



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Government Science College , Chatrapur
• Name of the Head of the institution	Sri Kishore Kumar Behera
• Designation	Assistant Professor of Political Science
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09437322173
• Mobile No:	09437322173
• Registered e-mail	principalgsc@gmail.com
• Alternate e-mail	principalgsc21@gmail.com
• Address	Chatrapur, Near NH 16
• City/Town	CHATRAPUR
• State/UT	ODISHA
• Pin Code	761020
2.Institutional status	
• Affiliated / Constitution Colleges	affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Berhampur University				
• Name of the IQAC Coordinator	Manoranjan Maharana				
• Phone No.	9090145493				
• Alternate phone No.	9090145493				
• Mobile	8249175984				
• IQAC e-mail address	iqacnaacgsc22@gmail.com				
• Alternate e-mail address	principalgsc@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://gsc.ac.in/aqar.php				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gsc.ac.in/				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.58	2017	23/01/2017	22/01/2022
Cycle 1	B	70.50 score	2006	17/10/2006	16/10/2011
6. Date of Establishment of IQAC			01/07/2014		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
RUSA	NIL	UGC	2018	4.88 CRORE	
DHE	OHEPEE	WORLD BANK	2019	3.2 CRORE	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
In this year, during COVID - 19 situations, the following steps and activities has been made. 1. Online classes were taken with the help of ICT tools. 2. Online examinations. 3. Awareness for COVID-19 situation, social distancing, hygiene and frequently hand wash.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Online classes with the help of ICT tools.	Achieved
Online examinations	Achieved
Awareness for COVID-19 situation, social distancing, hygiene and frequently hand wash.	Achieved
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	28/06/2020

15. Multidisciplinary / interdisciplinary

This college follows the model CBCS syllabus prescribed by the Higher Education Department of Government of Odisha. So, there is less scope for opening multidisciplinary courses, the institution is planning to include such subjects in under graduate as well as in post graduate level taking into consideration the basic academic development of students and to face the challenges ahead. However some significant area of interdisciplinary topics like waste management, Disaster management, sustainable development, Pollution control, sanitation and hygiene etc are taught in the Environmental Science syllabus and literature (under AECC-1 and AECC-2). Also students learn subjects of different disciplines of same stream as Generic elective subjects. During the project work of final semester students, mentor/ supervisors encourage and motivate the students to take up topics related to these topics. Seminars/Webinars are conducted at Department and college level to acquaint students on multidisciplinary and interdisciplinary topics.

16. Academic bank of credits (ABC):

Academic Bank of credits (ABC) will be very effective system that would enable students to open their academic accounts and give flexibility and multiple functions for entering or leaving college. College will also create the ABC of individual students and will integrate it with resources/ scheme such as NPTEL, SWAYAM, and V-Lab etc .Credit verification, storage, transfer and redeem will be enabled for providing broad scope and privilege.

17. Skill development:

The real empowerment of students lies in identification of individual talents and development of professional skills, soft skills, ethics, morality and values. The skill Enhancement Compulsory Course (SECC) included in the CBCS syllabus provided basic knowledge in the field of Communicative English and Quantitative and Logical Thinking. The institution presently

successfully conducts few skill development programmes. Cultural and Literary competitions are held during different occasions to promote writing skill, fine art, performing art of students.

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

Indian knowledge system is based upon the its rich heritage and traditional values as well as the modern and new age technology .In the present syllabus students get exposure to all such prospects through the curriculum of History, Political Science etc. The last semester students of department of Odia and History, are guided by their teachers to carry out project work on such topics. Some of the courses of PG Odia, includes tribal knowledge and their culture.

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

As the college is bound by the model syllabus provided by Higher Education Department, there is less scope in changing the syllabus. But the college plans to focus on research and innovation, create industry academic linkage and interdisciplinary researches. Internship programmes will be more vibrant with local industries and business establishments. Career counseling cell would be strengthened and employability will be enhanced and entrepreneurship programmes will be initiated. Science syllabi will be more practical oriented and innovative ideas will be developed through collaboration. Students will be motivated to carry research in fields related to development of society , natural resources, Energy conservation and alternate source, Agriculture, Women Studies etc.

20.Distance education/online education:

Not Available.

Extended Profile

1.Programme

1.1 264

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

File Description	Documents
Data Template	View File

2.Student

2.1 1657

Number of students during the year

File Description	Documents
Data Template	View File

2.2 351

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

File Description	Documents
Data Template	View File

2.3 427

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 36

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 44

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	264
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1657
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	351
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	427
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	36
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	44
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	5.143
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution implements the CBCS curriculum as decided by the affiliating university and has taken the following steps to ensure the effective delivery of the curriculum to the students.

1. Departmental time table is prepared by concerned department based on the master time table containing the theory, practical, virtual classes and seminars.
2. The Heads of each department distributes the complete course to the faculties of that department.
3. Each faculty of the institution has to prepare a lesson plan-progress register throughout the academic year to document the effective delivery of the curriculum.
4. The lesson plan-progress register of each faculty is duly verified through their Head of Departments and the head of institution.
5. Also, the academic bursar along with the HODs of the concerned department oversee the implementation of the

entire plan by holding departmental meetings at regular intervals, thereby reviewing the progress in implementation of the syllabus.

However in this academic year, due to COVID - 19 pandemic situation, the curriculum delivery process was deeply affected. As per the instructions of state government some of the days of the year, the classes were being conducted through online mode and some other days, these were through offline mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

As it is an affiliated government college, the academic calendar decided by the University and the leave structure decided by the Higher Education Department were followed by the institution. However, the institution conduct the internal assessments for each semester as a part of the requirement of the programme as per CBCS system. In addition to that each department conduct surprise tests, quizzes and seminars for continuous internal evaluation.

In the current academic year, due to COVID pandemic, the process of continuous internal evaluation was deeply affected. However, the teachers were advised to do oral quizzes, written assignments during online classes.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

C. Any 2 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

13

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

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

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

0

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

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

0

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

0

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

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

The curriculum decided by the University for UG and PG programme includes the crosscutting issues e.g. Professional Ethics, Gender, Human Values, Environment and Sustainability.

1. As per CBCS pattern the university has introduced a compulsory course 'Environmental Studies' as Ability Enhancement Compulsory Course in the first semester of all UG Programmes.
2. In addition to above courses, some other courses also includes topics related to the crosscutting issues. A data of different courses of different programmes has been attached here.

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

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

7

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

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

253

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

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

E. Feedback not collected

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

792

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

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

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

114

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

2.2 - Catering to Student Diversity

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

Regardless of merit, caste, gender, or reservation, the institution accepts all types of students and the students are being instructed and taught together in general classes as per timetable. However, all students do not receive equally as some of them are slow learners and some of them are advanced learners. There are several methods available for teachers to keep tabs on both fast and slow learners. In the first place by looking at their previous exam marks. Then by day to day interactions in general classes, their performances in different class examinations and internal assessments and so on.

For slow learners, a variety of factors including social, economic, and financial problems contribute to their poor performance. Students from financially poor families get scholarship from government in the EBC category to continue their study. The teachers encourage and motivate the slow learners separately. The teachers also take extra classes for the needy students. These students are also encouraged to ask their doubts to the concerned teachers at their free times.

Advanced learners are encouraged and motivated to maintain their high levels of performance. For that they are judged in each step during the programme. Each department conducts student seminars and teaches some part of their course in class. Also they are advised to attend different seminars, workshops, talks, film screenings, symposiums, soft skill programmes, field trips, excursions, and other extracurricular activities for their advanced learning.

However, most of the activities were affected due to the COVID-19 pandemic situation.

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

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

Number of Students	Number of Teachers
1657	36

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The faculty members work hard to help students realise their full potential and grow as leaders. The college focuses on student centered approaches to improving students' lifelong learning abilities. Its faculty members work tirelessly to make learning more interactive. The institution promotes experiential learning by allowing students to participate in study tours, local field trips, exposure trips, various workshops and seminars, hands-on training, and other activities organised on and off campus. In science classes, experimental methods are used to familiarise students with facts through direct experiences. Students are also encouraged to take part in group discussions, role-playing exercises, and other activities. To supplement their learning experience, departments organise student seminars that include discussions and question-and-answer sessions. The institution also assigns tasks to students that teach them problem-solving skills. The lecture method allows the teacher to interpret, analyse, and explain the topic's content. The institution encourages the use of LCD projectors in regular classes. Faculty members use a variety of ICT tools to facilitate learning in seminars and workshops. LCD Projectors are used by faculty members for Power Point Presentations of class lectures and discussions, and OHPs are used for slide presentations.

however, all the processes are deeply affected due to COVID-19 pandemic situation.

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

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

ICT is necessary in facilitating teaching and learning. Used of ICT tools have changed classroom communication methods and instructional strategies. Instead of the traditional teaching approach, ICTs have made teaching and learning interactive and collaborative. It is widely assumed that integrating ICT will assist us in making education more accessible and affordable. The increasing role of ICT in education makes education more democratic, which improves the quality of education services available to students even in the most remote corners of the country. College teachers all strive to make the best use of technology in their classrooms. At present four science departments i.e., Physics, Chemistry, Botany and Zoology have classrooms with projectors and screens. One conference hall and one language lab also contain projectors and screens. In addition to that one virtual class room with projector, smart board and facility to connect internet to that. The college promotes the use of ICT enabled teaching, e-learning resources, and online courses in order to make the teaching-learning process more outcome oriented and student-centric. It has a well equipped virtual classroom for all students.

However, in this year, due to outbreak of COVID-19 pandemic and shut down, the teachers and students were not coming to the institution for physical mode activity and most of the classes were made through online. Hence the ICT tools of the institution were used by the faculty members to take online classes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.gsccl.ac.in/gallery.php

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

2.3.3.1 - Number of mentors

36

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

2.4 - Teacher Profile and Quality

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

36

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

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

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

121

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

2.5 - Evaluation Process and Reforms

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

As per CBCs system, 20 % marks of each course should be evaluated through internal assessment. For this a proper transparent method is followed. In the first, a notification is being made for the students regarding the date and pattern of the examination. In the concerned date, students face the assessment and after that the concerned teacher evaluate the answer scripts. As per requirement, the internal examination should be conducted after 40 % completion of the syllabus.

During the academic year, the unit-II of each paper was chosen as guided self study unit. 5-6 six doubt clearing classes were conducted through online mode for better understanding of the self study unit. The question papers were set after the doubt clearing classes and examination was conducted through online mode. The students were given opportunity to clarify their doubts regarding internal evaluation for fair evaluation.

Due to COVID pandemic situation, this year the assessment was made through online mode. In this process, the questions were sent to the students through email, the students had to write their answers in plain papers in front of online camera at their home or safe place and to send back the scanned copy of answer sheets to the concerned email id. A concerned faculty, as invigilator, watched the students through the online camera. All the faculties evaluated those answer copies collected through online.

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

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

It happens that, a few students could not give the internal examination in the prescribed date due to some personal or other reason. In that case, the person is given two chances to reappear the examination in the same year or in the next year.

One more case may happen that a student complains regarding the mark given in its internal assessment. In that case institution head takes step to recheck the answer script of the said student through the concerned teacher or, if it is required through a second teacher of the same subject. In such cases, the student is also allowed to check the corrected answer scripts to find out its mistake for which the marks has been deducted.

However no such case has come to notice in this academic year.

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

2.6 - Student Performance and Learning Outcomes

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

Teachers are well aware about the programme and course outcomes

and they make the new students to aware about the outcomes of the particular course and programme in the beginning classes and different occasions e.g. welcome functions, farewell functions and different career counselling programmes.

For example,

1. The compulsory courses like environmental science gives the idea about different pollutions and their remedies.
2. The compulsory courses like Communicative English improves communicative skills and Quantitative and Logical Thinking makes the student to be ready to face different competitive examinations after completion of the program.
3. After completion of the said programme, the students may go for higher studies and may choose research and teaching as a profession.
4. After completion of UG in Commerce and Economics, a student will gain various managerial and accounting skills. And so on.

A detail course outcomes for all courses have been given in the uploading section.

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

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

Institution follows a strong and well planned teaching-learning-assessment process to attain the programme and course outcomes and keep tracks of the students who passes out in the concerned year to know how many students have been achieved the programme and course outcomes. This is being made through by collecting information from the students through Whatsapp groups, and through student and alumni feedback system. Mostly the students are in contact with the faculties and Heads of the concerned departments through Whatsapp groups and Facebook pages and share their successes.

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

2.6.3 - Pass percentage of Students during the year

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

0

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.gsccl.ac.in>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3.91

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://oshec.odisha.gov.in

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

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

0

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

3.2 - Research Publications and Awards

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

3

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

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

1

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

3.3 - Extension Activities

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

Government Science College, Chatrapur has One YRC unit, one NSS unit, two NCC units (nava wing and army wing). These units periodically conduct extension activities in the neighborhood community on sensitizing students to social issues e.g. child marriage, child labour, woman empowerment, save girl child, Swachh Bharat, AIDS awareness, Gender issues and so on, for their holistic development and impact thereof during the year.

However due to COVID-19 pandemic situation, these extension activities have been affected. In total two such activities have been done. One by NSS unit of the institution on the topic name Encounter of Corona to aware the people about the Corona virus and COVID -19 pandemic situation. 45 students participated on this

programme on 24.05.2021. The other programme by NCC unit to clean Chatrapur and to aware the people the need of cleaning. on the date 15.01.2021, 32 students of naval wing participated on the cleaning and awareness programme.

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

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

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

0

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

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

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

7

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

217

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

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

2

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution spans over the geographical area of 4.1 acres and has adequate infrastructure to facilitate the physical mode of teaching-learning system. It has two separate blocks, one is science block and the other block is meant for Administrative, and the classes of Commerce and Arts departments. The later block includes Principal's chamber, Establishment section, accounts section, Examination section, SAMS lab and Admission section. The two blocks consist of 23 classrooms of different capacity of students, 1 smart class room, 7 laboratories, one conference and seminar room of 150 persons sitting capacity. The college campus has embraced the use of ICT tools by equipping some of the classrooms with ICT facilities and LCD projectors. The classrooms are well-lit and airy and are well equipped with plenty of benches and desks, blackboards and two classrooms of them are equipped with projectors. The 5 science laboratories are well equipped with instruments, chemicals and other facilities to do practical classes and project works. One computer laboratory for the purpose of teaching computational and other computing and web based applications. One language laboratory, the smart class room and the conference hall are equipped with projector and sound systems to facilitate the use of ICT tools in teaching. The College has a Library building comprises of central librarywith reading room for students and staff. The buildings are equipped with well-maintained toilets, fire safety provisions and CCTV surveillance.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.gsccl.ac.in/gallery.php

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

The institution conducts Cultural activities like dance competitions, annual day celebrations, NCC day celebrations, one-act plays, mono-action, song competitions, rangoli competitions etc. Besides, fresher, and farewell parties are also celebrated at the departmental level. The students and staff use the open pandal of the institution for Cultural events, staging annual college Drama etc. It has one class room and a conference hall with stage for cultural and Yoga activities. The college has a very good record of excellence in the field of various sports and athletics. Many students were selected to represent at university level in hockey, cricket and athletics. The athletic club of the college is running smoothly and is well equipped with various sports materials. It has indoor game facilities in student common rooms for chess, carrom, table tennis. It has an outdoor mini playground consisting of Badminton, Kho-Kho, Volleyball and Kabaddi Courts. Students use the playground for sports and other gaming activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.gsccl.ac.in/gallery.php

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.gsccl.ac.in/gallery.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5.143

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

4.2 - Library as a Learning Resource

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

The college has well-equipped library with adequate numbers of text and reference books to cater the needs of the students and teachers for various departments. Our library plays a vital role in providing reliable content for students, teachers, and researchers. It includes books of different fields like art, literature, books with ethical and moral values, scientific innovations, tribal culture, management and many more. It is a platform for making and shaping the future of the students. It is a gateway to personality development and capacity building for young learners.

Though the Library is not fully automated but is in the under the process of automation. The total numbers of books in the library are about 35125 and the number of visitors per day is 15-20. The

library has a separate reading room with 40 sitting capacities for teachers and students with separate sections. The college has a Library advisory committee consisting of The Principal, as Chief Coordinator, the OIC Library as Coordinator and other three senior Members including a jr librarian. The committee meets at regular intervals to decide on the purchase and improvisation of the library. Newspaper and internet connectivity have been extended in the library for easy student access.

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

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

E. None of the above

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

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

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

0.338

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Government Science College, Chatrapur has an upgraded IT facility and updates the facility as per the need. The institute have a computer laboratory with a reasonable amount of computers for the computing facility. It has a browsing centre to browse from net. There are also 5 number of computers along with printers in different departments and office rooms for official and other purposes. The browsing centre is equipped with internet facility of speed 5-10 MBPS. All the class rooms are under CCTV surveillance and seven rooms are equipped with projector, screen and other ICT facilities.

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

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.143

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

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

Building Infrastructure: College has constituted a development committee to look after the maintenance, repair, and construction of the building. There is a purchase committee to investigate the purchase of different items are being executed through a transparent process as per Govt. norms. The maintenance and up gradation work related to construction and electricity, government agencies like R&B Division, PWD etc supervise the work done by the contractors. The cost of the maintenance is generally beared by the concerned office. The minor faults related to the electricity and repairing of building are attended and repaired by the hired electrician, technician, carpenters etc.

Laboratory equipment and machines: Every department maintains stock registers for keeping the list of chemicals, glassware,

equipment, and other instruments used in laboratory.

Computer and IT infrastructure: Stock registers are maintained regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level and concerned technicians are hired whenever necessary.

Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.

Sports Equipment: The officer in charge of sports and games regularly maintains the stock register for the equipment and materials related to the sports.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

321

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

5.1.2 - Number of students benefited by scholarships, free ships etc. provided by the

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

0

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

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

C. 2 of the above

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

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

0

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

0

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

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

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
5	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
0	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
0	

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

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

The college is a government institution and it runs as per the policies decided by the Higher Education Department, under Govt. of Odisha. By keeping eye on different situations, the Higher Education Department decides whether in an academic year, all the colleges in Odisha should conduct election to form student council or not. As per the guidelines issued by the department, the colleges conduct elections. Except that the college also choose some active students as student representatives and add their name in the committees for different activities related to students and ask them to take step in that direction. Student representatives are also members of the IQAC of the college.

However, this year due to COVID-19 pandemic situation, as most of the country was shut down to maintain the social distancing, no such steps have been taken by the Govt. as well as college.

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

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

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

0

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

5.4 - Alumni Engagement

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

Yes. There is a registered Alumni Association in the College. It extends its helping hand to the college whenever it is required by the college administration. Its major contributions were the organizational support it gave during the NAAC Peer Team's Visit to the college in the last two cycles.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has an aim to promote value-based quality education with special emphasis on character building and

leadership qualities. Which leads to overall growth of students to become partners for the social development and hence in National Development Process. In order to fulfill its vision the institution plans to complete the curriculum in time with related student activities like seminar, quiz and internal assessments. Along with this the institution plans to have different co-curricular activities, e.g. debate, essay quiz and other such competitions, in different occasions. And also the institution arrange some competitions related to extracurricular activities e.g. cultural, sports and games etc. For all such activities, and further development in these the teachers of the institute participate in the planning of such events, academic activities to maintain discipline in campus, through different staff council meetings in the institution. Except that there are different other decision making bodies are present in the institute, e.g. Development committee, Financial committee, Library committee etc., and, the teachers present in different committees, participate in taking decision for the overall development of the institution.

The year 2020-2021 was very much challenging for the institution due to the outbreak of COVID-19. The head of institution, with the help of the teachers, took decision for different online classes and examinations as per the guidelines of the Govt. and the university.

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

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

Beginning of the every academic year, the principal, the head of the institution assign different responsibilities of co-curricular, extracurricular and other activities to different teachers in order to decentralize the administrative process and to ensure the participation of every teacher in the management process of different activities of the institution. In the process different committees and societies are formed consisting of members of different teaching staffs, such as Admission committee, Examination committee, Anti-ragging cell, Purchase committee, College development committee, Scholarship committee, Athletic

Association, Student Grievance cell, College disciplinary committee etc. All committees are headed by a Convenor or an Officer in Charge. All the committees and bodies meet several times during an academic year to plan and execute the different activities in the college.

Also each department works under the supervision of its head of the department. All the academic and departmental activities are performed under his supervision. As per the instruction of the government, proctorial classes being conducted once in every week. Each teacher is allocated a list of students to mentor. Additionally, students were nominated as Seminar secretary/ class representative to ensure student representation.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every year, the college plans its activities as per the holiday list decided by the Govt. and the exam calendar decided by the university. And the plan is being carried out accordingly. However, Due to COVID-19 pandemic situation, no such activities were planned in this year, however effectively conduct of online classes and online examinations is a great success for the institution.

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

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

This is a government institution. Appointments of different staff for the institution are being carried out by different central

bodies of the state government. And also the service rules of these employees are defined by the state Govt.

The Principal as the head of the institution, administrate through the different policies defined by the state government.

Administrative Bursar with the help of Senior and Junior Assistants gives the administrative support to the principal. For the financial part, Principal take the assistance of Account Bursar, Accountant and Senior and Junior Assistants. Academic Bursar takes the help of supporting staff preset in the administrative section to assist the Principal. The heads of different departments, with the help of the other teaching faculties and supporting staff of the departments give the academic and administrative support to the principal. Teachers, who are assigned the responsibilities for admission, examination and library, take the help of the supporting staff of the corresponding section to assist the institution head.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.gsccl.ac.in
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Absolutely, the teaching and non-teaching staff are the backbone of any educational institution like a college. They play vital roles in ensuring the smooth functioning of the institution and the holistic development of students. They are indeed the real assets and the driving force behind the success of any college.

Monetary welfare measures: Every member of the college's both teaching and non-teaching staff is entitled to a salary and other benefits as periodically determined by the government. The monetary benefits avail by the staff are such as

- Government Loan facilities
- Group Insurance Scheme
- Vehicle Loan and Education Loan
- Health Insurance and House Construction Advance
- Group Provident Fund
- Festival Advance for Class III and Class IV employees
- The regular employees of the college are allowed to enjoy annual increment of salary and Dearness Allowances as admissible time to time

General welfare measures: Different types of leaves that avail as per Government guidelines are

- 15 days casual leave
- 13 days earned leave
- 20 days medical leave
- Six months Maternity and 15 days paternity leave
- 15 days Academic Leave within a year for teaching staff.
- The teaching staffs of the college are also allowed study leave for research activities

The staff of the college are allowed to attend Faculty Development Programmes, workshop, seminar and symposium as participants or Resource Persons. They are also attend Refresher Course, Summer Course , Orientation Programme , Course Work , Short term Teaching Promotional Programmes ...etc.

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

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

0

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

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

0

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

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

4

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

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

The objective of the Performance Appraisal Report (PAR) is for employees to assess their individual efficacy at work and have their assessments reviewed by higher authorities. It displays the character role of the employee and provides their performance rating, significant work, and type of service provided to the institute at the discretion of the Principal. The system is an annual assessment which is normally submitted at the end of the financial year through Human Resource Management System (HRMS) portal managed by the state Government. The submitted Performance Appraisal Report (PAR) by the teaching staff is reviewed by Principal as the Executive Head of the institution, who fills up the Part-II of the report with his remark and rating to the individual employee. He forwarded to the higher authority for future course of action. Promotion and new grade pay are based upon the PAR approved by the higher authority.

File Description	Documents
Paste link for additional information	https://apps.hrmsodisha.gov.in/index.htm
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

All institutions have an essential responsibilities to manage public funds transparently. Regarding the internal audit, the fund sanctioned by various agencies like UGC is audited by the Chartered Accountants. Accountant General of Government of Odisha and Higher Education Department conducts external financial audits related to the use of government funding. At regular intervals, the team visits to the college office and verify all paperwork, ensure that all the rules and regulations are followed, raise queries, and finalize the audit report. The financial audit for funds received from different Govt. agencies for conduct of research work is carried out by chartered accountants in each financial year.

However due to COVID pandemic situation, no such audit has been done.

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

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

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

0

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute use the state government rules for the

fund usage and resource utilization.

Source of Income-

1. Different fees collected from students related to admission, examination etc.
2. Funds received from state government and different funding agencies e.g RUSA, World Bank Project, IDP, Research fundings and fundings received from other Govt. agencies.
3. Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.

Mobilization and utilization of funds -

1. Account section and development committee decide and monitor the mobilization and optimum utilization of funds as per Govt. guidelines.
2. Funds received for building are being utilized through PWD department of State Govt.
3. Any purchase are being carried out through the purchase committee by seeking quotations from vendors, scrutinization of quotations, then order the item and then payment.
4. Funds allocated for laboratory and other expenses are distributed to different departments as per the need and being utilized accordingly.
5. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget and as per the rules and regulations defined by the state Govt.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of the institution contributes significantly for institutionalizing the quality assurance strategies and processes. Beginning of every academic year, the IQAC calls for a meeting to plan the strategy for

academic, examination, co-curricular, extracurricular, administrative and finance related activities. It conducts meetings on regular intervals to assure the continuation of quality of progress and achievements.

This year the academic, examination and other activities are heavily affected due to COVID -19 pandemic situation. During this year, there were two IQAC meetings hold in the college. In the first meeting, the IQAC plans the conduct of online classes and examinations through different online meeting apps. The faculty members are advised to teach by utilizing the ICT tools e.g. Screen sharing, PPTs, graphics, video etc.

And in the second IQAC meeting, before the starting of physical mode of classes, the IQAC also ensured the maintenance of hygiene and social distancing in the class rooms and the college.

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

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

The IQAC being the centre of Institutional development it continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance and circulated in the Institute. All newly admitted students were made aware of the rules and regulations, the teaching learning process, compulsory core courses, skill development courses, various co-curricular activities, discipline and culture of the Institute. Students are also introduced with the Time-Table, Programme structure, syllabi of the courses before the semester commences. The Academic Bursar make visits to ensure the smooth functioning of classes. The campus disciplinary committee ensures maintainance of discipline inside the campus. Feedback from students is collected communicated to IQAC and accordingly action are taken.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Prioritising 'gender equity' is one important and significant step that a mature educational institution takes to create a safe and convivial atmosphere for teaching-learning. Our college being a coeducational institution, has a sustainable system in place to bring parity among various genders. The college has separate Girls Common Room (GCR) and Boys Common Room (BCR) with all the basic amenities including lavatories in place to keep our young learners engaged when they do not have class. In addition, the college has an active Sexual Harassment Redressal Cell working through out an academic year to oversee cases related to sexual harassment and subjugation. Lastly, not only through infrastructural and

governance support, the institution makes attempt to bring gender parity through its curriculum as well. The syllabus of UG English and Pol. Sc. has components on gender studies. The sole purpose is to sensitize our students about the politics and variant factors underlying sexes.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college embodies the spirit of Swach Bharat Stresth Bharat by implementing some initiatives to keep its campus clean and tidy. The college has dedicated staffs who keep the campus clean and uncluttered 24x7 be it classrooms, office rooms, corridors of buildings or open space on campus. One can find dustbins positioned at every strategic corners of buildings to keep clutters at bay. Huge stack of used papers, left out and abandoned articles or materials are regularly disposed either by storing in the designated storerooms or by burning them down. In some instances, used materials or products are recycled to make them reusable. The college takes stock of it's furniture benches, desks, chairs, tables, cctv cameras, tubelights etc. on regular

basis to ascertain their functionality. The defunct and discard products are stored in the storeroom only to be routinely sold off or repaired. There are washbasins installed in staff common rooms, labs, departments. Though our college does not have a huge campus, the systematic and routinely efforts made to manage the waste has always brought positive outcomes.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

E. None of the above

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

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

B. Any 3 of the above

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

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

In various aspects the institution has tried its best in providing an inclusive environment. The college has students and employees from diverse backgrounds across Odisha.

Boys' and Girls' Common Room, Library and Reading Room facilities are made available to all students, irrespective of their social background and gender.

The students, irrespective of their socioeconomic, regional backgrounds are encouraged to participate in various cocurricular and extracurricular activities held by college.

Different pujas and festivities are organized to make students aware and help them get to the roots to understand culture and be inclusive culturally.

Social activities by NSS, YRC, NCC are organized regularly, resulting in the students understanding each other well and creating an inclusive environment.

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

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

Our college always put emphasis on sensitization of constitutional obligations among students and faculties. Various initiatives are undertaken for inculcating the obligations to constitution and educating on its values. The Republic day, Independence day and Constitution day are celebrated in the college in presence of the students and faculty members. Activities like debates, seminars, street plays, drawing and essay writing competitions are conducted to foster the Constitutional values among students. The commitment to service to the nation through discipline and social responsibility is nurtured through various activities at the NCC and NSS. Ethics and value courses have been added in the curriculum to make the aware about their rights and responsibilities as the citizens of our country.

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

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

D. Any 1 of the above

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

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

The Institution ceremoniously celebration different occasions in the campus. Celebration of Independence day and Republic day are two mandatory national event, which is done with absolute dignity and humdrum. Students and staff participate in these events with utmost enthusiasm. Apart from that Gandhi Jayanti, Teacher's day, Human Rights Day, Utkal Divas,, World Earth Day, World yoga Day and Aids Awereness Day are some of the occasion which has got special relevance in our institution. In these occasional special meetings and guest lectures are organised. Different literary competitions such as, essay, debate and quiz are organised on specific occasions. Students egaerly take part in these competitions and get alluring awardstoo. Such events are conducted on regular basis. Other student friendly occasions such as induction and orientation programmes are also organised on yearly basis. Welcome to freshers and farewell to pass-out batches are also organised on departmental levels. Annual sports and annual functions are also part of institutional celebration, where we celebrate young talent. These observations signify the active involvement of both students and staff of the Institution.

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

7.2 - Best Practices

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

Institutional best practices :

This year, due to COVID pandemic situation, to maintain the quality of academics was a big issuefor the Institution. In this tenure we had to profess and practise some best means to conserve core values of the Institution. Online mode of teaching and time bound activities are two important practices, which needs to be highlighted.

ONLINE CLASSES AND ASSESSMENT :

Due to social distancing students got struck in their respective homes. To continue the academic activity, lectures were delivered to the students through online meeting applications. Online study materials were provided through WhatsApp groups. Students attendance was ensured in online mode of classes. Even the assignments, internal assessment and semester exams were conducted online. This opportunity was converted into a skill by the Institution.

TIME BOUND ACTIVITIES :

Timely completion of activities is one of the best practices of the institution. Whether that is admission or examination, all paraphernalias are projected in time limit. In this year "TIME BOUND ACTIVITIES " was the priority. The activities related to academic, administration and finance assigned by Department of Higher Education was discharged in due course of time. Employees of the Institution also got remuneration in time to ensure no one should suffer financially during the covid period.

HUDDLES :

Pandemic led to health hazards and fragmented economy, which straight away impacted educational system.

Outcomes :

Time bond activities and online mode of teaching help sustain the academic session.

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

7.3 - Institutional Distinctiveness

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

Collaboration opportunity is given to faculty members for research activities both for teachers and students.

Objective

1. To initiate research work and motivating faculty members in the R & D area.

2. To publish articles considering outcome of the project.

Outcome

Faculty members of the college got funding for doing project work, recognised as research guide and published papers.

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

7.3.2 - Plan of action for the next academic year

1. Strengthening Academic Activity by implementing outcome based Education.

2. To provide holistic value based education and inculcate entrepreneurial abilities in students to face the challenges of corporate world.

3.Improvement in the existing sport facilities.

4.Initiative towards student and faculty exchange as part of MOU, for academic excellence

5.Organising workshop on research and encouraging teachers to publish paper and patents.

6.To prepare the college for the Cycle-III of assessment and accreditation by NAAC.