



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	RAJDHANI COLLEGE, BHUBANESWAR
• Name of the Head of the institution	PROF. SASMITA SARANGI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06742355263
• Mobile No:	9337755762
• Registered e-mail	rajdhanicollege@yahoo.in
• Alternate e-mail	rajdhanicollege@yahoo.in
• Address	At/Po - Baramunda
• City/Town	Bhubaneswar
• State/UT	Odisha
• Pin Code	751003
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Utkal University
• Name of the IQAC Coordinator	Dr. Saroja Kanta Choudhury
• Phone No.	9438241502
• Alternate phone No.	9438241502
• Mobile	9438241502
• IQAC e-mail address	rajdhanicollege@yahoo.in
• Alternate e-mail address	rajdhanicollege@yahoo.in
3. Website address (Web link of the AQAR (Previous Academic Year))	https://rajdhanicollege.org.in/iqac.html
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rajdhanicollege.org.in/pdf/COMMON%20ACADEMIC%20CALENDAR%20%202020-21.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.30	2006	21/05/2006	20/05/2011
Cycle 2	A	3.01	2016	02/12/2016	01/12/2021

6. Date of Establishment of IQAC**11/08/2007****7. Provide the list of funds by Central / State Government****UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept. of Higher Education, Govt. of Odisha	Govt. Grant	Dept. of Higher Education, Govt. of Odisha	2020-21	1520992

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

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	10
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
- Constitution of Internal Academic audit - Internal Finance Audit - Internal Green Audit teams - Students satisfaction survey - Organization of webinars	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To conduct Internal Academic audit, Finance Audit, Green Audit , Students satisfaction survey and Organization of webinars	Conducted Internal Academic audit, Finance Audit, Green Audit, Students satisfaction survey and organized webinar
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> • Name of the statutory body 	

Name	Date of meeting(s)
Staff Council Meeting	12/05/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	28/02/2022

15. Multidisciplinary / interdisciplinary**16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:****Extended Profile****1. Programme**1.1 19

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

File Description	Documents
Data Template	View File

2. Student2.1 1531

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2 **222**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	No File Uploaded

2.3 **576**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 **31**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **54**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1531
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	222
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	576
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3. Academic

3.1	31
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	54
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	10678314
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	47
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

This college is affiliated to Utkal University. The curriculum planning and designing are done by the University. But this college prepares action plan to transact the curriculum designed by the university. Basic purpose of this action plan is to acquaint the students with the newly updated syllabus and examination pattern coming under CBCS model. While preparing action plan for implementation of curriculum, student's needs, interest are given priority. Department wise Teachers are advised to prepare academic calendar, lesson plan and daily progress report which is supervised by the respective heads and Principal of the college. During the classroom teaching, each teacher covers all the portion of the syllabus allotted to them by providing relevant study material to the students. The teacher also provides a list of reference books to the students. After completion of the syllabus, doubt clearing classes are organized by the teacher. Weekly student seminars are also organized by each department. After completion of the academic year, teachers submit their

lesson plan and progress report to the IQAC cell. Their lesson plan and progress report audited by academic audit committee headed by the Principal of the college. Each department also prepares question bank to acquaint the students the structure and model of the questions asked during term end examination. Further, proctorial classes are also undertaken by the teachers.

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

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

The college regularly conducts mid-term examination apart from University semester examination. In every year, two semesters are conducted as per the University examination programme. The college conducts mid-term examination before each semester examination. It gives a enough space and scope to the students to know their deficiencies and to correct their mistakes. The faculty members frequently interact with their students in their respective honors group to enhance the students ability to learn.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

5

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Environmental education constitutes an integral part of the curricular input at the degree level. So the college transacts environmental education, education for values through extra murale talks as it is co-educational institution, gender equity is given top priority. Anti-Sexual harassment cell, grievance redressal cell are operational in this institution. The college has green club for which there is green audit conducted every session. There are canopy of greenery surrounds the college. The students participate in NCC, NSS and Youth Red Cross by which dignity and values are instilled among the students. Self defence training programme is a govt. sponsored programme for girl students to train them for self defence and extend help to the needy during necessity. Since it is a govt. institution, the guideline in respect of human values, gender equity and sustainable environmental protection system is adhered to the rules from time to time.

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

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

3

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

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

527

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

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

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

C. Feedback collected and analyzed

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

594

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

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

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

281

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

2.2 - Catering to Student Diversity

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

We the institution assesses the performance in curricular and co-curricular areas. Mid-term examinations are conducted to give feedback to the students particularly to advance learners and by this way, slow learners are identified. The slow learners are guided to contact the subject teacher in their leisure time and clear the doubt to come over to the level of a normal or average students. For advance learner, the teachers give special guidance for reference of books, learning materials and online resources by that students are exposed to the world of academic and competitions.

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

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

Number of Students	Number of Teachers
1531	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experimental learning - Teachers use different scientific and local materials by using experimental approach of teaching and learning in the classroom situation in which the students are directly exposed to natural as well as laboratory set up and

learning became practical oriented.

Participatory learning - The students are encouraged to participate in large scale in interaction, question answer, critical analysis of a theme. They are also exposed to the webinars, seminars and group discussion in their respective honours.

Problem solving methodology - The students use project and problem solving as an approach for their learning. They put some problems for the classroom interaction which is normally monitored by the teacher.

The above methods are used for enhancing learning outcomes.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT tools for effective teaching-learning process. ICT tools are being used in classroom situations, online classes, online resources, for references in respective subjects. Due to COVID pandemic, online classes were conducted regularly. Apart from the college, smart classrooms, individual teachers have ICT tool sets in their departments. The students interact through online mode, take the note from the teachers so their PPT seminar papers, project records through ICT tools. Youtube is a commonly used ICT for enhancing area specific knowledge by listening expert talks in different areas. Teachers also prepare notes, handouts and lesson plans effectively by the use of ICT module. It has given enough opportunities to the students and teachers to be connected with each other in different time. The gap of learning in the classroom situation through verbal transaction are normally overcome by the intervention of ICT tools. The computer sets, laptops and smartphones are used as ICT infrastructure in the college. Every department possess a set of laptop to facilitate knowledge transaction through online mode. The students are also allowed to prepare their PPT presentation in the department under the active consultation of the teachers. Online examinations and feedback mechanism is another spectrum of best practices of ICT in teaching

learning situation.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

39

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

39

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

32

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

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

2.4.3.1 - Total experience of full-time teachers

5

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

2.5 - Evaluation Process and Reforms

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

This institution is affiliated to Utkal University, Bhubaneswar. The examinations in this institution are governed by the Utkal University. However, the institution conducts internal examinations called mid-semester as per the guidelines of the University. These internal examinations are conducted for post graduate and under graduate student twice in each academic session before the semester examinations. The scripts are immediately evaluated by the teachers of concerned subjects and marks are uploaded in University site. Prior to this, the discussions about the students performance, writing patterns, mistakes in reporting style and other deficiencies brought to the notice of the students as feedback mechanism. As per the provision apart from the mid-semester examination during classroom, transactions, the students are given opportunities to interact through question answers which also is a form of feedback mechanism to enhance the learning outcomes. The examinations are transparent because after the

internal examinations, papers are shown to the individual students for accepting grievances of the students in regards of examination result and award of marks. The students are free to visit to examination section, HOD of concerned subjects and principal if they are not satisfied.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

There is a examination committee to deal with the grievances of the students in regards to internal examination / mid-semester examinations. If anybody fails to appear mid-sem examination, the students will be allowed to take the same examinations with next batch of students. But these students are to apply to the principal in plain paper showing sufficient reason for their absence in or cause of failing to appear. The college authority submits the mark to University prior to the respective semester examination. The college authority preservethe answer scripts of the mid-term examination for one year from the date of examination for future references. Therefore, each student having grievance pertaining to internal examination are addressed effectively at the college level.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The programmes especially academic offered as per the University guidelines in this college. The students are well aware of the programmes and involved in face to face interactive teaching-learning models of transaction. The course outcome is three years Degree passout in three disciplines such as Arts, Science and Commerce (B.A, B.Sc & B.Com), Master of Arts in Odia, Education and Teachers Education programme B.Ed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The programmes outcome are evaluated in terms of theory and practical examinations conducted by the University.

The course outcome is also evaluated through collection of data from the passout students regarding their placements and higher studies.

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

2.6.3 - Pass percentage of Students during the year

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

341

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/1-D-baXztID_4hN3RFEhCzmJgOj0vsm90/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1520992

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

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

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

00

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

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

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**19**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****11**

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****2**

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

In session 2020-21, NCC and NSS unit of Rajdhani College participated in a number of programme at the college level and other levels. Swachha Bharat week, Yoga Shibir, International Yoga Day, Plantation Day, Bijaya Sampark Diwas, Slogal Competition on COVID-19, National Voters Day, Mo College Abhiyan were organized under the aeges of the above units. Thus, to inculcate in students a sense of responsibility and duty towards society and social issues we have been engaging students in various extension programmesthrough NSS, NCC and Red Cross.

1. Evoking nationalism in students: National Unity Day, observation of Kargil Victory Day, Workshop on Hum Badlenge Bharat, Candle march against Uri attack, Rashtriya Ekta Diwas etc. was organized to imbibe patriotism and a sense of responsibility in students towards our Nation.
2. Generating awareness towards health issues: Activities like Fit India Plogging Run, Blood donation camp, Observation of Fit India Movement, International Yoga Day, Mini Marathon, Aids Awareness Rally, Cancer awareness program etc. were observed/organized to infuse the importance of health among students. To generate awareness towards deadly diseases like cancer and AIDS too various programs were organized.
3. Sensitizing students towards environmental issues: Tree plantation activities are carried out in regular intervals in our college. To create awareness towards environment World Environment Day (rally), World Water Day, etc.,
4. Other activities: National youth day
 1. Consumer awareness:
 2. Traffic awareness program:
 3. Vigilance Awareness Program:

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

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

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

04

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

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

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

42

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

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

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

120

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

3.4 - Collaboration

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

3

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

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

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructural and physical facilities. The college has two storied building with 04 blocks consisting administrative block, academic block, gallery and auditorium. There are 10 galleries and 19 other rooms used for classrooms activities. Apart from these, there are 06 laboratories and 11 department staff rooms, stores, girls common room. There is

smart classroom, language lab and IT utilised for academic activities. NSS, NCC rooms along with library, reading room, auditorium are being purposefully utilised for enhancement knowledge and skills. Each department has laptop for facilitation of online teaching, learning.

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

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

The institution has adequate facilities for holding cultural activities, departmental celebration, seminar symposium. It has an auditorium for hosting annual ceremonies, different competitions and other activities. The institution has all weather sports field, a gym with modern equipments and articles. A yoga practice is being conducted in the galleries. Apart from this, there is also a govt. sponsor Self-defence programme for college girls organized in galleries.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

7024958

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

4.2 - Library as a Learning Resource

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

The college library is automated with ProX software. This automation had started in the year 2016. Total no. of books i.e. 94375 and reference books i.e. 503750 has already been automated for easy access to the library. Barcoded library card have been issued to the students for transacting books from the library.

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

4.2.2 - The institution has subscription for the E. None of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

44766

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

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

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

400

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

4.3 - IT Infrastructure

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

The College has got a dedicated IT Lab for IT Students as well as

separate Virtual Classroom and a English Language Lab. The bandwidth of internet is 100 mbps makes it easier for students to perform their works and assignments. All teaching staff member use the ICT in the classrooms through projector and laptop whenever needed. The Projector makes the students easier to learn the thing than the traditional methods. For admission related works, a separate room called SAMS (Students Academic Management System) with 100 mbps fiber is provided. All the admission related work is completely done online. Besides, there is also 100mbps in college office and B.Ed Department of this college for smooth transaction of official work.

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

4.3.2 - Number of Computers

47

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0

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

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

Each Science department has its own laboratory facility which is maintained by the respective departments. Laboratory equipments, apparatus, chemical and solvents etc. are procured at College level as per the requirements of various departments. Each department maintains a separate stock register regarding the procurement and utilization of equipments, chemicals and solvents. LIBRARY The College Library is operated by Assistant Librarian and other support staff. There is a Library Purchase committee consisting of a group of teachers who guides and supervises the operation of Library..Each teaching department sends the book list to the library as per their requirements and the library-in-charge procures those books from various book stores following the established procedures and guidelines. SPORTS COMPLEX Rajdhani College has its own playground and gymnasium. There is an Athletic Association, consisting of a group of teachers who looks into various sports related matters. COMPUTER At present, 47 nos. of computers have been installed at various places of the College. At present, there are 29 classrooms and 10 Galleries in the College out of which 03 classrooms have been provided with LCD facilitiesThe teaching and learning equipments are centrally purchased by the College office.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

228

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

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

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

09

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

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

A. All of the above

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

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

00

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

189

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

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

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

5.2.2.1 - Number of outgoing student progression to higher education

174

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

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

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

government examinations) during the year

00

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

The institution promotes curricular, administrative, co-curricular and extra curricular activities. The students selected from the institution level represent University level and state level as well. So the institution facilitates and encouraged students in large scale to take part in NCC, NSS, YRC, Sports , awareness camps, debate, drama, literary activities, publications of college magazine, wall magazines for harbouring creative expressions of the young minds.

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

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

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

03

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

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

Due to COVID-19, all the related meeting of alumni Association could not be held during the year. But an initiative has been taken at official level for Registration of the same in form of MO College Abhijan accordingly application has been submitted to District Authority for necessary action at their end..

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

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission of the institution is to alleviate the college to a status of premier institution of higher education at the undergraduate level with potential of excellence and with provision for counselling and guidance for meaningful placements. Knowledge is considered as power in this institution therefore, there are periodic assessment of students performance, activities to uphold and preserve cultural heritage and to stimulate academic environment of the institution. The institution also adhere to provide free and examination system to promote personality development through holistic approach to inculcate a sense of ethical values through curricular and co-curricular activities. To ensure the civic responsibility and social commitments for promoting creativity, sportsmanship and leadership qualities among the students.

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

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

The effective leadership is inculcated through the administrative, acumen. Each department has the head of the department to perform the role of the team leader. They timely report progress and activities to the head of the institution. There are review, meetings to instill the sense of involvement among the teachers in scholastic and non-scholastic activities. 19 departments perform their activities to democratic distribution of responsibilities. The Governance of the college are being reflected through mentoring under this provision. Each teacher discharge duties as a

mentor of a group of students. Apart from this, there is proctorial classes which enables the faculty members to become close with the students to exchange views and thoughts freely. Each class of respective department has a student leader to extend help and create a rapport with students and teachers. Each teacher has been assigned with co-curricular duty apart from classroom teaching.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students

Guidelines of Department of Higher Education, Govt. of Odisha E-admission system under SAMS is operated in the college. It is applicable for UG , PG & B.Ed courses.

Human Resource Management

For Management of Human Resources, the college has formed the Career Counselling and Placement Cell. Staff Council, Accounts Bursar, Academic Bursar, PI O to look after HRM. Further, there is career counselling placement cell.

Library, ICT and Physical Infrastructure / Instrumentation

- Library computerisation and automation is done from the session 2013-14.
- Wifi & reading room facilities are available for the faculty members.

Research and Development

- There is a Research committee. It is empowered to create a favourable atmosphere for conducting research activities. The students are motivated to take up research activities.

Examination and Evaluation

- It is done as per the guidelines of Utkal University,

Bhubaneswar.

- The CBCS syllabus adopted in the college for which mid-semester exams are conducted at UG & PG level by the college.

Teaching and Learning

Along with teaching, weekly seminars were organized, Model Question Banks were created for the benefit of the students.

Curriculum Development

- Our institution is an affiliated college of Utkal University. Hence the institution does not have a strategy of its own to develop curriculum.

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

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

The institution works under Higher Education Department, Govt. of Odisha, Bhubaneswar. The policies, appointment, service conditions, administrative setup are conducted by the said department. This institution operates by the Govt. orders. So as per Govt. rules and regulation, service condition, personnel rules are given by the Govt. However, the teaching faculties are selected by the Odisha Public Service Commission and appointed and posted by the Govt. to this college. Promotions and other service related issues are addressed at the govt. level.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institutions extends welfare schemes such as puja advance to non-teaching employee, GIS etc. Almost all welfare schemes are covered by Govt. of Odisha as it is Govt. institution.

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

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

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

02

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

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

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

00

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

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

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

3

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

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

Performance Appraisal System is monitored by the Govt. annually. The teaching and non-teaching employees of this college submit their personal Performance Appraisal Report (PAR) through online. The principal verifies and provide appropriate remark for performance rating. After these process, these PARs are submitted to the next Higher authority for next level of remark for onward forwarding. The appraisal system is controlled by the Govt.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal financial audit is regularly conducted every year to provide a feedback regarding the transaction and discrepancies, record maintainance, file maintainace, bills and vouchers, visit of accounts section, interaction with accounts personnel. The report is submitted to Principal for necessary consideration and review and provide appropriate feedback to the section concerned.

External financial audit are conducted by the Dept. of HE & A.G Govt. auditors at times. The Govt. has its own mechanism for

financial transaction, transparency and accounting particularly these external audits find out the appropriateness of the expenditure incurred for the Govt. allotted funds. They submit report to the Dept. of Higher Education for their appraisal.

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

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

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

00

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

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

The college has the strategy to mobilize the funds as per the Govt. guidelines. The college has self-financing courses at PG and B.Ed. level. The college generates the funds through college fees under different heads like college development, college examination, athletic, magazine, library development, reading room, college union, drama club, YRC, ID card, Common room, Calendar, Rover and Ranger, Time table and lesson plan, Odia Sahitya Samaj, Furniture maintenance, NCC, Faculty fee, Student federation society, Science ENV society, Arts Society, Commerce Society, Proctorial, Flag day, Annual Day, SSG, SSI, DSA, Medical Test, Medical, Teachers welfare fund, Abstract of Attendance, Cycle stand, Watch and Ward, Seminar, Laboratory Development, Social Service Fee, Project work, Cleanliness, Syllabus, Registration fee, Recognition fee, SAF, Sports fee, CDC, Admission fee, Tution fee etc.

In Self-financing courses, for MA. Education course a fee, 20000/- per first year and second year are charged while Rs. 45000/- charged as the course fee per year for 2 years for B.Ed programme. These fees are already approved by th Govt.

In respect of utilisation, the college utilise the collected fees and govt. allotted purposefully under different heads as per the expenditure norms led by the Govt. These funds are utilised appropriately to cater the needs and requirements of the students.

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

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

IQAC contribute significantly for the quality assurance of the institution. IQAC has its own team members from among the senior teaching faculty who have wide experience in teaching and learning. IQAC apart from monitoring usual classroom activities, it promotes and propagates the quality development programme for teaching faculties by organizing seminars and webinars on current issues in collaboration with different departments of the college. The team members present themselves in different meeting and extend necessary assistance to the organizing groups in the activities like MO College Abhiyan, Formation of Alumni, Career counselling, NSS programme, NCC programme and YRC programmes.

IQAC also holds its meeting frequently to discuss various issues pertaining to quality development, quality monitoring and collaborations. It has its own resources to organize different activities such as an independent IQAC room with computer facilities. For powerpoint presentation, there is also projector and laptop.

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

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

The IQAC conducted Academic Audit every year to ensure appropriateness and review the teaching-learning process adopted by each department. As each subject has its own and unique content areas which needs separate transactional strategy, approaches and methods of teaching. Modern methods along with technology integration approach are being frequently used by the different departments. Individual departments utilise the smart classroom setup for vivid presentation of pictorial contents, description of diagrams and others specific content areas. The methods like play-way, narration-cum-discussion, story telling, dramatisation, experimentation, demonstration are being frequently used.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institution has been adhering to the idea of gender equality by giving equal consideration to the girl students with respect to their identity and personality to be expressed on equal footing. Our college is committed to educating and following the idea of gender sensitization among the students as their prime duty. Every year governments provide various scholarships for the betterment of girl students. Our college constitutes an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment. These cells are to create sensitization and empowerment. Wallposters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and ragging is displayed in the college. Anti-sexual harassment cell has been taking special care about the girl students and trying to support in terms of instilling confidence among them while they face any types of problems within the campus or outside the campus. The aim of the institution is to make them aware of gender equality and empowerment in a broader sense. Another major objective of such activities is to expose the students to interpersonal relationship, equality and fraternity among the students. Girls NCC wing has raised in this college.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management:**
- To reduce waste at institute, students and staff are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus.
- Waste is collected on a daily basis from various sources and is separated as dry and wet waste.
- Color coded dustbins are used for different types of wastes. Green for wet and blue for solid waste.
- Daily garbage is collected by housekeeping personnel and handed over to authorized personnel.
- Liquid waste management:**
- **Liquid waste management:**
- The waste chemicals mixed water from laboratory passes through concealed pipe line into soak pit & recycled water is used for the watering trees or non-potable usage.
- Liquids are diluted by getting mixed with the washroom and toilet liquid wastes in to the common drainage.
- **E-waste management**

- The E-waste collected is stored in store room and disposed every year accordingly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and A. Any 4 or all of the above

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

This college is an inclusive Higher Education Institution. In the campus, there is no difference or segregation on the basis of caste, creed and language. There is also the provision of undertaking by the student for their non-involvement in ragging. Self-defence for girls students under the Govt. scheme. The provision of SSG to offer aid from the guild. Universal participation of student in Athletic meet and cultural activities. Pertaining to the above matters, a college has a legal bursar to look into the dispute arises out of breach of communal harmony in the college. Right to Information Cell (RTI) is functional in the college as per the mandate of the Govt. with Public Authority, First Appellate Authority, Public Information Officer. Equal Opportunity Cell works for the welfare of the students in the college. A Cell for prevention of sexual harassment works in the college to look into the matters of harassment on the basis of gender disparity. The college has multilingual facilities. Students can opt sanskrit, hindi, odia, english as their optional subjects.

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

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

The college organizes various programme to sensitize the students and members of the staff on constitutional obligations, values, rights, duties and responsibility. The students are to wear college uniform to enter into the campus of the college. The college has discipline committee and internal squad to observe the indiscipline and violent activity of the students. Apart from the regular classroom interaction, the students are also participated in the celebrations of National Days such as Independence Day, Republic Day, the Constitution Day, the Voters Day, Vigilance week, Road safety week etc. Talks on Gandian Philosophy, Gandhian approach to life are being organized every year. The employees of the college both teaching and non-teaching are to be abided by code of conduct. They also participate in the National observations day along with the students. The college is a smoking free zone. The employees and the students are restrained from

consuming Tobacco, Smoking etc. Annual publication of magazine and articles thereof were based on instilling the sense of Human Rights, Ethical practices, Value inculcation. The literary competitions on the constitutional provisions on rights and duties are being organized by Arts Society, Science Society, Odia Sahitya Samajas well as Environment Society. Different activities are undertaken by NCC, NSS, YRC of this college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

We believe in unity in diversity that's why our students respect the different religion, language and culture. We feel the college

is our second home and all faculties like a family member. We greet and wish each other at different festivals and invite them to have a feast to get introduced with ones culture to have amicable relations and to maintain the religious, social and communal harmony. The diversity in India is unique. Being a large country with large population. India presents endless varieties of physical features and cultural patterns.

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

7.2 - Best Practices

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

1. **Academic Audit** - It is conducted by the college administration to compile the overall information about the programmes and performances of different departments.

Green Audit - It is conducted every year to assess the status of greenery environmental issues, water harvesting, waste-management in the campus. It organises different programmes to sensitize the students by and large.

Financial Audit - It is being conducted annually to verify the amount received, heads of the expenditure, bills and vouchers and documents maintained properly.

2. **Regular Updation of Lesson Plans and Progress Register** - Daily progress register maintaining is a mandatory guidelines of every individual teacher. In the department, there is activities register alongwith progress register for every session.

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

7.3 - Institutional Distinctiveness

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

1. Location

The college is ideally located on the National Highways 16 which facilitates the students the students from the distance places to approach the college. The college is well connected both by rail and road. The climatic condition and the greenery of the college create a natural canopy conducive for academic excellence.

2. Green Club was initiated in the campus with a slogan 'Do Green Be Green' to mobilise young minds to be a part of this environmental campaign under which plantation, plant care, plant nurishment were focused. Main thrust of this activity is to imbibe a sense of plant loving by the students. Deliberation on the changing attitude of the general public, indifference towards plant resources, Social forestry where eradicated through a massive awareness programme under the aeiges of Green Club. The college has 15 acers of land with lot of greeneries. The students were encouraged to find out some time from their busy schedule of their academic engagements to dedicate the purpose of shape guarding the herbs and plants, which were natural as man made.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

This college is affiliated to Utkal University. The curriculum planning and designing are done by the University. But this college prepares action plan to transact the curriculum designed by the university. Basic purpose of this action plan is to acquaint the students with the newly updated syllabus and examination pattern coming under CBCS model. While preparing action plan for implementation of curriculum, student's needs, interest are given priority. Department wise Teachers are advised to prepare academic calendar, lesson plan and daily progress report which is supervised by the respective heads and Principal of the college. During the classroom teaching, each teacher covers all the portion of the syllabus allotted to them by providing relevant study material to the students. The teacher also provides a list of reference books to the students. After completion of the syllabus, doubt clearing classes are organized by the teacher. Weekly student seminars are also organized by each department. After completion of the academic year, teachers submit their lesson plan and progress report to the IQAC cell. Their lesson plan and progress report audited by academic audit committee headed by the Principal of the college. Each department also prepares question bank to acquaint the students the structure and model of the questions asked during term end examination. Further, proctorial classes are also undertaken by the teachers.

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

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

The college regularly conducts mid-term examination apart from University semester examination. In every year, two semesters are conducted as per the University examination programme. The

college conducts mid-term examination before each semester examination. It gives a enough space and scope to the students to know their deficiencies and to correct their mistakes. The faculty members frequently interact with their students in their respective honors group to enhance the students ability to learn.

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

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

5

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Environmental education constitutes an integral part of the curricular input at the degree level. So the college transacts

environmental education, education for values through extra murale talks as it is co-educational institution, gender equity is given top priority. Anti-Sexual harassment cell, grievance redressal cell are operational in this institution. The college has green club for which there is green audit conducted every session. There are canopy of greenery surrounds the college. The students participate in NCC, NSS and Youth Red Cross by which dignity and values are instilled among the students. Self defence training programme is a govt. sponsored programme for girl students to train them for self defence and extend help to the needy during necessity. Since it is a govt. institution, the guideline in respect of human values, gender equity and sustainable environmental protection system is adhered to the rules from time to time.

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

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

3

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

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

527

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

1.4 - Feedback System

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

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

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

C. Feedback collected and analyzed

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

594

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

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

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

281

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

2.2 - Catering to Student Diversity

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

We the institution assesses the performance in curricular and co-curricular areas. Mid-term examinations are conducted to give feedback to the students particularly to advance learners and by this way, slow learners are identified. The slow learners are guided to contact the subject teacher in their leisure time and clear the doubt to come over to the level of a normal or average students. For advance learner, the teachers give special guidance for reference of books, learning materials and online resources by that students are exposed to the world of academic and competitions.

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

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

Number of Students	Number of Teachers
1531	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experimental learning - Teachers use different scientific and local materials by using experimental approach of teaching and learning in the classroom situation in which the students are directly exposed to natural as well as laboratory set up and

learning became practical oriented.

Participatory learning - The students are encouraged to participate in large scale in interaction, question answer, critical analysis of a theme. They are also exposed to the webinars, seminars and group discussion in their respective honours.

Problem solving methodology - The students use project and problem solving as an approach for their learning. They put some problems for the classroom interaction which is normally monitored by the teacher.

The above methods are used for enhancing learning outcomes.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use ICT tools for effective teaching-learning process. ICT tools are being used in classroom situations, online classes, online resources, for references in respective subjects. Due to COVID pandemic, online classes were conducted regularly. Apart from the college, smart classrooms, individual teachers have ICT tool sets in their departments. The students interact through online mode, take the note from the teachers so their PPT seminar papers, project records through ICT tools. Youtube is a commonly used ICT for enhancing area specific knowledge by listening expert talks in different areas. Teachers also prepare notes, handouts and lesson plans effectively by the use of ICT module. It has given enough opportunities to the students and teachers to be connected with each other in different time. The gap of learning in the classroom situation through verbal transaction are normally overcome by the intervention of ICT tools. The computer sets, laptops and smartphones are used as ICT infrastructure in the college. Every department possess a set of laptop to facilitate knowledge transaction through online mode. The students are also allowed to prepare their PPT presentation in the department under the active consultation of the teachers. Online

examinations and feedback mechanism is another spectrum of best practices of ICT in teaching learning situation.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

39

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

2.4 - Teacher Profile and Quality

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

39

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality /

D.Sc. / D.Litt. during the year

32

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

5

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

2.5 - Evaluation Process and Reforms

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

This institution is affiliated to Utkal University, Bhubaneswar. The examinations in this institution are governed by the Utkal University. However, the institution conducts internal examinations called mid-semester as per the guidelines of the University. These internal examinations are conducted for post graduate and under graduate student twice in each academic session before the semester examinations. The scripts are immediately evaluated by the teachers of concerned subjects and marks are uploaded in University site. Prior to this, the discussions about the students performance, writing patterns, mistakes in reporting style and other deficiencies brought to the notice of the students as feedback mechanism. As per the provision apart from the mid-semester examination during classroom, transactions, the students are given opportunities

to interact through question answers which also is a form of feedback mechanism to enhance the learning outcomes. The examinations are transparent becoz after the internal examinations, papers are shown to the individulal students for accepting grievances of the students in regards of examination result and award of marks. The students are free to visit to examination section, HOD of concerned subjects and principal if they are not satisfied.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

There is a examination committee to deal with the grievances of the students in regards to internal examination / mid-semester examinations. If anybody fails to appear mid-sem examination, the students will be allowed to take the same examinations with next batch of students. But these students are to apply to the principal in plain paper showing sufficient reason for their absence in or cause of failing to appear. The college authority submits the mark to University prior to the respective semester examination. The college authority preservethe answer scripts of the mid-term examination for one year from the date of examination for future references. Therefore, each student having grievance pertaining to internal examination are addressed effectively at the college level.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The programmes especially academic offered as per the University guidelines in this college. The students are well aware of the programmes and involved in face to face interactive teaching-learning models of transaction. The course

outcome is three years Degree passout in three disciplines such as Arts, Science and Commerce (B.A, B.Sc & B.Com), Master of Arts in Odia, Education and Teachers Education programme B.Ed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The programmes outcome are evaluated in terms of theory and practical examinations conducted by the University.

The course outcome is also evaluated through collection of data from the passout students regarding their placements and higher studies.

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

2.6.3 - Pass percentage of Students during the year

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

341

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://drive.google.com/file/d/1-D-baXztID_4hN3RFEhCzmJgOj0vsm90/view?usp=sharing	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
1520992	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
00	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

19

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

11

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

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

2

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

3.3 - Extension Activities

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

In session 2020-21, NCC and NSS unit of Rajdhani College participated in a number of programme at the college level and other levels. Swachha Bharat week, Yoga Shibir, International Yoga Day, Plantation Day, Bijaya Sampark Diwas, Slogal Competition on COVID-19, National Voters Day, Mo College Abhiyan were organized under the aegis of the above units. Thus, to inculcate in students a sense of responsibility and duty towards society and social issues we have been engaging students in various extension programmes through NSS, NCC and Red Cross.

1. Evoking nationalism in students: National Unity Day, observation of Kargil Victory Day, Workshop on Hum Badleng Bharat, Candle march against Uri attack, Rashtriya Ekta Diwas etc. was organized to imbibe patriotism and a sense of responsibility in students towards our Nation.
2. Generating awareness towards health issues: Activities like Fit India Plogging Run, Blood donation camp, Observation of Fit India Movement, International Yoga Day, Mini Marathon, Aids Awareness Rally, Cancer awareness program etc. were observed/organized to infuse the importance of health among students. To generate awareness towards deadly diseases like cancer and AIDS too various programs were organized.
3. Sensitizing students towards environmental issues: Tree plantation activities are carried out in regular intervals in our college. To create awareness towards environment World Environment Day (rally), World Water Day, etc.,
4. Other activities: National youth day
 1. Consumer awareness:
 2. Traffic awareness program:
 3. Vigilance Awareness Program:

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

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

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

04

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

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

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

42

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

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

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

120

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

3.4 - Collaboration

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

3

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

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

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructural and physical facilities. The college has two storied building with 04 blocks consisting administrative block, academic block, gallery and auditorium. There are 10 galleries and 19 other rooms used for classrooms activities. Apart from these, there are 06 laboratories and 11 department staff rooms, stores, girls common room. There is smart classroom, language lab and IT utilised for academic activities. NSS, NCC rooms along with library, reading room, auditorium are being purposefully utilised for enhancement knowledge and skills. Each department has laptop for facilitation of online teaching, learning.

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

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

The institution has adequate facilities for holding cultural activities, departmental celebration, seminar symposium. It has an auditorium for hosting annual ceremonies, different competitions and other activities. The institution has all weather sports field, a gym with modern equipments and articles. A yoga practice is being conducted in the galleries. Apart from this, there is also a govt. sponsor Self-defence

programme for college girls organized in galleries.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

7024958

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college library is automated with ProX software. This automation had started in the year 2016. Total no. of books i.e. 94375 and reference books i.e. 503750 has already been automated for easy access to the library. Barcoded library card have been issued to the students for transacting books from the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

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

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

44766

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

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

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

400

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

4.3 - IT Infrastructure

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

The College has got a dedicated IT Lab for IT Students as well as separate Virtual Classroom and a English Language Lab. The bandwidth of internet is 100 mbps makes it easier for students to perform their works and assignments. All teaching staff member use the ICT in the classrooms through projector and laptop whenever needed. The Projector makes the students easier to learn the thing than the traditional methods. For admission related works, a separate room called SAMS (Students Academic Management System) with 100 mbps fiber is provided. All the admission related work is completely done online. Besides, there is also 100mbps in college office and B.Ed Department of this college for smooth transaction of official work.

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

4.3.2 - Number of Computers

47	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Each Science department has its own laboratory facility which is maintained by the respective departments. Laboratory equipments, apparatus, chemical and solvents etc. are procured	

at College level as per the requirements of various departments. Each department maintains a separate stock register regarding the procurement and utilization of equipments, chemicals and solvents. LIBRARY The College Library is operated by Assistant Librarian and other support staff. There is a Library Purchase committee consisting of a group of teachers who guides and supervises the operation of Library..Each teaching department sends the book list to the library as per their requirements and the library-in-charge procures those books from various book stores following the established procedures and guidelines. SPORTS COMPLEX Rajdhani College has its own playground and gymnasium. There is an Athletic Association, consisting of a group of teachers who looks into various sports related matters. COMPUTER At present, 47 nos. of computers have been installed at various places of the College. At present, there are 29 classrooms and 10 Galleries in the College out of which 03 classrooms have been provided with LCD facilitiesThe teaching and learning equipments are centrally purchased by the College office.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

228

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

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

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

09

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

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

A. All of the above

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

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

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

189

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

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

15	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
174	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	No File Uploaded
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
00	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

00	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>The institution promotes curricular, administrative, co-curricular and extra curricular activities. The students selected from the institution level represent University level and state level as well. So the institution facilitates and encouraged students in large scale to take part in NCC, NSS, YRC, Sports , awareness camps, debate, drama, literary activities, publications of college magazine, wall magazines for harbouring creative expressions of the young minds.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year	
03	

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

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

Due to COVID-19, all the related meeting of alumni Association could not be held during the year. But an initiative has been taken at official level for Registration of the same in form of MO College Abhijan accordingly application has been submitted to District Authority for necessary action at their end..

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission of the institution is to alleviate the college to a status of premier instiution of higher education at the

undergraduate level with potential of excellence and with provision for counselling and guidance for meaningful placements. Knowledge is considered as power in this institution therefore, there are periodic assessment of students performance, activities to uphold and preserve cultural heritage and to stimulate academic environment of the institution. The institution also adhere to provide free and examination system to promote personality development through holistic approach to enunciate a sense of ethical values through curricular and co-curricular activities. To ensure the civic responsibility and social commitments for promoting creativity, sportsmanship and leadership qualities among the students.

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

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

The effective leadership is inculcated through the administrative, acumen. Each department has the head of the department to perform the role of the team leader. They timely report progress and activities to the head of the institution. There are review, meetings to instill the sense of involvement among the teachers in scholastic and non-scholastic activities. 19 departments perform their activities to democratic distribution of responsibilities. The Governance of the college are being reflected through mentoring under this provision. Each teacher discharge duties as a mentor of a group of students. Apart from this, there is proctorial classes which enables the faculty members to become close with the students to exchange views and thoughts freely. Each class of respective department has a student leader to extend help and create a rapport with students and teachers. Each teacher has been assigned with co-curricular duty apart from classroom teaching.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students

Guidelines of Department of Higher Education, Govt. of Odisha E-admission system under SAMS is operated in the college. It is applicable for UG , PG & B.Ed courses.

Human Resource Management

For Management of Human Resources, the college has formed the Career Counselling and Placement Cell. Staff Council, Accounts Bursar, Academic Bursar, PI O to look after HRM. Further, there is career counselling placement cell.

Library, ICT and Physical Infrastructure / Instrumentation

- Library computerisation and automation is done from the session 2013-14.
- Wifi & reading room facilities are available for the faculty members.

Research and Development

- There is a Research committee. It is empowered to create a favourable atmosphere for conducting research activities. The students are motivated to take up research activities.

Examination and Evaluation

- It is done as per the guidelines of Utkal University, Bhubaneswar.
- The CBCS syllabus adopted in the college for which mid-semester are conducted at UG & PG level by the college.

Teaching and Learning

Along with teaching, weekly seminars were organized, Model Question Banks were created for the benefit of the students.

Curriculum Development

- Our institution is an affiliated college of Utkal University. Hence the institution does not have a strategy of its own to develop curriculum.

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

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

The institution works under Higher Education Department, Govt. of Odisha, Bhubaneswar. The policies, appointment, service conditions, administrative setup are conducted by the said department. This institution operates by the Govt. orders. So as per Govt. rules and regulation, service condition, personnel rules are given by the Govt. However, the teaching faculties are selected by the Odisha Public Service Commission and appointed and posted by the Govt. to this college. Promotions and other service related issues are addressed are the govt. level.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institutions extends welfare schemes such as puja advance to non-teaching employee, GIS etc. Almost all welfare schemes are covered by Govt. of Odisha as it is Govt. institution.

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

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

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

02

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

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

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

00

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

3

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

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

Performance Appraisal System is monitored by the Govt. annually. The teaching and non-teaching employees of this college submit their personal Performance Appraisal Report (PAR) through online. The principal verifies and provide appropriate remark for performance rating. After these process, these PARs are submitted to the next Higher authority for next level of remark for onward forwarding. The appraisal system is controlled by the Govt.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal financial audit is regularly conducted every year to provide a feedback regarding the transaction and discrepancies, record maintainance, file maintainance, bills and vouchers, visit of accounts section, interaction with accounts personnel. The report is submitted to Principal for necessary consideration and review and provide appropriate feedback to the section concerned.

External financial audit are conducted by the Dept. of HE & A.G Govt. auditors at times. The Govt. has its own mechanism for financial transaction, transparency and accounting particularly these external audits find out the appropriateness of the expenditure incurred for the Govt. allotted funds. They submit report to the Dept. of Higher Education for their appraisal.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

00

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

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

The college has the strategy to mobilize the funds as per the Govt. guidelines. The college has self-financing courses at PG and B.Ed. level. The college generates the funds through college fees under different heads like college development, college examination, athletic, magazine, library development, reading room, college union, drama club, YRC, ID card, Common room, Calendar, Rover and Ranger, Time table and lesson plan, Odia Sahitya Samaj, Furniture maintenance, NCC, Faculty fee, Student federation society, Science ENV society, Arts Society, Commerce Society, Proctorial , Flag day, Annual Day, SSG, SSI, DSA, Medical Test, Medical , Teachers welfare fund, Abstract of Attendance, Cycle stand, Watch and Ward, Seminar, Laboratory Development, Social Service Fee, Project work, Cleanliness, Syllabus, Registration fee, Recognition fee, SAF, Sports fee, CDC, Admission fee, Tution fee etc.

In Self-financing courses, for MA. Education course a fee, 20000/- per first year and second year are charged while Rs. 45000/- charged as the course fee per year for 2 years for B.Ed programme. These fees are already approved by th Govt.

In respect of utilisation, the college utilise the collected fees and govt. allotted purposefully under different heads as per the expenditure norms led by the Govt. These funds are utilised appropriately to cater the needs and requirements of the students.

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

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

IQAC contribute significantly for the quality assurance of the institution. IQAC has its own team members from among the senior teaching faculty who have wide experience in teaching and learning. IQAC apart from monitoring usual classroom activities, it promotes and propagates the quality development programme for teaching faculties by organizing seminars and webinars on current issues in collaboration with different departments of the college. The team members present themselves in different meeting and extend necessary assistance to the organizing groups in the activities like MO College Abhiyan, Formation of Alumni, Career counselling, NSS programme, NCC programme and YRC programmes.

IQAC also holds its meeting frequently to discuss various issues pertaining to quality development, quality monitoring and collaborations. It has its own resources to organize different activities such as an independent IQAC room with computer facilities. For powerpoint presentation, there is also projector and laptop.

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

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

The IQAC conducted Academic Audit every year to ensure appropriateness and review the teaching-learning process

adopted by each department. As each subject has its own and unique content areas which needs separate transactional strategy, approaches and methods of teaching. Modern methods along with technology integration approach are being frequently used by the different departments. Individual departments utilise the smart classroom setup for vivid presentation of pictorial contents, description of diagrams and others specific content areas. The methods like play-way, narration-cum-discussion, story telling, dramatisation, experimentation, demonstration are being frequently used.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institution has been adhering to the idea of gender equality by giving equal consideration to the girl students with respect to their identity and personality to be expressed on equal footing. Our college is committed to educating and following the idea of gender sensitization among the students as their prime duty. Every year governments provide various scholarships for the betterment of girl students. Our college constitutes an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment. These cells are to create sensitization and empowerment. Wallposters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and ragging is displayed in the college. Anti-sexual harassment cell has been taking special care about the girl students and trying to support in terms of instilling confidence among them while they face any types of problems within the campus or outside the campus. The aim of the institution is to make them aware of gender equality and empowerment in a broader sense. Another major objective of such activities is to expose the students to interpersonal relationship, equality and fraternity among the students. Girls NCC wing has raised in this college.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management:**
- To reduce waste at institute, students and staff are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus.
- Waste is collected on a daily basis from various sources and is separated as dry and wet waste.
- Color coded dustbins are used for different types of wastes. Green for wet and blue for solid waste.
- Daily garbage is collected by housekeeping personnel and handed over to authorized personnel.
- **Liquid waste management:**
- The waste chemicals mixed water from laboratory passes through concealed pipe line into soak pit & recycled water is used for the watering trees or non-potable usage.
- Liquids are diluted by getting mixed with the washroom and toilet liquid wastes in to the common drainage.
- **E-waste management**
- The E-waste collected is stored in store room and disposed every year accordingly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge

D. Any 1 of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

This college is an inclusive Higher Education Institution. In the campus, there is no difference or segregation on the basis of caste, creed and language. There is also the provision of undertaking by the student for their non-involvement in

ragging. Self-defence for girls students under the Govt. scheme. The provision of SSG to offer aid from the guild. Universal participation of student in Athletic meet and cultural activities. Pertaining to the above matters, a college has a legal bursar to look into the dispute arises out of breach of communal harmony in the college. Right to Information Cell (RTI) is functional in the college as per the mandate of the Govt. with Public Authority, First Appellate Authority, Public Information Officer. Equal Opportunity Cell works for the welfare of the students in the college. A Cell for prevention of sexual harassment works in the college to look into the matters of harassment on the basis of gender disparity. The college has multilingual facilities. Students can opt sanskrit, hindi, odia, english as their optional subjects.

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

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

The college organizes various programme to sensitize the students and members of the staff on constitutional obligations, values, rights, duties and responsibility. The students are to wear college uniform to enter into the campus of the college. The college has discipline committee and internal squad to observe the indiscipline and violent activity of the students. Apart from the regular classroom interaction, the students are also participated in the celebrations of National Days such as Independence Day, Republic Day, the Constitution Day, the Voters Day, Vigilance week, Road safety week etc. Talks on Gandian Philosophy, Gandhian approach to life are being organized every year. The employees of the college both teaching and non-teaching are to be abided by code of conduct. They also participate in the National observations day along with the students. The college is a smoking free zone. The employees and the students are restrained from consuming Tobacco, Smoking etc. Annual publication of magazine and articles thereof were based on instilling the sense of Human Rights, Ethical practices, Value inculcation. The literary competitions on the constitutional provisions on rights and

duties are being organized by Arts Society, Science Society, Odia Sahitya Samajas well as Environment Society. Different activities are undertaken by NCC, NSS, YRC of this college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

We believe in unity in diversity that's why our students respect the different religion, language and culture. We feel the college is our second home and all faculties like a family member. We greet and wish each other at different festivals and invite them to have a feast to get introduced with ones culture to have amicable relations and to maintain the religious,

social and communal harmony. The diversity in India is unique. Being a large country with large population. India presents endless varieties of physical features and cultural patterns.

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

7.2 - Best Practices

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

1. Academic Audit - It is conducted by the college administration to compile the overall information about the programmes and performances of different departments.

Green Audit - It is conducted every year to assess the status of greenery environmental issues, water harvesting, waste-management in the campus. It organises different programmes to sensitize the students by and large.

Financial Audit - It is being conducted annually to verify the amount received, heads of the expenditure, bills and vouchers and documents maintained properly.

2. Regular Updation of Lesson Plans and Progress Register - Daily progress register maintaining is a mandatory guidelines of every individual teacher. In the department, there is activities register alongwith progress register for every session.

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

7.3 - Institutional Distinctiveness

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

within 200 words

1. Location

The college is ideally located on the National Highways 16 which facilitates the students the students from the distance places to approach the college. The college is well connected both by rail and road. The climatic condition and the greenery of the college create a natural canopy conducive for academic excellence.

2. Green Club was initiated in the campus with a slogan 'Do Green Be Green' to mobilise young minds to be a part of this environmental campaign under which plantation, plant care, plant nurishment were focused. Main thrust of this activity is to imbibe a sense of plant loving by the students. Deliberation on the changing attitude of the general public, indifference towards plant resources, Social forestry where eradicated through a massive awareness programme under the aeiges of Green Club. The college has 15 acers of land with lot of greeneries. The students were encouraged to find out some time from their busy schedule of their academic engagements to dedicate the purpose of shape guarding the herbs and plants, which were natural as man made.

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

7.3.2 - Plan of action for the next academic year

1. The College has made a futuristic plan to be an autonomous body leading to Degree granting HEI.
2. Opening Post graduation courses in 05 subjects.
3. Skill based training for students to develop IT proficiency.
4. Own waste management system and water harvesting points in almost of the buildings.
5. Wifi campus.

6. To hold professional developments of programmes of University for Teachers capacity building and to make the institute a research oriented educational centre.