

10. During 6th Semester students are encouraged to opt. for project work as part of CBCS curriculum fulfilment instead of theoretical papers. This gives the students an opportunity and exposer to promote research activity at UG level.

The Practice :-

The institution encourages and extends all possible measures to the staff members and students to develop research activities. The institution has made provision to avail seed money to promote research activity. Students are encouraged to present papers in inhouse seminars. Study tour and field visit are initiatives to create research awareness. 100MBPS broadband connectivity with Wifi facility is provided to boat students and teacher for uses of ICT enabled pedagogy in their research activities.

Evidence of Success :-

The impact of implementation of the above practice is no doubt promising. The activities are well appreciated by the faculty and students. The research awareness generated greater interactive process between the teachers and students resulting in creative changes in the learning process. A few indications are

1. Greater commitment of the students to the department .

2. Involvement in practical works.

3. Involvement in project works.

4. Devoting more time for the development of department.

5. All time participation in different programmes organized by the department like seminar, Study tour etc.

Problem Encountered and Resources Required :-

Being the institution is a UG college it needs fund from external agencies to promote research activities. Further the college with its limited fund and resource facing constraint to promote extensive research activities. Resources required to set a computer Lab. and language Lab. to help enable computer literacy and communicative skills for entire student community of the college and usage of more ICT enabled pedagogy in research and teaching-learning process.

File Description	Document
Any other relevant information	[View Document](#)
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Response

- 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 foremost target is imparting a deep and abiding sense of purpose in students providing opportunities for them to make a difference. Experiencing satisfaction out of their own effort will boost their confidence and when they grow up will have courage, confidence and sense of purpose to try and change the society.
- Since its 1st cycle of accrediation in 2015 the institution has undertaken a journey of commitment towards achieving excellence in the filled of higher education. The IQAC has been instrumental in bringing about transfermation in both academic and administrative areas.
- We have achieved the excellence of being selected under IDP (Institutional Development Programme) a world bank assisted project by Govt. of Odisha (OHEPEE) Odisha Higher Education Programme for Excelence and Equity, which will contribute to remove financial constraints in our progress.
- 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	Document
Appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

The institution has been consistently offering quality education to its students since its inception with the vision to achieve excellence in higher education and preparing students for facing global requirements. The institution is one among the seventy (70) selected Higher Education Institutions by Government of Odisha under WB-OHEPEE (World Bank Assisted project - Odisha Higher Education Programme for Excellence and Equity).

Concluding Remarks :

The functioning of the college is regulated by a Governing body . The Governing body acts as per Odisha Education Act, 1969. The Governing body consisting of President (Local M.L.A) nominated by the State Government/ Collector and District Magistrate or his representative) the concerned Sub-collector and Sub-divisional Mgistrate, Principal of the College (Secretary of the G.B Ex-Officio) and other members as per Government norms. From time to time Principal of the college convenes the GB meeting in consultant with the President to discuss the different issues related to academic, administrative and financial matters of the college. Principal is the head of the institution who constitutes several committees for smooth functioning of the institution.