



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOPALPUR COLLEGE

**GOPALPUR COLLEGE AT/PO GOPALPUR PS KHANTAPADA DIST BALASORE
756044**

www.gopalpurcollege.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gopalpur College is a premier Non-Government added Co-educational institution functioning at Gopalpur in Balasore District of Odisha founded on 18th July, 1978 at Intermediate Arts being affiliated to Utkal University on the noble initiative of eminent educationalists striving for higher education to the children of backward class residents on coastal region. The college is centrally located on the famous Salt Road running 28 kms to Dhamara Sea port and 32kms away from Balasore town the road used by the Salt Satyagrahis moving to Inchudi. The locality also saw the rising of the people against Punitive Tax of the British Government. The place also heralded the maritime glory of Kalinga and hub of drama, Folk dance and festivals. Moreover, it is the Birth place of famous Odia story-teller Ananta Prasad Panda and work place of Palli Kabi Krushna Prasad Behra. On this background, the college was established under the noble leadership of **Late Harihara Panda** convening a public meeting on 2nd July 1978 for establishment of the college.

Prof. Bama Charan Das , the Chairman of Orissa Education Survey Committee on his visit Dt: 24th January, 1979 recommended the cite suitable for establishment of the institution. The Chief Minister of Odisha, Mr. Nilamani Routray accorded recognition to the college in 1980 and was inaugurated by **Dr. Biswambar Nath Pandey, the Honourable Governor of Odisha on 25.12.1983**. While the institution was an affiliated college of the Utkal University, the Degree Education in Arts was opened in 1987, UG Science and Commerce were incepted in 1999 and 2004 respectively. After establishment of Fakir Mohan University in 1999, the college was transmigrated to the new University. The college was accorded 2(f) and 12(B) status of the UGC in 1992 and accredited in 1st Cycle in 2007. Presently, the college continues to be fully fledged affiliated College of Fakir Mohan University imparting Under Graduate honours programmes in fifteen subjects bringing transformation in the mind set of the people promoting the rural base to urban trends.

Vision

The vision of the college is well incepted in the self-expressed views of its founding fathers long back 2nd July, 1978, the day gentlemen and elites assembled to lay the foundation stone of the institution. Their views are properly inscribed its coat of Arms with the Vedic version ‘ **Tamaso ma Jyotirgamay** ’ , Let the bacon of light and hope sprout amidst the encircling gloom. Thus the college concentrates on:

- Scientific approach to all learning concepts, research solutions of global competence.
- To cater the need of socio-economic, political and cultural diversities and to provide value based quality education and power of exposure by improving potency, content and communication skill.
- To provide training for art of good living, skill of employability, maintaining cultural values, sportsman spirit and leadership qualities.
- To boast all round development in body , mind and spirit of learners with a view to promote national integration and cosmopolitan outlook.
- To include old Indian Values by up-keeping the temper of Truth , Non-Violence and Tolerance to God’s plenty.
- To take the lead for regional upliftment through support and awareness programme, social service, health-hygiene tips and counseling.

Mission

The College in its existence more than four decades has contributed a lot in transforming its dream into reality. It thrusts to formulate its mission for learners:

- To promote learning skills by facilitating quality teaching, self-study, search for knowledge , interaction and scientific experiments.
- To employ and invite talents, experts and successful professionals for dissemination of knowledge.
- To mobilize the learners to their principal field of interest , observation , realisation, and conceptualization of innovative idea.
- To train language skill and expertise to learners for higher studies.
- To start more value based add-on courses to promote employability and self-engagement of pass out students.
- To widen the scope of participation in cultural, athletic, leadership and extension activities.
- To identify inner talent and potency of the learners and provide opportunity for its exposure and flourishment.
- To use ICT and e-Learning devices for updated information and learner friendly education.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- College located at central place of the Block quite convenient to students approach.
- Multi-faculty college with CBCS pattern of education.
- A vast campus of area 13.6 Acres land suitable for infrastructure expansion.
- Having strong community support from public, Alumni , employers and parents.
- Well-experienced and trained teachers.
- Sufficient opportunities for experiential learning through Best Practices.
- Admission of student's optimum to roll strength.
- Impressive progression rate in examination.
- Two junior feeder Higher Secondary Schools in the Campus.
- Horticulture Plantation and Fishing Tank in the campus strengthening its environment.
- Cultural Programmes praiseworthy.
- Ideal students teacher relationship and mentoring practice.
- Linkage and MOUs for incubation , students visit and Learning facilities.
- The college possessing wi-fi facility.
- Multi-game facility playground in the campus.
- Automation of Library services
- Public Donation for students Merit Awards.
- Best Teacher and Best Students Award available.
- Transparent admission through Government SAMS portal.
- Good students-teacher ratio.
- Students Education Aspiration Fund founded
- Separate Science and Humanities Block functioning.
- Well-furnished Canteen services in the campus.
- Multi-Sources Income from land, wood, fish, rooms and best practices.
- Hostel Facilities for girl majority student population.

- Departmental Library facilities for students.
- Learning facilitation in whole campus.
- Well-functioned NSS and YRC Units.

Institutional Weakness

- Insufficient Teaching Staff.
- Non-Availability of quarter for staff.
- Less Research and field work facilities.
- No N.C.C. wing in to the college.
- Less opportunity of sports culture in absence of physical Education Teacher.
- No Hostel for Boys.
- Insufficient class-rooms and accommodation for support services.
- Provision of students representation squeezed due to cancellation of students election.
- Insufficient financial support from the Government.
- Lack of Government support for opening Self-Financing Professional Courses.
- Insufficiency of Smart Class and ICT support class-rooms.
- Insufficient seat strength at per Demand Ratio .
- No Computer Science Department.
- Language Laboratory and Network Resource Centre under-developed.
- Library Automation needs to be improved.
- Affinity with parents and Alumni needs to be improved.
- Jubilee Celebration could not be materialised.
- In-time Accreditation could not have been done.
- No outward support to strengthen Departmental Libray.
- Auditorium facilities not updated.
- Higher proportion of students belonging to Scheduled Caste and economically poor backward class.
- No staff quarter facility
- Less opportunity for Research work.
- A few publication and presentation in National Level
- Needed furnished pandel for open celebration.
- Construction of Boys Common Room necessitated.
- Computer Laboratory needs to be updated.
- Lack of e-Teaching devices and Audio-Video Centre.
- Improvement required for Incubation Centre and Science Laboratories.
- Needed effective linkage for student and faculty exchange.
- Needed more Journals and Periodicals for Library.
- Construction Separate reading room for teachers necessitated.

Institutional Opportunity

- Introduction of Special Courses for Girls Students.
- Sufficient place for Indoor Stadium .
- Improvement of Off-Campus Lands for Boarding facilities.
- For organising more Health Camps , Eye-Camps and Blood Donation Camps.
- To organise neighbourhood Welfare Programmes.

- Introduction of more Self-Sustenance Professional Courses.
- Opening of N.C.C. Naval Wing.
- Implementation of Add-on-Courses for Higher Diploma.
- Opportunity to widen the facilities for innovation.
- Research work and Publication.
- Greater exposure of students to participate in National Sports, cultural events and University Games.
- Representation of college in student-orientation activities.
- Expansion of Academic, Administrative and Support Service Units.
- Opening Post Graduation Courses.
- Sponsoring the staff for Orientation and Refresher Courses.
- Representation of the college in various Bodies of University and Local Welfare Wing.
- Construction of off-campus Boys Hostel.
- Increase of seats in Arts and Science Streams.
- To organize and attend National Seminars and Workshops.
- Use of ICT devices in class room teaching.
- Modelling library facilities for students and staff.
- Construction of second Ladies Hostel in the Campus.

Institutional Challenge

- Students Career Counselling and Employment Information Cell boosting up.
- Allocation of more funds for class room and support service expansion.
- Completion construction of Boundary wall of the campus.
- Opening of Computer Science Department.
- Building of off campus Boys Hostel.
- Purchase more ICT devices and Smart Board for teaching and official work.
- Strengthening Language Laboratory and Network Centre.
- Recruitment of more faculties and support staff.
- Completion of the work of Humanities Block.
- More sensitised networking for Alumni and Parents contribution.
- Academic excellence and completion of courses in time bound framework.
- Enabling the students to improve communicative skills.
- Readiness for Golden Jubilee Celebration.
- Up gradation of library and e-learning devices.
- Ensuring optimum utilization of existing facilities.
- Increasing the scope of skill-oriented vocational courses.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

About curriculum design, improvement and implementation of syllabus, the affiliating Fakir Mohan University, takes up its task as per its regulation. The college plans to deliver lessons by distributing units of syllabus among the faculties who prepare lesson schemes, lesson notes and maintain Daily Progress Register. The academic activities are streamlined by Departmental Time Table and Academic Calendar designed at the beginning of each academic session in shade of Common Minimum Standard notified by the State Government

. Monthly Unit Tests are conducted to determine students' progress. Special and remedial classes are arranged to meet the deficiencies of absentees, slow learners and clearing up doubts of students.

Presently, CBCS Pattern has been adopted in all its fifteen Honours programmes in Arts, Science and Commerce since 2016. The student's academic flexibility is given importance and they are free to choose their Core Courses and Generic Electives. The students mentoring system is given priority by adopting student-centric method of teaching Lecture-cum-Discussion Method , Discussion-cum-Deliberation Method , Interaction, Story Telling Method ICT methodologies personnel counselling, face to face discussion point to point analysis and proctorial system. The departmental seminars, study tours, debate, quiz test and Induction Ceremony are organized to sensitize the students about of course content, examination pattern and project work in final year. The lesson progress is ardently supervised by the Heads of Departments, Academic Bursar and Principal. Academic deficiencies are determined by Annual Academic Audit.

The college collects feedback from students, teachers, alumni, parents and employers on usefulness course, textual context and teaching methodologies and the same are analysed and used for improvement in academic and curricular aspects. The College Academic Council implemented same Vocational, skill based value added courses and six Add on Programmes on Agriculture, Accounting Computer Education, Old Indian Values, Personality Development, Yoga Therapy, Spoken English and Interview Facing Techniques.

Teaching-learning and Evaluation

The college gives emphasis to impart quality education by adopting learner-friendly approaches and student-centric activities in classes and campus. Admission of students into UG Courses is made through e-Admission process on Students Academic Management System (SAMS) portal controlled by the Government. The students seeking admission can apply in Common Application Form (CAF) and are selected to take up courses as per their choice and merit. The students academic progression is reviewed in Departments, Academic Council, Internal Quality Assurance Cell that necessary steps such as Remedial Classes , extra-classes, assisting in preparation of notes , issue of departmental library books and use of ICT devices etc. are done as a remedy to assist the slow and advanced learners.

The students are encouraged to participate in co-curricular, extra-curricular, cultural, sports and outreach programmes and to take part in seminars, workshops and symposium. They are taken in study tour, internship, enrolled in Add-on Programmes, Vocational and skill-based courses. The courses on value education, personality enrichment, environment and Gender-equity are included in various academic and extra-mural programmes. They are counselled to reply the queries regarding advanced educational career and employment opportunities and are suggested to consult books catering to the needs of various competitive examinations.

The students are apprised of programme outcome and course outcome. They are also advised to follow reference books, carry on project work, field work and join in the panel of best practices of the college. They are encouraged to go for library reading and searching e-resources in the Network Resource Centre and Digital Library. The college remains vigilant to evaluated transparency for it does Academic, Administrative, Library, Accounts, Green Audits internally to rectify the anomalies in those matters. Further, to evaluate student's progression, the Unit Tests and Mid-Term Internal Examinations are conducted before they sit for End-Term semester examinations. The students' satisfactions in academic and non-academic matters are also assessed in form of survey conducted by the college.

Research, Innovations and Extension

Research experiment and innovation are the noble thrusts to attain excellence. Gopalpur College believes in research culture and prolife rates the approach among the faculties and learners. It plays a proactive role in promoting a scope of reading, thinking, analysing and realising. The college encourages the faculties to go on research work like Ph. D , Minor and Major Research Projects, attend seminars, workshops, Refresher, Orientation, Summer and Short term courses. The funds are allocated to organize departmental seminars and workshops inviting resource persons from other institutions. The Final Year students are assigned project work in partial fulfilment of their academic programmes and the senior expert teachers guide them to follow research methodology. To increase exposure, the students are taken on field studies, industrial trips and study tours. The college publishes Annual Magazine “ **THE SUNRUTA** ” and a wall magazine “ **THE SAGARIKA** ” giving vent to stakeholders intellectual exposure. Moreover, the faculties are also encouraged to publish books and articles in the peers viewed journals.

The students are engaged in education-cum-welfare programmes carried by NSS, YRC, Sports Club, Eco Club, Science Society, Employment Information and Counselling Cell, Odia Sahitya Samaj, Swachha Bharat Abhiyan and Cultural Association. The student support is taken to organize road shows, rallies, volunteership, anchoring , event management, AIDS Awareness Camp , Self-Defence Programme for Girls , Active Citizenship Programme , Youth Fair , Blood Donation Camp, Adventure Sports, Social Awareness, Free Health Check-up Programme, Cleaning Programme celebration of festivals , Road Safety awareness and neighbourhood programmes. To promote incubation, training, internship, lesson work, placement programmes, the college has signed MOUs with Hari Udyog, Balasore, SROSTI (NGO), Bahanaga, Swachha Bharat Abhiyan, Gopalpur, NICET Gopalpur, Lakshya Academy, Gopalpur, Academy of Business Administration, Kuruda and Vivekananda Yoga Kendra, Balasore.

Infrastructure and Learning Resources

The college is located in a convenient position at the central place of the Block on the State Highways just seven kilometres away from National Highway -5 and nearest Railway Station. The campus possesses a compact area of 13.6 Acres land having a big tank, woodland and a playground inside it. The ornamental and medicinal plants garden, a fruits plantation as well as a kitchen garden are there. The drinking water facilities, solar light and powered generators are in the campus. The college possess two smart class rooms, Gynasium Centre, Auditorium, Seminar Hall, Network Resource Centre-cum-Language Lab., Dark Room, one women’s Hostel having 60 intake capacity, 6 Lecture Halls, Canteen, Rest Rooms for Boys, Girls and Staff, Departmental Class Rooms, IQAC Conference Hall, NSS & YRC Office, well equipped Laboratories, Toilets facilities, Computer Lab, Alumni Room. The Central Library with reading facilities has been provided to its stakeholders having 9482 number text books 3913 number Reference Books 1380 downloaded old question bank. The Smart Class Rooms with LCD Projectors are used by multiple departments. The college campus has been provided with Wi-Fi facilities and is under CC Camera surveillance. Science Block and Humanities Block are working in separate building. Total number of 38 computers are used for academic and official purpose. The faculties use YouTube, e-teaching module, google class, Google Meet, Whatsapp Group etc. to provide online teaching. The incubation centre has been established to evoke innovative idea of the stakeholders. The college canteen provides food at the cheapest rate. High Speed Broadband leased line connection/Hotspots are installed.

Student Support and Progression

Students are the future of nation, so also the pride and priceless possession of the institution. Hence, they are facilitated with an atmosphere for their all round development and holistic progression in studies, learning and becoming with an average of 70% passing rate. The college ensures the students progression in term of opportunities for exposure of their inborn talents through sports, debate, quiz, cultural meet with awards prizes, free studentship and scholarship. They are encouraged to present papers in departmental seminars, attend various intellectual discussions, attend Bridge courses, service coaching classes, Add-on programme, and participate in education-cum-welfare and extension activities. The student representation in different statutory bodies is materialised with their membership in IQAC, Students' Union, Sports Club, Dramatic Association, Cultural Association and Students Common Room. In departments the senior student leaders are entrusted with duties in seminar and celebration. They are also given facilities for library reading, counselling for career and higher studies, employment information, joining in field studies project works, survey and gardening.

To recognize their merit, college has made agreement with philanthropic persons to provide funds for students' merit awards and the Best Student Award is given by the college. The institution has signed MOU for industrial visit, incubation, swachhata programme .The college founded a financial assistance programme called '**Poor Students Educational Aspiration Fund**' to help the meritorious distressed students at need. The college provide opportunities to avail Free Studentship, stipend, scholarship, merit loan scholarship, e-medhabruti and financial help to children of BPL class, Labourer, Bidi Workers, Divyangan, SC, ST, OBC and fisherman communities. The college has registered Alumni Association and gets their support, aid and advise for its progress.

Governance, Leadership and Management

The administration of the college is decentralized and democratic. Its day to day function is carried on in a participatory framework. In a pyramidal structure of governance, the Govt. of Odisha represented through Department of Higher Education stands apex as policy maker and their guidelines, directives and orders are taken into function. The Director, Higher Education, Regional Director of Education and Sub-Collector, Balasore are given the task of supervision and guidance to the college. The Governing Body of the college, a statutory body constituted from various sections and approved by the Government is the sole tribune for decision to carry on the normal function of the college. The Principal is the ex-officio Secretary of the Governing Body who carries out its decision into execution. The Principal is assisted by the aid and advise of Staff Council , Academic Council , Land Committee, Internal Quality Assurance Cell, NSS , YRC, Sports Club , Science Society , Women Empowerment Cell, Anti-Ragging Cell, Library Committee , Discipline Committee, Purchase Committee, Planning and Development Committee , UGC Committee, Admission Committee, Examination Committee, General Administration Section that their duties are decentralized.

The vision and mission of the college are realised through strategic action plans and faculty development programmes. The college plans takes input from all stake holders and executes the decision after careful analysis. The staff recruitment is done as per need on calculation of workload. All the files are initiated by the Office Assistants are verified by the Head-Clerk, Officer-in-Charge and Administrative Bursar before getting final approval of the Principal. The workS initiated is put into execution in proper channel through monitoring units. All the financial transactions are audited by the Chartered Farms as well as District Local Fund Audit and the anomalies detected are properly complied with. The quality in education and improvement of support services are properly guided by Internal Quality Assurance Cell. To provide incentive to the committed and spirited students and employees, the college has founded the Best Teacher and Best Student Award.

Institutional Values and Best Practices

The college strives to be unique in position, tune, temper and service. It has adopted a number of good practices for the benefit of learning, assistance and value-addition.

1. Organising a youth fair named '**Inter-College-Cultural-Meet**' annually since 2006 to recognise cultural talents in the adjacent colleges.
2. The Department of Economics possessed a Coin Gallery of monetary tokens.
3. The Department of Odia having a unit called '**Odia Sahitya Samaj**' compiled the extinct stories, patriotic and devotional songs having cultured and moral values worthy of regular lip word and lullaby.
4. The college carries on student-centric activities engaging them in constant co-curricular, extension and outreach programmes.
5. A big fishing pond '**Chandakhai**' used for training of pisciculture in a programme called '**Fishery Project Drive**'.
6. Bio-Compost pit and Garbage recycling centre supplies manure to its garden and selling the packets to outside farmers.
7. The Department of Chemistry maintains an Ore and Stone Gallery to focus on the ingredients of interior earth.
8. The Department of Botany has '**Eco-Club**' and '**Sabuj Bahini**' focussing on ecological balance of the campus.
9. The Department of Sanskrit has compiled an anthology of hymns, Strutras and Proverbs to boost moral education.
10. Department of Home Science continues '**Healthy Food Service Programme**' at a nominal price to improve Departmental Library.
11. The Department of History prepared a record of regional survey of temples, monuments, memoirs, traditional dance and worship to explore glorious past.
12. A Practice named Departmental Blending Programme continues for inter-disciplinary studies and joint programmes.
13. A fund called '**Poor students Educational Aspiration Fund**' created to help the poor meritorious students.
14. Several MOUs were signed with industries, NGO and Welfare Units for learning, incubation and training purposes.
15. Funds endowed for merit awards by philanthropers.
16. Free Wi-fi facility available in the campus
17. The campus declared polythene free zone.
18. Feedbacks collected from stakeholders for its development.
19. The college possessed woodland.
20. A kitchen garden maintained in hostel compound.
21. Two Higher Secondary Schools as feeder existed in the campus.
22. An incubation centre promotes scientific innovation.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOPALPUR COLLEGE
Address	GOPALPUR COLLEGE AT/PO GOPALPUR PS KHANTAPADA DIST BALASORE
City	GOPALPUR BALASORE
State	Orissa
Pin	756044
Website	www.gopalpurcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	NARESH KUMAR PARHI	06788-237734	8847858705	-	gcbls1978@gmail.com
IQAC / CIQA coordinator	PRAVAKAR MAHAJAN	-	9437727309	-	pravakarmahajan1964@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-07-1978

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Orissa	Fakir Mohan University	View Document
Orissa	Utkal University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	19-06-1993	View Document
12B of UGC	19-06-1993	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	GOPALPUR COLLEGE AT/PO GOPALPUR PS KHANTAPADA DIST BALASORE	Rural	13.6	4742

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	HIGHER SECONDARY	English,Oriya	16	16
UG	BA,Education	36	HIGHER SECONDARY	English,Oriya	16	16
UG	BA,English	36	HIGHER SECONDARY	English	8	8
UG	BA,Hindi	36	HIGHER SECONDARY	Hindi	8	7
UG	BA,History	36	HIGHER SECONDARY	English,Oriya	16	16
UG	BA,Home Science	36	HIGHER SECONDARY	English,Oriya	8	8
UG	BA,Odia	36	HIGHER SECONDARY	Oriya	16	16
UG	BA,Political Science	36	HIGHER SECONDARY	English,Oriya	16	16
UG	BA,Sanskrit	36	HIGHER SECONDARY	Oriya,Sanskrit	16	16
UG	BA,Sociology	36	HIGHER SECONDARY	English,Oriya	8	8
UG	BSc,Botany	36	HIGHER SECONDARY	English	16	15
UG	BSc,Chemistry	36	HIGHER SECONDARY	English	16	16
UG	BSc,Physics	36	HIGHER SECONDARY	English	16	15
UG	BSc,Zoology	36	HIGHER EDUCATION	English	16	13
UG	BCom,Commerce	36	HIGHER SECONDARY	English,Oriya	64	38

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				18				11			
Recruited	0	0	0	0	11	1	0	12	4	5	0	9
Yet to Recruit	0				6				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				14			
Recruited	0	0	0	0	0	0	0	0	5	9	0	14
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				36
Recruited	22	1	0	23
Yet to Recruit				13
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	1	2	0	6
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	9	0	0	7	10	0	26

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	308	0	0	0	308
	Female	426	1	0	0	427
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	89	91	79	84
	Female	118	126	125	112
	Others	0	0	0	0
ST	Male	3	4	1	1
	Female	0	1	2	2
	Others	0	0	0	0
OBC	Male	216	225	211	158
	Female	210	203	196	203
	Others	0	0	0	0
General	Male	75	63	67	60
	Female	100	111	89	104
	Others	0	0	0	0
Others	Male	3	4	5	5
	Female	3	3	7	6
	Others	0	0	0	0
Total		817	831	782	735

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
320	318	268	205	154
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	18	18	9

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
735	782	831	817	779
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
100	100	107	109	129

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
214	256	262	228	213

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	32	31	34	28

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
43	43	39	38	35

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 35

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
48.42	93.99	46.26	43.49	62.64

4.3

Number of Computers

Response: 38

4.4

Total number of computers in the campus for academic purpose

Response: 22

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Gopalpur College, Gopalpur situated in the District of Balasore, Odisha was initially affiliated to Utkal University, Bhubaneswar in 1980 and further trans-migrated to Fakir Mohan University, Vyasavihar, Balasore in 1999. At present, it adopts the syllabus prescribed by the University for imparting courses at Honours level education in 15 subjects at Under Graduate classes in Arts, Science and Commerce streams. The CBCS pattern of education was implemented in 2016 continuing to allow the students to offer their choice of core courses which has been selected in SAMS portal managed by the Government. They also opt Ability Enhancement Course, Skill Enhancement Course and Generic Electives. Induction Classes are conducted to make the new entrants being aware of courses, time table and examination patterns. They are also sensitized about Remedial and Proctorial classes as well as Unit Tests, Departmental Seminar and Project Works.

Each faculty has to maintain a Lesson Plan-cum-Progress Register to record actual delivery of lessons assigned to them. They also stick to the Departmental Time Table extracted from Master Time Table prepared according to Academic Calendar designed to schedule teaching work, celebration and holidays of every academic session. One Under Graduate student has to cover 2600 marks in six semesters in three years. The Odd Semester begins in June and ends in November and Even Semester begins in December and ends in May. The faculty members design their lessons with the lesson notes, graphics, short note, ICT slides, key points, date chart and power point presentation. They use blackboard, whiteboard, smart board, slide projector and LCD projector to deliver lesson work. They use Lecture-cum-Deliberation Method, Discussion-cum-Demonstration Method, Storytelling Method, Exposition Method, Group Discussion, Quiz, Interaction and ICT devices while proceeded with lesson work. Monthly Unit Tests are conducted and students are categorised into Slow and Advanced learners according to rating of performance. Remedial and Doubt Clearing classes are conducted to meet the deficiencies of absentees and marginalised learners.

The classes are supervised by the Academic Bursar and the Principal. The Heads of the Departments also verify the Progress Register of their subordinate staff every week and finalise Academic Audit Schedule at the end of the academic year. Academic Bursar maintained Academic Diary and prepares Academic Audit reports of each department.

The Departmental Seminars are organised and students present their papers. The Resource Persons are invited from nearby colleges to address the students. The final year students are to prepare a project work in form of dissertation in respective Discipline Specific Elective paper to learn the technique of Research Methodology. The project work is evaluated on three components such as thesis, presentation and viva voce test. Moreover, students also go on study tour, field work, and industrial visit for practical experimental learning. The cultural and vocational education is provided in different cultural programmes, add-on and value based courses students to writing in College Magazine; “THE SNURUT” and wall

magazine 'SAGARIKA'.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

The college distributes different curricular and extra-curricular activities throughout the year. So, the Academic Calendar is prepared fixing up schedules to teaching works, examinations, function and celebration of the institution. At the institutional level, the administration initiates Continuous Internal Evaluation for development through meetings, reviews, audit and assessment. The Internal Quality Assurance Cell verifies, expedites and guides in maintaining quality in academic, administrative, financial, extension activities, sports culture as well as neighbourhood programmes. The Principal being the Head of the Institution constantly remains watchful to overall development of the college. Academic work is monitored by the Time Table and the lesson works are recorded and verified properly. The progress of lesson is constantly reviewed in the meetings of the Academic Council constituted of the Heads of Departments meetings and if any backlog is detected, the target is made off by arranging special classes. The academic audit of the Departments is done at the end of every session.

The students performance is judged in the Unit Tests and Mid-Term Internal Examination which are framed of 15 to 20 marks in every unit paper containing both descriptive and objective questions. Any difficulty found with the Slow Learners, absentees and marginalized group is patched off by arranging remedial classes. The remedies of students difficulties are suggested both in academic and personal matters noted down in Proctorial Classes.

The college reviews the performance of students after the Final year results are published. The rating of passing percentage is analysed and any poor performance located is cautioned to take up remedial measure.

The correspondences of official letters / proceedings are also audited annually. The Administrative Audit is done for solution of pending matters. Annual report is prepared to assess the achievement and failure of the institution. Internal Audit of accounts is done before the final audit is taken up by the District Local Funds Audit. The anomaly detected in financial transaction is rectified. Library Audit is done annually to determine the circulation of books, annual purchase of books and loss of books etc. Green Audit is carried on to determine environmental cleanliness, plantation, and maintenance of ecological balance to increase toilet and drinking water facilities in the campus.

The necessities in financial implication are put forth before the Governing Body for discussion and approval. Hence, the continuous internal evaluation process has been a key indicator of various progresses. The feedbacks are collected from students, teachers, parents, Alumni and employers are analysed, reported and implemented for development.

The constant reviews of working conditions of the college are made in the Governing Body meetings. The Regional Director of Education and District Level consultant also pay visit to the college and have their continuous evaluation on academic, administrative and general matters which acts as key indicator to boost up for future planning.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 15

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 16

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	2	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

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

Response: 9.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
120	101	115	40	0

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

1.3 Curriculum Enrichment

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

Response:

The curriculum designed for Under Graduate Courses under CBCS pattern by the affiliating Fakir Mohan University has given due importance to global issues, human ethics , life skills , gender equity , value education, environmental studies and the skill for sustainability as well as encompassing personal and corporate standard of behaviour and professional ethics . In the wide span of 26 papers in six semesters, Core Courses (CC), Ability Enhancement Course (AECC) , Skill Enhancement Course (SEC), Generic Electives (GE) are designed to cover up various branches of studies like Environmental Science , Language Skills in Odia , English , Hindi and Sanskrit, Communicative English , Quantitative and Logical thinking , Bio-fertiliser , Mushroom Cultivation , Renewable energy and Energy Harvesting , Fuel Chemistry , Python Programming, Office Management , Computer Graphics , e-Commerce , Data Analysis , and Computer Application , Applied Reasoning , Legislature Practice and Procedures , Personality and Life Skill Development and Home based catering.

Moreover , the courses in Skill Enhancement Course , Generic Electives and Discipline Specific Course of English prescribes Academic writing and composition , Gender and Human Rights , Nation , Culture and writing for Mass Media . The courses in Political Science , Education, Sociology and English cover studies on female issues , Gender Equity, Language Politics , Cross-continentalism , Colonialism , Peace Education , Human Rights Education , Life Skill Education , Provincialism , Vedic Education , Gandhian Principles , Parochialism , Extremism and Regionalism . The courses in Sanskrit, Odia and Hindi covers a lot of literary contents on human virtues, ethics and value education. The Hons. Courses prescribe lessons on Research Methodology, Data Analysis and Thesis Writing. The Commerce course contains the studies on Accounting, Management, Income Tax, GST and Record keeping.

The college arranges a number of meetings on observation of various memorable days , Greatmen's Birth Anniversaries and Martyrs Days in which discussion relates to human values , achievement and sacrifice . The workshops and Seminars are also organized on women empowerment , children issue, Digital India, criminal psychology , anti-corruption, anti-addiction drive, Right to Legal Assistance , Right to Official Benefit , Intellectual Property Right , Secretarial Practice , Library and Information Science etc. in which both students , employees and public are benefited. In order to acquire sustainability and life skills , the Academic Council of the college has designed Add on Courses relating to professional and vocational skills , human health and personality development . The value based courses like Yoga Education , Leadership Quality and personality development, Teachings of Bhagabat Gita count a lot for moulding virtues for noble live. A number of Best Practices are adopted in the college to promote value based professional ethics.

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

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

Response: 2.28

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

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	2	0	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 29.12

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

Response: 214

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

1.4 Feedback System

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

Response: A. All of the above

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

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

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

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 93.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
224	243	267	271	292

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
256	271	271	281	308

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 7.62

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	13	6	7	13

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The teacher is the best judge of students' progression. The senior teachers in wide tract of their experience can determine the emotional learners and those who are not interested in studies. They work as magicians to bewitch the learners towards schooling mechanism. They guide the junior teachers and the students of their departments in lesson planning monitoring and projection of lesson, examination, students mentoring, preparation for examination, organising seminars, remedial, proctorial classes and project works.

Determination of slow and advanced Learners

The teachers of the departments review the performance of students from class room interaction in Unit and Mid-term Tests, presentation of papers in departmental seminars, practical experiments, Quiz contest, cultural programmes as well as in previous results. Moreover, the students confess their difficulties in monthly proctorial classes and feedback questionnaire. That taking the standard of performance, the students are divided into three groups; advanced, mediocre and slow learners that the record is maintained in Proctorial Register.

Strategies to improve the standard of Slow Learners :

- The area of difficulties of slow and marginalised learners are noted down and remedial classes are arranged accordingly.
- They are guided personally to prepare lesson notes and planning their studies to motivate them and raise their confidence level.
- The class notes and hand outs are circulated to them.
- They are monitored and counselled steps wise and point wise glossing up the lesson materials.
- The slow learners are grouped with advanced learners and mentored to be clarified of their un-understood areas in a friendly classroom discussion.
- The special attention is given to the slow learners to clear off their doubts by solving questions of previous examination, and putting to question-answer drill.
- Their performance in Unit and Mid-term Tests is discussed personally that they can know their faults and remedies.
- They are given home task and assignments.
- The junior teachers are engaged for their script correction.

Strategies Adopted to improve the standard of Advanced Learners :

- The advanced learners are kept in constant watch of the teachers and prescribed reference books.

- Their performance in Tests is closely analysed and clarification for deficiencies is sought from them.
- They are counselled for advanced studies caring for university rank, career planning and provided special care and additional inputs.
- They are provided tips individually for presentation of seminar papers and carrying on project works.
- They are motivated to lead their friends' lesson works, organize college fest and occasions join in the workshops and seminars of allied departments.
- They are inspired to foster competitive spirit and boost innovative ideas in presentation and writing.
- They are encouraged to win medals and prizes.
- They are facilitated to use e-learning sources such as digital library, google search, network browsing for precise access for information and independent learning.

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

Response: 21:1

2.3 Teaching- Learning Process

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

Response:

Education is the life sourcing tips and vital part of country's culture and development. It is constantly learned, shared and transmitted from a phase of time to another. The relationship between the teacher and the taught is like fish growing in water. As the vast water provides all sustenance to small fish such as food, movement, cloth, air and abode; the teacher provides the students what to receive (food), what to strive for (movement), what to cover (cloth), what to inhale (air), and what for to live (abode). Accordingly, the college undertakes many a student-centric method for enriching their learning experiences. The learning is not limited to classrooms only. The committed faculties are always helpful to students at their need and come in personal touch with them to promote their pragmatic outlook and to provide logistic assurance to them. So, the teachers apply due approaches such as discussion method, questionnaire and task assignments in the system of learning. They try to make their teaching standard to become more student-centric, experiential, and participatory and problem solving. The following standard is maintained and the methods are adopted to enhance the learning experiences of the students.

- Students of various departments participate in survey, innovation, sample collection, best practices and incubation activities.
- The students of Physical Science and Biological Science visit farms and industries to get practical knowledge in units of learning.
- The students have active participation in seminar, workshops, symposium and discussions relating to their topics of studies.
- In different celebrations and festive occasions, students get directly involved in volunteership, socialization, anchoring, analysis and presentation to surmount life situations.
- The classes are made interactive through questionnaire, queries and clearing off doubts.

- The Remedial and Proctorial classes are arranged to keep direct touch with students mentor them and solve their personal problems in a participative manner.
- The Employment Information and Career Counselling Cell works guiding the students to remove ignorance in their mind and leading them to attend aim of life.
- The Resource Persons are invited to college for discussion on varied academic, moral, current issues.
- The use of smart board and ICT devices make the teaching-learning process lively and stylistic.
- New entrants are apprised of the course outcomes and programme outcomes in induction classes. Thus, they became aware of the objectives of their studies at an early stage.
- The departments organise study tours, visits and students exchange to attend seminars at collaborative institutions.
- The departments organise Quiz Contest, Unit Tests and provide question bank , books from departmental libraries.
- Faculties guide the students in note making and library reading to offer good mentoring system and nourishment.

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

Response:

The need of the hour is to foster an ambiance to promote innovation and creativity in teaching and learning. At present, the technique of teaching-learning process has changed greatly . The Lecture Method has been replaced with ICT presentation. The college has tried to cope up with the changing world. The optimal use of funding on information communication technology, digitalization and e-teaching technique has been a constraint for the college. Still an attempt has been made to furnish two smart class rooms so far. Network resource centre has been working to facilitate the students to search for study materials in internet. The language laboratory has been working in primary stage. The digital library is also working as a part of central library. The students also search for e-books and journals browsing the tap.

The teachers of the college make power point presentation, ICT slides and use computer for preparation of lesson notes. They also use smart board and LCD Projectors. About 17 number of teachers can freely access the ICT devices in teaching-learning activities. But, other 5 to 8 teachers can use computer occasionally. However , the college has arranged computer literacy programme for its employees three times during last five years.

The teachers also use ICT devices in departmental seminars, symposium and workshops. The students are also advised to present their papers in ICT mode. Each department has been provided with pen-drive for saving data and storing departmental records. Moreover, both teachers and students search net for study materials and taking online classes in their smart phones. They use google meet, google class room, You Tube, e-teaching, whatsapp grpup for online classes. The students are also advised to listen the lecture of renowned professors from e-sources. The college plans to subscribe for e-journals such as e-pathasala, sodhganga etc in future.

All information regarding courses, examination system , notices, students facilities, prize , award , add-on programmes etc. are provided in college website. All the best practices are hoisted in the website to promote idea about innovation, project skills and preparing web pages. The proposal of IQAC for opening

e-learning system has been accepted and steps are being taken to develop audio-video centre to record lesson work for absentees and slow learners.

The college campus has been provided with wi-fi facilities. The computer centre is also working for students of Add on Courses. The college has made MOU with NICET and Lakshaya Academy Gopalpur to provide DCA and PGDCA Courses to the interested students of the college at a negotiable price. As there is no provision for posting a Computer teacher exclusively the steps has been taken to make MOU with some allied institution.

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

Response: 21:1

2.3.3.1 Number of mentors

Response: 35

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

2.4 Teacher Profile and Quality

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

Response: 80.95

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

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

Response: 18.7

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /

D.Litt. year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	6	8	5

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

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 12.77**2.4.3.1 Total experience of full-time teachers**

Response: 447

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The college always remains watchful to have continuous internal evaluation of lesson works students performance, library service as well as proper use of college funds. Hence, the college strictly follows the guidelines of the University to conduct monthly tests as well as Mid-term Internal Examination of each semester. The students are put into tests after certain units of syllabus are covered. The performance of such tests is assessed of 20 marks for non-practical subject and 15 marks for the subjects having practical component. The performance of students is recorded and they are called for discussion of the result and made aware of their deficiencies in the examination. The tabulation of mark is done by respective department and the internal mark of those Mid-term examinations is transmitted to the University for Tabulation.

Further, the faculty members prepare lesson plan of the portion of syllabus allotted to each of them keeping view of the Departmental workload and academic calendar. They keep record of their lesson delivery. The Academic Bursar and the Principal review the classes taken by each faculty and inspect the classes. Academic report is prepared taking Academic Audit Schedule of each faculty.

The result of each university examination is reviewed departmentally and also in Academic Council. The remedy for any poor performance is suggested. Moreover, the offline and online circulation of books to students including reading room is also audited every year. The books lost, damaged, kept idle and retained with students for long time are determined. Accordingly, the steps are taken to stimulate the library services.

The college tries to maintain optimum transparency and robust mechanism in management of its finance. The expenditure is made according to Annual Budget and after due approval of the Principal and the President of the Governing Body. The Construction Committee, Planning and Development Committee, Science Society, Finance Committee, Purchase Committee, Departments, Incubation Centre, Officer-in-Charge of Add on Programme get involved in different sets of expenditure. The Annual Audit of Accounts is done both internally and externally and its compliances are submitted.

The students are involved in surveys, field projects, socialization programmes, extension activities, Green Audit, Campus cleaning, Outreach Programmes, Health Camps, Celebrations, Seminars, Workshops, Study Tours and industrial visits. Thus, they gather practical experience and learn by doing things. The Stock and Store Audit, Administrative Audits are also done to find out any pending works. Such audits are done to maintain transparency and welfare of the institution and its stakeholders.

File Description	Document
Link for additional information	View Document

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

Response:

Grievance redressal forum is an effective mechanism for lodging complaint against defaults, fraudulent cases, devaluation, deprivation and obscene behaviour disgracing the welfare of students. The college has given ample opportunity and democratic right to all its stake holders to lodge complaint or submit prayer to the authority concerning to any deprivation, nepotism or under-evaluation of examination scripts or a misconduct in the campus. For such function the Principal's office welcomes the victims to lodge their complaints. Such complaints are registered in the Grievance Register and a date is fixed shortly to listen their sides. The complainant and the accused are summoned to face the examination of Grievance Redressal Cell or which is constituted of some senior most members of the staff taking representation from various sections of both the sexes. There is little space for grievance mechanism to deal with examination related grievances in the institution. Regarding complains of under valuation in internal examination the scripts of the complainants are revalued by senior examiner and its result is rectified and communicated. The college ensures to take up the general cases without any support to a section, individual out of fear or favour but to adopt free, fair and transparent mechanism to solve all critical complaints. The cases complaints relating to award of marks in internal examination are very few. Coverage is in all respects complete. For adopting unfair means in examinations the candidates is books under malpractice and the matter is communicated to University for decision. After publication of the result of the University examinations, the students are allowed to apply for rechecking or to ask for photocopy of mark awarded. The students are shown the valued answer scripts of internal examiners and clarified their complaints in

very day with in a fortnight. In case of complaint relating to admission, examination and scholarship matters the cases are referred to the committees for verification. If any anomalies are found, steps are taken for rectification. The students are constantly counselled to maintain urbane and sobre behaviour in the campus. They are advised to stand for super cause, goodness and mind in their studies. Thus, the college maintains very vibrant mechanism to redress grievances in transparent, time bound and efficient manner.

2.6 Student Performance and Learning Outcomes

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

Response:

COURSE OUTCOME :

BACHELOR OF ARTS

The College provides Honours Level Courses of Bachelor Degree in Arts in ten subjects belonging to Humanities, Language and Social Science two subjects in Physical Science, two subjects in Biological Science in Bachelor of Science, one subjects in Commerce stream. The students are apprised of course outcomes in their induction classes. They are made aware of objectives, utility and learning outcomes of their subjects. The details course outcomes of each programme are hosted in the college websites. Moreover, the vision, mission and motto of each subject are stated in panel of writing displayed in their Department. Moreover, the students are informed about outcome of each unit of syllabus, scheme of lesson plan, Examination system and opportunities of studies in introductory classes. The course deptt. And outcomes of each programmes are highlighted below.

COURSE OUTCOME OF UG PROGRAMMES :

ARTS STREAM

Economics –To understand the behaviour of economic life, policy, planning, monitoring, management of trade and commerce, domestic world and national resources.

English: To boast language and literary skills promote employability, official writing and presentation.

Education –To inform skill of teaching, persuasion, motivation, school management, parents counselling, designing syllabus, mentoring, process of evaluation and educational thinking.

Hindi – To culture National Language skills, communication, literature, translation, anchoring and journalism.

History – To probe into the past life, living, old standards, art, culture, civilization, movements, socio-economic, political and religious conditions.

Home Science – To cultivate art of house Keeping, nutrition, child care, beautification, fashion

technology, social behaviour and care theory.

Odia - To improve native language skills, literature analysis, socio-cultural-religious and political knowledge, reporting, critical writing and analysis.

Political Science – To study political theory, philosophy, human rights, applied politics governance, nationalism and internationalism.

Sanskrit -To promote old Indian values , classism, spirituality , valued based knowledge, language theory , personality development.

Sociology – To provide knowledge about social system, castes, marriage, tradition, culture, customs and social behaviour, adjustment in social diversities.

SCIENCE STREAM:

Botany : To study life and behaviour of plants , Bio-diversity , organic composition, Environment, plant's norture hybridization and medicinal plants.

Chemistry: To study about composition of matter , transformation , size, colour, ingredients, atoms, molecules, centrifugal and centripetal force in solid, liquid and gaseous components.

Physics : To study about physical world, space , function of matter , nucleolus , electro-magnetic wave and computational skill .

Zoology : To study ethological attitude of animals, organic composition of body, species, prototypes, disease and embryology.

COMMERCE STREAM

Commerce – To teach business skills, partnership, loss, profit, share , debenture , audit , tax calculation, corporate behaviours entrepreneurship.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

The college remains watchful to assess the programme outcomes, programme specific outcomes and course outcomes regularly. The same is evaluated after the results of University were published. The

Academic Council sits for the review of programme outcomes in terms of the result of pass out students. The analysis of the result is done departmentally and planned for the remedy for any poor performance of students.

The students feedback is collected from the ongoing learners. They express their satisfaction or displeasure about Academic matters. The feedback of students are analysed, reports prepared and submitted to the college authorities for action. Thus, the programme outcomes are assessed from the feedback reports whether the students have perceived the course contents. Thus the remedies are thought up to support the students.

Moreover, the students satisfaction survey is done before preparation of AQAR and from the reports of the students appreciation of learning outcomes is measured. The Cos, POs and PSOs of specific curriculum are displayed in class rooms. The students are made aware of cross-cutting issue, conceptual clarity, life skills that their behavioural changes are the few parameters of evaluating attainment of course contents.

The continuous internal evaluation in form of Unit Test, Practical Examination, classroom interaction, home assignment, Internal Assessment, substantially helps to measure course outcomes. Hence, the students are made aware of their faults and remedy suggested through departmental reviews. In departmental seminars the students standards of learning and conceptual clarity is marked. Moreover, in proctorial classes, students express their deficiencies in learning that the steps are taken for their improvement.

The feedback of from the teachers, Alumni , parents and employers also substantiate on judgingservation on the standard of teaching, students learning capacity , working of support services. Taking their views into account , the college prepares report and chocks out plans to rectify the anomalies .

The Internal Quality Assurance Cell works as a catalyst to promote quality in teaching learning process. In their session the students activities and performance are reviewed in the Action Taken Reports. The cell also suggests certain remedies to promote the standard of teaching-learning process.

The students Employment Information and Counselling Cell keeps the records of the pass out students and organizes certain coaching classes for competitive examinations . They also keep record of students progression. The record of students placement as well as promotion to higher studies gives an assessment of students course outcome and programme outcome. The above system of measurement proves by various indicator that our students are well placed in various options available in the job market in public and private sector as well as in performance in terms of University record.

The student performance is also assessed in Academic Audit Report and Annual Report of the college. Hence , the college keeps constant watch on the students performance and tries to find out remedy to overcome deficiencies.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years**Response:** 82.68**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
172	191	180	164	138

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

2019-20	2018-19	2017-18	2016-17	2015-16
211	221	223	191	175

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	18	9

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 118**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
32	26	27	22	11

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.22**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	4	1	2

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.22**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	3	0	0

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

3.3 Extension Activities

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

Response:

Education is not limited to classroom or learning course contents. It extends from classroom to neighbourhood, society and nation. So, the College emphasizes on students outward knowledge, overall development, patriotism, inward feelings on social issues, holistic development and outreach programmes. They carry on the message of the nation to the society through NSS, YRC, ECO CLUB and other supporting agencies.

N.S.S. Programmes :

The college Boys and Girls N.S.S. are engaged in social activities of special camps arranged at the adopted villages Baringia and Sarangpur. They made the villagers aware of usefulness of small saving, female education, cleanliness, plantation, maintenance of health and hygiene. They at doorsteps share with the people about their personal problems and help them to solve hardships. The N.S.S. units organise rallies on AIDS awareness, road safety, yoga, plantation, care to girl child and Goodwill for weaker communities. The selected volunteers participated in inter-college youth awareness camps, Naval Camps, State Level Yoga Camps and National Adventures Sports at Monali and Chandigarh. The volunteers also participated in relief camp, parade, cleaning camps, village fair and college festive occasions.

Youth Red Cross Activities :

The Youth Red Cross volunteers participate in Blood Donation Camps, Eye Camps and Free Health Check-up Programmes. They join in seminars and orientation camps of AIDS awareness, Swachhata, Malaria Drive, Yoga Awareness and go round preaching health alerts.

Workshops and Orientation Programmes :

The college organized a number of workshops and orientation programmes on Women Empowerment, Human Rights, Consumer Awareness, Cyber Crime, Right to Public work, SHG; Anti-Addiction, Child

Care and Safety, Old age support, Anti-Criminal Drive , waste paper recycling, Digital India, success tips, Capacity Building, Garbage Recycling, Computer education and Cleanliness etc. In those workshops and orientation programmes the students and delegates of the locality also participated.

Swachhata Camps :

The college has made an MOU with Swachh Bharat Abhiyan , Gopalpur that the experts in such activities organised several camps and cleaning programmes in the campus. The students especially of NSS & YRC volunteers joined the programme and get practical knowledge of living clean and healthy. They learn social behaviour and team spirit working in groups.

Healthy Practices :

The students get involved in healthy practices like collecting samples, conducting survey, taking part in manuring , dumping garbage , packeting, and selling stuff, grafting and various life-sourcing practical activities. The students gain different inward and outward knowledge in active citizen programme ‘ **Mo Hero**’ Programme and Self Defence Programme for girls.

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

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

Response: 11

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	8	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 122

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., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	25	25	27

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

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

Response: 168.46

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

2019-20	2018-19	2017-18	2016-17	2015-16
1588	1254	1149	1198	1410

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 25

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job

training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	6	5	5	2

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response:** 9**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	1

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The outward look of an educational institution is its physical facilities and inwardly it supports for academic activities. The college ensures adequate educational facilities to its learners to materialize their learning aspiration. The working hours of the college extends from 10:00A.M. to 5:00 P.M. The college possess as many as 5 general classrooms , sixteen departmental classrooms , six laboratories, one dark room two SAMS Laboratories, one incubation centre, one computer laboratory , one Network Resource Centre-cum-Language Laboratory, two Smart Classrooms, Examination Section, Accounts Section , Establishment Section, Admission Section, Students Welfare Section, one sixty seated women's Hostel. One Auditorium, outer pandel, drinking water, Toilet facilities, one Boys Common Room, one Girls Common Room, one Gymnasium, one Staff Recreation Room , one strong room for question papers are there in the campus. One Office Room for NSS and YRC activities, College Canteen , Meeting Hall of Internal Quality Assurance Cell are also functioning in the campus.

The Central Library with reading room and digital book searching functions from 10:00A.M. to 5:00 P.M. The library has **9481** text books and **3913** reference books. It has number of Journals and periodicals. The library is partially automated. Except the Central Library, the departmental libraries are also functioning in English, History , Political Science, Sanskrit , Physics , Chemistry , Botany and Zoology Departments.

The college possesses 13.6 Acres of land in the campus. There is tank, used multifariously as a water reservoir, a natural laboratory for Add-on Programme of piciculture rain water harvesting and also a swimming pool. On its bank the fruit orchard and woodland grow its greenery. One kitchen garden is there in front of Women's Hostel. The college possesses one Ornamental Garden, one Medicinal Plant Garden, one front Garden, other green patches. The vegetation and greenery provides an ample scope to students for practical experiment of Add on Programme such as Agricultural Earning.

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

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

Response:

The college gives priority to physical education, sports culture, innovation and creativity among the learners. So, it conducts a wide variety of fun fair, athletic meet, cultural competitions and tournaments

among the students in every academic calendar. The college provides scope to students participating in physical education, innovative practices, creative writing, acting, anchoring, painting and story writing etc. They participate in Quiz Competition, debate, discussion, song, dance and drama. The winners and successful participants are amply awarded. The college possesses auditorium and outer stage for the show of cultural events.

The college in negotiation with philanthropies of the area founded a number of merit awards for academic excellence, sports culture , Yoga practices and cultural competitions that the merit is amply recognized . The college conducts a youth Fair called Annual Inter College Cultural Meet with selected cultural talents of the adjacent colleges of Balasore, Bhadrak and Mayurbhanj Districts. The winners are properly felicitated and awarded with cash prize. The students of the college have been awarded in State and District level cultural programmes.

The college has its own playground inside the campus measuring 110 metres. Length and 55 meters width. It accommodates football field, cricket pitch , volley ball court , kabadi, khokho and tracks for athletic events. Annual Athletic Meet is conducted and the students both boy and girls athletes take part in track and field events, summing race in college tank. The student aspirants of Defence Services and Police Force practise physical exercise on the college playground in the morning and afternoon. There exists Basket Ball court in the campus. Yoga classes are conducted with the help of the Prashikshyaks of Vivekananda Yogakendra.

The college organizes competitions in indoor games every year. The students take Ppart in such competitions and regular practice in carom, chess, Chinese checkers and table tennis. The Gymnasium functions from 10:00 A.M. to 03 P.M. every working day.

One female Rugby ball unit was founded in 2006 and the team played for the State and won trophy at Neheru Stadium, Indore . At present some of its old players have been working as coach. The college Rugby Team played an Inter College Match at Baba Punchalingeswar College, Santaragadia and won Runners up cup.

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

Response: 45.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 16

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

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

Response: 46.99

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

2019-20	2018-19	2017-18	2016-17	2015-16
12.78	66.35	18.57	16.42	37.63

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

4.2 Library as a Learning Resource

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

Response:

Library as a store-house of knowledge and a resource of learning. It plays a great role in dissemination of learning. The Library of the college caters the need of its entire student population, teaching and non-teaching staff with maintenance and staking. The Central Library is of the size 120 feet length and 25 feet breadth and it contains 9481 number text books and 3913 number of reference books. Moreover, the library possesses 11 number of journals and 57 of periodicals. A digital library also works in the Central Library with 1830 downloaded free e-books and 227 e- journals. The library possesses some rare books like Encyclopaedia of Britannica (32 volumes) ‘Purnachandra Bhasakosa’ (from Vol-1 to 5), Science Dictionary, Sanskrit Dictionary , Thesaurus and Legal Dictionary . The Staff Publication section and New Arrival section are displayed for boosting interest in publication and reading the latest editions. The annual purchase of books on quotation, on spot purchase from book depot and Publishing Houses benefited it. The Book Accession Register has been maintained online and offline. A section of remedial books for competitive examinations is operating in Employment cell. The Central Library of the college is partially automated. Library Edmin Software 2.0 version has been operating from 2018-19 academic session. The students borrowing books to home or for Library reading has been done with book issue slips. The books are traced out with the help of Barcodes. The library rules have been displayed to make the students aware of library service. The priority has been given to wider circulation of books. There is a provision to dispose the unused books at a nominal rate as decided by the Library Committee.

The college inspires the library staff to attend orientation programme on Library and information science organized by the college. They have also undergone higher courses. The students are cautioned not to mishandle the books and to return the same within the due dates. They take reprographic copies at nominal cost. The students are also issued Catalogue of books question banks and University Model Questions for their reference.

4.2.2 The institution has subscription for the following e-resources

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

Response: E. None of the above

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

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

Response: 1.01

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.50125	1.19771	1.53224	1.0426	0.775

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

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

Response: 0.91

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

Response: 7

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The ICT devices have brought a revolution in teaching-learning process and presentation. The traditional Lecture Method has been replaced with LCD Power-Point presentation in briefing the study matters and motivating the learners. On the context to use e-Learning devices as a global resort, the college starts to adopt ICT appliances in teaching-learning methodology. The college procured total 37 computers and 1 laptop, scanner, printers, Barcode Detector to use in classrooms, laboratories, Computer Lab., smart classes, auditorium, office, Network Resource Centre-cum-Language Laboratory, other support services and Biometrics attendance.

The computer sets are supplied to Chemistry, Physics, Botany and Zoology departments for preparation of records, project work and assisting teaching-learning purposes. Two smart classrooms are accommodated in master time table for engaging classes of all departments equally.

In order to supplement to the students learning process, the college has updated to high plan broadband connectivity in Network Resource Centre where the language laboratory is also functioning. The students of Add-on Programme of Spoken English and Interview Facing Technique attend language laboratory. There is also a digital library functioning in the Central Library since 2018-19 Academic session. The students are advised to use their smart phone for getting study materials and online classes from Google sources, You Tube, Google Class Rooms, Google Meet, Facebook and e-pathasala to keep pace with new genre of academic growth and technological advancement.

As there is no provision to recruit an IT Teacher at present, the college has made MOU with NICET and Lakshya Academic, Gopalpur to provide computer education to the interested students of the college in Diploma in Computer Application (DCA), Post Graduate Diploma in Computer Application (PGDCA) at a negotiable rate of course fee.

The college tries to update its support services by adopting e-governance devices. The e-Governance system is available on Online Portal namely Students Academic Management System (SAMS) for admission, examination, scholarship, transfer and other allied purposes. The employee's database named Personal Information Management System (PIMS) is also maintained to keep up records of employees of the college. Online services continues on Human Resource Management System (HRMS) for payment of salary, records of provident funds, retirement benefit Leave Accounts and maintaining Personal Appraisal Report (PAR). The college submits updated data in the All India Survey of Higher Education (AISHE) reports. Moreover, the college website <http://www.gopalpurcollege.in> provides all information about opportunities available to the public and learners of the college.

File Description	Document
Upload any additional information	View Document

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

Response: 33:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
48.42	93.99	46.26	43.49	62.64

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

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

Response:

The college aims at maximum utilization of its physical and academic assets for which fixed norms and policy details in form of gadgets have been commonly adopted from the time to time. The campus of the college is situated on of 13.6 acres campus in revenue mauza-Sarangpur and Paiskasta.

CLASSROOMS:

The Science Block , Humanities Block , General Block , Student Welfare Block –cum-Central Office remain open and function working hour from 10 A.M. to 5 P.M. as per norm, time table or office schedule. The classrooms are optimally used to engage General and Electives classes are arranged in the General Block where the students of different departments jointly attend their classes seminars, midterm and monthly tests. The college construction committee remain watchful to maintain the office, hostel, classrooms and assets of the college by making contact with lowest bidder-masons, carpenters, plumbers and electricians to provide service of mending and repairing. The classes are cleaned regularly.

LABORATORY:

The laboratories of the college are maintained with proper principles. Every practical class continues for three consecutive periods for two hours. The students issue necessary consumable and non-consumable articles from the departmental stock and after experiments, they return the non-consumable items immediately. In case of any breakage or mishandling the items they are to pay the fine up-to three times of the cost of the items. Hence, they are to maintain the apparatus with carefulness, sincerity and responsibility. The scientific apparatuses are maintained with proper care by Laboratory Attendance and Demonstrators. The required purchases of Laboratory equipments are made through Purchase Committee through Quotation call.

STUDENT COUNSELLING:

The proctorial classes for a group of maximum 24 students are arranged to counsel the students about their academic and personal difficulties .The system helps for counselling and guiding the students for preparation of Lesson work to attend remedial and extra classes to discuss about students performance in Unit Test and Mid-Term Examinations and mentoring the Absentees and Slow Learners. The Employment Information and Counselling Cell provides counselling regarding career and job opportunities.

IT INFRASTRUCTURE:

The college has signed Annual Maintenance Contact (AMC) with ST web solution, Azimabad, Balasore, for website and software maintenance and Mama Computers, Padhuapada, Balasore for computer maintenance such as loading of anti-virus, cartridge filling and repairing computers. The Network Resource Centre opens at 1pm to 4 pm on working day. One student is allowed to search net for one hour. The Language Laboratory stated in this centre at initial stage. They are guided to attend competitive coaching and applying for job. The materials for competitive preparation such as news paper, guidebooks and Magazines are purchased through Library Committee and Employment Cell.

ACADEMIC FACILITIES:

The teacher takes utmost care to complete their lesson work. They prepare lesson plan at the beginning of academic sessions consulting Academic Calendar. They record their lesson work in Progress Register. They prepare lesson note, teaching aid and e-teaching devices as per need. The principal is the supervising authority to inspect the classes and verify the Lesson Progress Register. One Academic Bursar nominated from senior most faculty members is in charge of guiding for proper lesson work and he/she maintains Academic Diary and makes the Academic Audit. The deficiencies in arrangement of classes are reported to the college authorities. Academic Council consisted of the Heads of the Departments review lesson progress of all Departments from time to time. The stationary required for academic activities are printed through purchase committee.

LIBRARY:

The Central library opens at 10A.M. and Closes at 5P.M. The books are issued to students as per the Day Schedule displayed in Library Rules. A borrower can take at best three books only for a fortnight and is imposed fine beyond the time limit. The Shelves are cleaned every fortnight and turn books are properly stitched. In case of manual damage, loss or disfiguring the books, the students are to pay three times cost of the issued books. The borrowers require book by filling Issue Slip. The books are issued to the students for Reading Room by depositing their library card and they are to return the books just after periodical reading. The Library committee decides the norms of annual purchase of books and disposition of unused old books.

SPORTS COMPLEX:

The sports complex of the college consists of Gymnasium, College Playground, Basket Ball Court, Volley Court and student Common Rooms for indoor games. The students can issue Game materials by depositing their identity cards and signing issue register. They are to return the same just after their game is over. In case of mishandling the sports material they are so fined. The sports materials are purchased as decided in Athletic clubs

LADIES HOISTEL:

The Ladies Hostel runs in the campus under supervision of the Hostel Superintendent. The Boarders are to adhere strict discipline and rules of the hostel. They are to attend prayer classes, maintain register for temporary leave. The maintenance of the hostel is done under the supervision of Matron. The boarders pay hostel dues as decided by hostel management Committee. The Add-on Programme runs as per a separate Time-Table beyond the normal Academic hour especially on holidays and morning hours. The College Canteen remains open from 11A.M. to 3P.M. The students can take tiffin or meal at a nominal cost.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 38.83

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
336	329	322	260	279

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

Response: 6.39

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
60	84	57	41	9

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

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 11.59

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

2019-20	2018-19	2017-18	2016-17	2015-16
95	85	120	77	80

File Description	Document
Institutional data in prescribed format	View Document

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

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

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 2.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	9	5	10	4

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

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

Response: 25.7

5.2.2.1 Number of outgoing student progression to higher education during last five years.

Response: 55

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 8

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	1	1

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

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

Response:

Students are the future of the nation and also the pride and priceless possession of institutions. It is the duty of institutions to foster all round development in their body, mind and spirit. In process of mentoring the college takes care of the student population in providing the holistic support to facilitate them in studies, being and becoming. The college ensures the students' progression in terms of opportunities to participate

in Quiz contest, debate, seminar, drawing, painting, presentation, anchoring, acting, and exposure of their inborn talent. In organization of curricular, extra-curricular and sports activities the senior students are chosen to lead the programme and assist the organizing faculties. The N.S.S. Volunteers assist in college functions in maintaining discipline, distributing refreshment and supplying water. Moreover, they guide the seating arrangement of students and invitees. In case of Health and Blood Donation Camps, the YRC volunteers help in registration, movement of patient and nursing. The students of Eco Club and Sabuja Bahini help for plantation and Green Audit programme. In Swachhata Camps, the students join in cleaning and carry the garbage to dump-pit. In case of rally, road show, parade and awareness programmes the students leaders lead the team.

In Annual Sports, the senior students are entrusted with the duty of first-aid, and distributing glucose, Tiffin and sports materials in Annual sports. They also make sports commentaries. In cultural competitions and programmes the students are given the duty of anchoring. In Inter College Cultural Meet a selected group of students help the participants for movement and refreshment. In Dramatic Function the interested students take part in acting and making arrangement for staging drama.

As statutory provision prevails, there is a system to conduct election of Students' Union and other student bodies. The students' union elected representatives assists the Principal in administration, puts forth students demand and grievances for redressal. The Secretary of Athletic Club organizes annual games and sports. The Dramatic Secretary makes arrangement for staging Annual Drama. The Secretaries of students common rooms see healthy support for students rest and recreation. The Student Representative to the Editorial Board of College Magazine ventilates their views. But due to students' unrest in colleges of the State, the election for the students bodies has been withheld. To supplement it the nomination of students leaders in different activities was materialised.

As per statutory provision, one student representative securing highest mark in fourth semester examination is selected to represent the student community in IQAC. Moreover, the students choose the Secretary and Assistant Secretary of each Department to assist the faculties in organizing departmental seminar, study tour, workshop and proctorial classes. They also work as the leading student of the department to communicate notice of the departments employment, career counselling and Add-on programmes to co-learners.

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

Response: 38

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

2019-20	2018-19	2017-18	2016-17	2015-16
39	39	39	39	34

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

The college has a registered Alumni Association since 2006 vide Fakir Mohan University Letter No. 3063(60) Dt.24.09.2003 and 3627(66) Dt.11.11.2003. The General Body of the Association was first convened on 15.10.2006. Eighty pass out students and staff members participated in the meeting in which the Principal of the college presided. The Bye-Law of the Association was formed and adopted. In the next meeting on 26.01.2007, the election was held for the posts of Office Bearers of the Executive Council of the Association. As the resolution adopted, the Alumni Association was registered under Society Registration Act XXI of 1860 in the office of the Additional Register of Society , Balasore vide its **Registration No.8399-120/2006-07 dated 23.03.2007.**

The Alumni Association has been continuing to aid and assist the mother institution in academic, administration, cultural and financial matters. The Association has its coat of Arm borrowed the maxim **‘Tamaso Ma Jyotirgamay’** from the mother institution and expressed its objectives with the picture of Nataraj in the middle representing the all branches of knowledge, art and craft. The symbol of lift stands for providing support to the mother institution for quality and sustenance. The picture of open eye represents wide vision and keeping eye for all round development of the college.

Alumni Association of the college has passed 14 years of its existence. When the old Executive Council expired, the new Executive Councils were elected and taken charges. The present Executive Council of the Alumni Association has been most vibrant and active that they have contributed a fund above Rs.1,00,000/- for beautification of the college by setting up ornamental and medicinal gardens.

The Alumni Association has assisted the mother institution in organising seminar, awareness classes and health camps. It has also kept close touch with the authority of the college and offered representation in various allied bodies of the college such as Internal Quality Assurance Cell, Governing Body and Development and Planning Committee. The regular meetings of the Executive Council of the Association were done with President, Vice-President, Secretary , Joint Secretary, Treasurer , Executive Members as well as Advisory Body of the Association. Some of the alumni have settled themselves in important places and positions in public and private sector jobs, business, professions, politics, Medias, academics, social workers and entrepreneurship that they assisted the college in their respective fields. At present eighty members of the college staffs belong to our alumni who play significant role in college development.

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

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

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The vision of the college is well-settled in the decision of founding father, Governing body and academic council of the college. It ensures to provide qualitative higher education to the children of backward class living in this coastal belt and to care for scientific approach to learning concepts and research. It plans to cater the needs students of socio, economic, political and cultural diversities to provide value-based quality education, power of exposure by improving their potency, context and communication skills through interaction, participation and quality education. It makes its teaching methods conducive to train the art of good living, skill for self employment, maintaining cultural values, sportsman spirit and leadership qualities in bring development of body mind and spirit. It strives the students mass to promote national integration, cosmopolitan outlook, old Indian values and health education through awareness and counselling.

Mission

The mission of the college is carried on to promote learning skills of students by facilitating them with quality teaching, self-study, library reading, search for knowledge, interaction, scientific experiment and data analysis. Moreover, the college employs and invites talents, experts and professionals for dissemination of knowledge and experience it mobilize the learners to the practical field for observation, realization and conceptualise innovative ideas. Its arrange cultural competition, seminar and project works improve students language ability and research. It has started skill based add-on courses to improve employability and self-engagement possibilities in pass out students. The college administrative channel decides to widen the scope of massive participation of students in cultural, athletic, leadership and extension activities and using ICT and e-learning devices for updated information and learner friendly education.

The above vision and mission are displayed in the college website and classroom as well as inculcated in the mind of the stakeholders in an open and interactive environment. The college administration encourages all sections to voice their prospectives for agenda in decision making and policy formulation. The Governing Body, the supreme policy making authority keeps attention and control on the affairs of the college including finance, posting, construction and discipline in a concrete way. The representatives of the teaching staff in the Governing Body and Principal as its Ex-Officio Secretary ventilate the causes of utilities and functions of the college to them. The Staff Council and Academic Council, the statutory bodies as well as various cells and committees carry on the task of administration to realise its vision to reality through strategic plan and constant internal evaluation.

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

Response:

The day to day affairs of the college is managed in a well framed strategic manner. The administration is carried on the basis of decentralization, participative management and democratic pattern. The Principal of the college acts as executive head and the approving authority of all proposals initiated by various sections and departments. But, before the same is placed for his approval, it is initiated, Checked, examined and modified by the concerned officials to make the decision flaw-free. The steps are initiated by the Sectional Assistants on the basis of Government directives, guidelines, circulations, letter, order or provision, on representation, prayer, and petition, decision of academic and non-academic bodies or demand of the students. The Admission, Examination, Accounts, Bill, Scholarship , Establishment , UGC , Sports , Cultural and Extension Work segments or any section initiate a step for decision in form of an official note which is examined by the sectional officers and Head Clerk who verify the same and endorse the official process along with findings rectification and remark. Then, the proceeding is further examined by the Administrative Bursar who recommends the note with his observation and suggestion for the final order and approval of the Principal. Any financial implication other than the common budgetary provisions or policy decision is submitted to the President of the Governing Body for his advice.

As the Principal is the final authority to execute the orders he modifies the list of annual assignment and distribution of charges to the teaching and non-teaching staff to carry on various administrative, academic, financial , co-curricular, developmental and establishment works of the college. In order to expedite the academic, administrative and accounts matters effectively, the assignment of the duties to Academic Bursar, Administrative Bursar and Accounts Bursar is given to senior most experienced members of the Teaching staff to assist the Principal in regular administration. In order deal the students affair one Union Advisor and teacher in-charge of students welfare are nominated by the Principal to handle their issues. Principal constitutes various committees such as Construction Committee, Purchase Committee, Sports Committee, Examination Cell, UGC Committee, Grievance Redressal Cell, IQAC, Equal Opportunity Cell, Time Table Committee, Employment Cell, Anti-ragging Cell and Cultural Association to look into the matters of institutional importance and to recommend necessary steps in their reports further course of action. In IQAC Grievance Redressal Cell, Sports clubs and Dramatic Association, students representation is taken into consideration. Moreover, the Governing Body and the Alumni Association are also consulted in different academic administration and cultural matters.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The progress of an establishment depends on strategic plan and deployment of its human resource. The college maintains proper strategies to achieve maximum output by engaging its human resources in an effective manner. The Principal's office notifies the office order distributing the charges of different assignments to an individual employee as per proficiencies and attitude at the beginning of academic year. Accordingly, all of the teaching and non-teaching join in additional charges in academic, administrative, curricular, extra-curricular, support service, extensive activities, committees, cells, sections and representation excluding their teaching and official works. Their deployment in various sectional and extra-mural activities are also supervised and reviewed by the college authorities such as the Governing Body, the Regional Director and the Principal of the college.

One of such deployment strategic plans worth mentioning is to manage the sports culture in the college. The approved Physical Education Teacher of the college retired on 31.03.2014 and the post has not been filled yet by the Government. So, the office engages some Teaching Staff forming a committee to carry on sports activities and maintain sports culture all round the year. The activities that the sports club carried out by the sports committee are mentioned here.

- The college playground has been improved by filling of earth.
- The Electric pole in the playground has been removed by correspondences .
- The college playground maintained by weeding out overgrowth.
- The Cricket Pitch, Football Field , Volley Ball Court , Track and Field events are properly set in the college field.
- Plantation work is done around the college playground.
- The students' practice of games and exercises facilitated.
- Annual Athletic Meets are organized.
- Class wise Tournament of Cricket, Football and Volley Ball organized.
- College Rugby Team continued practice.
- Students participation in Inter College matches facilitated.
- Gymnasium is maintained for students regular practice.
- Annual inter-class indoor Game Competitions in Chess, Carrom and Chinese checkers are organized.
- All the winners of Games and Sports events are awarded.
- Student experts engaged to deliver sports commentaries.
- Swimming competition managed.
- The sports activities well managed that boost physical education, placement of students in defence services, para-military and police forces.

Thus, the college has been profited by strategic plan to maintain sports culture in absence of permanent Physical Education Teacher.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Gopalpur College is a Non-Government Aided Degree college in Odisha . The administration and governance of the college is carried on a pyramidal structure.

Higher Education Department

At the apex, Higher Education Department headed by its Principal Secretary and sub-ordinate officers works as supreme tribune to administrative , academic , financial and allied functions of the institution. All sorts of Government resolutions, guidelines, directives, orders meant for academic , management of students, scholarships, holidays , conduct of employees , academics calendars , modalities , approval of appointments, release of salary , grants , inspection , verification of records , training programmes, punishment , award, posting and placement are circulated.

Director, Higher Education

The Director Higher Education is the communicating authority on behalf of the Government and the Regional Director of education works as the liaising officer of pay fixation, provident fund sanction leave , pension , gratuity etc. to the employees .

Governing Body

The real function of the college is carried on by the Governing Body approved by the Government that represents various sections of the society. They make policy to maintain finance, college land and property, recruitment, punishment , sanction of leave of staff and , developmental work of the college. They also look into the suggestions of cells , committees , feedbacks and take steps the on genuine cases . The Sub-Collector works as the counter- signing authority and in-charge of Governing Body in case it is dissolved.

Principal

The Principal is the Ex-Officio Secretary of the Governing Body and Executive Head of the Institution. All nominal function of the college is carried on under his direction and supervision.

Bursars

To carry sectional works are nominated from senior most teaching members to verify files Administrative Bursar, Account Bursar and Academic Bursar assist the principal in regular work.

Sections

The Principal distributes assignments of changes to the faculties in curricular , extensive activities, feedbacks , support services , counselling , grievance redressal , student welfare , sports , Y.R.C., Hostel , N.S.S. , website , UGC , college magazine, IQAC, Staff Council , Time-Table , purchase , examination , admission , establishment etc. Every sectional works with carried Dealing Assistants and Class-IV Employees.

Staff Council

The Staff Council of the college is a statutory body to aid and advice the college authority in administration and Academic Council takes decision in academic , assessment and evaluation process.

Committees

Various cells and committees are also formed to look after discipline, sexual harassment, gender equity, grievance redressal, purchase, career counselling, seminar coordination, Library Management, quality maintenance in the college.

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The teaching and non-teaching staff are the intellectual asset and actual workers of the college. The college takes up three types of measures for their welfare. Firstly, bearing all personnel comfort, recreation rooms, toilet, drinking water and accommodation facilities the college provides service benefit to its teaching and non-teaching staff to avail 15 days casual leave, 13 days earned leave and 20 days medical leave as per Government guidelines. They are also granted maternity and paternity leave. In exigencies extraordinary and quarantine leave are also granted to them. The teaching staffs of the college are also allowed study leave for research activities and their teaching work is also managed by a substitute lecturer. The regular employees of the college are allowed to enjoy annual increment of salary and Dearness Allowances as admissible time to time. They also get benefit of promotion and placement to next senior grade as per rules. They are covered off the Provident Fund, Group Insurance and Pensional benefit. Their claim for sanction of Bank Loan is recommended for house building, purchase of vehicles, children's study, daughters marriage or other personal benefits. In emergency the employees are allowed certain cost of treatment and cremation from staff welfare funds.

Secondly, the staff of the college are allowed to attend Faculty Development Programmes. They are allowed to attend workshop, seminar and symposium as participants or Resource Persons. They are also

sponsored to attend Refresher Course , Summer Course , Orientation Programme , Course Work , Short term Teaching Promotional Programmes. The college has organised Professional Skill Development Programmes, such as Workshop on Intellectual Property Right , Computer Education , Secretarial Practice and Office Management , Yoga Practice , Information Science , Cyber Crime , Digitization , use of Smart Class, Capacity Building and transparency etc. To give incentive for dedication to teaching work ‘ **The Best Teacher Award** ’ has been incepted in the college since 2019.

Thirdly, the college plans to promote its employees to become multi-talent personalities so that the institution builds the ground and facilitate its employee to develop Sub skills. The college inspires its staff to maintain regular library reading , make literary and academic publication , join in gardening and plantation work, public speaking,take leadership , innovation , anchoring ,presentation, social work and communication skill programmes . The persons having writing capacity are engaged in preparation of official records and documentation. Some staff are awarded by other institutions for their multi faced personalities.

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

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response: 3.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	5	2	2	2

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

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

Response: 7.41

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	0	0	2

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

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

Response:

Performance Appraisal System is a self-assessment procedure to review employee's working effectiveness and reassessed by the higher authorities. It reveals employee's character role and submits the employee's appreciation of achievement , performance rate , significant work, type of service rendered to the institution on the goodwill and pleasure of authorities . The system is an annual assessment normally transmitted at the end of the year. The regular employees of the college belonging to class-I, class-II, class-III posts submit Performance Appraisal Report (PAR) for assessment acceptance at higher authorities. The same report is submitted on Human Resource Management System (HRMS) portal managed by the Government to captulate the entries of the annual performance particulars of both in numerical data and appreciation write-sheet. It includes the statement showing coverage of courses and lesson work allotted to individual teacher, different curricular and extra-curricular responsibilities taken by him/her , research and

publication , attendance on professional development programmes such as Workshop , Seminar , Refresher Course , Orientation Programmes etc during the academic year. The Class-III group of non-teaching employees also submit their report on a separate schedule to show performance appraisal. The performance Appraisal also covers the role of the employees towards the stakeholders, code of conduct at the place of work and their dealings with superior and sub-ordinate employees.

After filling up Personal Appraisal Report by the employee , the same is transmitted to the Principal, the Executive Head of the institution as the Reporting Authority who fills up the Part-II of the report with his remark and rating to the individual employee. He transmits the same to the Director, higher Education for remark as Reviewing Authority. Moreover, IQAC in their continuous and constant review also Judge the quality and performance the employees.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Transparency in management of public funds is a primary responsibility of all institutions. To establish transparency of handling finance, the regular internal and external audits are done by the Audit Committee constituted by the principal internally and the Chartered Firm Suman Patro and Associates, Bhubaneswar and the District Local Funds Audit Office externally. So far as the audits are concerned, the proper transaction of money by the Accounts Section is examined and the deficiencies are complied.

The actual income and expenditure for last five years excluding salary as the internal Audit Committee reported is given below.

Year of Expenditure	Income in Gross excluding salary component	Total Expenditure excluding salary component	Date of A
2015-16	Rs.9481766.85	Rs. 7605959.86	08.04.16
2016-17	Rs.9452736.99	Rs. 5066933.30	06.04.17
2017-18	Rs.8252448.97	Rs. 3642305.48	07.04.18
2018-19	Rs.10635614.49	Rs. 7852431.21	08.04.19
2019-20	Rs. 9135498.28	Rs. 5137263.32	10.04.20

The Internal Audit is done before the External auditors resume their work

They audit of the accounts is done in tune to the Financial Budget approved by the Governing Body. They verify approval sheet resolution, mode of transaction, stock verification as well as Cash book entries in the main Cash Book and Cash book of the UGC, NSS, YRC, examination and others. They submit Memos for compliance to the Principal-cum-Secretary to explain deficiency or anomalies detected by the auditor.

The External Audit has been done by the Chartered Firm under direct supervision of District Local Fund Audit Office . The final compliance to objection memo is clarified to District Local Fund Audit Office after receiving the Annual Audit report. The details of External Audit of the accounts is given hereunder.

Financial Year	External Agency	Date of Audit	Total Income	Total Expenditure	Audit Remark
2015-16	Chartered Matrudutta Das Regd. No. 324109E	23.07.16 02.08.16	toRs. 9598727	Rs. 11724814.37	No Comment
2016-17	DSPK and Associate Regd. No. 324756E	25.07.17 07.06.18	toRs. 34746224	Rs. 32994308.30	Satisfactory
2017-18	SR Pradhan & Co. Regd. 327532E	13.02.19 18.02.19	toRs. 31878378.05	Rs. 29137778.75	Satisfactory
2018-19	M/S RDA and Associate Regd. No. 322810E	25.02.20 13.03.2020	toRs. 12859629.90	Rs. 14497097.56	Not-Satisfactory
2019-20	Sumanpatro and Associate Regd. No. 061646	19.09.20 Onward progress	toRs. 39957672	Rs. 38572953.32	Satisfactory

The audit compliances of the above financial year are submitted to District Local Fund Audit Office and Final Memo of audit has been received by the office in Audit Compliance is done.

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

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

Response: 9.72

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

2019-20	2018-19	2017-18	2016-17	2015-16
9.273	0.45	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

Finance is the base and backbone of institutional development; hence, it should be handled with proper care and useful plans. The funds of the college are generated from students collection, land rent, donation and Government aid. The receipt of money is acknowledged with proper receipt and entered into Cash Book regularly. Any sort of expenditure proposed is properly verified by the Accounts Bursar, Administrative Bursar and approved by the Principal and the payment is made through NEFT or Money transfer mode through Bank. Direct cash transaction is not allowed normally. All collections from students and doners are maintained in Daily Collection Register.

The college prepares Annual Financial Budget taking priority of expenditure warranted item wise and the proposed Budget is discussed in the staff Council and then put before the Governing Body for discussion and approval. All the expenditure is incurred according to the approved Budget of the financial year. The priority is give on payment to contractual and management staffs, purchase of library books, laboratory equipments, infrastructure development, maintenance of resources conduct of seminar , sports and cultural activities, purchase of study material and office stationary including ICT devices.

The funds sanctioned from the Government for infrastructure augmentation, laboratory improvement, and purchase of books etc. are utilized by quotation call. The lowest bidder is given order to supply articles. The payment to those suppliers is made by cheque or online. The geniuses, quality and durability of the articles, is tested by the purchase committee and the hired expert/architects. No cash is utilized unless the negotiation and agreement is made with the vendors. After purchase, the stock register is maintained for stock position and utilization of durable and consumable articles is made through issue in the stock book.

The college gives more emphasis on optimal utilisation of funds for academic growth. The purchase of library books, study material, furnishing ICT Classes , incubation, innovation and organization of departmental seminars are given priority. In case of big sum expenditure the approval of the President of the Governing Body is accorded. The management of finance of the college is done carefully in a competent manner to maintain transparency, honesty and credibility of all.

6.5 Internal Quality Assurance System

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

Response:

The quality maintenance and up-gradation are the basic requirement for the growth and progress of institutions. In this respect, the college took interest in institutionalizing its Internal Quality Assurance Cell (IQAC) as one post accreditation initiative on 15th July, 2012. After establishment of the IQAC, a number of positive steps were taken to improve the quality culture in academic, administrative, data collection,

inspection, audit, organizing Seminar and Workshops in the college. Moreover, institutionalization of Best Practices, cleanliness programme, sports culture, neighboured programme and extension activities are inspired by the IQAC of the college.

PRACTICE – I

The IQAC of the college has been formed with experienced members from Administration, Academics, Industry, N.G.O., Innovators, Alumni, Students, Governing Body, senior teachers, Non-Teaching staff along with its, Co-ordinator and Principal of the college. As per decision of the IQAC the feedbacks from stakeholders such as student, teachers, alumni, parents and employers were collected, analysed and action taken in this respect. It supported for improvement of quality in academic structure, infrastructure development and extension activities. The parents and teacher meet also supplemented in this way.

As a result of feedback analysis number of library books issued to the students has increased, toilet facilities improved, sports facilities widened, proctorial and remedial classes are arranged. It provided a scope to students to express their grade of satisfaction on teaching that the teachers went to update their method of teaching for the slow learners and advanced learners.

PRACTICE - II

Another initiative of IQAC is internal vigilance and audit. Due to IQAC decision, the audit system has improved. The Academic Audit has been done teacher wise to determine their reliability in academic dissemination. Their plan and proposal for coverage of courses has been compared with actual classes taken. When deficiencies detected, the concerned teacher is advised to complete the course by taking extra classes. The Administrative Audit is done annually to determine the strength of official functioning. Any pending matter or correspondence is noted to compete with priority. The internal audit of accounts is done before the external audit is carried on and anomalies were made out. The Library audit is done to determine strength of the library, book transaction, verification of stock position, verifying library purchase and rectify anomalies. The Biology Departments undertake Green Audit to focus on environment sustainability and cleanliness of campus. Thus, the internal audit helps to know our ground reality and marks as an indicator to improve in future.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC is a body to fix up quality parameter and benchmarks in academic and administrative fields. So far as the initiatives of IQAC as post accreditation steps are concerned, the teaching and learning process has improved considerably. The IQAC has proposed to use ICT devices in teaching and learning process. For the purpose the smart class rooms are furnished and computers are supplied to each of Science

Department. The teachers are trained to handle smart board to prepare teaching aid and power point presentation. They are also trained to teach in google class , google meet , you tube, e-teaching and whatsapp groups. The language laboratory has been installed to improve the communicative skill of the students. Students were also guided to present paper in departmental seminars, take up project and field work, industrial and farm visit for experiential learning.

The IQAC created ideas on capacity building, mentor-mentee relationship, academic calendar, best practices and students support. For the reason the proctorial system has improved to keep close touch with students. The Unit Tests are conducted and the students are made aware of their deficiencies in writing answers by verifying their own valued scripts. The departments are intertwined with sister stream to improve Joint venture and inter disciplinary approach.

The another important academic initiative of IQAC is the introduction of Add-on Programmes. The important objectives of adoption of such courses are to give the students learning twine programmes within the same span of their academic career. Moreover, the vocational and professional skills of those courses are given priority. The Academic Council of the college has framed outcome oriented syllabus for the Add-on Courses such as Diploma in Agricultural Earning, Diploma in Old Indian Values , Certificate Course in Spoken English and Interview Facing Technique , Diploma in Computer Application , Income Tax and Accounting , Certificate Course in Yoga Therapy and Human Health . Moreover, one Teaching of Bhagabat Gita for Personality Enrichment and another Leadership Quality Value Added Course are also taught to the students in credit based semester system. One more Diploma in Elementary Education Course has been adopted in the academic year 2017-18, 2018-19 academic session from National Institute of Open Schooling and 100 students have been taught from this college.

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The Institution prohibits gender bias and believes in parity of gender in the campus. Both the sexes are given equal opportunity in curricular and extracurricular activities. The girl students are given due importance in learning, sports, cultural and extension activities. A female unit of National Service Scheme is also working and female volunteers take active part in Youth Red Cross Unit of the college. As the girl students are proportionately higher than the boys, their share in all activities is highly appreciated. They are given the role of anchoring and event management and supplied with magazines of female studies to their common room. The college admits the students from poorer classes. Soon after admission, the students are made aware of their rights and duties in their induction classes.

Ragging of students is prohibited in the college campus. As per Government order Sexual Harassment Prohibition Cell has been constituted and comment and torment to girl students are strictly prohibited. The grievance redressal mechanism remains active through Grievance Redressal Cell, Anti-Ragging Cell, Equal Opportunity Cell and Women Empowerment Cell which organised various sensitization programme the workshops on Women Empowerment, Role of Self Help Groups. Anti-addiction and Digital India for Women etc. are organized. A Discipline Committee formed of senior most members of the Teaching staff consisted of both the sexes go round the campus vigilantly in interval on every working day to verify safety and security of the students. Any miscreant detected by them is restricted and fined or allowed to continue their studentship after submitting due undertaking to the Principal. Any grievance relating to sexual harassment is carefully redressed.

The girls are trained in Self-Defence Programme. Some of them work as Master Trainers of Self – Defence Programmes now. The Girl students having singing capacity are encouraged to take part in Cultural Programme and perform opening song, Chorus or welcome song of different celebration.

Girl students are given ample chances to take part in Annual Athletic Meet. They are trained to play Khoko, Kabadi and Basket Ball and allowed to participate in music chair, needle race, anchoring, dance and painting. An amateur group of women Rugby players is continuing in the college. In 2006, the team played for the State and won National Trophy at Nehru Stadium, Indore. Next year the team won runners up Trophy.

The students in the Departments of Sociology, Sanskrit and Education consist mostly women students except Home Science carry on some best practices of the college. The special attention is given to them who bring laurel to the college in academic excellence. The provision for Gender Equity programme and Annual Gender Sensitization Action Plan are included in code of conduct and protocol of the institution.

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

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

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

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document

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

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

Response:

The college schemes a specific waste management system and definite principles are adopted in case of recycling or storage of waste materials, breakage and unused waste material available in the campus.

Solid waste Management-

The solid waste material are produced of construction work, office stationary , wood-work and furniture maintenance . Further, old answer scripts and old newspapers are to pile up as unused articles. The waste material such as broken bricks, gubbles , cement tips , rough sand etc are the material used for metalling the same for building extension of roads and connectives. Such waste materials scattered here and there are collected and used for building new roads. The office wastage such as rough papers, old records, old answer scripts and old newspapers are graded properly . In case of important records the same is kept in the storerooms. But, the unimportant records are disposed commissioned order prepared in the office.

But the answer scripts beyond three years, the old newspapers beyond two months are sold at marginal price at auction . The waste papers , wood and cement bags are sold on auction.

Biochemical Waste Management-

The waste material in form of bio-products such as fallen Leaves , dried flowers , old saplings , dead trees, Leaf-plates from college canteen, dried grass etc. are dropped and disposed into Nafed compost pit which has been recycled as Bio-Compost to be further used for manuring the garden and selling to the public . The use of polythene material has been strictly prohibited in the campus. The dustbins and garbage bins are placed in the campus to dispose wrappers , peels and any waste materials produced from the use of students. The college has installed sanitary napkins vending machines with destroyer in female washroom for incine ration of used napkins. The sanitary pad dispensers are placed in ladies wash rooms.

Liquid waste Management – The liquid waste hailed form of chemical mixed water from chemistry laboratory, basin water from college canteen and common rooms , water used for experiment in Biology laboratories, water used in the toilet are ventilated into their respective soaks pits , where the same is recycled a for recharging underground water. The rain water is drained off into the college pond for storage. The surplus rain water has been evacuated / drained off to the main drainage on the side of the main road.

E-Waste Management – The old and default computers, electronics apparatus , laboratory equipments , Xerox machine, fax , telephone handsets , UPS , batteries , printers etc. whenever becomes unrepairable are dumped in a store room and disposed off to a scrap dealers only after the decision taken in the Staff Council and approved of the Planning and College Development Committee.

The college undertakes the responsibility towards keeping up the campus neat and clean without doing any damage to the environment. So, the cleaning programmes are scheduled. Internal Green Audit is done every year to maintain ecological health of the campus.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

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

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

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

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

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: C. 2 of the above

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

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

India stands unique for unity in diversities. In the college campus the diversity is obvious because of the students and staff belong to different caste , creed , community , religions , section and region . However, the main objective of the students and teachers is to cater a healthy atmosphere for Teaching-Learning process. The optimum utilization of support services and academic facilities, massive participation in co-curricular and extra-curricular activities are available to all without any bias and discrimination which are the guiding principles of the Institution. Moreover, such an establishment has different grades of workers from Class-IV employees to Class-I officers. It is an important task for the authority to keep co-ordination among all categories of employees to provide them an environment of inclusion that they can offer the best of their services and duties in their respective positions.

The College is offering best service for regional development through situated at a place mostly of backward class and scheduled caste communities. A number of students and employees belonging to divergent communities pursued their studies and discharged their duties in respective positions in proper co-ordination and mutual help in a bond of fraternity and team spirit. Any dissension from students has been taken into consideration in proper forum of discussion and debate in the Staff Council before the student representatives. Their charters of demand if just and genuine are fulfilled.

The college counts situatedness and the occurrences going around its peripheries. The college through social service wings such as NSS, YRC, Sabuja Bahini Eco Club, Rover and Ranger Group working in the campus chock out plans for programmes of social awareness, rescue and relief work, sanitization, plantation, social work, workshop, health camps, Blood Donation Camps , rally, and volunteership in local festivals .

On 19.11.2015, an awareness camp on Swachhata, national integration and Right to public service was organized for the whole day in which the representation of local people was accomadated. On the 21st November 2015, a Blood Donation Camp was organized in which 120 vials of blood was collected. On 22nd November 2015, a programme on Consumer Right and Basic Health was organized. On 20.11.2016, a rescue operation of Flood Victims was carried out. On 15.10.2017, a plantation programme in the adopted village Baringia was conducted by NSS Volunteers. On 09.11.2018, an Old Age Support Programme Health check up camp of beneficiaries was organized for the Senior Citizen of the locality. On 17.03.2019, another Health Check Up Programme was organized.

The workshop on Women Emancipation, Child Right and Social Security, Digital India for Women

etc. are organized in which the local Sarpanch, SHG members, Revenue Workers and local gentry participated.

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

Response:

India is a Republic that everybody has to contribute something for her development. To become a role model, the college published a Handbook for stakeholders to maintain human values, professional code of conduct and protocol of the institution. To inculcate rights and duties moral obligation and responsibilities in students, they are advised to be regular, punctual, time bound and sincere in academic and co-curricular activities to reach at the ultimate truth. They need to be value oriented and ethically sound. They must be sociable and have faith on liberty, equality and fraternity. They must respect unity and integrity of the nation and promote friendship and assimilative credible values. They must possess civic behaviour, undertake to social responsibility and devote to the cause of serene outlook of life and approach to truth, honesty and morality.

The rules and professional ethics for teachers published in the guide book reminded of their duties of being the archpriest of Nation building and man making. They are to devote their spirit and offer dedicated service for the cause of the learners. They must avoid selfishness, egotism and escapism, develop self sacrificing spirit and empathy to share with others and avoid any sort discrimination in dissemination of knowledge. They must improve the skill of clarity and precision in their method of teaching and promote love, fellow feeling, oneness and united approach to each and every. They are to be punctual and duty bound and cast off laziness and indolence. They are to develop their curiosity in others, creativity, innovative mind and improving communicative skill.

The guidelines for parents prescribed to make them free from the coils of attachment, make their wards to cast off homesickness and support for their academic growth. They are to abjure their sectional interest and take interest in academic matter. Alumni are to support for the promotion of academic, extensive and cultural activities of the institution.

In order to promote the national consciousness and social responsibilities among the stakeholders, the college authorities organize a number of meet, conference, discussion, workshop, debate and symposium throughout the year. Moreover, the students are made aware of their right and duties in term of the constitutional obligation their induction classes. The preamble of the constitution, fundamental rights and duties citizen charter, national Anthem are displayed in conspicuous places. The celebration of College Foundation Day, Republic Day , Independence Day, Constitution Day, Youth Day, Teachers' Day , Children's Day , National Voters Day , Rastriya Ekata Divas , International Yoga Day , World AIDS Day , NSS Day , Utkal Divas and Martyrs Day etc. are celebrated to the stakeholders. Moreover, the discussion on Anti-Corruption , Cyber Crime , Consumer Rights , Right to Public Work , Right to Public Information , Active Citizenship , Consumer Rights , Human Rights, Intellectual Property Right also make them aware of the right and duties as the citizen of the country.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and

other staff and conducts periodic programmes in this regard.

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

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

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

Response:

The College, as premier institute believes in its duties and moral obligation to sensitize the stakeholders of cultural, moral, social, patriotic, national values and character of the country. To implement its annual plans, the college schedules celebration, festival, birth anniversaries, memorable days, events of historical, social and scientific importance, awareness camps as responsible institution in the Academic Calendar. Such celebration, commemoration and festivals give the learners an idea about cultural values, tradition to remember, memorize the glories of the past and feel proud of our cultural heritage.

The college in auspice of NSS, YRC, Science Society, Odia Sahitya Samaj, Sabuja Bahani, ECO Club, Internal Quality Assurance Cell, Women Empowerment Cell, Cultural Association, College Foundation Day Celebration Committee arranges various functions, celebration, commemorations and festivals. Moreover, prize awarding ceremony, felicitation and entertainment programme occupy special attention in those events.

The college celebrates the following memorable days in which students, staff members and invitees take part in discussion

Sl. No.	Title of the Programme	Events conducted	D
1	Republic Day Celebration	Flag Hoisting, Principals Address, Debate among students, parade, Plantation	Ja
2	Independence Day Celebration	Flag Hoisting, Principals Address, Debate among students, cleaning	A
3	Gandhi Jayanti	Meeting on memories of Gandhi, Rally, discussion	onO

		Gandhian Ideology	
4	Teachers' Day	Seminar on Role of Teacher,	Se
5	Swachhata Divas	Cleaning Camp , Discussion on cleanliness	O
6	National Voter's Day	Awareness on Democratic right and franchise	Ja
7	Rastriya Ekta Diwas	Seminar on Unity of the Nation	O
8	International Yoga Day	Yoga Practice, discussion on values of Yoga, Awarding Ceremony	Ju
9	World AIDS Day	Workshop on AIDS Awareness	D
10	NSS Day	Rally , discussion on social service	Se
11	Children's Day	Discussion on the role and responsibilities of youth	N
12	National Youth Day	Role of youth in national integration, role of Swami Vivekananda making India great	Ja
13	Constitution Day	Debet on Rules of Indian Constitution	N
14	Martyrs Day	Discussion on role of martyrs for freedom of the country	M
15	Utkal Divas	Discussion on formation of separate Odisha State.	A
16	College Foundation Day	Discussion on the Establishment of the college and its contribution to the Locality	Ju
17	Annual Day Celebration	Festive occasion to address the students, awarding ceremony.	L
18	Annual Dramatic Function	Students staging Dramatic Art, Awarding ceremony.	L
19	Inter College Cultural Meet	Talent Hunt among the participants from different colleges and awarding ceremony.	andL
20	Annual Cultural Meet	Cultural competition among students	L
21	Annual Athletic Meet	Athletic Competitions and Awarding Ceremony	L

Besides the above ceremonies the birth and death anniversaries of the national and provincial leaders, scientists, poets and philosophers observed in departments. Focussing on cultural diversities, multi-linguism, nationalism, internationalism and national character of India.

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice -1

Title of the Project: **LOCAL HERITAGE AND MONUMENT SURVEY EXPLORING THE SECRETS OF LOCALITY IN PARGANA OF VISHALKHANDA AND DASAMALANGA AND ITS ADJACENT AREA**

Obejective :

Gopalpur College, Gopalpur is situated in the region which had historic background of the Mughal Pargana of Vishalkhanda and Dasmalanga. It is situated in the centre of both the Praganas. Once the area was famous for glorious maritime activities of Kalinga. It has certain old monuments and ancients heritage that its studies are urgent to bring those monuments to focus. More over the project work aims at

1. Engage the students for field survey and to collect materials relating local heritage.
2. It will give practical knowledge of data collection as in research methodology.
3. It will focus on the religious, cultural national and historical background of the area.
4. The study will focus on historical temples , water projects memorials etc.

Context :

Study in old Temples and Mosque

1. Maninageswar Temple at Vardhanpur
2. Bakreswar Temple at Bankeswar
3. Baneswar Temple at Puruna Balasore
4. Pancha Lingaswer shrines at Debagiri Mountain Panchligeswar
5. Syamsundar Jew Temple at Balasore
6. Budikalendri Temple at Inchuli
7. Bhujakhia Pira at Balasore
8. Brahmani Temple at Avana
9. Radha Gopinath Daru brahma at Bishnupur

Water Reservoir:

1. Malika Sagar and Achuta Sagar at Srijunga
2. Odisha Costa canal on the Bay of Bengal
3. Bag Brindaban Tank at Balasore
4. Desua Pukhari at Chasakhanda
5. Kota tank at Remuna

C. Memorios and Monuments:

1. Salt Satyagraha Smruti Stambha at Inchuli
2. Salt Satyagraha Smruti Stambha at Srijan

3. Salt Satyagraha Smruti Stambha at Chudamani
4. Saheed Smruti Stambha at Khairadihi, Tudigadia
5. Saheed Smruti Stambha at Eram

FOLK DANCE AND TRADITIONAL PRACTICE

1. Chadheya Nata
2. Jau Kandhei Art
3. Chaiti Ghoda Nacha
4. Sasthi puja
5. Kandhei Nacha
6. Sola Pala
7. Dhana Koila
8. Laudi Nata

4. Practice:

The Moghal Parganas Vishalkhand and Dashamalanga presently belong to Bahanaga, Balasore Sadar and Remuna Block lying closer to Bay of Bengal has been a area economically and socially backward. Though the spread of higher education has brought a revolution to achieve social, political, economic cultural freedom yet no attempt has been made to locate the life style, cultural activities, religious practice, entertainment, social customs etc. taken off by the predecessors.

The survey topic “**Local Heritage And Monument Survey Exploring the Secrets of Locality in the Pargana of Vishalkhanda and Dasamalanga and its Adjacent Area**” consists of four parts such as Temple culture, Reservoir, specification and Memoirs and monuments, Folk dance and Traditional practice. In part A, a group of Temples named Maninageswar Temple at Vardhanpur, Bankeswar temple at Old Balasore, Bakreswar temple at Bakreswar and Khajureswar temple at Sergarh spreading Shivaism of Somavanshis in Odisha. The Budhikalandri Temple at Dhobakhandi on Khandia bank near Inchudi and the Brahmani temple at Avana is best historical monument on speaks about the ancient trade and commerce of Klinga with South East Asia. Then Panchulingeswar shrine spreads Shiva culture in that area. Again mixture of Hindu and Muslim culture is found at Bhujakhiapir at Sunahat. Shyamsunder Jew temple at Damodarpur speaks the story of Salabeg. Darubrahma Radha Gopinath temple at Bishnupur is unique not only in Vishalkhand Pargana but also in Odisha.

5. Evidence of success:

The student team is taken to the place of local importance and they interacted with the local people and the aged persons of the locality. The old men were satisfied and praised that such an attempt has been taken by the college students. They expressed their anger that in the age of electronic media, no one is interested about their ancient heritage. The young mass are interested in television cell phone, social media and selfie. But they don't have any idea about their own village, its contribution to culture, nationalism and

welfare activities in the past. They wished that if such study is carried on, the dead and dumb monuments will rise to speak. The students were also interested to know about various aspects of historical studies. The project work has been taken as five years programmes and it has completed two years and same practice will continue for next batches of students .

6. Problem :

While taking of the project work we faced different problem.

1. Time is very short for such work in complex schedule of duties.
2. The movement facilities to those areas was not possible.
3. The team of the students selected for the works felt shy to work on the spot.
4. The teacher and guide took much strain to carry on the project work
5. The more resource is required for such study than amount sanctioned by the college

7. NOTES

Such a project work will definitely boost inspiration among the students. The project works is carried on by Department of History of the college and Under Graduate students are engaged for, Archaeological survey under the guidance of departmental supervisor worth praising. It is a project work of groups of students hence, its copy right is reserved as property of Department of History of Gopalpur College, Gopalpur Balasore.

Best Practice-2

Title of the Project: STUDENTS EDUCATIONAL ASPIRATION PROMOTION FUND.

Objectives of the Practice:

In order to work out the proposal of Internal Quality Assurance Cell into action the students Educational Aspiration Promotion Fund has been set up in Gopalpur College, Gopalpur, Balasore, Odisha on 22.08.2019 with the following objectives.

1. As the institution has been established in the socially-economically backward area closer to which is costal belt mostly populated by fisherman community, Scheduled Caste, Marginalised farmers and backward class their children in certain cases are highly meritorious, but fail to cherish their noble aspiration of higher studies due to their financial stringency and utter poverty.
2. A noble practice to collect some funds to assist those needy students has been adopted with the

motto “Education for Aspirants” which promotes guidelines of foundation, accommodation and utilisation of such funds.

The Context:

Education and training are the bases of promoting mileage of empowerment and progression of human race. So, the Vedic Version differently advocates “Vidya dadati vinayam” and knowledge dispels the darkness of ignorance. Hence, the college retains the words of Upanishad in its Coat of Arms ‘Tamaso ma Jtotirgamay’. Realising the importance of knowledge, the fund above named continued from its Foundation Year-2019 as one of the welfare schemes for the students of the college.

The Internal Quality Assurance Cell in their meeting on 25.07.2019 while reviewing the students’ performance proposed to create a fund to help the meritorious students those who have financial stringency failing to bear the cost of their study. The proposal was accepted by all members of IQAC. So, it has been taken as one of the Best Practices of the college since 2019, the year of its introduction.

THE PRACTICE

Accordingly one donation box has been set up on an erection of elevated platform. The platform is called “ Vidya Bodhayani Dana Mondira” set to glorify knowledge. The memorable versions highlighting the importance of acquisition of knowledge are inscribed on the body of the platform. Such maxim inspires the students towards learning. Moreover, the students, teachers, employees, guardians and employers are requested to donate something as per to their capability in the Donation Box. The fund collected in the donation box has been taken out every week and the fund register is maintained. The eligible students are notified to apply for availing the fund with their detailed Bio-data regarding their performance in studies and financial status of their family supported by authenticated documents.

EVIDENCE OF SUCCESS:

Though the practice has been adopted very shortly, the students and teachers have shown their interest to donate for the cause of education. This academic year 2019-20 an amount of Rs. 3255/- (Rupees Three Thousand Two Hundred Fifty Five) only has been collected from the Donation Box.

Sl. No.	Name of the Students	Class & Department	Roll No.	Amount	Date of
1.	Sinali Behera	+3 2nd Year Arts, English Honours	BA-18-138	1000/-	13.02.20
2.	Latanjali Moharana	+3 2nd Year Science, Botany Honours	BS-18-029	1000/-	13.02.20
3.	Swati Behera	+3 2nd Year Science, Zoology Honours	BS-18-090	1000/-	13.02.20

PROBLEMS ENCOUNTERED AND RESOURCE REQUIRED

In order to implement the practice, the collection of fund has been a problem. Moreover, the permanent asset to implement the practice has been thought up. It is decided to collect some substantiated amount from philanthropic persons. The donation from the students, staff and public may fall short to meet the demand of more applicants.

NOTES

Though the practice is difficult to operate, yet it is a noble attempt. It will do a lot to assist the students of distressed family to pursue higher studies. If the fund becomes sufficient, the admission fee of the pass out poor students for Post Graduate courses will be sanctioned to the meritorious poor students.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

Gopalpur College, Gopalpur has incepted its clear vision to promote higher education in the area catering, educational need and awareness of public, searching for knowledge and widely assuring a revolution in the field of consciousness. Its motto is well inscribed in its coat of Arm enshrining the Vedic Version 'Tamaso ma Jyotirgamay'. Being established in 1978 and upgraded to Degree Classes in 1987 the college has been older than 40 years in working in the path of contributing education and dissemination of knowledge to the learners more than four decades that it has been able to bring an overall transformation in socio-economic, political and cultural upheaval of the area. By setting their foot in this temple of Learning, a good number of youths have been able to coveted different places and positions in different administrative, political, technological, medical, , journalistic, banking sector, digitalisation, e-sources, social work and teaching professions. Moreover, the institution has boosted up the career of some learners as singers, actors, anchors, public speakers, social workers to their credit. The student resource is its glory who proves their worth in deeds for they have been atoned for.

It is pertinent to mention that the college was set up in purely on rural base, but for its long service to the locality it has brought a tangible change in developing urbanity in its peripheries. Basically the area belongs to tract of S.C., S.T. and OBC who were down to earth in their living and thinking process. But

after establishment of the Institution, the standard of the aforementioned communities has greatly improve in social , political , cultural and educational point of view. Their children getting educational facilities for progressing to occupy prestigious positions.

The area belongs to maritime glory of Odisha , fire bed of freedom struggle and glittering canvas of folk culture. The salt satyagrah is during the freedom struggle of the nation fought at Srijung , Inchudi and Iram that bear resurgent patriotic feelings. In the old past, the people of the area had trade and commerce with Indonesia and Maldives. The Brahmani temple in its vicinity witnessed the truth of worship of the Sadhabas in the temple before their voyage. The area was once famous for folk dance, verse, play, folk song, folk tradition and worship. In this rich historical background, the higher educational institution tries to focus on the reality of its prominence and old values.

The college is accorded affiliation in some rare subjects such as Home Science, Hindi, Education, and Sociology that the faculty of education in those subjects are not available with some contemporary and senior colleges. By devoting its academic pursuit and sincerity, the institution has promoted consciousness in human rights, gender equity, environment protection and cultural diversities.

The college aims at bringing all round development of its learners in body, mind and spirit. It plans to take up professional and vocational Add-on courses in Art and Craft, Science and Technology, Cultural shows and leadership. It will bring the traditional culture of the area into lime light. In stage shows and mobile plays the ancestors of the areas excelled in the past in folk practices like Bausarani Dance , Chadheya Dance , Bhata Song , Pala , Daskathia , Patua Dance , Chaiti Ghoda Dance , Sakhi Kandhei Dance, Sapua Kela Dance , Zingle Song , Kendera Song, Monkey Dance , Nautumbha Song , Yogi Song , Duet , Gitabhinaya , Katha Kandhei dance etc . The college wishes to highlight on those traditional culture by inviting amateur groups and felicitating the alive actors.

The college has focussed on the role of Physical Education and Yoga Practice for physical fitness and alertness. The young learners are trained of various games and physical exercise . The college Rugby team has been very popular in the area. The students of the college participate in

games and sports arranged in the locality. Some successful pass outs have been accomodated in Defence Service, Police Force and Boarder Security crops. Moreover , many a pass out students have been employed as a teachers , doctors , professors , engineers , administrative officer , business executive , social workers , reporters , artists , Government employees , bank officers and architects.

To link education with employment, the college has designed a number of Add-on Courses like Diploma in Agriculture Earning , Diploma in Old Indian Values , Certificate Course in Yoga Therapy and Human Health , Diploma in Computer Application, Accounting and Income Tax , Certificate Course in Spoken English and Interview Facing Technique and Value Added Course like Teaching of Bhagabat Gita in Personality Enrichment . The students have been enrolled in the courses and completed the course successfully

The college organizes different cultural and intellectual competitions such as Quiz , dance, song , debate, acting , drawing , painting & recitation etc among students . It organizes seminars, workshops, discussion , symposium and debates for intellectual discussion and awareness. Thus the college wants to sensitize the locality with its vision and mission to promote Higher Education to the students of the area to integrate them in national mainstream.

Link about the college in website :

File Description	Document
Appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

The college motto ‘ **Tamaso Maa Jyotirgamay** ’ stands for dissemination of knowledge. The College, a premier institution in Eastern Balasore stands for a hope and resort of learning. It needs support for strengthening its base for the service of the nation. The college has good curriculum, experienced teachers, wide scope of co-curricular and outreach activities, good academic record and students support , necessary infrastructure and learning sources, proper administration and a number of best practices. It renders noble services of caring the young mass to settle in life and living. A higher education Institution is a hub of public information and community development. Gopalpur College works for social awareness conducting a number of workshops, Seminar and awareness programmes like rallies, road show, meetings on the issues of bad effect of addiction to narcotics, health problems governmental helps towards distressed, rights to information, child care, social security, role of women, digitalisation, AIDs awareness, old age care, use of waste paper, waste management etc. Moreover, the Students Counselling and Employment Information Cell provide information regarding career opportunity and job to select. The proctorial system is a healthy practice to improve personal relationship among the teachers and students

Concluding Remarks :

Education as continuous life long process has no limit or end. The framework of education is going on changes to accommodate new innovative concepts in public instruction. Gopalpur College tries to adjust with new trends and measures prescribed by the University at per the quality drive envisaged by the UGC and NAAC. The process of teaching is going to merge from descriptive to prescriptive instruction elaborate note to selective ideas, lecture method to power point presentation, teacher viewed teaching to student- centric learning. The changes are slowly creeping into the process of lesson work and the mind set of all its faculties.

The process of quality assessment has been very essential to know of about the standard of HEI if reached up to mark. The college has already experienced the meticulous process of accreditation while its 1st Cycle was over in 2006-07 Academic Session. Since the day, the institution persists a journey of commitment towards maintaining quality in education. Best Practices in the domain of higher education are available to its aspirants. The Internal Quality Assurance Cell has become instrumental in bringing transformation in academic and administrative set up. The IQAC remains watchful to quality maintenance that its reports are communicated to Government, the Governing Body, the University, UGC, State Council and uploaded in AISHE portal.

Since its 42 years of existence, the college has taken care of the generations of students in her mission of enlightenment and many of its alumnae have been placed in coveted positions and honourable posts. Simultaneously, it plays a pivotal role in bringing about a social change, economic progress, political awakening and cultural upheaval in the life and belief of the locality . The institution in its thrust, has been a catalyst to realise its vision and fulfil its mission. The scarcity of fund has been a bottleneck to the institutional progress to develop its infrastructure, maintain academic standard and assist researches. Keeping in view of conditions, it is a great pleasure to submit the Self-Study Report for assessment and accreditation of Cycle-II for the view of the peers of the NAAC.

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