

SELF STUDY REPORT-CYCLE -1

**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC),
BANGALORE**

TRACK ID - ORCOGN23896



**REMUNA DEGREE COLLEGE
REMUNA, BALASORE, ODISHA - 756019**



Ph : (06782) 224395 / 224393 / 224026

REMUNA DEGREE COLLEGE

REMUNA, BALASORE, ODISHA- 756019

E. Mail : remunadegreecollege@gmail.com

ESTD - 1989

Letter No. 328

Ref. No.

Date 15/9/15

The
Director,
National Assessment and Accreditation Council,
Nagarbhabli, Bangalore, India.

Sub: Submission of Self Study Report of Remuna Degree College, Balasore, Odisha, 1st Cycle.

Ref: Your letter no NAAC/CAPU/ET&NE/ORCOGN23896/2015 dated 23rd March 2015 vide your Track ID No ORCOGN23896.

Dear Sir,

We are pleased to submit the SSR of our Institution for the first cycle accreditation.

This is a collective effort & of our team members for the preparation of SSR. We are expecting the "PEER TEAM" visit as follows.

4th, 5th, 6th December, 2015 or 9th, 10th, 11th, December, 2015 or 16th, 17th, 18th Dec, 2015.

Regarding the route chart to our campus, it is 195 km from the Biju Pattnaik International Airport, Bhubaneswar, 198 km from the Bhubaneswar Railway Station, 150 km from Howrah Railway Station and 170 K.M from Subash Chandra International Air Port – Kolkata, 7 Km from Balasore railway station.

Kindly depute your esteemed team members to our Institution for assessment and obliged.

N.B.- SSR was up-loaded to the website on dated 15th September, 2015 which can be visited as www.remunadegreecollege.org

Thanking You,

Yours faithfully

Principal, Remuna Degree College
Balasore, Odisha
Principal i/c-Cum-Secretary
Remuna Degree College
Remuna Balasore

Enclosures:

1. Five SSR Hard Copies
2. One soft copy (CD)
3. UGC 2(f) Letter Photocopy.
4. UGC 12(b) Letter
5. UGC 12th Plan Development Grant Letter Photocopy.
6. UGC/IQAC Grant Letter Photocopy.
7. IEQA acceptance letter.

Section - A **PREFACE**

Importance of Remuna:

Remuna Degree College is situated in the lap of, a land of serene beauty and webbed history. The word 'Remuna' was given to this legendary piece of land after deriving from the word 'Ramana' taken from 'Smrutisara' scriptures. The advent of Remuna is taken from the mythological story of 'Rama' and 'Sita'. Surrounded with many religious places, Kshirachora Gopinath Temple is one at its zenith is also called as 'Gupta Brundaban'. Apart from many temples, Remuna gained its name and fame for Madhabendra Goudia Matha where Sri Chaitanya Mahaprabhu started teaching Goudia Dharma in 1510. In 1866, the first vernacular school was started in Remuna U.P. to M.E. Standard School. By the effortless attempt of many renowned teachers and eminent personalities like Fakir Mohan Senapati, Radhanath Ray and Baikunthanath Dev, Remuna was blessed with schools to impart education. Further, Remuna is considered as the land of legendary where many poets, writers, novelists have proved themselves at the apex. Some of the prominent writers like Chandra Mohan Moharana - Great Grammarian, Jagat Guru Sridhara Swami - Great Annotator, Baladeva Bidya Bhusan - great philosopher and Dr. Sarat Chandra Moharana and his wife Dr. Annapurna Moharana - great Gandhian philosophers and leaders of "Sarvodaya" were the worthy personalities of Remuna soil.

Brief History of Remuna Degree College:

The establishment of Remuna Degree College, Remuna in the district of Balasore (Odisha) was a long awaited dream of the enlightened mass of the locality to facilitate higher education at the door step. Late Jayanta Ghosh, veteran journalist of PTI in association with eminent persons of the area namely, Akshay Mishra, Banchhanidhi Dash, Jatindra Mohan Naik, Nilambar Pani, Raghunath Panda, Raghunath Behera, Sk. Md Tahir, Harimohan Behera and many others took a noble attempt to provide college education to the poor and aspirant students of the local area started the functioning of the first college of Remuna Block in the premises of old and glorious Remuna High School with the permission of School Management in 1989 which subsequently obtained permission, recognition and affiliation by the Dept. of Higher Education, Govt. of Odisha in 1991 with courses in Humanities alone followed by Science courses in 1994 and Commerce in 1999.

In course of time the institution which got recognition as a Degree College by the Department of Higher Education, Govt. of Odisha became affiliated to the Utkal University, Bhubaneswar in 1996 and next to the North Odisha University, Mayurbhanj in 1998 and finally to the Fakir Mohan University, Balasore in 1999. As such, Remuna Degree College, Remuna, Balasore in which Honours seats were opened in 2003 grew up to be a full-fledged Degree College with Honours teaching facilities in History, Political Science, Economics, Sanskrit, Odia, Education, Home Science in Humanities; in Physics, Chemistry, Botany, Zoology, Computer Science in Science stream; and in Accounting, Management in Commerce stream subsequently. The college has been included under Section 2(f) of the UGC Act, 1956 in 2005 and under 12(B) in 2013.

Profile of Remuna Degree College:

The college which started with 128 students has grown over the years and has at present sanctioned student strength of 1545 in Degree classes out of which more than 70 % are girls. The college now aspires to open Post Graduate Classes, B. Ed. Course, UGC sponsored Community College and IGNOU Study Centre for its students and efforts are on in this regard. Proposals have already been sent to The Government to open Community College and introduce B. Ed. Course and P.G. courses in Commerce, Education, Home Science and Odia subjects supported by our excellent and qualified faculties with a view to open better career options, better job opportunities in this industries based area.

This institution is situated on seven acres of land protected by concrete boundary walls in the Head Quarter of Remuna Block under Srikrushnapur Mouza of Balasore. With the help of public, financial support from local industries and MLA Lad grant of Mr. Pradipta Panda, Ex M.L.A., Nilgiri and the founder President of Remuna Degree College under his dynamic vision and able guidance could manage to construct a three storied Academic Building with 18 lecture halls & well equipped Science Laboratories, Principal's Room, Staff Common Room, Wi-Fi Campus, Digital Library-Cum-Reading Room, Air conditioned Language Hall to conduct seminars and symposia, Air-conditioned SAMs Centre, Boys' Common Room, Girls' Common Room, another two storied Administrative Building, ALUMNI Room, IQAC Room, NSS Room, Red Cross Room, beautiful Garden, Playground, Canteen, separate Cycle Stands for students & staff, own Transformer for supply of electricity, a Boys' Hostel and a Ladies' Hostel with 40 seats (under construction with UGC financial support under Twelfth Plan) along with good sanitary and drinking water facilities in every building. For the all-round development of students, the college provides various recreational facilities like indoor, outdoor games and cultural programmes. The library has grown with adequate number of books and refereed journals. It has facilities for lending books through computerised system. Computerization of office work including admission, administration, examination, accounts and e-despatch of office letters is an important achievement of the college. Funds in the college include State Government Grants, Development Fees collected from students at the time of admission, UGC Grant and MLA Lad Grant and donations from public & industries which are used in building infrastructure and for other development purposes such as purchase of equipments and furniture.

The College admits the students as per the policy stated by the Government of Odisha and follows the curriculum prescribed by the F. M. University following the guidelines of UGC with a view to maintain the quality and standard of higher education offered in other recognized Universities of the country. The college takes special care for capacity building by organising remedial classes, maintaining question bank with model answers for the slow learners. The above average students are encouraged to participate in inter-college and intra-college debate, quiz and essay-writing competitions and science exhibitions as a means to personality development, and are made to do home assignments, project work, attend seminars to enhance standards. As a consequence, the students have been performing well in the university examinations and quite a few have secured ranks in the Final Degree Examinations in the last couple of years. The faculty members make it their mission

to update their knowledge by effective use of libraries, participation in workshops, seminars, orientation programmes and refresher courses and by undertaking research activities such as M. Phil. and Ph. D. degrees. They provide effective guidance to students and work hard for fulfilling the long desired goal of the institution. The regular publication of the college's annual magazine "Saptashara" and wall magazine "Banshiswana" provide scope to explore the students' latent potential literary talent.

In addition to ALUMNI and the Governing Body, there are a number of committees like Admission Committee, Examination Committee, Construction Committee, Purchase Committee, Hostel Committee, Library Committee, Discipline Committee, Internal Audit Committee, Sports Committee, Parents- Teachers Association Committee, Internal Quality Assurance Cell (IQAC), Sexual Harassment Redressal Cell and Anti-ragging Cell headed by the Principal and with senior faculty as the members to facilitate the management of the college.

The college has provision for giving financial aid to poor and meritorious students in the form of scholarship like students' Freeship, assistance from the SSG, Scholarships offered by Govt of Odisha through 'Prerana' to only SC, ST and OBC students, Emami Paper Mills Ltd., The Samaj and the Indian Oil as well as other scholarships sponsored by private individuals and organisations. There are scholarships for students of the minority community and children of Bidi labourers. The Youth Red Cross and the NSS units of the college have been vibrant all these years and have played significant roles in furthering community sense and community service. Activities like community development, health awareness programmes, health check up camps, blood donation camps, AIDs awareness and environment awareness programmes and 'Jalachhatra' during summer vacation have been organised by the volunteers of these wings. The NSS Boys' unit and NSS Girls' unit in particular have adopted nearby village named Srikrushnapur and Patnaraipur respectively for different programmes of social service for the poor villagers. The NCC unit of our institution has been attached to the NCC unit of F. M. Autonomous College, Balasore. The NCC cadets of the college participate in Independence Day parade, Republic Day parade, NCC Day parade, attend State & National level camps and participate in rescue & relief operations some of whom have been awarded with various certificates to make their career ahead. Some students have also exhibited their talents in dance, mountaineering, sports & games by achieving awards in National level events.

Objective and Vision:

With an objective to enhance the standard of higher education, inculcate social and moral values and scientific temper in the students, encourage the hidden talents in other fields and develop consciousness for quality education this college has made a steady progress in academics, non-academics and in infrastructure as well. Working on its mission, the institution is committed to produce the future citizens of the nation, intellectually alive and socially responsible. In all these years the college has been successful to a greater extent in fulfilling the dreams and aspirations of the founding members, donors, and education lovers. However, the journey still continues. A lot has been achieved and there is still more to do.

Preparation of SSR:

Now that the college has opted for the assessment and accreditation by NAAC, the preparation of Self Study Report has been undertaken. Academic sessions, from 2011-12 to 2014-15 have been considered as the review period for assessment of the performance of the college. The information of the current year (2015-16) has also been incorporated. A steering committee has been constituted to prepare the SSR on the basis of the guidelines provided by the self study documents of the NAAC. The committee has received active and wholehearted cooperation from all quarters during the process. A sincere effort has been made to make it as objective and as comprehensive as possible. The focus has been on the details of infrastructure, academics, teacher and student profile, and on other ancillary and support services. As Head of the Institution I have humbly tried to guide, support and play my role to the best of my ability. Together we look forward to the visit of the Peer Team of the NAAC to be assessed and be benefited by the counsels and recommendations offered, to move further towards the goal.

(Jayanti Nayak)
Principal in Charge-Cum-Secretary
Remuna Degree College
Remuna, Balasore, Odisha



Ph : (06782) 224395 / 224393 / 224026

REMUNA DEGREE COLLEGE

REMUNA, BALASORE, ODISHA- 756019

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ESTD - 1989

Letter No.

Ref. No.

Date

Principal's Message

This is a great pleasure and privilege to submit the Self Study Report (SSR) of Remuna Degree College, At/Po. - Remuna, Dist. - Balasore for the cycle 1 of accreditation by the National Assessment and Accreditation Council. Remuna Degree College is one of the premier co-educational academic institutions of Remuna Block, fully Govt. Aided (Non-Government) situated very close to the National Highway No-5. It is a Govt. recognized institution affiliated to Fakir Mohan University, Balasore and is under the fold of UGC recognition section 2(f) and 12 (B)

Preparation of this report has been made according to the guidelines of NAAC. I appreciate all my faculty members, NAAC Coordinator, IQAC Coordinator, non-teaching staff members for extending their full support for the preparation of Self Study Report and have made a record to enable the institution for up-loading SSR much before the time line. All activities of the college in the past and present with its vision and mission are duly reflected in the report with all honesty, care and clarity to the best of my knowledge.

The teaching-learning and evaluation, extension, infrastructure, learning resources, students support, progression, governance, leadership, management innovations, best practices and departmental routine works of this college are also reflected briefly in the report.


Principal, 15/9/15
Remuna Degree College
Balasore, Odisha
Principal I/C-Cum-Secretary
Remuna Degree College
Remuna Balasore

CONTENT

CONTENT**PAGE NO.****SECTION A:**

- | | |
|--------------------------------|-------|
| ❖ Preface | 03-06 |
| ❖ Principal Message | 07 |
| ❖ SWOC analysis of the College | 10 |

SECTION B:**PREPARATION OF SELF-STUDY REPORT**

- | | |
|---|---------|
| 1. Profile of the Affiliated / Constituent College | 11-18 |
| 2. Criteria - Wise Inputs: | 19-102 |
| ❖ CRITERION I: CURRICULAR ASPECTS | 19-24 |
| ❖ CRITERION II: Learning & Evaluation | 25-34 |
| ❖ CRITERION III: Research Consultancy & Extension | 35-50 |
| ❖ CRITERION IV: Infrastructure & Learning Resources | 51-63 |
| ❖ CRITERION V: Student Support & Progression | 64-76 |
| ❖ CRITERION VI: Governance, Leadership & Management | 77-94 |
| ❖ CRITERION VII: Innovation & Best Practices | 95-102 |
| 3. Evaluative Report of Departments: | 103-172 |
| ❖ Commerce | 103-108 |
| ❖ Political Science | 109-113 |
| ❖ History | 114-118 |
| ❖ Economics | 119-123 |
| ❖ Home Science | 124-127 |
| ❖ Odia | 128-131 |
| ❖ Education | 132-135 |
| ❖ Sanskrit | 136-139 |
| ❖ English | 140-143 |
| ❖ Philosophy | 144-147 |
| ❖ Botany | 148-151 |
| ❖ Computer Science | 152-155 |

❖	Physics	156-160
❖	Chemistry	161-164
❖	Mathematics	165-168
❖	Zoology	169-172
4.	Certificate of Compliance	173
5.	Declaration of the Head of Institution	174
6.	Annexure:	175-211
❖	Photo Gallery	
❖	College Calendar	
❖	Master Plan	
❖	2(f) & 12(B) Certificates	
❖	IEQA Acceptance Letter	
❖	UGC 12 th Plan Development Grant Letter	
❖	IQAC Grant Letter	

SWOC ANALYSIS OF THE INSTITUTION

STRENGTH:

1. Sufficient infrastructural facilities to impart quality education.
2. Resourceful and efficient faculties.
3. Wi-Fi of core Campus (Library)
4. New teaching methodology through latest teaching learning tools.
5. In campus Hostel both for girls and boys.
6. Mentor/Mentees system.
7. List of Eminent academicians to our institution for interaction and sharing of their valuable views.
8. Institutional tie-up for student exchange programme.
9. E-Admission (On-line).
10. Campus interview for placement and orientation programme for Self-Financing Programme.

WEAKNESS:

1. Lack of research facilities.
2. Poor in Major and Minor research areas.
3. Communicative and writing skill in Entry level of (UG) +3 1st years students is not up-to the mark.

OPPORTUNITY:

1. Opportunity for the students to go for higher studies having Honours in Arts, Science and Commerce streams.
2. Opportunity to serve the society in different angles having good graduates attributes.
3. Good opportunity to have tie-up with more and more NGOs for extension and social activities and to enhance faculty and student exchange programme by signing institutional tie-up.

CHALLENGES:

1. To make conversation mandatory in the class room for the students to have a better exposure and can do well in the viva-voce.
2. To establish research cell to enhance research activities both for faculty and students.
3. To attract funds from different funding agencies to conduct State level, National Level seminars.
4. To open IGNOU study centre.
5. To open PG classes.
6. To bring NCC directly under College banner.
7. To open B.Ed. courses.

SECTION B: PREPARATION OF SELF-STUDY REPORT

Profile of the Affiliated / Constituent College:

1. Name and Address of the College:

Name:	REMUNA DEGREE COLLEGE	
Address:	At/P.O: Remuna, Dist: Balasore	
City:	Pin: 756019	State: Odisha
Website:	www.remunadegreecollege.org	

1. For Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	Jayanti Nayak	O:06782-224399	8763792584	06782-224395	remunadegreecollege@gmail.com
Vice Principal		O: R:			
Steering Committee Co-ordinator	Sanjay Ku. Behera	O:06782-224399	9937878770		

2. Status of the Institution: Affiliated College Constituent College
Any other (specify)

4. Type of Institution:

a. By Gender

- i. For Men :
- ii. For Women :
- iii. Co-education : Yes

b. By Shift

- i. Regular :
- ii. Day : Yes
- iii. Evening :

NAAC for Quality and Excellence in Higher Education

Manual for Self-study Report

Affiliated/Constituent Colleges : Yes

5. It is a recognized minority institution?

- i. Yes :
- ii. No :

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

- i. Government :
- ii. Grant-in-Aid :
- iii. Self-financing :
- iv. Any other :

7. a. Date of establishment of the college: 01/06/1996 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college): FM. University.

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i.2(f)	18/11/2005	
ii.12(B)	16/12/2013	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of Recognition/Approval by Statutory/Regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : Nil

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

No

If yes, has the College applied for availing the autonomous status?

Yes

No

9. Is the college recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes

No

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes

No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location*	RURAL
Campus area in sq.mts.	28, 328 sq.mts.
Builtupareainsq.mts.	3941.0 sq.mts.

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

❖ Auditorium/seminar complex with infrastructural facilities

❖ Sports facilities

➤ Play Ground

➤ Swimming Pool

➤ Gymnasium

❖ Hostel

➤ Boys' hostel :

(i) Number of Hostels :

1

(ii) Number of Inmates :

18

(iii) Facilities (mention available facilities)

➤ Girls Hostel: Under construction

(i) Number of Hostels :

1

(ii) Number of Inmates

(iii) Facilities (mention available facilities)

➤ Working Women's Hostel : Nil

(i) Number of Inmates : Nil

(ii) Facilities (mention available facilities): Nil

- ❖ Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) : Nil
- ❖ Cafeteria —
- ❖ Health centre –
 - First-Aid :
 - Inpatient :
 - Outpatient :
 - Emergency care facility :
 - Ambulance..... Health centre staff :

Qualified doctor	Fulltime		Part-time	<input checked="" type="checkbox"/>
Qualified Nurse	Fulltime		Part-time	<input checked="" type="checkbox"/>

- ❖ Facilities like
 - Banking
 - Post Office
 - Book Shops
- ❖ Transport facilities to cater to the needs of students and staff
- ❖ Animal house
- ❖ Biological waste disposal
- ❖ Generator or other facility for management/regulation of electricity and voltage
- ❖ Solid waste management facility
- ❖ Waste water management
- ❖ Water harvesting

12. Details of programmes offered by the college (Give data for Current Academic Year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under-Graduate	BA	03 Years	+2/12 th	Eng/Odia	307	307
2.	Under-Graduate	B.Sc.	03 Years	+2/12 th	Eng/Odia	307	307
3.	Under-Graduate	B.Com	03 Years	+2/12 th	Eng/Odia	48	44

13. Does the college offer self-financed Programmes?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes

Number	02
--------	----

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	6	<input checked="" type="checkbox"/>	Nil	Nil
Arts	8	<input checked="" type="checkbox"/>	Nil	Nil
Commerce	2	<input checked="" type="checkbox"/>	Nil	Nil
Any Other (Specify)	Nil	Nil	Nil	Nil

16. Number of Programmes offered under (Programme means a degree course like BA, B.Sc., MA, M.Com...)

- Annual System : 03
- Semester System
- Trimester System

17. Number of Programmes with

- Choice Based Credit System
- Inter/Multidisciplinary Approach
- Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes,

- a) Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme.

- b) NCTE recognition details (if applicable) Notification No.:
Date: (dd/mm/yyyy) Validity:.....

- c) Is the institution opting for assessment and accreditation of Teacher Education Programme separately? Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes,

- a) Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme.
- b) NCTE recognition details (if applicable) Notification No.: Date: (dd/mm/yyyy) Validity:.....
- c) The institution opting for assessment and accreditation of Physical Education Programme separately? Yes/No

20. Number of Teaching and Non-Teaching positions in the Institution

Positions	Teaching faculty						Non-Teaching Staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC/University/ State Government <i>Recruited</i>	-	-	-	-	07	06	03	02	00	00
<i>Yet to recruit</i>	-	-	-	-	04	10	05	03	00	00
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	-	-	-	-	00	00	00	00	00	00
<i>Yet to recruit</i>	-	-	-	-	00	00	00	00	00	00

***M-Male *F-Female**

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor	
	Male	Female	Male	Female	Male	Female
Permanent teachers						
D.Sc./D.Litt.	-	-	-	-	-	-
Ph.D.	-	-	-	-	01	01
M.Phil.	-	-	-	-	00	01
P.G.	-	-	-	-	06	04
Temporary Teachers						
Ph.D.	-	-	-	-	00	00
M.Phil.	-	-	-	-	00	00
P.G.	-	-	-	-	00	00
Part-Time Teachers						
D.Sc./D.Litt.	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-
M.Phil.	-	-	-	-	00	03
P.G.	-	-	-	-	04	07

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

	Male	Female
Teaching	04	10
Non-Teaching	05	03

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 2011-2012		Year 2012-13		Year 2013-14		Year 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	15	50	32	67	44	71	72	94
ST	10	10	09	11	06	09	19	13
OBC	17	70	31	56	52	84	147	239
General	181	243	235	311	288	343	274	287
Others	-	-	-	-	-	-	-	-

24. Details on students enrolment in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	1429	-	-	-	-
Students from other states of India	02	-	-	-	-
NRI students	Nil	-	-	-	-
Foreign students	Nil	-	-	-	-
Total	1431	-	-	-	-

25. Dropout rate in UG and PG (average of the last two batches)

UG :- 10% PG :- Nil

26. Unit Cost of Education

(Unit Cost = Total Annual Recurring Expenditure (Actual) Divided by Total number of students enrolled)

(a) Including the salary component Rs.3715.61

(b) Excluding the salary component Rs.2165.05

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes/No

If yes,

-
- a) Is it a registered centre for offering distance education programmes of another University?
Yes/No
- b) Name of the University which has granted such registration.
- c) Number of programmes offered
- d) Programmes carry the recognition of the Distance Education Council.
Yes/No
28. Provide Teacher-student ratio for each of the programme/course offered: - 48.28:01.
29. Is the college applying for:
Accreditation: Cycle - 1 Cycle - 2 Cycle - 3 Cycle - 4
Re-Assessment:
(Cycle - 1 refers to first accreditation & Cycle - 2, Cycle - 3 and Cycle - 4 refers to re-accreditation)
30. Date of accreditation*(applicable for Cycle - 2, Cycle - 3, Cycle - 4 and reassessment only)
Cycle 1: (dd/mm/yyyy) Accreditation Outcome/ Result.....
Cycle 2: (dd/mm/yyyy) Accreditation Outcome/ Result.....
Cycle 3: (dd/mm/yyyy) Accreditation Outcome/ Result.....
- * Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.
31. Number of working days during the last academic year: 241
32. Number of teaching days during the last academic year: 180
(Teaching days means days on which lectures were engaged excluding the examination days)
33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC: 02/04/2014 (dd/mm/yyyy)
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.
(i) (dd/mm/yyyy) AQAR
(ii) (dd/mm/yyyy) AQAR
(iii) (dd/mm/yyyy) AQAR
(iv) (dd/mm/yyyy) AQAR
35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

Criteria - Wise Inputs

CRITERION I : CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Ans:-**Vision**

To impart quality education to the rural belt children by our resourceful faculty, with the support and leadership of Principal, involvement of all stakeholders etc. To enhance the quality education not only through the class-room teaching, by the help of i.e. chalk and talk but also to initiate and introduce latest teaching-learning technology with the help of modern teaching tools. To have better graduate attributes with social responsibilities and human values.

Mission

1. To spread the message of quality education to the rural youth at affordable fee and to check the dropout rates.
2. To extend support to the Institutional Head (Principal) from all the stakeholders to strengthen his/her leadership.
3. To inculcate quality education to the Arts, Science & Commerce degree students by conducting Seminars, Symposium and Workshop. To introduce LCD projectors, computer and internet in the class-room teaching and departmental seminars.
4. To have better graduate attributes, the institution will extend all its support to each and every human values and children by giving opportunities with better exposure.
5. To enhance extension activities through adoption of village, NSS, YRC, and Red Ribbon Club and through meeting the social responsibilities and other social works.

Vision, Mission & objectives are communicated to the students, teachers, staff & other stakeholders through college calendar, posters and college website.

1.1.1 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Ans.: The College does not develop the curriculum nor deploy it. Every department prepared their own lesson plans as per the university curriculum. The specific example of lesson plan will be submitted at the time of Peer Team visit.

1.1.2 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Ans.: Regarding the support on curriculum and teaching practices there is hardly any support from the university. But teachers get full cooperation from the institution to attend seminars, special training on ICT & FDP as and when required.

1.1.3 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

Ans.: The answer has already been explained in 1.1.2.

1.1.4 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Ans.: As curriculum is designed and developed by the university the institution has hardly any role to interact with beneficiaries.

1.1.5 What are the contributions of the institution and/or its staff members for the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Ans. Principal is the Senate member of F.M. University. Faculties from different departments take feedback from student's especially on curriculum and provide specific suggestion through IQAC.

1.1.6 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Ans.: NA

1.1.7 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Ans.: Answer has been explained in 1.1.2

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate /diploma/ skill development courses etc., offered by the institution.

Ans.: N.A

1.2.2 Does the institution offer programmes that facilitate twin/dual degree? If 'yes', give details.

Ans.:N.A.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- ❖ Range of Core / Elective options offered by the University and those opted by the college

Ans.: Elective options offered by the institution are under operation.

- ❖ Choice Based Credit System and range of subject options

Ans: C.B.C.S. are under process

- ❖ Courses offered in modular form
- ❖ Credit transfer and accumulation facility
- ❖ Lateral and vertical mobility within and across programmes and courses
- ❖ Enrichment courses

Ans.: Institution has taken initiative to enrich the curriculum by introducing soft skill, communicative skill, handwriting, application and essay writing and the process has been mandatory for all degree students.

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- 1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Ans.: N.A.

- 1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

Ans.: Yes, the institution has introduced ICT as addition skill oriented programmes to have a better exposure in the global employment market.

- 1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

Ans.: N.A.

1.3 Curriculum Enrichment

- 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Ans.: Yes, the academic programmes and Institution's goals and objectives are integrated because the curriculum is followed by the proper lesson plan and evaluated as per the University prescribed guidelines.

- 1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Ans.: Till date hardly there was any eye-catching efforts made by the institution. But, recently University has planned to introduce CBCS in degree level which will definitely help the students to cope with the needs of the dynamic employment market. But recently to meet the requirement of the dynamic employment market the institution has introduced ICT and other enrichment courses.

- 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Ans.: Environmental Education is already in the University curriculum which is a compulsory subject for all streams. The institution has introduced ICT for all teaching and non teaching staff members including students.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

❖ moral and ethical values

Ans.: Institution conducts Yoga and meditation classes. Invited Yogi / Preachers who deliberate on the Geeta and Bhagabat.

❖ employable and life skills

Ans.: The students are taught and motivated to be self employed and to learn the life skills in competitive job environment. They are also taught for better retention with their employers.

❖ better career options

Ans: One career counselling cell has been established to provide better career options and recently “Lotus institute of Hotel Management” has conducted a programme in the month of April -2015

One more MNC namely Emami Paper Mills Pvt. Ltd., Balasore has conducted campus interviews in the month of April -2015

❖ community orientation

Ans: The Institute conducts different kinds of community orientation programme under the banner of NSS, YRC, Red Ribbon Club, NCC (under F.M. Auto. College NCC Banner) etc.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Ans: The institution has taken initiative in this regard inviting suggestions/ feedback from different senior academicians for enriching the curriculum.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

Ans.: The institution monitors the quality of enrichment programmes as follows:

1. Allows students to participate in different types of debate and quiz programmes for better exposure.

-
2. Conducts proper examination after completion of every ICT programme.
 3. Opportunities are given to the students and faculties to conduct seminar and classroom teachings with the help of latest teaching-learning tools.

1.4 Feedback System

- 1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Ans: The answer has been already been explained in the point No. 1.1.6.

- 1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Ans.: Yes, there is a formal mechanism to obtain feedback from students and stakeholder. The faculty members collect feedback and submit the same to IQAC cell. IQAC coordinator submits the same to the principal. Principal submit the same to the concerned University for action plan.

- 1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

Any other relevant information regarding curricular aspects which the college would like to include.

Ans.: The following new programmes / courses are introduced during last four years as follows:

2015-16-	Physics (honours) Zoology (honours)
2014-15-	Philosophy (Pass) Education (Honours) Management (Honours) Computer Science (Honours)
2013-14-	Botany (Honours) Chemistry (Honours) Accounting (Honours) Economics (Honours) Sanskrit (Honours)

Criteria: Wise Input**CRITERION II: TEACHING - LEARNING AND EVALUATION****2.1 Student Enrolment and Profile**

2.1.1 How does the college ensure publicity and transparency in the admission process?

Ans: Regarding admission process the Higher Education Department, Govt. Of Odisha has introduced online admission system (SAMS) in which 100% transparency is being maintained.

a) Explain in detail the criteria adopted and process of admission (Ex. a) Merit, b) Common admission test conducted by state agencies and national agencies, c) Combination of Merit and Entrance Test or Merit, Entrance Test and Interview, d) Any other) to various programmes of the Institution.

Ans.: The admission process is done purely on merit basis as notified by Govt. of Odisha from time to time (Higher Education Department).

Sl. No.	Name of the college	Year	Arts		Science				Commerce	
			Max. %	Min. %	PCM		CBZ		Max.	Min.
					Max. %	Min. %	Max. %	Min. %		
01	Remuna Degree College	2015-16	76.00	45.00	74.33	52.00	64.33	51.33	67.33	36.83
02	S.C College, Mitrapur	2015-16	-	40.17	60.13	55.83	-	-	-	-
03	S.J.E.F, Barunasing	2015-16	52.00	37.67	-	-	-	-	-	-
04	Balangi Degree College, Sunhat	2015-16	-	35.00	60.33	53.50	-	55.00	-	35.00

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Ans: Though this is not a self-financing professional institution, the admission department has no stake to review the admission process and profile of the students.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion:

- ❖ SC/ST
- ❖ OBC
- ❖ Women
- ❖ Differently able
- ❖ Economically weaker sections
- ❖ Minority community
- ❖ Any other

The college follows the admission policy as enumerated by the Government since the Government has made a lot of schemes by way of introducing scholarships (Prerana, Emami Scholarship, Indian oil Scholarship, minority scholarship, freeship, SSG) and other incentives, Students belonging to SC/ST,OBC differently abled, minority community and economically weaker section get these benefits and find them at ease to prosecute their studies.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Year	UG Programmes	Number of applications	Number of students admitted	Demand Ratio
2015-16	Arts, Science, Commerce	2208	786	1:2.80
2014-15	Arts, Science, Commerce	1105	558	1:1.98
2013-14	Arts, Science, Commerce	854	472	1:1.80
2012-13	Arts, Science, Commerce	517	349	1:1.48
2011-2012	Arts, Science, Commerce	237	206	1:1.15

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Ans: As per the state Govt. Policy there is a scholarship scheme for the differently-abled students and the institution constructed Ramp facilities as and where required.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Ans: Yes. Once the admission process is completed all the department heads conduct a student counselling in terms of knowledge and skills before the commencement of the programme.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Ans: Maximum number of students gets admitted into degree level have completed their schooling career from Odia medium background. To bridge the knowledge gap the institution has already started enrichment courses like spoken English, and computer enrichment programmes.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Ans: The College sensitizes Self- Defence Programme for the girl students and there is a course in the curriculum for environmental studies.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Ans: Regarding education all the departments provide special attention by conducting extra classes, doubt clearing classes and remedial classes for the advance learners.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

Ans: The percentage of the girl students is maximum as compared to the boys. There is 4% of dropout rate because the girl students get married before the completion of the course.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Ans: The college prepared academic calendar, lesson plan, and the evaluation blueprint (examination result) annually.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

Ans: There is an IQAC Cell constituted under the leadership of the Principal and followed by the IQAC Co-ordinator. The IQAC Cell looks after the continuous improvement of quality teaching-learning process in the institution and sustains quality parameter throughout the year.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Ans: The learning made the students more centric by giving opportunity to the teachers as follows:

1. Attending Refresher and Orientation Courses.
2. Attending State level and National Level Seminars.
3. Conducting Departmental and State level and National Level Seminars.
4. Sufficient books and journals in the Library.
5. Computer and Internet facilities to develop skills for interactive and collaborative learning.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Ans: With the backend support of the resourceful faculties both in Science, Commerce and Arts streams, always advise the students to continue their study after the graduation and to take decisive measures for innovative practices.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-Learning - resources

from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc

Ans: No, such facilities are not available in the institutions, but the institution facilitates ICT programme both for students and staff members.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

Ans: There is good opportunity both for students and faculty to advance their knowledge by attending Seminar, expert talk and conducting and attending workshops from time to time.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

Ans: Maximum number of students have benefited through the mentorship in different segments by their mentors.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Ans: Excluding chalk and talk methodology, the institution has adopted latest teaching learning tools in the class-room teaching like LCD Projectors, OHP, Computer, Wi-Fi and Internet to encourage the faculty members to enhanced the quality teaching learning process as an innovative practices for student learning.

2.3.9 How are library resources used to augment the teaching- learning process?

Ans: Library is the mirror of the institution. There are 1922 Nos. of text books, 1087 Nos. of reference books, 19 Nos. of Journal and periodicals in the Library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Ans: No., the College does not face any challenges for the completion of the curriculum and all the faculties are accountable to their respective assignment.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Ans: The quality of the teaching learning is evaluated only through the examination process and results.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest qualification	Professor		Associate Professor		Assistant Professor	
	Male	Female	Male	Female	Male	Female
Permanent teachers						
D.Sc./D.Litt.	-	-	-	-	-	-
Ph.D.	-	-	-	-	01	01
M.Phil.	-	-	-	-	Nil	01
P.G.	-	-	-	-	06	04
Temporary Teachers						
Ph.D.	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-
P.G.	-	-	-	-	-	-
Part-Time Teachers						
D.Sc./D.Litt.	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	03
P.G.	-	-	-	-	04	07

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Ans: Environmental science is a compulsory subject for the degree students without any practical assignment as per the university norms. ICT is not reflected in the course curriculum.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Ans: Regarding staff development programme minor research is a continuous process.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	01
HRD programmes	00
Orientation programmes	01
Staff training conducted by the university	00
Staff training conducted by other institutions	01
Summer / winter schools, workshops, etc.	06

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

c) Percentage of faculty

- ❖ Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies: Nil.
- ❖ Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies: 100%.
- ❖ Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies:1%.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Ans: Faculty members received grants from UGC to undertake minor research programme and the institution allows duty leave to attend seminars and workshops conducted in state level and national level.

- 2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/ achievement of the faculty.

Ans: No such awards / recognition till date.

- 2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Ans: Yes, there is a system of evaluation of teachers by students.

2.5 Evaluation Process and Reforms

- 2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Ans: Yes, Regular examination / evaluation are conducted like periodical class test examination, half yearly examination, text examination and university examination. All the stakeholders of the institutions are aware of the evaluation process.

- 2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

Ans: Yes, evaluation reforms have been adopted by the University by introducing CBCS system and Institution has introduced Hons in Physics, Zoology and increase of seats in Science stream.

- 2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Ans: The answer has been given in 2.5.2

- 2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

Ans: The periodical class test examination, half yearly examination, text examination and university examination are adopted as formative and summative assessment approaches.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weight ages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.

Ans: 100% transparency` is maintained in the internal assessment during the last four years.

2.5.6 What is the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

Ans: The graduate attributes are already reflected in the vision and mission of the institution. The institution ensures the same by attending evaluation reforms, social environment, extension and extracurricular activities.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

Ans: As per the evaluation of examination results redressal of grievance is always welcome as and when put forth by the stakeholders.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Ans: The answer has already been given in 2.5.1

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/ course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Ans: Please put a graph analysis of examination reform of last four years.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Ans: Regarding teaching learning the institution has put forth its best supports to both teacher and students and the evaluation conducted in

the institution and by the university are in a structured way for better achievement and for good learning outcome.

- 2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

Ans: Regarding social and economic relevance the institution conducts different types of social activities, village adoption, extracurricular activities and extension activities simultaneously with the day to day class room teaching and other academic involvement.

- 2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Ans: Answer has already been given in 2.6.3

- 2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Ans: Answer has already been given 2.5.4

- 2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

Ans: Yes, every individual teacher assesses the evaluation outcomes of each and every student of their respective department is advised to perform better in the next examination.

Criteria: Wise Input

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization? No.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes. The institution has developed a Research Committee to monitor and address the issues of research. The Research Committee is composed of one faculty member from each department, who represented in the academic committee, UGC Committee, etc and approved by the principal. The research Committee supervises the creation of question Bank, study materials, power point teaching modules, renders guidance for organization of seminars/workshops, preparation of papers, articles, books, etc. It also helps in the publication work of the Institution.

The Research Committee recommends the Principal for submission of proposals to UGC for award of Research Projects funded by UGC or any other Research organizations. The Committee also encourages the faculty members to start research work on new areas and also reviews the progress of work from time to time. The Committee also gives stress on timely submission of reports and findings.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

❖ **Autonomy to the Principal Investigator**

The Institution provides autonomy to the principal Investigator to carry out and complete research work without any intervention from outside.

❖ **Timely availability or release of resources**

The fund once received from the funding agencies, like UGC, Government Departments, etc is released to the principal investigator with all possible speed to carry out the work.

❖ **Adequate infrastructure and human resources**

The College has adequate infrastructural facility in term of ICT support, computer lab, library facility, etc to support research work.

❖ **Time-off, reduced teaching load ,special leave etc. to teachers**

The College is committed to reduce teaching load on the Principal Investigator and to allow him/her special leaves for the purpose. The teachers are allowed leave by State government and UGC to undertake research work for award of M.Phil, Ph.D degree. In case of state govt. provisions like leave, reduced teaching load is there and in case of UGC study leave substitute teachers are appointed for engagement of classes. Teachers opting for research work are encouraged by the administration and their classes are adjusted by functional alternatives.

➤ **Support in terms of technology and information needs**

Yes, the College can provide technological support like FAX, photocopy scan, etc and ICT based computer lab. The library also supports the research work with Reference Division and Bibliographic services.

➤ **facilitate timely auditing and submission of utilization certificate to the funding authorities**

The progress of the project is monitored from time to time and after the completion of the project the utilization and the completion report are sent to the appropriate authorities.

❖ **Any other-** The institution is shaping the College Library in a manner, so that it can help in –

(i) **Discovery** of Library sources, Grant of funding, Scholarships and Collaborators,

(ii) **Use** of Specialized software, Consulting services and Information tools,

(iii) **Creation** of Digital survey, Web publishing, etc. And

(iv) **Impact** on Author's rights, Copyrights, etc.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The institution affirms 'to inject the spirit of rebellious scientific temper and artistic values among the students and to expedite the process of dissemination of knowledge for the largest interest, greatest good and benefit of mankind and to nurture their intellectual pursuit and social commitment'. To achieve this end the Institution has formulated Guidelines with instruction to promote students interactions, smart information etc. The college organizes seminars, workshops, etc and founded DRCs i.e. Departmental Research Cells, in an ambition to 'infuse scientific temper and artistic value based research motivation among the students and to beef up their academic interest and intellectual pursuits'.

-
- 3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Currently two of our faculties will be awarded Ph.D. In the current academic session: 2015-16 some of our faculties are planning to register for PhD.

- 3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The college has conducted 01 numbers of UGC sponsored State and National Level Seminar. It marked an active participation of the students and faculties in sharing the ideas and opinions, views and voices.

Sl.No	Organised by	TOPIC	Date
1.	Remuna Degree College	Tools and Techniques to improve quality in Higher Education	26/08/2015

In addition to this, the Departments also organize Departmental seminars which promote and intensify students' involvements. From the current academic session, the institution has decided to invite professors, interdisciplinary members and resource persons of other institutions to participate in the Departmental Seminars.

- 3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

One of the prioritized research areas is the literary, research journal, reference and text books with periodical are the major resources and internet facilities help the faculty members for advance research. Faculties are also allowed to study and duty leave to attain state and national level seminars and workshops.

- 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college organizes the extra-moral talks, Seminars, Workshops; Service Unit based activities, etc and invites researchers of eminence to interact with teachers and students. Students' participation is our top

priority which includes organizational quality, interaction ability, article writing and paper presentation. The institution has invited -

Prof. Siba Prasad Adhikary (V.C. of F.M. University, Balasore) has attended National Level Seminar in Remuna Degree College, Remuna on 26th August 2015.

Prof. Amar Singh (Registrar of Nilamber Pitamber University, Jharkhand) has attended National Level Seminar in Remuna Degree College, Remuna on 26th August 2015.

Prof. Bhagaban Das (Head, MBA P.G. Dept., F.M. University, Balasore) has attended National Level Seminar in Remuna Degree College, Remuna on 26th August 2015.

Remuna Degree College conducted the Seminar on 26th August 2015.

- 3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Sabbatical leave for research activity is not permissible to the college teachers by the present provisions of law.

- 3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

The college enjoys a very little research base, but we have nourished an ambition for the recreation of a new India with the active participation of the young India. The college acts as a knowledge bridge in between the college and the village. It may mean Socially Useful Productive Works and Nation Building Programmes of any kind to fill in the land-lab gap.

3.2 Resource Mobilization for Research

- 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

There is no Research specific fund provided either by the institution or by the state government since it is an under-graduate Institution where the scope of research is very limited. However, the financial assistance for research activities is open for the college to receive from UGC. Once approved by UGC, the members of staff undertake research work as per the guideline of UGC.

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- 3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No, seed money is provided by the institution for research work.

- 3.2.3 What are the financial provisions made available to support student research projects by students?

No financial provision is made available to support student research projects.

- 3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

In order to translate the mission statement of the Institution, The Seminar shall also act as the Departmental Research Cell, ensuring research endeavor of different Departments and to foster Inter-Departmental Research Cell activities. The guidelines urge the faculties to develop command and authority with Inter-disciplinary approaches which can help to foster critical analysis. The Research Committee of the Institution is comprised on the basis of one faculty from each Department considering his/her experience and expertise in the respective field.

- 3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The Institution champions the cause of the optimal use of its existing equipments and research facilities like the Loan Counter, Reference Division, Technological Support Column, Reading Room, Faculty Study Centre, etc in the Library. To promote this endeavour the College distributes the Readers' Challenger Trophies to the best user of the Library system. The Computer Lab, apart from syllabus based experiments is explicitly used by providing rooms for SAMS, Institution is planning for facilitating with e-searching by students and faculties through ICT and reference services to research scholars. These research facilities also remain open for three hours on some notified days in the summer and Puja vacations.

- 3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Yes. The Institution has received financial benefits from UGC, time to time and utilized the same for the development of research facilities, as illustrated below :

FINANCE FOR DEVELOPING RESEARCH FACILITIES FROM UGC (FUNDS & PURPOSE)		
Plan/ Year	Grant received	Research Facility developed
Xth Plan	Nil	-
XIth Plan	Nil	-
	Nil	-
XIIth Plan	Rs.3,00,000	For IQAC

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years. : Nil

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The institution has limited research facilities available for the students in the institution. However, the institution has formulated Departmental Research Cells to inject the spirit of scientific temper, artistic values and research motivation among the students by organizing Seminars, Group Discussions, Public addresses, Moral and Extra-moral lectures, etc.

The institution has developed a Research Committee to promote, assist and to cooperate the research scholars. The facilities available for the purpose are autonomy to researchers, timely availability or release of resources, adequate infrastructure and human resources, like ICT support, computer lab, library facility, etc. time-off, reduced teaching load, special leave etc. and support in terms of technology and information needs.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The Institution is taking all possible steps for the research based infrastructural growth like, procuring books, journals, magazines, etc for the Library, modernization of Computer Lab and reading rooms, enhancement of the existing support in ICT and technological services, to make the Departmental Research Cells getting more interactive to each other and to revitalize the Research Committee to design the academic achievement of the faculties by identifying the new and modern areas of research.

- 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.

Yes. The Institution has received financial benefits from UGC, time to time and utilized the same for the development of research facilities, as illustrated below :

FINANCE FOR DEVELOPING RESEARCH FACILITIES FROM UGC (FUNDS & PURPOSE)		
Plan/ Year	Grant received	Research Facility developed
Xth Plan	Nil	
XIth Plan	Nil	
	Nil	
XIIth Plan	Rs3,00,000	For IQAC

- 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

No such facilities are available

- 3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

Our college library has 4,908 No of books for study and reference and 19 Nos. of journals/magazines/periodicals etc. to cater the need of the 1184 collegiate students, 02 members of the staff with 87 circulations, 4 downloads and 1 annual publications.

In infrastructural arrangement, we have 02 Department specific Seminar Libraries, Fully computerized library facility, one Reading Room for boys and girls, 1 Faculty Study Centre, 59.69 Sq.m,35 Educational tools and book shelves,2Magazine Rack, Reference Division, 1 no Loan Counter, etc.

The services like, Current Awareness Service, Ready Reference Service, Bibliographic Service, Study Aid facility, Instant Study Desk, Direct Access System, Publication Works & Wall Magazine, Educational tools and support system, Question & Information Bank, Study Incentive Approaches, Study Support Services, Students' Welfare Schemes, etc. are rendered by our Library.

Recently the college administration is taking initiatives to develop Research Support Services by exploring the existing library facilities. Discovery of Library sources, Grant of funding, Scholarships and Collaborators,

Use of Specialized software, Consulting services and Information tools, Creation of Digital survey, Web publishing, etc.

- 3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The Institution champions the cause of the optimal use of its existing equipments and research facilities like the Loan Counter, Reference Division, Technological Support Column, Reading Room, Faculty Study Centre, etc in the Library. To promote this endeavour the College distributes the "Best Library User Award" trophies of the Library system. The Computer Lab, apart from syllabus based experiments is explicitly used by providing rooms for SAMS, e-searching by students and faculties, reference services to research scholars. These research facilities also remain open for three hours on some notified days in the Summer and Puja vacations.

3.4 Research Publications and Awards

- 3.4.1 Highlight the major research achievements of the staff and students in terms of

- ❖ Patents obtained and filed (process and product): No.
- ❖ Original research contributing to product improvement: No.
- ❖ Research studies or surveys benefiting the community or improving the services: No.
- ❖ Research inputs contributing to new initiatives and social development: No.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database? : No.

3.4.3 Give details of publications by the faculty and students:

- ❖ Publication per faculty-
- ❖ Number of papers published by faculty and students in peer reviewed journals (national / international)
 - Mr. Jayanta kumar Pradhan : 04 Articles
 - Mr. Debabijaya Mishra : 03 Articles
 - Mr. Dharendra Kumar Jena: 03 Articles

- ❖ Number of publications listed in International Database (for e.g: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- ❖ Monographs - NIL
- ❖ Chapter in Books - Nil
- ❖ Books Edited - Nil
- ❖ Books with ISBN/ISSN numbers with details of publishers
- ❖ Citation Index - NIL
- ❖ SNIP - NIL
- ❖ SJR - NIL
- ❖ Impact factor - Nil
- ❖ h-index - Nil

3.4.4 Provide details (if any) of

- ❖ Research awards received by the faculty:- 02 Nos
- ❖ Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally :- No
- ❖ Incentives given to faculty for receiving state, national and international recognitions for research contributions. :-No

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The institution is planning to develop an elaborate system and strategies for crafting institute-industry interface for the department of Commerce and will request Birla Tyres, Oriplast, Hari Plast and Emami Paper Mills to allow our children for a physical visit and interaction session. Such initiatives will facilitate students' placements, growth of entrepreneurs and will promote extension and enrichment programmes. The successful academicians of the state are planned to invite to address the students' community regarding the prospects and viability, government schemes and ground realities, economic plan and progress related industrialization process in the country.

- 3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The Institution promotes consultancy and provides expertise services to the agencies and institutes as and when required. The service Units of the Institution have worked hand in hand with the district administration, planning to organization of a mega-camp with tie-up with local NGOs to identify the differently-abled, to provide them with appropriate benefits under the schemes run by the state to organise adult education, Swachh Bharat Abhiyan, N1 H1, Swine-flu etc. Different departments of the college have rendered expertise services to the sister institutions like feeder schools in conducting their computer awareness programme, motivate to plant tree with a slogan "one student one tree".

- 3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The institution encourages its staff to utilize their expertise and available facilities for consultancy services and sanctions them leaves when their services are honorary and a part of the Nation Building Programmes.

- 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The consultancy services are provided by one of our faculty members from the department of Education and normally these services are provided on honorary basis and revenue is generated hardly. The broad areas where the major consultancy services are provided include social work for economic development, health care and cultural activities.

- 3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Since the honorary consultancy service is provided by the staff and Institution, limited income is generated there on, which cannot be utilized for a big purpose for the Institutional development.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The institution promotes Institution-neighbourhood-community network by utilizing the service units like NSS (2 units), YRC-Wing, and thereby ensuring students' engagement in various aspects of socio-economic and religious-cultural importance. Volunteer activists of NSS have rendered commendable services during local fairs and festivals, by executing unit based programme and awareness drive.. The local people from the neighbouring villages have participated in our annual blood camps and student-volunteers have organized blood camps in the nearby villages.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

In the beginning of the each academic year, the college selects and fills volunteer-activists in different service units like, NSS (2 Units), YRC- after scrutinizing their application for the purpose by the Counsellor concerned. The different service units have their own scope and parameter basing which the students' performance is evaluated and the activity report is prepared which is then reflected in the annual magazine and website.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The Institution solicits stakeholders like, students, alumni, staff members, etc by collecting feedbacks which contain their ideas and opinions regarding its overall performance and quality. The college library also collects feedbacks from the readers which is helpful to bring in change-in structure of the library. The parents-teacher meeting put forth different views and voices, which are constructive and developmental in nature. These meetings also help the college to discover key-human resource for the materialization of work process. The Alumni have frequent interactions with the administration and they have played a significant role in rendering support and service to different programmes of the college. The opinion of the visitors made in the visitor's register is an index to measure the overall

performance and quality of the Institution. The interaction with eminent research scholars and academicians also helps the institution to scale its quality and value.

- 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The Institute plans and organizes its extension and outreach programmes on the basis of general and routine programmes like plantation, healthcare and awareness programmes, blood donation, yoga and meditation, etc. It has marked the adoption of plants by the college students. The gradual growth in the number of blood donors and opening of a blood aid scheme on the college website do summarize the growth of a Good Samaritan spirit in the campus. We also exert priority to the quick response programmes, as for example, in the wake of dengue, the college students have carried out a massive Dengue Specific Awareness Drive in the locality in the academic session 2014-15. Some areas of socio-economic importance have been identified to conduct need based programmes.

- 3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The Institution encourages and promotes every collegiate student to play his distinctive role by participating in the extensive activities/ programmes. The college calendar, annual magazine namely "Saptasara", college website as www.remunadegreecollege.org, etc are explicitly instrumental in creating favour in this regard. The students apply by filling up a form in response to the notice made for the purpose, thereby submitting it to the Counsellors of the units concerned. College felicitates the frontline volunteer-activists.

N.S.S.- In our college, there are two N.S.S units- One for Boys and One for Girls. With the motto of 'NOT ME BUT YOU', our volunteers- activists sincerely conduct different Nation Building Programmes and Socially Useful Productive Work in the nearby villages, like Development of social forestry in the nearby villages Plantation inside the college campus Programmes on Literacy Awareness, AIDS Awareness, Communal Harmony, and Environmental Awareness, Nutrition and Sanitation and organizing rallies on the same at the end, our volunteers organized a Dengue Awareness Drive in the nearby villages in response to its epidemic character in the state.

YRC:

The YRC College Unit maintains the in-house MEDICARE CENTER and its FIRST AID facility.

CLASS ROOM WORKSHOP on FIRST AID, Rescue Operation & Management, Emergency Response etc.

APE (AIDS Awareness Programme and Education) was conducted with the motto “KNOW AIDS FOR NO AIDS” in motivation class and awareness drive.

In the last year our YRC College Unit has successfully organized several Annual Blood Donation Camps

- 3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The women representation in student strength of the college is about 60 %, students from SC/ST is about 30 % and students from Under-privileged section of the society is about 40%. So the college shoulders the responsibility to ensure social justice and to empower the college students who hails from the vulnerable section of the society. In this direction the college crafted strategies like.

Study support system which includes Scholarship from the Government and Patrons, Free Studentship, Student Aid Fund, Library Welfare Scheme, Students’ Insurance Scheme, etc.

Minimum admission fee in comparison with other institutions of the state is true to the spirit of the Institutional Mission & Vision.

Formation of Cells and Committees like, Cell for Reprisal of Grievances Against Sexual Harassment, Women Grievance Cell, ST/SC & Minority Cell, Equal Opportunity Cell, etc in a vigorous model and with effective students’ representation.

- 3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students’ academic learning experience and specify the values and skills inculcated.

The institution promotes the active participation of young India for the recreation of a new India. The service units of the college like NSS and YRC-, etc have long nourished aims and objectives, viz. to enrich and cultivate sporting spirit, leadership qualities, teamwork and we-feeling, the

spirit of civic responsibility, social commitment, among the students and to prepare a healthy, capable, fit and smart work-force for their effective productivity and contribution towards the Nation Building Process. The college service units act as a knowledge bridge in between the college and the village and cut short the land-lab gap. It is meant Socially Useful Productive Works and Nation Building Programmes of any kind. Here the culminated outcome of the extension activities is the assurance made by the vision of the Institution. It shapes the character, personality and productivity of the volunteer-activists through a holistic approach.

- 3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

Since the extension activities spearhead social change, development, revolution in order to be successful, there must be positive response from the grass-root level. We are proud to register peoples' participation in all our out-reached programmes, meetings and functions and it made the awareness programmes, campaigns and drives a success through NSS and YRC. The YRC - unit has organized a Blood Donation Camp in the academic session 2013-14. All our Blood Donation Camps witness participation and blood donation from the local people.

- 3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The students and faculties actively participated in the functions and programmes of the local institutions. The volunteer-activists of YRC - unit have participated in an inter-college blood donation camp organized by college and organized a blood Donation Camp in the academic session 2014-15 .Our faculties are regularly invited by Odisha State School Teachers' Association to function as judges, or experts in academic competitions and cultural programmes.

- 3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

During last four years no award has been received by the institution for extension activities. However, the YRC Volunteers - activists have own certificates for Blood donation. The Institution has made significant contributions for the social and community development in many ways.

The College has carried out campaigns and drives in the localities with mass involvement, on the issues like Dengue and AIDS.

- ❖ Village Reconstruction programme
- ❖ Socio-economic programmes.

3.7 Collaboration

- 3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The college is entrusted to teach the UG students of Arts, Science and Commerce with ICT training programme and through Institutional tie-up for faculty and Students exchange programme.

- 3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/ other universities/ industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The institution has developed collaborative arrangements with NGOs for Extension activities.

- 3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/ up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

So far as the Industry – institution interaction is concerned, the College is planning to take initiatives with Industries like Birla Tyres, Ori-plast, Hari Plast and have arranged with Emami Paper Mills for placement.

- 3.7.4 Highlighting the names of eminent Scientists/Participants, who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The College has organized one nos. of National Level Seminars in the Academic session 2015 -16 and 7 nos. of Departmental Seminar.

Sl. No.	Organizing Deptt	Topic	Date
1	IQAC	Tools and techniques to improve quality in higher education	26-08-2015

The details of researchers of eminence who have participated in the above stated National Level Seminars are –

- ❖ Prof. Siva Prasad Adhikari, Vice Chancellor, F.M. University
- ❖ Prof. Amar Singh, Registrar, Nilambar Pitambar University, Jharkhand
- ❖ Prof. Shyam Sundar Acharya, Former Professor & H.O.D in Dept. of Social Science, F.M.U

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Consultancy
- f) Extension
- g) Student Placement
- h) Twinning programmes
- i) Introduction of new courses
- j) Student exchange
- k) Any other

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

In the beginning of the academic session 2015-16, a staff council meeting was held under IQAC banner and IQAC Committee have been constituted to establish linkage and collaborations with Institutes, NGOs and community leaders for research activities and to enhance and facilitate different areas of infrastructural and academic development. Different Committees, Boards and Cells of the College were directed to chalk out collaborative arrangement areas and to work hand in hand with the Committee for Linkage and Collaboration.

Criteria: Wise Input

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1. Physical Facilities

- 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The Institution has chalked out a need based policy towards the creation and enhancement of infrastructural facilities to promote effective teaching and learning. Institution has also constructed separate Administrative Building and Library Building for smooth functioning of Office and Library. The college undertakes all necessary steps for the optimal use of the existing infrastructural facilities. Adoption and expansion of programmes also require extension of infrastructure. The institutional statement of vision and mission vows to render quality and value based higher education at an affordable cost and thereby leaves no room to develop and execute self-sustained infrastructural policy and management. For which the college depends on the funds granted by UGC/State Govt./ Local Area Development Fund from M.L.A. concerned and donated by local industry like Emami Paper Mills Ltd.

4.1.2 Detail the facilities available for

- d) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

Curricular and co-curricular activities – Classrooms, technology enabled learning spaces, seminar halls, tutorial spaces; garden, specialized facilities and equipment for teaching, learning and research are the minimum facilities etc.

Extra-curricular activities – Sports, outdoor and indoor games, NSS (Boys and Girls), cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

Curricular and Co-Curricular Activities –

- ❖ Conventional Class Room –18
- ❖ Labaratory-06
- ❖ ICT enabled Smart Class Room –01

-
- ❖ Conference Hall – 01
 - ❖ Language Hall - 01
 - ❖ Computer Lab.- 01
 - ❖ Examinations Cell – 01
 - ❖ BCR-01
 - ❖ GCR-01
 - ❖ Library – Open Stack Area + Reference Counter + Loan Counter: 01 in each
 - ❖ Faculty Study Centre- 01
 - ❖ Students' Reading Room- 01
 - ❖ Career Counselling Cell- 01
 - ❖ Canteen – 01

e) **Extra-Curricular Activities** – Sports, outdoor and indoor games, gymnasium, auditorium, NSS, Cultural activities, Public speaking communication skills development, yoga, health and hygiene etc.

Extra-Curricular Activities –

Nation Building Programmes – 01

Alumni Association – 01

In-house Medicare Center – 01

Sports: - outdoor and indoor games: - Practice courts for Outdoor games like Volley, Badminton, Kho-Kho, Cricket, Football etc. Indoor Games like Carrom, Chess, Ludo etc

Yoga, Health And Hygiene – Is performed in the Heritage Building

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The Institution manages the existing infrastructure in line with its academic growth i.e. expansion and adoption of programmes by planning the timetable and by ensuring its optimal utilization.

The Library Reading Room is the structural extension of library. The Library and the Reading room remains open for 6 hours on every Sunday amidst the teaching days and during Puja and Summer Vacations.

The Computer Lab. is used as SAMS Center for admission during summer vacation. Apart from curriculum based computer application, it provides

computer literacy to students and staff, and a certificate course in computer application is also proposed to run.

The inside space is utilized for the purpose of curriculum based yoga and meditation classes, value based education, for conducting competitions like paintings & drawing, cultural competitions, etc.

The college has a compact infrastructure, so the cells and committees, in-house Medicare centre, magazine corner, etc are under plan to facilitate with furniture and fixtures for day to day academic and administrative work.

The Master Plan of the college is enclosed and the constructions and extensions are according to the plan. The college has inadequate number of class rooms, rooms, halls, etc for the smooth functioning of the college.

The amount spent within last four years-

Years	Funding Agency	Construction Specific	Amount Received	Amount Utilized
2001-02	MLA Lad	Building	1,00,000.00	1,00,000.00
2013-14	MLA Lad	Building	5,00,000.00	5,00,000.00

- 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The College has taken adequate steps for the development of physical infrastructure to meet the demand of the differently-abled. Ramps have been provided at ground floor level in all buildings and in the Library to Reading Room. Special features for physically challenged are incorporated in Bathrooms attached to Common Rooms meant for the Boys and Girls.

- 4.1.5 Give details on the residential facility and various provisions available within them: Hostel Facility – Accommodation available – Yes

- Recreational facilities, yoga facilities - Yes
- Computer facility including access to internet in hostel-Yes

Facilities for medical emergencies - The YRC of College Unit runs the In-house Medicare Centre of the College in association with NSS. A cell-room by the name and under the nose of Staff Common Room and with good approach road for ambulance is made available for the purpose along with first-aid medicines, Medicare procedural, the support service of Ambulance & PHCs are available from government end as and when required.

-
- Library facility in the Hostels - No
 - Internet and Wi-Fi facility – only in core campus area.
 - Recreational facility-common room with Audio-Visual equipments - Yes

Available residential facility for the staff and occupancy – No residential facility available for faculty members.

Constant supply of safe drinking water - Supply of safe drinking water is ensured in work place.

Security- Yes

- 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The YRC–Unit runs the In-house Medicare centre of the College in association with NSS. A cell-room by the name and under the nose of Staff Common Room and with good approach road for ambulance is made available for the purpose. First-aid medicines, Medicare procedural, Rescue and recovery accessories, refrigerator facility, etc are available for students and staff.

Doctors of the local PHCs are invited to share their ideas and opinions and to give medical advice to the students with known medical complications. All the students are covered under students' safety insurance scheme by the public sector insurance company. There is also provision of co-operative society and staff welfare fund and Student Aid Fund to help the staff members and students respectively in case of serious health hazards.

- 4.1.7 Give details of the Common Facilities available on the campus–spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

On the campus, space allocations have been made for the common facilities like, In-house Medicare Centre, canteen, etc. Safe drinking water facility is provided in the college. In the absence of suitable infrastructural availability the college accommodates special units like IQAC, Grievance Redressal Unit, Women's Cell, Counseling and Career Guidance, Placement Unit, etc to operate on a window-based information service from a cell room and class rooms are used for the purpose by considering their availability.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The college library has an advisory committee which comprises of Academic Bursar, Secy. Research Committee, OIC: ICT- member-UGC Committee, I/C Library, Associate I/C Library, Librarian and two students representatives i.e. Magazine Secy. and Cultural secy. of the College Students' Union. A meeting is convened in the beginning of each academic session after the completion of admission process to finalize the budget and the steps to be undertaken for improvement of the Library and optimum utilization of the library infrastructure.

The significant initiatives that have been implemented by the Library Advisory Committee to enable Library, user friendly and Users, Library friendly.

Library Sciences Classes- Librarian takes classes on the basics of Library Science,

Instant Study Desk & Direct Access System – An In-house arrangement within Open Stack Area with High-Desks provisions for Faculty members only. It ensures Readers' Direct Access to study materials through open shelves Rack system for Instant Study Desk only.

Study Incentive Approaches- The Library Department of the college also distributes awards/prizes like 2- *Readers' Challenger Trophy* for the best boy and girl student of the college on the basis of creative and purposive use of Library i.e. Loan Counter and Reference Division, Reading Room, Magazine Corner etc. Our Library also plays a prominent role in the dispersal of different scholarships for the students qualifying for it.

Students' welfare schemes-Maximum number of books to be issued to Students beneficiaries availing of (a) the free studentship, (b) Scholarship from the Government sources, (c) Scholarship from the Patrons, (d) Students availing of the Students' Aid Funds and (e) any other student sponsored by the proctor on the basis of merit, differently able and economic criteria and duly approved by the Principal shall be only one book more of their existing category.

4.2.2 Provide details of the following:

Total area of the library (in Sq. Mts.): -59.69 sqm.

Total seating capacity:- 20 Nos.

Working hours of library and reading Room:-

Sl. No	Days Specific	Open / Closed	Time/Duration
1.	On working days	Open	10.00AM – 5.00PM
2.	On holidays	Closed	Inadequate Library staff
3.	Before examination days	Open	8.00AM – 6.00PM
4.	During examination days	Open	10.00AM – 1.00PM
5.	During vacation	Open	10.00AM – 1.00PM (excluding Sundays)

Layout of the Library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):- Yes

Separate reading rooms provisions for staff members and college students which facilitates comfortable reading for all. Internet facility to access study materials is also available at Reference Division. Facilities like photocopy, print-out, FAX, etc are extended to the benefit of students at subsidized rates.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

A meeting of the Library Advisory Committee is convened in the beginning of each academic session after the completion of admission process to finalize the budget and the steps to be undertaken for improvement of the library and optimum utilization of the library infrastructure. After preparation of budget by the Library Advisory Committee, orders are placed to different firms on the basis of the requirements of the departments for purchase of new titles. Regular subscription of periodicals and journals are made to keep the students and staff members abreast of latest knowledge. Books are issued to staff members and students and they are allowed to retain the same for a specific period. The amount spent on procuring new books, journals and periodicals are as maintained in the table below.

Library holdings	2012-13		2013-14		2014-15		2015-16	
	Number	Total Cost						
Text books	460	67,253	460	1,05,398	900	2,13,896	102	5,100
Reference Books	23	3,400	12	2,800	22	3,100	1030	3,74,000
Journals/ Periodicals	-	-	-	-	-	-	30	16,924
e-resources	-	-	-	-	-	-	05	15,000
Any other (specify)	-	-	-	-	-	-	-	-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- ❖ OPAC
- ❖ Electronic Resource Management package for e-journals
- ❖ Federated searching tools to search articles in multiple databases
- ❖ Library Website
 - The information about library like Library Services, Library Rules, etc are reflected in the Facility header of the college website.
- ❖ In-House/Remote access to e-Publications:
 - In-House Access to e- Publications exists in the college library.
- ❖ Library automation
 - Library automation fortifies the loan counter for smart lending, reference division for e-Searching and helps for the creation of i-Bank.
- ❖ Total number of computers for public access
 - One computer is there in the library for public access, one for loan Counter and one for Faculty study centre.
- ❖ Total numbers of printers for public access-
 - Library possesses one Colour Printer, Scan, Photocopy, Fax, etc.
- ❖ Internet band width/ speed 2mbps 10 mbps 1 gb (GB)

-
- ❖ Institutional Repository
 - ❖ Content management system for e-learning
 - ❖ Participation in Resource sharing networks/consortia (like Infflibnet)

4.2.5 Provide details on the following items:

- ❖ Average number of walk-ins: 90
- ❖ Average number of books issued/returned: - 87
- ❖ Ratio of library books to students enrolled: - 3.18
- ❖ Average number of books added during last three years: - 1003
- ❖ Average number of login to OPAC:-Automation is on process
- ❖ Number of information literacy trainings organized: - 05
- ❖ Details of “weeding out” of books and other materials: Nil

4.2.6 Give details of the specialized services provided by the library

- ❖ Manuscripts- No
- ❖ Reference - Yes
- ❖ Reprography - Yes
- ❖ ILL (Inter Library Loan Service) - No
- ❖ Information deployment and notification (Information Deployment and Notification) No
- ❖ Download - Yes
- ❖ Printing - Yes
- ❖ Reading list/ Bibliography compilation-Yes
- ❖ In-house/remote access to e-resources -yes
- ❖ User Orientation and awareness - Yes
- ❖ Assistance in searching Databases – Yes, at reference division.
- ❖ INFLIBNET/IUC facilities - No

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The college library renders adequate support and services to students and teachers. The generalized support and services includes Current Awareness Service, Ready Reference Service, Bibliographic Service, Smart Lending, Reference Division, Study Aid Facility, Q-Bank, Magazine Corner, etc.

Library also provides students’ specific services, such as Reading Room, Study Support Services, Study incentive approaches, Students’ welfare schemes, etc.

Library also maintains Wall magazines, Publication Works, Open Stack Area, and Departmental Seminar Libraries in Faculty Study Center, WI-FI core Campus, Educational tools and support selves, etc.

Library extends teacher specific assistance like Faculty Study Centre, Instant Study Desk, Study and Aid facility, Direct Access System, Research Support Services, etc.

The library has 4908 books with modern informatics systems to collegiate students and members of the staff and thereby helps a lot to enable the readers, library-friendly and the library user-friendly.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Ramps have been provided at ground floor level in all buildings and especially in the library for the physically challenged students.

Library gives top priority to the visually/physically challenged persons.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Feedback is collected from the users i.e. students and staff members in the Library. The feedbacks incorporate entries related to library functioning, like support and services. The views and ideas ventilated thereon are analyzed by the Library Advisory Committee and appropriate steps are taken thereon, for further improvement of library infrastructure and betterment of specialized services.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

• Number of computers with Configuration (provide actual number with exact configuration of each available system) –

- No of Computers :15
- Actual Computers:15

Exact configuration: P-IV, Dual core, core to Duo, I3, I5 processors, Hard disk, 30GB, 120GB, 320GB, 500GB, RAM-1GB, 2GB

- Computer-student ratio - 1:50
- Stand alone facility - No

LAN facility - Yes

The College has the LAN connectivity with networking system in the college office at Administrative Block with a server. There is also LAN connectivity in the Computer Laboratory.

Wi-Fi facility – Yes, Wi-Fi facility in the core campus area

- Licensed software - Yes
- Number of nodes/ computers with Internet facility - 08
- Any other

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Computer and internet facility (Broad band-data one) are available in the Principal's office, Administrative office, Admission section, Accounts section, Examination section, library, Faculty Reading Room, Computer Lab. etc. The WI-Fi system transmits net facility in the core campus area.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution has chalked out plan and crafted strategies to deploy the IT infrastructure at appropriate places on the basis of the requirements of students and staff members. Steps have been taken for up gradation of existing IT infrastructure and addition of new systems and versions of software. The College has planned to extend WI-FI accessibility in the core campus. The college has the plan to deploy Edu-Sat, e-library, teaching and learning with the help of Video Conferencing, more number of digital and smart class rooms with latest technology.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The college has made provisions for the procurement, deployment and maintenance of computers and their accessories from the Grants sanctioned by UGC from time to time on different heads. The College also spends some amount from its own fund. The details are given below.

Computer & Accessories	2012-13		2013-14		2014-15		2015-16	
	College	UGC	College	UGC	College	UGC	College	UGC
Procurement	-	-	30,000.00	-	55,000.00	36,500	35,000.00	-
Maintenance	15,000.00	-	15,000.00	-	30,000.00	-	32,000.00	-
Up gradation	-	-	10,000.00	-	-	-	-	-
Deployment	-	-	-	-	-	-	-	-

-
- 4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

The institution champions the cause of ICT application for teaching and learning by the staff and students. In this direction the college has formed an ICT-Board for the expansion of IT/ICT infrastructure and to facilitate its extensive use. The Research Committee is also developed to pour in academic fillings for effective teaching learning process. The guideline of the college urges the faculties to adhere to Technological applications while imparting education, for example, a smart class room can change the theoretical aspects of teaching into a project practicality. As a result of which teachers teach with power point presentation and LCD projector indicating the main points and thereby promote interactive session with the students. The students are also encouraged to present the seminar papers through power point. In the automated library, functions the Loan Counter and Reference Division for smart circulation of books and digital access to e-resources respectively.

- 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The college has 02 ICT enabled class rooms for different departments of Arts, Science and Commerce. Teaching in a smart class room can only place the students in the centre of teaching –learning process from a practical point of view. After highlighting the Ideogram i.e. the broad points or macro aspects the students are asked to develop their ideas, views and opinions and present the same in the context of current developments. Collection of related study materials through e-searching on internet acts as a supplement to the class room teaching and facilitates the teachers for further and advanced teaching.

- 4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college does not avail of the National Knowledge Network connectivity, directly or through the affiliating University.

4.4 Maintenance of Campus Facilities

- 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The institution ensures optimal allocation and utilization of its available financial resources for maintenance and upkeep of the facilities like building, furniture, equipment, computers and other related items.

Sl. No.	Facilities	2012-13		2013-14		2014-15		2015-16	
		Budget	Maintenance	Budget	Maintenance	Principal	Maintenance	Principal	Maintenance
a.	Building	30400.00	30,400.00	30,400.00	-	13,73,400	13,73,400.00	7,70000	7,70000
b.	Furniture	70000.00	70,000.00	1,70000.00	-	3,20000	3,20000	40000	40000
c.	Equipment	50,000	40,000.00	1,30000	-	2,60000	2,60000	10000	10000
d.	Any other	5,09894	5,00000	4,72,509	4,62,000	1,61081	1,60000	7,89000	-

- 4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Infrastructural development like, Construction, Extension and Renovation of buildings are planned and allocations thereof is made in the budget. The construction committee with the assistance of a qualified engineer undertakes the work. The college development fund and UGC assistance is utilized for the purpose. As regard to facilities, the development committee plans the necessary arrangements, takes the decision for maintenance and new infrastructural development. On the basis of the information received from different departments, sections, wings, etc, the purchase committee of the college goes for the purchase or repair of equipment and the Officer-in-charge of the department concerned keeps it in proper order.

- 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

The committees of the institution, responsible for the procurement of equipments/Instruments are composed of experienced and informed faculties. The purchase and construction committees especially depend upon the brochure / literature of the manufacturers concerned and select the equipment/instrument after comparative study and analysis. Advice and opinion of the experienced/ professionals available within the reach are also taken thereof. The demand made by the concerned departments is also taken into account. The Accounts Bursar/ Accounts Section accept the Lowest-One bidder of the indent by the provision of law.

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- 4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Apart from NESCO power supply, the college has been Inverter and Gen set based uninterrupted power supply to Administrative Block and instant power supply to Library and all other set-ups and infrastructures through a Generator set. We have access to under-ground water source with overhead reservoirs. Provisions have already been made to install of photo voltaic solar lamp posts in core campus area.

The institution maintains 02 numbers of ICT enabled class rooms, One Public Address system, Wi-Fi facility in core campus area, one Computer Lab with 12 nos. of computers, Automation of Library, Office and brought them under Local Area Network. An ICT-Committee is formed by faculties having experience and expertise in the field for its effective maintenance and management.

Criteria: Wise Input

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1. Student Mentoring and Support

- 5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The institution publishes its updated prospectus/ College Calendar and Academic Diary, annually for the students and staff, where the information about the college is vividly illustrated. These information includes, College Insignia (Crest) & Motto, College Title & Location, Brief History of the college, Our Dreams, Vision of the college, Mission of the college, A Birds Eye view, Governing Body of the college, Incumbency Chart, Our members of staff, Administrative Flow-Chart, Boards & Committees, Co-curricular activities, Disciplinary Rules, Academic & Administrative Rules, Admission & e-Admission Procedure, Attendance & Class, Proctoral System, Academic Programme & Course Structure, Higher Secondary Course, Three Years Degree Course, Home Examinations, University Examinations, Our Library, Library Rule, College Publications, Students' Union & Other Associations, Alumni Association, Students' Amenities, Students' Common Room & Computer & Education procedural Lab., Students' Strength, Result Factsheets, Scholarships & Stipends, Financial Aid & Assistance, Concessions & Benefits, Sports and Athletics ,Youth Red Cross , National Service Schemes, Telephone Number and Index Directory, List of Holidays, Academic Calendar, Declaration Form-4, etc.

The institution ensures its commitment and accountability by publishing the ends and the means to all the stakeholders to aspire and to achieve.

- 5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The institution has formulated the Study Support Facility from the current academic session 2015-16. Students are sponsored by virtue of their merit and eligibility for Scholarships from State and Central Government sources like, National Scholarship of the Govt. of India, National Loan Scholarship of the Govt. of India, Post Matric Scholarship (Prerana), Scholarship for the Blind and Orthopedically Handicapped Students, Scholarships to the Children of Primary and Secondary School Teachers, Junior Merit College Scholarship, Senior Merit College Scholarship, etc.

Free studentships to the extent of 50:1 or 2% of the total number of students are given in form of exemption in full and 50:1 or 2% of the total numbers of students are given in form of exemption in half of tuition fees for each academic year. Principal reserves his/her right to covert and to deliver free studentship in the form of exemption in full only i.e. 30:1 or 3% of the total numbers of students. The College also provides Students' Aid Fund.

Name of the scholarships & Number of students applied during last four years.				
Years	Freeship	SSG	Patrons' Scholarship	Government Scholarship
2011-12	09	10	-	35
2012-13	09	10	06	76
2013-14	09	15	06	99
2014-15	09	15	06	237

- 5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Approximately 40% of students receive financial assistance from state government, central government but the institution has not yet bag any such support from any other national agencies like, UGC, etc.

- 5.1.4 What are the specific support services/facilities availablefor?

Students from SC/ST, OBC and economically weaker sections – Students coming under this category are given due weightage at the time of e-Admission, as provided by the existing rule of the government. According to their merit and eligibility they are accorded scholarship from different agencies. College provided students' general insurance schemes, remedial and coaching classes, free studentship and Student Aid Fund, Library based student welfare scheme, etc for their socio-economic growth and academic betterment.

Students with physical disabilities – Such students are given due weightage at the time of e-admission, as provided by the existing rule of the government. According to their merit and eligibility they are accorded scholarship from different agencies. College provided students' general insurance schemes, remedial and coaching classes, Free studentship and Student Aid Fund, Library based student welfare scheme, etc for their

socio-economic growth and academic betterment. For physically challenged students the institution has developed ramps in the buildings at the ground floor. For blind students special feature has been added in the lavatories attached with students' common rooms and a guide rail lead the blind in the library to the reading room.

Overseas students – No overseas students took admission till yet.

Students to participate in various competitions/National and International

Students were encouraged to participate in various competitions at State and national level. Some students of this college have participated in the state level athletic meet. Extra classes are arranged to clear up their syllabus.

Medical assistance to students: health centre, health insurance etc. –

The YRC – Unit runs the In house Medicare centre with provision for First-aid, medicines, Medicare procedurals, Rescue and recovery accessories, Refrigerator facility, etc The support services of Ambulance & CHCs are available from government aid.

At the time of Annual Blood Donation Camps, student-donors to undergo blood grouping and a general hematological test. Out of the acquired blood coupons with the Central Red Cross Blood Bank, ensure all our human resources with an emergency Blood Transfusion Assurance. The YRC volunteers and NSS activists have formed by enrolling themselves into a database on the college website for the purpose of emergency blood transfusion. During YRC- Workshops, Doctors of the local CHCs are invited to Share their Ideas and Opinions and to give medical advice to the students with known medical complications. All the students are covered under students' safety insurance scheme by the public sector insurance company. There is also provision of Student Aid Fund to help the students in case of serious health hazards.

Organizing coaching classes for competitive exams – The Career Counselling Cell of the college imparts coaching classes for competitive examinations. It also trained up students in tracing their career options, effective motivation and up-to-date preparation. Resource persons from a multiple field of choice like banking, Administrative Services, Police, advocacy, teaching, marketing and sells, etc are invited to fortify the students of their future prospective.

Skill development (spoken English, computer literacy, etc.) – For skill development of students spoken English classes are organized by the department of English, on the basis of one class per week. Department of Commerce, Science & Arts of the institution has been entrusted to improve the computer literacy among the collegiate students and members of staff in association with ICT- Board. The Course module includes the basics of computer application, MS Word, MS Excel, MS Power-point, Net surfing and browsing, etc.

Personality Development programmes- The Head, Department of English takes Personality Development programmes.

Development and cultivation of Leadership qualities- Students have participatory representation in the academic and administrative functioning of the college. They are also encouraged to take part in different nation building programmes, Athletic programmes, various cultural competitions, camps & campaigns, debates & discussions, Seminars & Symposiums and so on.

Support for “slow learners” – In case of the slow learners, teachers take personal care and much liberty is extended to them, so as to consult the teachers concerned at their convenience. They are provided with study materials and advised to refer to q-bank available in the College Library. In this direction proctoral sheet can be used to raise parental care and guidance. The college library supports such students with welfare schemes.

Exposures of students to other institution of higher learning/ corporate/ business house etc. – Our Extra-moral lectures, Career Counseling Cell, etc open up new windows for higher education and study. The students are taken to corporate and business houses to gather on site experience.

Publication of student magazines – The annual college magazine namely “Saptasara” is published regularly which sincerely boosts up students’ literary tastes and creativity. The college Library manages, wall magazine, which is very instrumental in shaping the creative talents of the students and faculties in the field of literary activities, drawings and paintings, photography, etc.

- 5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.-

The institution invites resourceful academicians and entrepreneurs to address the students regarding the prospective, governmental schemes, ground realities, current trends and conditions and the role of the students

to play. These extra moral lectures largely shape the students of their appreciation of the present job market world and prompt them to carve out their position.

- 5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and group discussions, cultural activities etc.

The college promotes the students to take part in the co-curricular and extra-curricular activities as depicted in the college list. The College Cultural committee hosts the cultural programmes, annual athletic meet, etc to enrich and cultivate sporting spirit, leadership qualities, teamwork and we-feeling among the students and to prepare a healthy, capable, fit and smart work-force for their effective productivity and contribution towards the Nation Building Process. Some students also participate in inter-district and state level competition and zonal national level competition and made remarkable achievements.

Additional academic support, flexibility in examinations – To such student's additional academic support is provided with the supply of malleable study materials and extra classes. They are also allowed to appear the home examination beyond the schedule.

Special dietary requirements, sports uniform and materials - The College provides uniform for student participants representing the college at state and national level based sports competitions or, athletic meet. The college has minimum sports equipments for the purpose.

Any other - Weightage in admission is given to those applicants who have represented at the University/ State or National Level Sports Competition/Athletic Meet. Participation in an activity appearing on the University/CHSE authorized activity list also inflicts relaxations in terms of attendance. Sports persons of distinction and college champions among the alumni are invited to address and to train the students respectively.

- 5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT /Central /State services, Defence, Civil Services, etc. –

Since the PG pass out students can only appear at NET, being an UG institution, the college is not in a position to providing any support or guidance to the students. However, a good number of our students have

qualified in competitive examinations meant for the Defence, Police and other state level and National level services, whom the college has rendered support and guidance through coaching classes.

- 5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.) –

Academic counseling is carried out in the beginning of the academic session to help the students to choose the appropriate subjects well suit to their academic plinth, pursuit and performance. Classes like remedial and doubts clearing ones are instrumental in bringing academic democracy among the students.

Class room teaching and proctoral system helps a lot in reviewing the attendance percentage and performance level of the individual students. Hence personal counseling can be made with intimation and personal suggestion to the parents concerned.

The career counseling cell of our college also trained up.

- 5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The institution has a structured mechanism for career guidance and placement of the students. The career counseling cell of our college also trained up students in tracing their career options, effective motivation and up-to-date preparation. Resource persons from a multiple field of choice like Banking, Admn. Services, Police, Advocacy, Teaching, Marketing & Sells, etc are invited to fortify the students for their future perspectives. Different career options and job opportunities are notified in the college notice board and library reading room. Careers in Cost accountancy,

Since, the college is a general college in a rural Indian setup and the human resource product is not a specialized labour force hence the placement cell play a very limited role, especially in the wake of a rapidly industrialized social order. However, the regular track and field exercises conducted by the physical Education teacher of the college has helped some of our students a lot to seek their career in Defense, Police and other related departments.

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- 5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The Institute for a prompt and smart solution of students' grievances has formed a six member 'Grievances and Appeal Committee for Redresses' and strategically crafted it to act as a quick action team. It is composed of, 1. Administrative Bursar & IC e-admission, 2. Academic Bursar, 3. Advisor, 4. HOD Commerce & Arts takes Remedial classes, 5. I.C.-Library & Scholarship committee, 6. IC - Remedial class & women IO in order to cover all the possible aspects of complain and grievance. It is interesting to note that no grievance was made in the above cited areas of expectation. During last four years students' grievances were mainly related with placement which is redressed accordingly.

- 5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

In response to Supreme Court guideline, there is an institutional provision for the Cell for Reprisal of Grievances against Sexual Harassment. This eight member committee is composed of 1. Secy. Staff Council, 2. Administrative bursar, 3. Woman Cell (1), 4. Law qualified faculty, 5. Coordinator - IQAC, 6. NAAC Coordinator, 7. Sociologist & Environmentalist and 8. Students' representative. The main objective of this committee is for the creation and maintenance of the institutional academic environment free of sexual harassment.

- 5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The institution has formed a 6(Six) member's of Anti-Ragging Committee Comprised of, 1. Administrative Bursar, 2. Woman I.O. (1), 3. Advisor, NSS, 4. Law Qualified Faculty, 5. Sociologist & Woman I.O., and 6. Students' Representative. No case of ragging has been reported during last four years in such a rural based disciplined College.

- 5.1.13 Enumerate the welfare schemes made available to students by the institution.

The Institution has carefully formulated an integrated Students' Welfare Scheme to support the student and his studentship. These welfare schemes cover academic and economic aspects.

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- ❖ **SCHOLARSHIPS & STIPENDS-** From Government Sources, and Patrons' Scholarship.
 - ❖ **FINANCIAL AID & ASSISTANCE** - Aid Granted By The College on Free Studentship, Students Aid Funds, Students' Safety Insurance.
 - ❖ **CONCESSIONS & BENEFITS** - Bus Concession and Railways Concession for Students.
 - ❖ **LIBRARY WELFARE SCHEMES** - Maximum number of books to be issued to Students beneficiaries availing of (a) the free studentship (b) Scholarship from the Government sources, (c) Scholarship from the Patrons, (d) Students availing of the Students' Aid Funds and (e) any other student sponsored by the proctor on the basis of merit, slow learner, differently able and economic criteria and duly approved by the Principal shall be only one book more of their existing category.
 - ❖ **STUDY SUPPORT SERVICES** – Our Library also extends Study materials and Guidance Notes to all students in General and Honours students in particular, in lieu of printing/photo copy cost. The Library has projected an ambitious scheme to develop an i-Bank & Q-Bank to support the faculties in particular and the collegiate students in general with topic-wise up-to-date references and power point teaching tools.
 - ❖ **ACADEMIC AWARDS AND PRIZES** –
 - Please furnish data.
 - ❖ **MEDICARE WELFARE SCHEME** - Out of the acquired blood coupons with the Central Red Cross Blood Bank, we ensure all our human resources with an emergency Blood Transfusion Assurance.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Alumni Association is the registered association of the institution. It has its office in the college premises. The alumni have extended a helping hand support to college administration in different activities and contributed to the academic and infrastructural growth and development of the college. From institutional point of view the alumni have supported the Career Counseling Cell. The alumni also joined hands in the activities like, avenue plantation, social forestry and by participating in the Volunteers' camp at the time of local festivals of Remuna Block. The college regularly invites

alumni to the college and their respective departmental function and also seeks their suggestion and cooperation.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	05%
PG to M.Phil	01%
PG to Ph.D.	01% (Cont.)
Employed	20%
Campus selection	06%
Other than campus recruitment	14%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The programme wise detail pass percentage of the batch wise students under various programmes for four academic years is given below. That represents a satisfactory performance being compared to affiliating University and other neighboring colleges of the locality.

Year/Course	Enrolled	Appeared	Passed	Percentage
2011-2012 Arts	126	100	84	84
2012-2013 Arts	120	96	74	77.08
2013-2014 Arts	122	103	76	73.78
2014-2015 Arts	207	163	131	80.37
2011-2012 Commerce	29	25	18	72
2012-2013 Commerce	48	40	29	72.5
2013-2014 Commerce	51	49	44	89.80
2014-2015 Commerce	29	20	16	80
2011-2012 Science	39	33	17	51.52
2012-2013 Science	39	31	17	54.84
2013-2014 Science	40	31	20	64.52
2014-2015 Science	64	60	35	58.33

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution provides soft-skill courses, enrichment courses, moral lectures and also arranges certificate course and career counselling which is a motivation factor for the student for higher level of education and employment. The college invites successful entrepreneurs/ industrialists, resource persons, career experts and professionals to address the students with their ideas and opinions. The Career Counselling and Placement Cell informs the outgoing students about the schedule and dates of different entrance tests for admission to PG and management courses in important institutes and Universities. During last four years many of our students are continuing higher education in the field of Law, Education, Computer application, Company Secretary, etc. During last four years many of our students are employed in Defence, Police, State Government offices, etc.

- 5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The institution has devised an elaborate mechanism to identify the students at the risk of failure and drop out by the process of academic assessment, proctoral system, personal contact, exam outcome and participatory performances. Hence extra classes, remedial classes, doubt clearing classes, etc are arranged for the purpose and if needed the welfare schemes of the college are also engaged to prevent the risk of failure and drop out of the students. Since the drop out students is largely caused by the early marriage of the girl students. The institution has decided to undertake drives for parental consciousness in this regard.

5.3 Student Participation and Activities

- 5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The PET of the college organizes Sports and in-door and Out-door games and conducts the Annual Athletic Meet as per the schedule reflected in the academic calendar of the college. The games and sports organized by university and other agencies are communicated to the students and accordingly a team of delegates is formed and being headed by the PET & I/C Athletic Society.

The range of Games and Sports includes, Football, Cricket, Volley ball, Badminton, Kabadi, Kho-Kho, Carom and Chess, etc. The events menu of the Annual Athletic Meet, Comprises of, 100mtrs, 200mtrs, 400mtrs, 800mtrs, 1500mtrs., 3000mtrs. & 5000mts. Running race & relay race,

Cross Country race, High Jump, Long jump, Triple Step Jump, Pole Vault Bar, Hurdles, Putting the Shot, Discus and Javelin throw, etc.

The Cultural Association of the College Students Union organizes the Annual cultural Competitions as per the schedule reflected in the academic calendar of the college, which includes Essay Competitions in English and Odia, Debate Competition in English and Odia, Song Competition in Odia, Hindi, English, etc, Quiz Competition, General Knowledge Competition, Recipe Contest, Jhoti and Muruja Competition.

The Service units of the College, like YRC, NSS Wing, etc also organize similar competitions. College advocate for the mass participation, but there is a growing demand among the non-participants to be volunteers. This trend has made the college colorful. The college distributes certificates and prizes to the winners and volunteers, and other students Selected by the college, at the functions of Annual Athletic meet, Annual Day Celebration, etc.

- 5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

2011-12	Madhusmita Giri	Women Champion	F.M University
2012-13	Madhusmita Giri	Women Champion	F.M University
2012-13	Rashmita Biswal	500mt (2 nd) 1500 mt(2 nd)	F.M University
2012-13	Cricket Team	Zonal Champion	F.M University
2013-14	Rasmita Biswal	Women Champion	F.M University
2013-14	Manoj Kumar Das	5000mt(3 rd)	F.M University
2014-15	Manoranjan Dalei	Men Champion	F.M University
2014-15	Rashmita Mohanty	High Jump First	F.M University
2014-15	Sarina Khatun	Grade- A in Mountaineering National Camp (Monali)	

- 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The College has the provision of collecting feedback from the students continuing their studies in the College regarding the infrastructure, facilities, and teachers' performances. The passing out graduates of the institution automatically become the members of the alumni and suggest the college administration in various matters. The employers of our human resource – products very often seek verification and clearance certificates from the college administration.

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- 5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The institute encourage the students to publish materials like, catalogues, Wall magazine, College magazine namely "SAPTASARA". by involving them in the Editorial Board. Magazine Secretary and Assistant Magazine Secretary of the College Students' Union are included in the College Wall Magazine- and the annual College Magazine; The College invites creative responses in the shape of articles, messages, slogans, quotations, posters, etc and encourages creative participation from the students.

- 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The institute has the provision for a Students' Union and other Societies. The office bearers of the respective bodies are elected through a smooth, fair and democratic process. These bodies shoulder the responsibility of organizing meetings, various competitions and put forth the demands of the students' community before the college administration through their Advisor(s). Being the common platform of the college students it plays a very significant role for the healthy academic growth of the institution. The fund for the purpose is raised by realizing collections from each and every college students, at the time of admission and re-admission. The college administration provides necessary infrastructural facilities for the proper functioning of the College Students' Union and Other Societies.

- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The institution cultivates participatory mechanism in the students' community to ensure all round growth and development. The students form the College Students' Union and other Societies in each academic year by electing the office bearers. Such office bearers represent in the Administrative, academic and other bodies of the college.

The Principal is the Chairperson of Grievance Redressal Cell, Sexual Harassment, and Anti-Ragging Cell. The library Advisory Committee takes an active part in the functioning of the college library and includes students' representation in it. Magazine secretary manage the College Wall Magazine. The Magazine Secretary and Cultural Secretary, etc are inculcated in the Editorial Board of the College Magazine. One lady faculty

member is selected by the Principal to become the member of Women Grievance Cell, Student grievance redressal cell.

- 5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The Alumni are organized themselves and developed a common platform. Alumni Association with their office (Sabhaghar) in the college campus. Their organizational Aims & Objectives are conducive to the interest and benefit of the College. The alumni have carried out an extensive programme of plantation and gardening in the college campus. The National Level Seminars, State Level Seminars, College Level Seminars and departmental seminars became more informative and energetic by their participation and paper presentation. The feedbacks from this end have strengthened the academics of the institution.

Criteria: Wise Input

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1. Institutional Vision and Leadership.

- 6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision

To impart quality education to the rural belt children with the resourceful faculty, with the support and leadership of Principal, involvement of all stakeholders etc. To hence the quality education not only through the class-room teaching, by help of chalk and talk but also to initiate and introduce latest teaching-learning technology with the help of modern teaching tools. To have better graduate attributes with social responsibilities and human values.

Mission

- 1) To spread the message of quality education to the rural youth at affordable fee and to check the dropout rates.
- 2) To extend support to the Institutional Head (Principal) from all the stake holders to strengthen his/her leadership.
- 3) To inculcate quality education to the Arts, Science & Commerce degree students by conducting Seminars, Symposium and work shop. To introduce LCD projectors, computer and internet in the class-room teaching and departmental seminars.
6. To have better graduate attributes, the institution will extend all its support to each and every human values and children by giving opportunities with better exposure.
7. To enhance extension activities through adoption of village, NSS, YRC, and Red Ribbon Club and through Eco-Club to meet the social responsibilities.

Vision, Mission & objectives are communicated to the students, teachers, staff & other stakeholders through college calendar, posters and college website.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Quadra-pod base of our institution is the Governing Body, the State Government, Principal and the Members of staff, who are relentlessly making effort to render quality and value based higher education and to contribute for its academic growth and development.

Management i.e. Governing Body is established under registration of society act-1860 and is responsible and accountable for its function and discharge of duties as per the rules and stipulations framed by the government from time to time. The management members (copy enclosed) discharge their functional responsibilities through the Principal of the college as the Ex-officio Secretary of the body. In its regular sittings and through resolutions on circulation discuss, debate on the matters presented by the Principal or any other matter that comes up during the course of the meeting. Governing Body as the Principal stakeholder of the college looks in to the general administration, financial implications and overall infrastructural development.

The college has regular Principal appointed by government. His function as such is multi-dimensional. He acts as the Chief Executive, the institutional representative of the department of higher education, the key officer between college and the governing body and the chief spokes person of the institution. In this process he is the main source of feedback collection and the principal executive for implementation of the same.

The Principal is the Ex-Officio President/Chairman of all Committees / Bodies / Societies/ Constituted on the regard of quality policy and plans. His valuable guidance, administrative and financial assistance influences the total mechanism working on quality and development. He convenes meetings of all bodies to guide, govern, and assess their timely performances and guide their visions for future. The recommendations taken in the meeting are submitted to the Managing Committee and the Management arrives at suitable decisions for implementation. It is evident that the governing body, the Principal and the faculty as well as students function as a well knit body.

Different Cells, Boards and Committees have been founded to monitor, to Co-Ordinate and to carry out the structural and functional requisites of the institution. These operational segments are Academic Committee, Students' Academic Management System's Cell, Examination Committee, Library Committee, Research Committee, College Development

Committee, Internal Quality Assurance Committee, UGC Committee, Purchase Committee, Construction Committee, Internal Budget Committee, Internal Audit Committee, ICT Cell, Disciplinary Committee, Rastriya Uchchatarata Shikshya Avijan Committee, Utility Services & College Campus Beautification Committee, Editorial & Publication Committee, Career Counselling Cell, Scholarship Committee, Students' Information Bureau, Anti-Ragging Cell, Cell for Reprisal of Grievances Against Sexual Harassment, Grievances and Appeal Committee for Redresses, Women Grievance Cell, ST/SC & Minority Cell, e- Governance Committee, Equal Opportunity Cell, Emergency Service Cell, NAAC Committee, etc which constitute the field level management lines.

In addition to these, the principal is assisted by an executive circle, composed of the secretary staff council, administrative bursar, academic bursar, accounts bursar, etc to look after the all round development of the college.

6.1.3 What is the involvement of the leadership in ensuring?

The policy statements and action plans for fulfilment of the stated mission:

The institution has carefully carved out a Ten Point guidelines and sincerely tries for a letter and spirit translation of governance based on institutional mission statement in to action.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan –

The institution formulate action plan for all operations by the process of debate, and discussion, meetings and seminars and incorporate the analyzed outcome as the part of the institutional strategic plan, provided it fulfills the mission and vision statement of the institution.

Interaction with stakeholders – Collection and analysis of Feedbacks from stakeholders, like students, alumni, parents, staff members, library users, District level Consultant and others and to consider the latent shaping forces of it, meant for the all round growth and development of the institution.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

Intensive work, optimal use of the infrastructure, need analysis, research inputs, stakeholders' priority are the catch word of the administrative and

academic functioning of the institution. Many of our extension programmes and Ancillary set ups speak of this endeavor, out and out.

Reinforcing the culture of excellence – Since education is the cultural messenger and the vehicle of Socio-economic, political, Religious and cultural changes, the institution is bestowed with the responsibility to get conducive to such a process of cultural reawakening and excellence.

Champion organizational change – Our objective is to change ourselves, since we advocate and inflict such changes. Incessant alternations, additions, modifications, etc are taking place in the structural and functional aspects of the institution. Such changes in its long term adjustment are supposed to bring in revolutionary changes in the field of education, study and research. So far the issue of change is concerned; change-in-structure is our institutional approach.

- 6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution relies upon the Feedbacks, from the stakeholders like, students, alumni, parents, staffs, library users, etc, consultation with District level Consultant, guests and invitees, analysis and outcome of Exam. Results and academic performances, Proctoral remarks, etc constitute the first hand information of the institution to monitor and to evaluate the policies and procedures and to act upon accordingly.

The institution has adopted participatory managerial principles and has formulated different boards, cells and committees, like Academic Committee, Students' Academic Management System's Cell, Examination Committee, Library Committee, Research Committee, College Development Committee, Internal Quality Assurance Committee, UGC Committee, Purchase Committee, Construction Committee, Internal Budget Committee, Internal Audit Committee, ICT Cell, Disciplinary Committee, Rastriya Uchchatar Shikshya Avijan, Utility Services & College Campus Beautification Committee, Editorial & Publication Committee, Career counseling Cell, Scholarship Committee, Students' Information Bureau, Anti-Ragging Cell, Cell for Reprisal of Grievances Against Sexual Harassment, Grievances and Appeal Committee for Redresses, Women Grievance Cell, ST/SC & Minority Cell, e- Governance Committee, Equal Opportunity Cell, Emergency Service Cell, NAAC Committee, etc for effective implementation and improvement of plans and policies.

Principal regularly summon meeting of the heads of the department regarding academic progress and department specific other activities. Staff Council meetings are convened where the opinion and suggestion of staff members are taken for implementation of various policies.

Regular monitoring and evaluation of different activities are undertaken by the College administration to ensure consistency and further improvement. Governing Body meetings are held regularly where the future plans are chalked out for all-round development of the College.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Academic leadership of the faculty is but a pre-requisite of administrative decentralization. It will cultivate sporting spirit, team-work, we feeling, workmanship and celebrated professionalism among the faculty members. The institution has green signalled the teachers not only to wield their command, control and authority in the class but also to extend it to the other spheres of academic and administrative interest. The faculties have proved their potentiality while conducting different co-curricular, extra-curricular, extension and enrichment programmes. All the Boards, Cells and Committees are carefully crafted so as to render smart and comprehensive service to the interest of the institution and stakeholders. Some of our faculty members have extended voluntary services and honorary consultancy to different educational institutions, social organizations, movements, etc. and proved a distinctive quality of leadership and fellow-feeling.

6.1.6 How does the college groom leadership at various levels?

The principal has abridged the super-ordination and sub-ordination gap in the institution and there by prepared a fertile platform to groom leadership at various levels. Preset guidelines, comprehensive work schedules, projected achievement, non-interference, co-ordination of role sets and fostering professionalism, etc are some of the pre-requisites, which the institution has extended priority.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The institution has delegated authority and provided operational autonomy to various departments and units of the institution. Different departments

have been asked by the administration to formulate their academic work schedule and to developed constructive programmes, in fulfilment to the academic orientation of the institution.

- 6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The institute promotes a culture of participative management in the sphere of administrative and academic functioning. The participative management system symbolizes transparency, democratic values, solidarity, personal concern and collective responsibility among all the stakeholders. The Participatory management has not only intensified the institutional life activity in the campus but also extended it beyond.

6.2 Strategy Development and Deployment

- 6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The quality policy of the institution has been clearly maintained in the vision statement of the college. Challenges of socio-economic, religious, political and cultural conditions and developments, etc. The quality policy of the institution is pushed forward by a comprehensive action plan, which comprises of necessary arrangements in the administrative and academic structure like facilitating operational autonomy, decentralization of governance, cultivation of leadership qualities and participatory management. The institution reviews its stated quality policy by analyzing the administrative and academic performances and outcome.

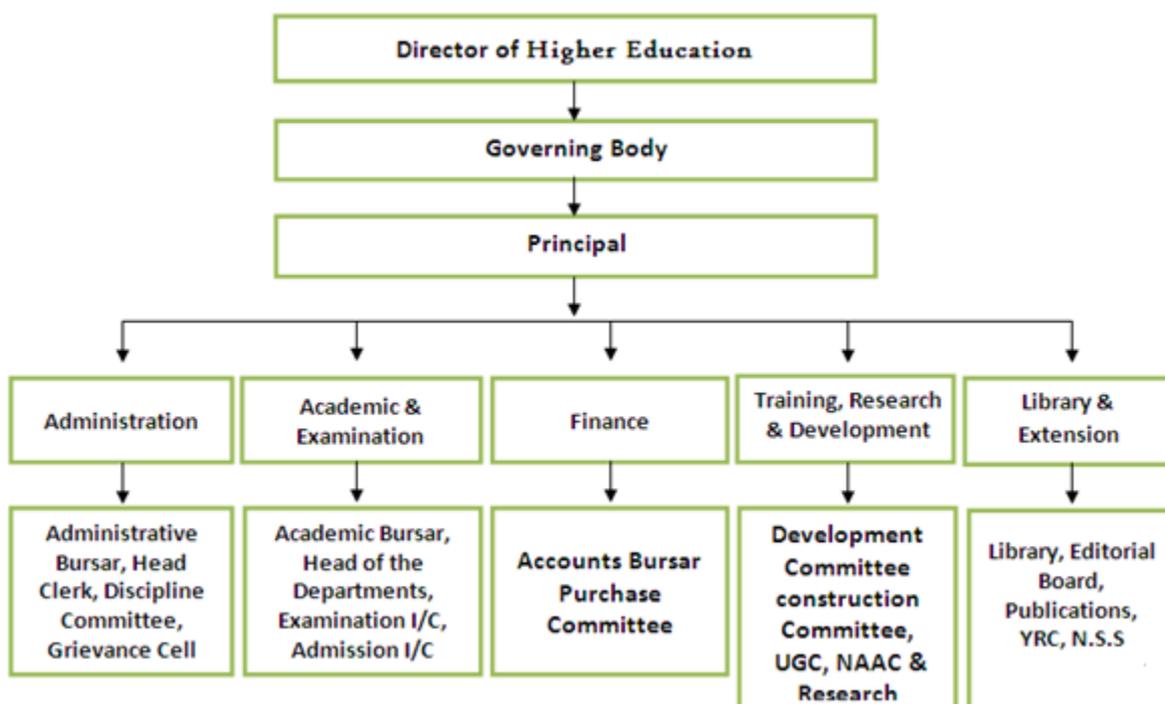
- 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The college is located in a rural and Indian set -up and it renders quality and value based higher education at affordable cost. So there are a lot of threats and challenges to overcome. The institution with its spoon fed infrastructure nourishes an ambitious plan to achieve and in this direction has developed a prospective plan for development. Till yet, we are conducting a long term, change-in-structure mechanism for growth and development. Our basic requisites are:

- Construction of Library on the first floor and administrative block on the ground floor which can provide facilities for day to day administrative work and enhance knowledge through Library.
- Boys Hostel in the campus.
- Girls' Hostel in the campus.

6.2.3 Describe the internal organizational structure and decision making processes.

The internal organizational structure of the College comprises of approved Governing Body with Principal cum Secretary, Administrative Committee, Academic Committee, Finance Committee, Construction Committee, Examination Committee, Library Committee and Research Committee who actively take part in the decision making process for day to day administration and all-round development of the College.



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

❖ **Teaching & Learning**

The institution has formulated a well knitted plan to make teaching learning academically processed, exam oriented, organized and meaningful, thereby making the subject matter interesting and intelligible. Induction of ICT enabled Class Rooms; adoption of technologies for e-searching and internet, LCD projectors and power point deliberation introduces student centric teaching learning process by promoting students' participation and interactive sessions. To fortify the students with educational tools, study aids, activities, Home-works, Tasks, Seminars, Group Discussions and Academic Procedurals and to provide them a well equipped Library,

Proctoral and Study Centre facilities. The institution advocates for the Strategic management of class room affairs, study environment, time and syllabus by emphasizing on lesson notes, lesson plan and progress.

❖ **Research & Development**

The institution encourages the faculties to undergo Orientation Programmes and Refresher Courses, to attend Inter-College, National, and International Level Seminars, Congress, Symposiums etc. and their participation in various institutional programmes. Faculty members are encouraged to undertake research work for award of M Phil, Ph.D, D.litt., research projects like MRPs, and for its publication in reputed journals, presentation in National and International Level Seminars act as Resource persons for different seminars and deliver extra moral talks on different occasions.

❖ **Community Engagement**

The institution urge for the recreation of a new India with the active participation of the young India. The service units like YRC- NSS Wing, etc act as a knowledge bridge in between the college and the village. It is meant Socially Useful Productive Works and Nation Building Programmes of any kind. The institutional service units have spearheaded Awareness Drives, blood donation programmes, social plantation, etc which witnessed an intimate involvement of the local people. The institution-community contact and interaction has resulted in the participation of the community in the events and programmes of the institution and also for its growth and development.

❖ **Human Resources**

The institution follows the policy of Human Resource Management for better functioning of the institution and to assure quality improvement. Persons having experience, expertise and specialisation in the respective fields are given assignments accordingly.

❖ **Industry Interaction**

The institution has planned to develop interaction with local industries like Birla Tyres, Ori-Plast, Emami Paper Mills and corporate bodies, so that the spirit of entrepreneurship will take root in the heart of the

students. Successful industrialists of the state are invited to address the students on different issues of ground realities and available governmental assistance.

- 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The head of the institution works as a connecting rod in between the college administration and the top management. The IQAC of the college has introduced the system of collection of feedbacks from stakeholders such as faculties, students, alumni, parents, library users, etc and from the visitors like D.L.C., Resource persons, etc. The ideas and opinions reflected in the feedbacks were analyzed and after due debate and discussion with the top management were carried out. The Head of the institution follows the circulars, guidelines, rules and regulations being prescribed by the government for proper administration of the College and complies with all the letters of government and other agencies. The records, registers and relevant documents are produced as and when necessary for review and the suggestions are taken thereof.

- 6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The institutional processes like teaching and learning, study and research, academic management and administration etc are carried out by the staff and in order to make it result oriented the management encourage and support the staff involvements. The management recognized the local standards of the staff members and their role to play in the formation of policies for the development of institutional processes and so inducted some of them as staff representatives in the Governing Body.

Apart from this move of participatory management, the management allows sufficient autonomy, flexibility and non-interference to different Boards, Cells, Committees, etc of the institution in achieving their goals. The management laid emphasis to recharge the staffs through different Training, Research and Development programmes and projects.

- 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

For the improvement of the institution, and institutional functioning the management passed the following resolutions in the meetings last year, which have been implemented by the college.

- 1) Creation of a web-site for college detail information.
- 2) To start the process for NAAC accreditation in the current academic session.
- 3) To undertake the up gradation of Library and college office.
- 4) To develop ICT infrastructure for staff and students and Internet/ LAN/Wi-Fi connectivity in the college & Core-Campus
- 5) All the above stated resolutions, as taken by the management are fully implemented.

- 6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The affiliating university has the provision to accord the status of autonomy to an affiliated institution. The institution in the present state of condition is developing the academic and infrastructural arrangements and is preparing to go through the first cycle of NAAC accreditation. After achieving the desired heights the institution has planned to go autonomous.

- 6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The Institute for a prompt and smart solution of students' grievances has formed a six member 'Grievances and Appeal Committee for Redresses' and strategically crafted it to act as a quick action team. It is composed of, 1. Administrative Bursar & IC e-admission, 2. Academic Bursar, 3- Advisor - CSU, 4- HOD, Commerce & IC Remedial classes, 5- IC - Library & Scholarship committee, 6- IC - Remedial class & women IO in order to cover all the possible aspects of complain and grievance. It is interesting to note that no grievance was made in the above cited areas of expectations. During last four years students' grievances were mainly related with infrastructural development which is redressed accordingly.

The grievances of the other stakeholders like, alumni, parents, etc are heard by Administrative Bursar and immediately resolved in the presence

of the sectional heads. The members of the staff have the opportunity to resolve their complaint(s) through a single window provision, i.e. Staff Council Secretary.

- 6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No court case has been filed by and against the institute.

- 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The institution has the mechanism to collect feedback from the students on institutional performance incorporating various aspects, which are related to academic parameters. The responses of the students, to such index are analyzed by the College Administration for further improvement wherever necessary. The significant outcomes of feedbacks are acted upon in the previous years.

6.3 Faculty Empowerment Strategies

- 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The institution left no stone unturned in ensuring the professional development of the teaching and non-teaching staff. The following steps are taken for quality enhancement in the field of professionalism.

- ❖ During last four years all most all our faculties have attended Refresher courses in different Academic Staff Colleges, as per the Guideline of Government of Odisha.
- ❖ The faculties are encouraged for higher studies and additional degrees and to undertake research.
- ❖ The institution promote the faculties to write articles, to arrange workshops, to organize departmental and inter-departmental seminars, Inter-college Seminars, UGC sponsored National Level Seminars and to participate in these and to carry out other academic activities, like publication of books.
- ❖ The institution invites eminent researchers, resource persons to share their ideas and opinions, views and voices. In this direction the institution conducts Extension Programmes, Extra-moral lectures, etc.
- ❖ Institution has developed its own quality enhance programmes, like computer literacy, library and office automation system, and participation in extra-curricular and service unit activities.

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- ❖ The members of the non teaching staff are relieved to attend the training programmes organized by government agencies, university and district administration from time to time on e-Admission, e-Dispatch, e-Filing, HRMS (Human Resource Management System) and others. That helps them to be accustomed with the latest work culture.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Faculty empowerment and motivation are two key factors leading to the development of work culture and institutional performance. The college sincerely follows the policy of university and government with regard to career advancement of the staff /faculty; it sponsors and deutes the faculty for refresher course / orientation course and sends off the non-teaching staff for accounts training. Some of the faculties have received training on e-Governance/e-Admission and on HRMS in all cases the staffs are supported with duty leave, TA/DA and accommodation in their places of visit. The councilors and programme officers of different service units, like NSS, YRC Wing regularly attend the training programmes organized by their respective Service Headquarters.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The performance of the members of staff if regularly monitored and reviewed in internal review committee meeting.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The performance Appraisal Report on a teacher is prepared by taking into consideration, the Self-Appraisal Report of the member of staff concerned, Plan and Progress factsheets, Teachers' Appraisal feedback from the students, etc.

The Principal in the capacity of Principal-cum-Secretary gives his opinion confidentially taking into account the multiple activities. In case of adverse remark the report is reviewed by the President, Governing Body and the incumbent is asked to improve the performance.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The welfare schemes available for teaching and non-teaching staff from the Department of Higher Education, are:

- ❖ Maternity Leave
- ❖ Medical Leave/Casual Leave/Compensatory Off facility
- ❖ Duty Leave facility wherever applicable
- ❖ Provident Fund as per rules, and loan facility thereon.

The institution extends the following welfare schemes to the teaching and non-teaching staff members.

- ❖ The College has insured health insurance for both teaching and non teaching staffs.
- ❖ Out of the acquired blood coupons with the Central Red Cross Blood Bank, Balasore, and the YRC-Unit in particular and the institution in general ensure all its human resources with an emergency Blood Transfusion Assurance.
- ❖ The institution appoints the nearest kin of the employee, whose death takes place while in office, with a management post and salary. This facility is applicable only for the Non-Teaching staff members.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The staffing position of the institution is regulated by the posting and transfer policy of the government and Department of higher Education. So, the institution has no role to play in the dimension of retaining eminent faculty. But, the institution can approach the government, i.e. department of higher education and Director, Higher Education in case of necessity for eminent faculty.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

On the eve of the financial year, the institution used to prepare the Draft Budget and submit the same to the Governing body for approval. The composite elements of the budget are Plan expenditure, Non-plan expenditure, recurring expenditure and Non-recurring expenditure. It also laid emphasis on timely utilization of funds viz. collection of Development fund from students, Grant-in-Aid received from the Government from time to time, funds of UGC Schemes and Assistance, etc. and submits the report to appropriate authority (affiliating university, state government and UGC) in due time. Several committees are there to look after utilization of funds under different heads the institution maintains financial prudence in that.

- 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The internal and external audit mechanism of the institution is done at various levels. The internal audit of the various departments of the college, library, service units, etc are conducted through stock taking by the Internal Audit Committee of the institution on yearly basis. The institution has adopted external audit system. This is audited by a Chartered Accountant.

The last audit was done in 2013-2014 and the institution was audited up to 31st March, 2014. There were no major audit objections. Minor audit objections have been complied with.

- 6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of institutional receipts/ funding, includes:

- a) Development Fees paid by the students,
- b) M.L.A. LAD,
- c) M.P. LAD,
- d) Grants made by the State Government,
- e) UGC Schemes and Assistance. Since the admission fee of the students of the institution is one of the lowest in the State, hence funding from this source of Development Fees is scanty. Normally the College follows the principle of balanced budget and there is no

deficit. The audited income and expenditure statement of last four years attached herewith will reveal the strength of the institution.

- 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The institution made consistent effort in securing the additional funding from different ends, like, 1. M.L.A. LAD, 2.Grants made by the State Government, 3.UGC Schemes and Assistance, etc. The funds sanctioned, released and received from these ends have been completely utilized during that stipulated period, specified for the purpose.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a) Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The institution has proposed to establish an Internal Quality Assurance Cell (IOAC). The IQAC is operational from the last academic session 2015-16 and is committed to push up the academic health of the institution.

The IQAC ensures quality and value based higher education and upheld institutional policies in this regard. It helps in the optimal use of the existing infrastructural facility and carves out areas for further infrastructural growth and development. It is also responsible to give new heights to the teaching – learning process, to promote student centric education, to increase the use of ICT and other technological support. The IQAC is also facilitating the process of influx of UGC Schemes and Assistance and thereby helps the institution to get into the national mainstream.

The IQAC has contributed a lot in institutionalizing the quality assurance processes. Resource persons, eminent researchers, etc are invited to address the faculties regarding quality assurance programme and on issues involved. Smart class room teaching, use of LCD projectors and Power point, was established and teachers are made conversant to the use of Information and Communication

Technology. Students' participation in various extracurricular and extension activities are encouraged and interactive sessions were promoted. The faculties are encouraged to undertake research projects, higher studies, publish articles in reputed journals, and participate in conferences and workshops to improve efficiency. To fortify the students with educational tools, study aids, activities, Home-works, Tasks, Seminars, Group Discussions and Academic Procedurals and to provide them a well equipped Library, Proctoral and Study Centre facilities.

- b)** How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The IQAC have been approved by the management and as it is recently operational so the decisions of the IQAC is in the making. All the expected outcomes / decisions of the IQAC shall have been implemented taking infrastructural feasibility into consideration.

- c)** Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

There are external members in the IQAC Committee of the institution.

- d)** How do students and alumni contribute to the effective functioning of the IQAC?

Students and alumni are the pillars of the IQAC. The students have contributed a lot by conducting departmental seminars, extension programmes, etc.

The alumni have made immense contribution.

- e)** How does the IQAC communicate and engage staff from different constituents of the institution?

The aims and objectives of the IQAC have been communicated to all the members of staff and purpose specific seminars have been arranged to ensure the smooth functioning of the IQAC and to engage the members of staffs in a productive way.

- 6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The institution has the integrated framework for quality assurance of its administrative and academic activities. Different Boards, Cells and Committees have been formulated keeping in mind the broad prospective of IQAC and its operationalisation. The institution has formulated a fifteen point guideline which is largely consistent to IQAC water mark. The Format of IQAC is supplied to all departments and they are asked for its total adherence. The Departments/faculties are allowed autonomy in lieu of participation and commitment. The institution undertakes faculty development programme, skill development programmes of the students, Basic training schedules for the non-teaching staff members so that they will be effective work force to materialize IQAC programmes and its prospective.

- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The quality assurance procedures of the institution and its success are largely dependent upon the effective Training, Research and Development programmes. So the institution has devised the following training programmes in an attempt of putting the horse before the cart.

The primary objective is to make the faculty members conversant with Basic Computer Literacy, ICT application, Internet Browsing, Smart Class room management, etc. The Library staff members are trained in Basic Computer Literacy, ICT application, Internet Browsing for reference division, library Automation System for Loan Counter, etc. The non-teaching officials underwent training in Basic Computer Literacy, ICT application and office management, Internet Browsing, LAN Application, etc. The Computer Lab. staff members completed training in all such training module stated above with LAN & Wi-Fi Management and maintenance. It is mandatory for each student to attend two library science classes in each academic year.

- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

There has been no academic audit of the Institutions as such by the affiliating University. The External Review of the Academic Provisions has been carried out with monotonous frequency, by the members of Performance Tracking Cell, District Level Coordinator and Director, Higher Education, Odisha and their opinion in this regard has been satisfactory.

The Institution undertake academic audit by the academic bursar, who review the Lesson Notes, Lesson Plan & Progress, Remedial, Doubt clearing and Extra classes. He also scrutinizes the Annual Performance Appraisal Report, Analysis on feedbacks and course completion certificates, etc and thereby advice to improve the institutional activities.

- 6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The Structural and functional aspects of Internal Quality Assurance mechanism are quite consistent to the requirement of the external quality assurance agencies/regulatory authorities. For both of them, aim at providing quality education and revolutionary change in the academic health of the institutions.

- 6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

IQAC continuously review and monitor the teaching learning process of the college.

- 6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders? Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The quality assurance policies and outcomes of the institution are communicated to all the stakeholders, viz. students, staff members, old faculty, alumni members, parents and the local people through different meetings, seminars and workshops organised by the College from time. Necessary information in this regard is reflected on the college website. The reports of activities are displayed to all the stakeholders on Notice Board, and communicated to Director, Higher Education, Department of Higher education – government of Odisha, University authorities, UGC and other agencies as and when required.

Criteria: Wise Input

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Our Institutional gardening is an attempt to provide a clean and green environment in the dimension of its total land. Sc.ape. Collegiate students and members of the Alumni by forming an Eco Club have played a significant role in the creation, management and preservation of the College garden. The college students have adopted the plants and offered collective responsibility to make the garden green and vibrant by its looks. The institution has appointed a gardener and formed a 'Utility Services & College Campus Beautification Committee' to conduct Green Audit of the campus and its facilities.

7.1.2 What are the initiatives taken by the college to make the Campus Eco-Friendly?

- ❖ **Energy conservation** – While designing the college building much care has been taken to ensure sufficient illumination during day time and cross ventilation. The institutional practice of minimal use of electricity is in vogue. The institution observes the 'Save the Earth Day on 22nd April'.
- ❖ **Use of renewable energy-** The Institution has planned for installation of Photovoltaic i.e. solar lamp posts in the core campus. This initiative will safe guard security aspects, support the camp operation of service unit during night, especially when women unit is involved, and to popularize the cause of renewable energy sources in remote and rural Indian set up and among the second generation.
- ❖ Water harvesting - No.
- ❖ Check dam Construction - No.
- ❖ Efforts for Carbon neutrality - No

We encourage use of bi-cycles by the students and staff members. For carbon neutrality the College undertakes massive plantation works in and around the College.

Plantation – Every year the College takes up plantation projects like Social Forestry, Avenue plantation, institutional gardening, etc from its own resources and from other sources. The volunteers-activists of different service units, like YRC-NSS, Wing play an active role in the Operation Green Haunt. At the time of arrival of monsoon, i.e. July 1st to July 7th the college observe Clean & Green Campus Week.

- ❖ Hazardous waste management - No
- ❖ e-waste management – No

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- ❖ The College has adopted the following innovative practices during the last four years. The YRC unit has developed and assures all our human resources of emergency Blood transfusion through college web-site.
- ❖ The College has installed solar lighting facility inside the College campus as a measure to conserve electricity, and to popularize the use of renewable energy sources.
- ❖ Institution linkage has been promoted by the institution to enhance practical applications of knowledge acquired in class room.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

- ❖ The institution strives for the holistic development of students and caters to their needs for progression in academic as well as in curricular and extracurricular activities such as sports, debate, quiz contests, cultural activities and others.
- ❖ It also encourages them to have a feel of the external environment through study trips and visits to various institutions so that they know about the national and global demands. The faculty strives for excellence among students and plans strategies for the same.
- ❖ Providing extra coaching for needy and weaker sections students beyond College hour to make them up to date with the course and other academic work. Remedial coaching, career counselling, group discussion, debate competitions are arranged for quality improvement of respective group of students.
- ❖ To maintain transparency in the admission process we adopt summarily the e admission procedure of Government of Odisha. No capitation fee, no donations, neither of any sort of extra money is being collected from the students. The admission subcommittee monitors the entire process very effectively.

-
- ❖ Regular health check up camp is being organized for the students in collaboration with doctors of adjacent local government hospital-PHCs. Medical experts from outside are also invited for health awareness programmes organized by the College. We have initiated steps for providing emergency blood transfusion assurance to all the students and members of staff.

4. Format for Presentation of Best Practice

A. Title of the Practice

(The title should capture the keywords that describe the Practice.)

- a) Educational Support System, comprises of different Projects and Programmes, like DRCs, Soft Skill Development Programme, Computer Literacy & Certificate Course, Spoken English Module – Oral-Trick, Small But Functional Library, Personality Development Programmes, Moral Lectures, Career Counselling, Ancillary Set-Ups, Teaching-Learning Process, etc.

- b) Health Care Facilities.

B. Goal

(Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.)

The Institution has carefully chalked out.

- a) A series of Projects and Programs in the dimension of Education, study and Research. To render Quality and Value based higher education at an affordable lower cost with a human face, social commitment and intellectual pursuit.

- b) An integrated Healthcare activities/facilities, with an ambition to secure to all its human resources

Emancipation of body, mind and spirit, and Development of personality, character and productivity, which are but the core-part of our Institutional Mission & Vision statements.

C. The Context

(Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

The prevailing educational inequality in the remote and rural areas, its

democratic pattern and demographic representation, the existence of large scale poverty, lack of parental care and supervision, and the need for the development of a meaningful and purpose-based education system, lack of funds and infrastructure, etc. are some of the contextual features/challenging issues which had to be addressed while designing and implementing the practice(s) by the institution. So far the best practices are concerned the institutional approach is situation specific and how to well-knit different programmes to achieve the desired outcome in the sphere of education, study and research.

Since there is no single window solution of these plethora of problems the institution has carefully designed a change-in-structure approach and formulated an integrated programme to fight back and to ensure quality and value based higher education at an affordable lower cost with a human face, social commitment and intellectual pursuit.

D. The Practice

(Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.)

- a) **DRCs** - The Institution also shaped Seminar which shall also act as the Departmental Research Cells, ensuring research endeavour of different Departments and to foster Inter-Departmental Research Cell activities and interactions for the effective synthesization for cross disciplinary approach, research, study and critical analysis.
- b) **SOFT SKILL DEVELOPMENT PROGRAMME** – The college have formed a Soft Skill Board to provide soft skill development module for collegiate students. The following teaching modules are covered in soft skill development programmes for students and there shall be one class per segment/per week. Students are trained to prepare curriculum vitae. The subject modules are Basic English Grammar, Writing skills, Hand Writing, Reading skills, Presentation skills, Public Speech, Aptitude tests, Banking Format, Grammatical accuracy, Functional English, Communicative English, English for competitive examinations, Essays & Précis, Interview skills, Group communication skills and Group discussion skills.
- c) **COMPUTER LITERACY & CERTIFICATE COURSE** - The College is planning to introduce one certificate course i.e. PGDCA for students and staff members which one can opt in addition to the regular curricula. The ICT Board shoulders the responsibility to impart such education to the aspiring students and has been

entrusted to improve the computer literacy among the students and staff in association with ICT board.

- d) **SPOKEN ENGLISH MODULE –ORAL-TRICK** -For skill development of students, the Teaching module of the spoken English programme 'ORAL-TRICK' is imparted by expert faculties with three classes per week.
- e) **SMALL BUT FUNCTIONAL LIBRARY** – Apart from other regular features and services, the Library renders the following services as unique features.
- f) **Instant Study Desk & Direct Access System** – An In-house arrangement within Open Stack Area with High-Desks provisions for Faculty members only. It ensures Readers' Direct Access to study materials through open shelves Rack system for Instant Study Desk only.

Study Incentive Approaches - The Library Department of the college also distribute awards/prizes like 2- "*Best Library User award*" Trophy for the optimal utilization of the Library for boy and girl student of the college on the basis of creative and purposive use of Library i.e. Loan Counter and Reference Division, Reading room, magazine Corner etc. Our Library also plays a prominent role in the dispersal of different scholarships for the students qualifying for it.

Students' welfare schemes - Maximum number of books to be issued to Students beneficiaries availing of (a) the free studentship, (b) Scholarship from the Government sources, (c) Scholarship from the Patrons, (d) Students availing of the Students' Aid Funds and (e) any other student sponsored by the proctor on the basis of merit, differently able and economic criteria and duly approved by the Principal shall be only one book more of their existing category.

- i. **PERSONALITY DEVELOPMENT PROGRAMMES:** The General Library has a section which houses books on Personality Development and for cultivation of leadership qualities among the students. Students have participatory representation in the academic and administrative functioning of the college. They are also encouraged to adopt plants and to take part in different Nation Building Programmes, Athletic Meets, various cultural competitions, camps & campaigns, debates & discussions, Seminars & Symposiums, etc. and so on.

-
- ii. **MORAL LECTURES** – In extension activities college organizes moral Lectures on issues of national and international importance and significance and with inter-disciplinary approach, like Women Empowerment, Human Rights & Duties, Protection Of Environment, Health Awareness Programmes and workshops, Economic studies and survey, Industrialization, Legal consciousness, On Indian traditional value systems, etc. Resource persons having experience and expertise in the field are invited to share their ideas and opinions, tones and tides, views and voices.
 - iii. **CAREER COUNSELING-** The career counselling cell of our college also trained up students in tracing their career options, effective motivation and up-to-date preparation. Resource persons from a multiple field of choice like Banking, Admn. Services, Police, Advocacy, Teaching, Marketing and Sells, etc. are invited to fortify the students for their future prospective.
 - iv. **TEACHING-LEARNING PROCESS-** The institution has developed guidelines to ensure academically processed, exam oriented, organized and meaningful teaching modules, to promote interactive sessions/discussions by adopting ICT enabled smart classrooms, intrinsic management of class-room affairs, study environment, time and syllabus, proctoral supervision, creative and has a value based approach, to induce scientific temper, artistic values and research motivations, etc.
 - v. **HEALTHCARE PROGRAMMES-** At the time of Annual Blood Donation Camps, we enable our student-donors to undergo blood grouping and a general haematological examination. Out of the acquired blood coupons with the Central Red Cross Blood Bank, BALASORE, we ensure all our human resources with an emergency Blood Transfusion Assurance. The YRC volunteers enrol themselves into a database on the college website for the purpose of emergency blood transfusion. During YRC Workshops, Doctors of the local PHCs are invited to Share their Ideas and Opinions and to give medical advice and to the students with known medical complications and training on First Aid, Rescue Operation and Disaster management etc. All the students are covered under students' safety insurance scheme by the public sector insurance company. There is also provision of co-operative society and staff welfare fund and Student Aid Fund to help the staff members and students respectively in case of a serious health hazards.

E. Evidence of Success: Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

The institution has worked out its Best Practices keeping in view its long term structural outcome, which can bring in a revolutionary change in the realm of education, study and research. These Best practices have also contributed short term functional benefits to the institution in particular and stake-holders in general.

The Departmental Research cells have promoted research motivation among students and faculties.

The Soft Skill development Programme has successfully patch up the academic arrears among the students and sharpen their potentialities as a productive factor in the future.

The computer literacy and certificate course has turned the institution in to a conducive platform to adopt ICT enabled smart classrooms, adoption of new technologies, Power point presentations, etc.

The spoken English classes have enriched the students with Command and control over the language, in communicating the intimate self, to develop new approach in presentation and to succeed in interviews.

The Librarian has enabled the faculties and students' by providing unstained support to make library user friendly. Many library based welfare schemes and programmes have benefitted the students in their academic activities and intellectual pursuits.

The personality development programme of the institution has injected leadership qualities and turned the students in to relentless workers and resourceful organizers. As a result of which they have productively contributed towards the nation building programmes as formulated by the service units.

The moral lecturer has opened up new windows of knowledge and understanding among the students and faculties.

The career counselling cell has offered opportunities in the selection and preparation for a wide variety of jobs in this huge world of work and to enable our human resources as the effective bread winner.

The teaching learning process in the institutions marks the growth of classroom interactions, support to the slow learners and academically advanced students etc. It has also registered in the growing academic health of the institution.

The health care initiatives of the institution has meant for preparing a smart work force for translating the dreams of the individuals and institution in to a reality.

F. Problems Encountered and Resources Required

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words).

The institution has a skeletal infrastructure to support different schemes and programmes of the institution as a result of which it is too difficult for their effective operationalization.

The transfer policy of the state Government and the present staffing position is inadequate to support the above stated programmes.

G. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/implementing the Best Practice in their institution (about 150 words).

H. Contact Details

Name of the Principal	: Jayanti Nayak
Name of the Institution	: Remuna Degree College
City	: Balasore
Pin Code	: 756019
Accredited Status	: 1 st Cycle
Work Phone	: 06782 224399
Fax	: 06782 224395
Website	: www.remunadegreecollege.org
E-mail	: remunadegreecollege@gmail.com
Mobile	: 9861779074

Evaluative Report of the Departments: **COMMERCE**

- 1) Name of the department - Commerce
- 2) Year of Establishment – 2008
- 3) Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG - 2
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : Nil
- 9) Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	01
Contractual Lecturer	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Mr. Deba Bijaya Mishra	M.Com, MBA PH.D(Paper submitted)	Lecturer	Commerce	12	-
Mr. Dharendra Kumar Jena	M.COM,MBA, Ph.D(going to submit)	Lecturer	Commerce	5	-

11. List of senior visiting faculty:
 - a) Dr. (Major) Abhaya Kumar Panda, Ex Controller, F.M.U, and Former Principal of F.M. Auto College.
 - b) Dr. Gayadhar Padhi, Former H.O.D, F.M. Auto College, Balasore.
 - c) Dr. Chitta Ranjan Das, Former H.O.D, F. M Auto College, Balasore.
 - d) Dr. Hrusikesh Behera, Retired Principal, Maharaja Purnachandra (Auto) College.
 - e) Dr. R.K.Sahu, Reader in Commerce, Bhadrak (Auto) College.

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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 50%
 13. Student -Teacher Ratio (programme wise) 48:2
 14. Number of Academic Support Staff (Technical) and Administrative Staff; sanctioned and filled : Nil
 15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D/ M.Phil/PG.: M.Com-2
 16. Number of faculty with ongoing projects from:
 - a) National
 - b) International funding agencies and grants received: Nil
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 18. Research Centre /facility recognized by the University: Nil
 19. Publications:
 - a) Publication per faculty
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students:
 - ❖ Deba Bijaya Mishra

S. No.	Name of Journal /Book	Title	Year
1.	Zenith International Journal of Business Economics and Management Research – ISSN 2249 - 8826, Volume 3 (6)	E-CRM I Indian Banking Industry: A tool for Survival in Technology era.	2013
2.	Inter Continental Journal of Finance Research Review ISSN : 2321 - 0354 Online ISSN : 2347 - 1654 – Print - Impact Factor:0.720 Volume - 3, Issue 6, June 2015	Determinant of profitability of new private sector banks in India : A statistical analysis	2015
3.	Research Journal of Finance & Accountings ISSN : 2222 – 1697 (Paper), ISSN : 2222 – 2847 (Online), Volume – 6, nos. 15, 2015	Financial performance of new private sector banks in India : An in-depth study.	2015

c) Dharendra Kumar Jena

S. No.	Name of Journal /Book	Title	Year
1	Journal of Economics Management and Technology – ISSN 2278 - 5175	Disclosure in Annual Report of Listed Companies: The case of India	2013
2	FMU Journal of Management ISSN 2278 - 5175	Transference in Financial Reporting in India	2014
3	NSTDIT – ISBN 978-81-920559-8-5	Web based disclosure and their determinant	2014

- ❖ Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
- ❖ Monographs : Nil
- ❖ Chapter in Books: Nil
- ❖ Books Edited: Nil
- ❖ Books with ISBN/ISSN numbers with details of publishers : Nil
- ❖ Citation Index : Nil
- ❖ SNIP : Nil
- ❖ SJR : Nil
- ❖ Impact factor : Nil
- ❖ h-index : Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

- a) National committees: Nil
- b) International Committees: Nil
- c) Editorial Boards.... Mr. Deba Bijaya Mishra is in the College Puja Committee and Sports Committee

22. Student projects: Nil

- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

-
23. Awards / Recognitions received by faculty and students: Nil
24. List of eminent academicians and scientists/visitors to the department: Nil
25. Seminars/ Conferences/Workshops organized & the source of funding (Participated):
- International Level Seminar: Nil
 - National Level Seminar: 09
 - State Level Seminar: Nil
 - Workshop: Nil
 - Departmental Seminar: 03
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG 2011-12(PASS)	46	46	37	19
UG 2012-13(PASS)	37	37	23	14
UG 2013-14(PASS)	33	33	19	14
UG 2013-14(HONS)	15	15	09	06
UG 2014-15(PASS)	16	16	13	03
UG 2014-15(HONS)	32	32	24	08
UG 2015-16(PASS)	13	13	09	04
UG 2015-16(HONS)	32	21	17	04

***M = Male *F = Female**

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
2011-12	98%	02%	-
2012-13	98%	02%	-
2013-14	98%	02%	-
2014-15	98%	02%	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? Data not available

29. Student progression

Student progression	Against % enrolled
UG to PG	Data not Available
PG to M.Phil.	Data not Available
PG to Ph.D.	Data not Available
Ph .D .to Post-Doctoral	Data not Available
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	Data not Available

30. Details of Infrastructural facilities

- a) Library: Yes, books are available in the library.
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Under Process
- d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: Students receive SSC and SSF.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:

- a) Seminar
- b) Special Lecturer
- c) Group Discussion

33. Teaching methods adopted to improve student learning:

- a) Chalk and Board
- b) PowerPoint Presentation
- c) OHP Presentation
- d) Audio-Visual Aids
- e) Case Study Method
- f) Group Discussion Method
- g) Co-operative Learning

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Swachh Bharat Abhiyan:

Activities of Department:

- ❖ Welcome to new students and farewell to the senior students in each year.
- ❖ Study Tour
- ❖ Industrial Visit
- ❖ Group Discussion
- ❖ Career Counselling

-
- ❖ Dept. Seminar
 - ❖ Class room Presentation
 - ❖ Assignment
 - ❖ Quiz Competition
 - ❖ Accounting Software Training
 - ❖ Home assignment
 - ❖ Picnic

Achievements:

- ❖ Maximum success of students in Annual Exams.
- ❖ Maximum Passed out students Employed in Various Sector.
- ❖ Innovation and research are given Priority.
- ❖ Sincerity and Decorum of Students reared up.
- ❖ Extracurricular and co-curricular activities of students are performed.
- ❖ Development of inherent qualities of learners.
- ❖ Enhancement of sense of social and civil responsibilities.

35. SWOC analysis of the department and Future plans:

Strength:

- ❖ Quality teaching and first degree College in Commerce in Remuna.
- ❖ One among the reputed institution in the region.
- ❖ Good management prefer this department.
- ❖ Upliftment of the socio-economically weaker student.

Weakness:

- ❖ Student with poor communication.
- ❖ Poor chance of exposure because of rural location.

Opportunities:

- ❖ Many corporate prefer Commerce graduate than MBA graduate.
- ❖ Growing demand for Commerce graduate with Tally.
- ❖ To pursue higher level course like ICAI, ICWAI, ICSI, etc.

Challenges:

- ❖ Difficulty in designing industry and job oriented curriculum.
- ❖ Improving communication skills of students from rural areas.
- ❖ Efforts should be made to bring more corporate for campus interview.

Evaluative Report of the Departments: POLITICAL SCIENCE

1. Name of the department – Political Science
2. Year of Establishment – 1996
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
4. Names of Interdisciplinary courses and the departments/units involved: Nil
5. Annual/ semester/choice based credit system (programme wise) : ANNUAL
6. Participation of the department in the courses offered by other departments: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.NIL
8. Details of courses/programmes discontinued (if any) with reasons : Nil
9. Number of teaching posts.

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./ D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Debendra Das	MA in Pol. Science	Lecturer	Indian administration	16 Years	-
Mr. Kamalaparna Kar	M.A,M.PHIL	Lecturer	Pol. Sociology	11 Years	-

11. List of senior visiting faculty:
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student -Teacher Ratio (programme wise): 256:2
14. Number of academic support staff (Technical) and administrative staff; sanctioned and filled: Nil

-
15. Qualifications of teaching faculty with D.Sc./ D.Litt/ Ph.D/ MPhil / PG.: PG-01, M. Phil-01
 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
 18. Research Centre /facility recognized by the University : Nil
 19. Publications: No
 - a) Publication per faculty
 - b) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - c) Monographs : Nil
 - d) Chapter in Books: Nil
 - e) Books Edited : Nil
 - f) Books with ISBN/ISSN numbers with details of publishers : Nil
 - g) Citation Index : Nil
 - h) SNIP : Nil
 - i) SJR : Nil
 - j) Impact factor : Nil
 - k) h-index : Nil
 20. Areas of consultancy and income generated: Nil
 21. Faculty as members in
 - a) National committees NIL
 - b) International Committees NIL
 - c) Editorial Boards....: Mr. Debendra Das is a member in
 - d) NAAC Committee, Editorial board member in calendar, Hostel committee, Purchase and discipline committee, Accounts Bursar & IQAC Co-ordinator
 22. Student projects: Nil
 - a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
 23. Awards / Recognitions received by faculty and students: Nil
 24. List of eminent academicians and scientists / visitors to the department: Dr. Umakanta Das, Nilgiri College, Nilgiri.

25. Seminars/Conferences/Workshops organized & the source of funding (Participated):

- a) International Level Seminar: Nil
- b) National Level Seminar: 09
- c) State Level Seminar: 02
- d) Workshop: Nil
- e) Departmental Seminar: 03

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled	
			*M	*F
(UG) 2011-2012 Pass	15	15	09	06
(UG) 2011-2012 Hons	16	16	07	09
(UG) 2012-2013 Pass	15	15	09	06
(UG) 2012-2013 Hons	16	16	03	13
(UG) 2013-2014 Pass	12	12	04	08
(UG) 2013-2014 Hons	16	16	03	13
(UG) 2014-2015 Pass	23	23	10	13
(UG) 2014-2015 Hons	32	32	19	13
(UG) 2015-2016 Pass	27	27	05	22
(UG) 2015-2016 Hons	38	38	15	21

*M = Male *F = Female

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
U.G 2012: Pass Elective Honours	100%	-	-
U.G 2013: Pass Elective Honours	100%	-	-
U.G2014: Pass Elective Honours	100%	-	-
U.G2015: Pass Elective Honours	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	3%
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
•Other than campus recruitment	
Entrepreneurship/Self-employment	20%

30. Details of Infrastructural facilities:

- a) Library: Yes, Books are available in the Library
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, Government or other agencies: Students receive SSC and SSF.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminars and special lectures are organised by the department.

33. Teaching methods adopted to improve student learning:

- a) Group discussion
- b) Monthly test
- c) Previous Year Question discussion

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- a) NSS and blood donation camp organised

35. SWOC analysis of the department and Future plans

Strength:

- ❖ Question Bank & well furnished library.
- ❖ Support all highly qualified dedicated Staff.

Weakness:

- ❖ Lack of Publications

Opportunities:

- ❖ To provide Quality Education to the Students according to their satisfaction, Question Banks & Remedial classes.

Challenges:

- ❖ To start P.G. Courses
- ❖ To motivate students for higher study.
- ❖ To make traditional Subjects Job oriented

Achievements:

- ❖ The students are able to secure good position in University Exams.

Evaluative Report of the Departments : HISTORY

1. Name of the department – History
2. Year of Establishment – 1996, Hons. - 2005
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
4. Names of Interdisciplinary courses and the departments/units involved: Nil
5. Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
6. Participation of the department in the courses offered by other departments: Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Jayanta Kumar Pradhan	M.A in History, F.M.U R.E.T qualified for Ph.D	Lecturer	Ancient Indian History	19	-
Mrs. Malati Samal	M.A IN History, F.M.U R.E.T qualified for Ph.D	Lecturer	Modern Indian History	15	-

11. List of senior visiting faculty:
 - a) Dr. D N Padhi, Retd. Professor.
 - b) Dr. G. Acharya, Retd. Professor.
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

-
13. Student -Teacher Ratio (programme wise) 256:03
 14. Number of academic support staff (Technical) and administrative staff; sanctioned and filled: Nil
 15. Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/ MPhil/ PG - PG=2, Ph.D = 01.
 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 18. Research Centre /facility recognized by the University: Nil
 19. Publications:
 - a) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - b) Monographs : Nil
 - c) Chapter in Books : Nil
 - d) Books Edited : Nil
 - e) Books with ISBN/ISSN numbers with details of publishers : Nil
 - f) Citation Index : Nil
 - g) SNIP : Nil
 - h) SJR : Nil
 - i) Impact factor : Nil
 - j) h-index : Nil
 20. Areas of consultancy and income generated: Nil
 21. Faculty as members in
 - a) National committees: Member of Indian History Congress and Executive members of Odisha History Congress
 - b) International Committees : Nil
 - c) Editorial Boards.....: Mrs. Malati Samal is the editor of in college magazine editorial board and member of college wall magazine.
 22. Student projects: Nil
 - a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
 23. Awards / Recognitions received by faculty and students: Students have been participating awarded by Youth Festival, Mohatsaba, etc. Mr. Jayanta Kumar Pradhan participated in International Level Seminar, National Level Seminar, and State Level Seminar. He has participated and paper presented in State Level Workshop organised by Article Published in Regional Director, Higher

Education, BBSR Article published in the Souvenir of R.D.S. Degree College, organised by UGC Level Seminars.

24. List of eminent academicians and scientists / visitors to the department:
Dr. Surendra Biswal, Srinibas College, Mangalpur.
25. Seminars/ Conferences/ Workshops organized & the source of funding (Participated):
- International Level Seminar: 01
 - National Level Seminar: 05
 - State Level Seminar: 06
 - Workshop: 02
 - Departmental Seminar: 04
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
U.G. 2011-12: Pass	12	12	05	07
U.G. 2011-12: Hons	16	16	06	10
U.G. 2012-13: Pass	06	06	04	02
U.G. 2012-13: Hons	30	30	16	14
U.G. 2013-14: Pass	11	11	10	01
U.G. 2013-14: Hons	30	30	15	15
U.G. 2014-15: Pass	10	10	08	02
U.G. 2014-15: Hons	32	32	17	15
U.G. 2015-16: PASS	12	12	03	09
U.G. 2015-16: Hons	38	38	24	14

*M = Male *F = Female

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
U.G 2012: Pass Elective Honours	100%	-	-
U.G 2013: Pass Elective Honours	100%	-	-
U.G2014: Pass Elective Honours	100%	-	-
U.G2015: Pass Elective Honours	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

29. Student progression

Student progression	Against % enrolled
UG to PG	04%
PG to M.Phil.	02%
PG to Ph.D.	01%
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	06%
•Other than campus recruitment	
Entrepreneurship/Self-employment	20%

30. Details of Infrastructural facilities:

- a) Library: Books and Journals are available
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Available
- d) Laboratories NIL

31. Number of students receiving financial assistance from college, university, government or other agencies: Students receive SSC and SSF.

32. Details on student enrichment programmes (special lectures/ workshops /seminar) with external experts: Departmental Seminar, Special lecturers by visiting faculties.

33. Teaching methods adopted to improve student learning: Remedial classes, Monthly Test, Group discussion, Question Bank supply and Teaching with projector (Power Point Class).

34. Participation in Institutional Social Responsibility (I.S.R.) and Extension activities: Youth Red Cross programmes, N.S.S, Sports.

35. SWOC analysis of the department and Future plans

Strength:

- ❖ Qualified and dedicated staff, Doubt clearing classes Remedial classes, Guardian meeting, to take Remuna High School as adopted high school for the development of social science subjects.

Weakness:

- ❖ Lack of adequate reference journals, Spoken English.

Opportunities:

- ❖ Model Question paper discussion
- ❖ Career Oriented Counselling.

Challenges:

- ❖ To motivate the students to be job oriented particularly in the field of Archaeology and Tourism and Historical studies with new methodology.
- ❖ To start P.G. Courses.

Achievements:-

- ❖ The pass out students have been engaged at Odisha Police, High school teachers, Advocates, Lecturer, Businessman.
- ❖ Academically pass out students now continuing M.phill Course, Ph.D.
- ❖ We care for the all round development of body, mind, soul of learners.
- ❖ Dedicate, determination and devotion are the motto of the Department of History.

Evaluative Report of the Departments : ECONOMICS

- 1) Name of the department - ECONOMICS
- 2) Year of Establishment - 1996
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : 2% (in Pass) : Nil(in Honours)
- 9) Number of teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	01
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No .of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr Ashis Kumar Choudhury	MA In Economics	Lecturer	Agricultural & Finance	06	-
Miss Dharitree Behera	MA, M. Phil , Economics	Lecturer	Econometric, Computer Application for Economic Analysis	-	-

- 11) List of senior visiting faculty: Mr. Harish Chandra Bag, Lect. in Economics.
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 50
- 13) Student -Teacher Ratio (programme wise) 307:2
- 14) Number of academic support staff (Technical) and administrative staff; sanctioned and filled.

-
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt / Ph.D/ MPhil / PG.: PG -2, M.Phill-1
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University: Nil
- 19) Publications: Nil
- a) Publication per faculty: Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students: Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs: Nil
 - e) Chapter in Books: Nil
 - f) Books Edited: Nil
 - g) Books with ISBN/ISSN numbers with details of publishers: Nil
 - h) Citation Index: Nil
 - i) SNIP: Nil
 - j) SJR: Nil
 - k) Impact factor: Nil
 - l) h-index: Nil
- 20) Areas of consultancy and income generated: Nil
- 21) Faculty as members in
- a) National committee : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... Mr. Ashis Kumar Choudhury is in Editorial Board of Magazine committee.
- 22) Student projects: Yes
- a) Percentage of students who have done in-house projects including inter departmental/programme: Yes
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: 80%

- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and visitors to the department: Yes
- Mr. Nabin kumar Bhanjha, Badampahad College, Mayurbhanj.
 - Mr. Jitansu Kumar Das, Banabhumi College, Maurbhanj.
 - Mr. Gouranga Ch. Panda, Nilamani Mahavidyalaya, Rupsa.
- 25) Seminars/Conferences/Workshops organized & the source of fund in (Participated).
- International Level Seminar: 01
 - National Level Seminar: 03
 - State Level Seminar: 01
 - Workshop: 02
 - Departmental Seminar: 03
- 26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG Pass 2011-2012	34	34	10	24
UG Pass 2012-2013	38	38	16	22
UG Pass 2013-2014	24	24	12	12
UG Hons 2013-2014	16	16	06	10
UG Pass 2014-2015	18	18	13	05
UG Hons 2014-2015	16	16	04	12
UG Hons 2015-2016	19	19	04	12
UG Pass 2015-2016	10	10	03	07

*M = Male *F = Female

- 27) Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
UG 2011-12	100%	-	-
UG 2012-2013	100%	-	-
UG 2013-2014	100%	-	-
UG 2014-2015	100%	-	-

- 28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

29) Student progression.

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
•Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities

- a) Library: Yes (Text Books and Journals are in the Library)
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories: NA

31) Number of students receiving financial assistance from college, university, government or other agencies: SSG and SSF and PRERANA.

32) Details on student enrichment programmes (special lectures/workshops /seminar) with external experts:

- a) Seminar
- b) Special Lecturer
- c) Group Discussion
- d) Class Room Presentation

33) Teaching methods adopted to improve student learning:

- a) Unit Test
- b) Remedial Classes
- c) Group Discussion
- d) Question Bank
- e) Co-Operative Learning
- f) Chalk & Board
- g) Power Point Presentation
- h) Case Study Method

34) Participation in Institutional Social Responsibility (ISR) and Extension activities:

- a) Participation N.S.S Programme
- b) Swachh Bharat Mission Programme

-
- c) Jalachatra Programme
 - d) Industrial Visit
 - e) Departmental Seminar
 - f) Assignment
 - g) Quiz Competition
 - h) Study Tour
 - i) Inter Departmental Cultural Programme

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Qualified Teacher and Well furnished Library
- ❖ Guardian Meeting
- ❖ Inter Class Discussion on Economic Topic

Weakness:

- ❖ Lacks of Adequate Reference Journals,
- ❖ No professional Course

Opportunity:

- ❖ To make traditional Subjects
- ❖ job oriented model question paper discussion
- ❖ Remedial classes
- ❖ Institutional Tie up

Challenges:

- ❖ To open PG classes
- ❖ To motivate the students to be job oriented
- ❖ To improvement skill development of students and hospitalities
- ❖ To motivate students for higher studies.

Achievements:

- ❖ All round development of body, mind & soul of the learners. The departments trying its best for new innovation & research.

Evaluative Report of the Departments : HOME SCIENCE

- 1) Name of the department – Home Science
- 2) Year of Establishment - 1998
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : 1%
- 9) Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for The last 4 years
Mrs. Monalisa Jena	MA in Home Science	Lect. in HSC	Extension Education	05	-
Miss. Rasmi Rekha Soren	M.A in Home Science B.ED, M.Phil in H.SC.	Lect. in HSC	Extension Edn. & Community Nutrition	05	-

11. List of senior visiting faculty: Dr. Alladini Dhir, Lect in Home Science in K.K.S Women's College
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student -Teacher Ratio (programme wise) 307:2
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Miss. Kamalini Gidi, Demo in H.SC.

-
15. Qualifications of teaching faculty with D.SC./ D.Litt/ Ph. D/ MPhil / PG.: PG-02-M.Phil-01
 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 18. Research Centre /facility recognized by the University : Nil
 19. Publications: Nil
 - a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books: Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
 20. Areas of consultancy and income generated : Nil
 21. Faculty as members in:
 - a) National Committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... : Nil
 22. Student projects : Nil
 - a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
 23. Awards / Recognitions received by faculty and students:
 - a) Suprava Tarei -Topper in H.SC. (2014)
-

- b) Madhusmita Giri - University Sports Champion (2012)
 c) Rashmita Biswal- University Sports Champion (2013)
 d) Rashmita Mohanty - University Sports Champion (2014) And high Jump Champion (State Level)
 e) Sarina Khatun(Selected for NSS Best Volunteer at Monali)
24. List of eminent academicians and scientists / visitors to the department:
- a) Mamata Barala, Lect. in Home Science, Nilagiri Women's College.
 b) Basumati Panda, Lect. In Home Science, Balasore Mahila College.
25. Seminars/ Conferences/Workshops organized & the source of funding (Participate):
- a) International Level Seminar: Nil
 b) National Level Seminar: 01
 c) State Level Seminar: Nil
 d) Workshop: 03
 e) Departmental Seminar: 03
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
U.G.2011-2012 Hons	16	16	00	16
U.G.2011-2012 Pass	11	11	00	11
U.G.2012-2013 Hons	32	32	00	32
U.G.2012-2013 Pass	23	23	00	23
U.G.2013-2014 Hons	32	32	04	28
U.G.2013-2014 Pass	28	28	02	26
U.G.2014-2015 Hons	28	28	04	24
U.G.2014-2015 Pass	21	21	01	20
U.G.2015-2016 Hons	35	35	04	31
U.G.2015-2016 Pass	18	18	01	17

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	%of students from abroad
U.G.(2011-2012)	100%	-	-
U.G.(2012-2013)	100%	-	-
U.G.(2013-2014)	100%	-	-
U.G.(2014-2015)	100%	-	-
U.G.(2015-2014)	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?: 02

29. Student progression

Student progression	Against % enrolled
UG to PG	2
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
•Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30. Details of Infrastructural facilities

- a) Library: Yes
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories: Yes

31. Number of students receiving financial assistance from college, university, government or other agencies: college

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Department organises monthly seminar

33. Teaching methods adopted to improve student learning: Constructive approach, Discussion method, monthly Exam. Question bank supply

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Yes

35. SWOC analysis of the department and Future plans

Strength:

- ❖ Qualified dedicated teacher
- ❖ Well Furnished practical room

Weakness:

- ❖ Lack of publication

Opportunities:

- ❖ Emphasis education for girls.
- ❖ To provide vocational learning through entrepreneurship programme.

Challenges:

- ❖ Motivates students to write in English medium method.

Evaluative Report of the Departments : ODIA

- 1) Name of the department - Odia
- 2) Year of Establishment - 1996
- 3) Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other : Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : Nil
- 9) Number of teaching posts:

	Sanctioned	Filled
Lecturer	02	02
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./ Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No .of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Trilochan Sahu	MA ,PhD	Lecturer in Odia	Linguistics	21	-
Dr. Manasi Mishra	MA, Ph.D	Lecturer in Odia	Linguistics	20	-

11. List of senior visiting faculty:
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13. Student -Teacher Ratio (programme wise) 307:2
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

-
15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ M.Phil / PG.: PG & Ph.D-2
 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 18. Research Centre /facility recognized by the University : Nil
 19. Publications: Nil
 - a) Publication per faculty Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students: Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.): Nil
 - d) Monographs : Nil
 - e) Chapter in Books: Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
 20. Areas of consultancy and income generated: Nil
 21. Faculty as members in
 - a) National Committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards....: Dr. Trilochan Sahu is in College Magazine Editorial Board.
 22. Student projects: Nil
 - a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
 23. Awards / Recognitions received by faculty and students: Nil
 24. List of eminent academicians and scientists / visitors to the department:
 - a) Dr. Madan Mohan Pati, Retd. Lecturer in Odia, S.C. College, Mitrapur.
 - b) Dr. Narottam Parida, Retd. Lecturer in Odia, S.C. College, Mitrapur.

25. Seminars/Conferences/Workshops organized & the source of funding (Participated):

- a) International Level Seminar: Nil
- b) National Level Seminar: 04
- c) State Level Seminar: 05
- d) Workshop: Nil
- e) Departmental Seminar: 03

26. Student profile Programme/Course Wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG(HONS) 2011-12	16	16	03	13
UG(HONS) 2012-13	32	32	05	27
UG(HONS) 2013-14	32	32	07	25
UG(HONS) 2014-15	32	32	07	25
UG(HONS) 2015-16	38	38	17	21

*M = Male *F = Female

27. Diversity of Students

Name of the Course	%of students from the same State	% of students from other States	%of students from abroad
UG 2011-2012	100%	-	-
UG 2012-2013	100%	-	-
UG 2013-2014	100%	-	-
UG 2014-2015	100%	-	-
UG 2015-2016	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?: Data Not Available

29. Student progression

Student progression	Against % enrolled
UG to PG	20%
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
•Other than campus recruitment	
Entrepreneurship/Self-employment	-

-
30. Details of Infrastructural facilities
- a) Library: Yes Books are available in the library.
 - b) Internet facilities for Staff & Students: YES
 - c) Class rooms with ICT facility: Available
 - d) Laboratories Nil
31. Number of students receiving financial assistance from college, university, government or other agencies:
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminars are organised by the department.
33. Teaching methods adopted to improve student learning: Interactive class room teaching, Monthly Test , Group Discussion, Question Bank Supply.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participated in various activities.
35. SWOC analysis of the department and Future plans
- Strength:
- ❖ Remedial classes.
 - ❖ Numerical question analysis.
 - ❖ Dedicated staff
- Weakness:
- ❖ Lack of Publication.
- Opportunity:
- ❖ Career oriented counselling.
 - ❖ Model question paper discussion.
- Challenges:
- ❖ To open P.G. Courses.
 - ❖ Encourage students for higher study.

Evaluative Report of the Departments : EDUCATION

- 1) Name of the department – Education
- 2) Year of Establishment - 2014
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : Nil
- 9) Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	-
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No .of Years of Experience	No. Of Ph.D. Students guided for the last 4 years
Mrs. Puspita Sahu	M.A., M.Phil.	Lecturer	Teacher Education	02	-

- 11) List of senior visiting faculty: Mrs. Dipti Kamila
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 100
- 13) Student -Teacher Ratio (programme wise) 76:1
- 14) Number of academic support staff (technical) and administrative staff; sanctioned and filled
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt/ Ph.D/ MPhil / PG.: PG, M.Phil.`1
- 16) Number of faculty with ongoing projects from
 - a) National
 - b) International funding agencies and grants received: Nil

-
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University : Nil
- 19) Publications: Nil
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
- 20) Areas of consultancy and income generated : Nil
- 21) Faculty as members in
- a) National committees : Nil
 - b) International Committees: Nil
 - c) Editorial Boards... : Nil
- 22) Student projects: Yes
- a) Percentage of students who have done in-house projects including inter departmental/programme: 98%
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists/ visitors to the department: Nil

25) Seminars/ Conferences/Workshops organized & the source of funding (Participated)

- a) International Level Seminar: Nil
- b) National Level Seminar: 01
- c) State Level Seminar: Nil
- d) Workshop: Nil
- e) Departmental Seminar: 02

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG. Pass. 2014-15	10	10	04	06
UG. Hons. 2014-15	16	16	02	14
UG. Pass. 2015-16	06	06	01	05
UG. Hons. 2015-16	19	19	05	14

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
U.G. 2014 Pass.	100%	-	-
U.G. 2014 Hons.	100%	-	-
U.G. 2015 Pass.	100%	-	-
U.G. 2015 Hons.	100%	-	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? Nil

29) Student progression: N/A

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed • Campus selection •Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities

- a) Library: - Books, Journals are available in the library
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories:

31) Number of students receiving financial assistance from college, university, government or other agencies: Students receive SSG and Prerana.

32) Details on student enrichment programmes (special lectures/ workshops / seminar) with external experts: Departmental Seminar, Special lectures by visiting faculties.

33) Teaching methods adopted to improve student learning: Monthly test Exam, Group Discussion, Previous question discussion, Feedback from students per month.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Youth Red Cross Programmes.

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Question Bank & well furnished library.
- ❖ Support all highly qualified dedicated Staff.

Weakness:

- ❖ Lack of publication.

Opportunities:

- ❖ To provide Quality Education to the Students according to their satisfaction, Question Banks & Remedial classes.

Challenges:

- ❖ To start P.G. Courses
- ❖ To motivate students for higher study.
- ❖ To make traditional Subjects Job oriented

Achievements:

- ❖ All round development of body, mind, innovation & soul of the learners. The department is trying it's best for new innovation & research. The students are able to secure good position in University Exams.

Evaluative Report of the Departments: Sanskrit

- 1) Name of the department - Sanskrit
- 2) Year of Establishment - 1996
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ semester/choice based credit system (programme wise) - ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons
- 9) Number of teaching posts.

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	01
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,).

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Mrs. Jayanti Nayak	MA in Sanskrit	Lecturer	Literature	20	-
Mrs. Rajalxmi Kar	MA in Sanskrit	Contractual Lecturer	Dharmasastra	02	-

- 11) List of senior visiting faculty: Dr. Manoj Ratha, Lecturer in Sanskrit, Swarnachud College.
- 12) Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : 50%
- 13) Student -Teacher Ratio (programme wise) 307:2
- 14) Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D/ MPhil / PG.: PG-2
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

-
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University: Nil
- 19) Publications: Nil
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (National /International) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
- 20) Areas of consultancy and income generated: Nil
- 21) Faculty as members in
- a) National committees Nil
 - b) International Committees Nil
 - c) Editorial Boards....Mrs. Jayanti Nayak is an of senate member of F.M. University.
- 22) Student projects: Nil
- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists/ visitors to the department:
- a) Dr. Khittiswar Dash, Retd. Principal.
 - b) Dr. Manoj Kumar Rath, Lecturer in Sanskrit, Swarnachud College.
- 25) Seminars/ Conferences/Workshops organized & the source of funding (Participated):
- a) International Level Seminar : Nil

- b) National Level Seminar : 01
 c) State Level Seminar : Nil
 d) Workshop : 01
 e) Departmental Seminar : 03

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG Pass(2011-2012)Pass	06	06	01	05
UG Pass(2012-2013)Pass	10	10	00	10
UG (2013-2014) Pass	08	08	02	04
UG (2013-2014) Hons	14	14	02	12
UG (2014-2015) Pass	04	04	00	04
UG (2014-2015) Hons	17	17	00	17
UG (2015-2016) Pass	10	10	04	06
UG (2015-2016) Hons	19	19	04	15

*M = Male *F = Female

27) Diversity of Students:

Name of the Course	%of students from the same State	% of students from other States	%of students from abroad
UG (2011-2012)	100%	-	-
UG (2012-2013)	100%	-	-
UG (2013-2014)	100%	-	-
UG (2014-2015)	100%	-	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

29) Student progression

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
•Other than campus recruitment	
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities:

- a) Library: Text books and Journal available in the library.
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : Nil

31) Number of students receiving financial assistance from college, university, Government or other agencies: Students receive Prerana

32) Details on student enrichment programmes(special lectures/workshops /seminar) with external experts: Seminars are organised by the departments.

33) Teaching methods adopted to improve student learning: Unit test , Remedial classes, Group discussion, Question bank supply

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: NCC, NSS Program, Jalachhatra Programme.

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Remedial Class
- ❖ Guardian meeting
- ❖ Inter class discussion about spoken Sanskrit topic

Weakness:

- ❖ Lack of adequate reference Journals

Opportunity:

- ❖ Career oriented counselling

Challenges:

- ❖ To introduce a course of “Shreemad Bhagabad Gita” in Honours level.

Evaluative Report of the Departments : ENGLISH

- 1) Name of the department - ENGLISH
- 2) Year of Establishment - 1995
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved- Interdisciplinary English courses for all Science, Arts & Commerce Students and imparting English soft skill, written English.
- 5) Annual/ semester/choice based credit system (programme wise) - ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : Nil
- 9) Number of teaching posts

	Sanctioned	Filled
Lecturer	01	01
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Mr. Rabindranath parida	MA in English	Lecturer	American literature	19	-

- 11) List of senior visiting faculty: Mrs. Elina Mohapatra
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 50
- 13) Student -Teacher Ratio (programme wise : 307:2
- 14) Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ MPhil / PG.: PG-2
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

-
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University : Nil
- 19) Publications: Nil
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books: Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index: Nil
- 20) Areas of consultancy and income generated: Nil
- 21) Faculty as members in
- a) National committees: Nil
 - b) International Committees: Nil
 - c) Editorial Boards.... : Mr. Rabindra Nath Parida is in College magazine & editorial board
- 22) Student projects: Nil
- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists/visitors to the department: Nil

25) Seminars/Conferences/Workshops organized & the source of funding (Participated):

- a) International Level Seminar: Nil
- b) National Level Seminar: 01
- c) State Level Seminar: 02
- d) Workshop: 01
- e) Departmental Seminar: 01

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG(Arts, Science, Commerce)2011	240	128+48+64= 240	89	151
UG(Arts, Science, Commerce)2012	240	128+48+64= 240	155	93
UG(Arts, Science, Commerce)2013	432	256+128+48= 432	182	250
UG(Arts, Science, Commerce)2014	517	307+153+57= 517	117	400
UG(Arts, Science, Commerce)2015	656	307+51+298= 656	304	352

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
UG(English)compulsory 2011	98%	2%	-
UG(English)compulsory 2012	97%	3%	-
UG(English)compulsory 2013	99%	1%	-
UG(English)compulsory 2014	98%	2%	-
UG(English)compulsory 2015	97%	3%	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? Data Not Available

29) Student progression

Student progression	Against % enrolled
UG to PG	25%
PG to M.Phil.	05%
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	02%
•Other than campus recruitment	
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities

- a) Library: Yes, textbooks and Journals are available in the Library.
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Available
- d) Laboratories : Nil

31) Number of students receiving financial assistance from college, university, government or other agencies: Students receive FREESHIP and SSG.

32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminars are organised by the Departments.

33) Teaching methods adopted to improve student learning: Classes, Group discussions, Unit test, Remedial Classes, Question bank supply.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participate in various activities.

35) SWOC analysis of the department and Future plans:

Strength:

- ❖ Remedial class
- ❖ Numerical Question analysis
- ❖ Dedicated staff

Weakness:

- ❖ No professional courses, Lack of literary Journals

Opportunity:

- ❖ Career based course to be introduced.

Challenges:

- ❖ Introduction of Honours and PG classes

Evaluative Report of the Departments : PHILOSOPHY

- 1) Name of the department - Philosophy
- 2) Year of Establishment - 2014
- 3) Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ semester/choice based credit system (programme wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons
- 9) Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	-
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. Of Ph.D. Students guided for the last 4 years
Miss. Kshitishree Padhi	MA	Lecturer	Political philosophy	01	-

- 11) List of senior visiting faculty: Nil
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
- 13) Student -Teacher Ratio (programme wise) 64:1
- 14) Number of academic support staff (Technical) and administrative staff; sanctioned and filled: Nil
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt/ Ph.D/ MPhil / PG.: PG-1
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

-
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University: Nil
- 19) Publications: Nil
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
- 20) Areas of consultancy and income generated: Nil
- 21) Faculty as members in
- a) National committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... : Nil
- 22) Student projects: Nil
- a) Percentages of students who have done in-house projects including inter departmental/programme : Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil
- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists/visitors to the department: Nil

25) Seminars/Conferences/Workshops organized & the source of funding (Participated):

- a) International Level Seminar: Nil
- b) National Level Seminar: 01
- c) State Level Seminar: Nil
- d) Workshop: Nil
- e) Departmental Seminar: 02

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
U.G. pass 2014-15	03	03	00	03
U.G. pass 2015-16	06	06	05	01

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
U.G. 2014 PASS	100%	-	-
U.G. 2015 PASS	100%	-	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? NIL

29) Student progression

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
• Other than campus recruitment	
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities

- a) Library: Yes, Library Facilities are available.

-
- b)** Internet facilities for Staff & Students: YES
c) Class rooms with ICT facility : Under Process
d) Laboratories:
- 31)** Number of students receiving financial assistance from college, university, government or other agencies: Nil
32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminars and special lectures are organised
33) Teaching methods adopted to improve student learning: Doubt Clearing Class, Group discussion
34) Participation in Institutional Social Responsibility (I.S.R.) and Extension activities: Swachh Bharat Mission
35) SWOC analysis of the department and Future plans

Strength:

- ❖ Well furnished library
- ❖ Support to the student
- ❖ Dedicated staff

Weakness

- ❖ Lack of publication

Opportunities:

- ❖ All round development of the students.
- ❖ To provide quality education.

Challenges:

- ❖ Development of fullest capacity for intellectual and special growth.
- ❖ Development of student ability to identify rightly type of argument.

Evaluative Report of the Departments : BOTANY

- 1) Name of the department - BOTANY
- 2) Year of Establishment - 2001
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- UG
- 4) Names of Interdisciplinary courses and the departments/units involved- Environmental Studies
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Institutional tie-up with R.D.S College, Kundabai belongs to North Orissa University
- 8) Details of courses/programmes discontinued (if any) with reasons : Nil
- 9) Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	01
Guest Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Mr. Sanjay Kumar Behera	MSc in Botany	Lecturer	Plant Physiology & Biochemistry	15	-
Miss. Anjana Das	MSc in Botany	Guest Lecturer	Microbiology	1	-

- 11) List of senior visiting faculty:
 - a) Dr. Madhusmita Das
 - b) Dr. Siba Narayan Das
 - c) Mrs. Ritarani Barik
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 50%

-
- 13) Student -Teacher Ratio (programme wise) 96:2
 - 14) Number of academic support staff (Technical) and administrative staff; sanctioned and filled : Miss Rasmita Bhuyan, Lab assistant
 - 15) Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./MPhil/PG.: PG-2, PG & M Phil-01
 - 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
 - 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 - 18) Research Centre /facility recognized by the University : NA
 - 19) Publications: Nil
 - a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
 - 20) Areas of consultancy and income generated : Nil
 - 21) Faculty as members in
 - a) National Committees: Nil
 - b) International Committees: Nil
 - c) Editorial Boards....Mr Sanjay Kumar Behera is Co-ordinator of NAAC Committee.
 - 22) Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme: 100% in Departmental Field study.
-

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists/visitors to the department: 03
- a) Dr. Madhusmita Das
- b) Dr. Siba Narayan Das
- c) Mrs. Ritarani Barik
- 25) Seminars/ Conferences/Workshops organized & the source of funding
- a) International Level Seminar: Nil
- b) National Level Seminar: 03
- c) State Level Seminar: Nil
- d) Workshop: 01
- e) Departmental Seminar: 03
- f) Orientation Programme : 01
- 26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
U.G. 2011-2012 Pass	19	19	6	13
U.G. 2012-2013 Pass	25	25	9	15
U.G.2013-2014 Pass	35	35	15	20
U.G.2013-2014 Hons	16	16	11	5
U.G. 2014-2015 Pass	46	46	20	26
U.G. 2014-2015 Hons	19	19	04	15
U.G. 2015-2016 Pass	95	95	36	59
U.G. 2015-2016 Hons	19	19	07	12

***M = Male *F = Female**

- 27) Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
U.G. 2011-12	99%	1%	-
U.G. 2012-13	99%	1%	-
U.G. 2013-14	99%	1%	-
U.G. 2014-15	99%	1%	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

29) Student progression

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	01%
•Other than campus recruitment	03%
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities

- a) Library: Text books and journals available in the general library
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Available
- d) Laboratories: Well Furnished

31) Number of students receiving financial assistance from college, university, government or other agencies: Students receive Prerana, SSC & SSF.

32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminar

33) Teaching methods adopted to improve student learning: Unit test, Remedial Classes, Group discussion, Question bank supply.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Students participated in various activities as World Health Day, World Environment Day, Science Exhibition etc.

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Remedial Classes.
- ❖ Guardian meeting, Group discussion, Dedicated staff

Weakness:

- ❖ Lack of Publication

Opportunities:

- ❖ Career oriented courses to be introduced.

Challenges:

- ❖ To motivate all students to read research oriented course. To avail each one teaches one programme.

Evaluative Report of the Departments : COMPUTER SCIENCE

- 1) Name of the department – COMPUTER SCIENCE
- 2) Year of Establishment - 2014
- 3) Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
- 4) Names of Interdisciplinary courses and the departments/units involved- ICT training for all departments.
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL.
- 6) Participation of the department in the courses offered by other departments : For executing programming language like 'C' in Mathematics
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil
- 8) Details of courses/programmes discontinued (if any) with reasons
- 9) Number of teaching posts.

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	-
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Ph.D. Students Guided for the Last 4 years
Mr. Satyabrata Mallick	M.Tech. in Comp.Sc..	Lecturer	Database	7 Year	-

- 11) List of senior visiting faculty: Mr. Manas Kumar Panda, Lect. in IT.
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:100%.
- 13) Student -Teacher Ratio (programme wise) 16:1
- 14) Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL
- 15) Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil / PG.: PG-1.
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

-
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil.
- 18) Research Centre /facility recognized by the University: Nil
- 19) Publications: Nil.
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
- 20) Areas of consultancy and income generated : NIL
- 21) Faculty as members in
- a) National committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... : Nil
- 22) Student projects: Nil
- a) Percentage of students who have done in-house projects including inter departmental/programme : 12%
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students : Debasuya Nayak-Rajya Puraskar in Scout & Guide First Position in Boom Sakalaka (ETv Odia Reality Show), Sanghamitra Parida- First Prize in State Level Kabadi.

- 24) List of eminent academicians and scientists / visitors to the department.
- National: Departmental Seminars are conducted by the dept in regular basis.
 - International: Nil

25) Seminars/ Conferences/Workshops organized & the source of funding.

- International Level Seminar: Nil
- National Level Seminar: 01
- State Level Seminar: Nil
- Workshop: Nil
- Departmental Seminar: 03

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
U.G.(2014-2015) Hons.	16	16	03	13
U.G.(2015-2016) Hons.	19	19	10	09

*M = Male *F = Female

27) Diversity of Students.

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
U.G.(2014-2015) Hons.	100%	-	-
U.G.(2015-2016) Hons.	100%	-	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? :Nil

29) Student progression

Student Progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
•Other than campus recruitment	
Entrepreneurship/Self-employment	-

-
- 30) Details of Infrastructural facilities.
- a) Library: Text books and journals are available in the general Library.
 - b) Internet facilities for Staff & Students: Yes
 - c) Class rooms with ICT facility: Yes
 - d) Laboratories: Yes
- 31) Number of students receiving financial assistance from college, university, Government or other agencies : Nil
- 32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: seminars are organised by the department in regular interval of time.
- 33) Teaching methods adopted to improve student learning
- a) Power point presentation
 - b) Group discussion
 - c) Monthly seminars.
- 34) Participation in Institutional Social Responsibility (ISR) and Extension activities:
- a) A special camp for cleanliness
 - b) Science Exhibition
- 35) SWOC analysis of the department and Future plans

Strength:

- ❖ Wi-Fi computer lab.
- ❖ Best configured computers.
- ❖ Dedicated staff.

Weakness:

- ❖ Lack of publication.

Opportunity:

- ❖ Students are encouraged to get higher degrees through online classroom teaching of different institutes.
- ❖ Different G.D. & P.I. Demonstration classes are done to get good technical jobs.

Challenges:

- ❖ Different projects should be introduced to develop practical knowledge.

Evaluative Report of the Departments ; PHYSICS

- 1) Name of the department - PHYSICS
- 2) Year of Establishment - 2001
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved: Nil
- 5) Annual/ Semester/Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons
- 9) Number of teaching posts.

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	-
Contractual Lecturer	02	02

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./ Ph.D. / M. Phil. etc.,).

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Mr. Sapan Kumar Behera	M.Sc. ,M Phil continuing	Lecturer	Electronics	02	-
Miss Sasmita Parida	M.Sc.	Lecturer	Electronics	-	-

- 11) List of senior visiting faculty:
 - a) Dr. Sanghamitra Priyadarsini Sahu, Lecturer in Physics, Betnoti College
 - b) Dr. Bana Bihari Mohanty, Lecturer in Physics, Betnoti College
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%.
- 13) Student -Teacher Ratio (programme wise) 192:2.

-
- 14) Number of Academic Support Staff (Technical) and administrative staff; sanctioned and filled : Devtosh Palei, Demonstrator.
 - 15) Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil / PG.: PG-2.
 - 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
 - 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 - 18) Research Centre /facility recognized by the University : Nil
 - 19) Publications: Nil
 - a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
 - 20) Areas of consultancy and income generated: Nil
 - 21) Faculty as members in
 - a) National Committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... : Mr. Sapan Kumar Behera is in an member of college NAAC committee
 - 22) Student Projects:
 - a) Percentage of students who have done in-house projects including inter departmental/programme: 15%
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
 - 23) Awards / Recognitions received by faculty and students: Students are received award in various cultural and extracurricular programs. Mousumi Jena got first prize in inter college science Exhibition organised by Remuna Degree College.

24) List of eminent academicians and scientists / visitors to the department:

- a) Dr. Sanghamitra Priyadarsini Sahu, Lecturer in Physics, Betnoti College.
- b) Dr. Bana Bihari Mohanty, Lecturer in Physics, Betnoti College.
- c) Mr. Amar Kumar Panda, Lecturer in Physics, Nilagiri College.
- d) Mr. Prassana Kumar Mohapatra, Lect. in Chemistry, S.C. College, Mitrapur.

25) Seminars/ Conferences/Workshops organized & the source of funding (Participated):

- a) International Level Seminar: Nil
- b) National Level Seminar: 03
- c) State Level Seminar: Nil
- d) Workshop: Nil
- e) Departmental Seminar: 03

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG(pass)2011-2012	15	15	09	06
UG(pass)2012-2013	41	41	31	10
UG(pass)2013-2014	64	64	48	16
UG(pass)2014-2015	74	74	52	22
UG(pass)2015-2016	150	150	90	60
UG(Hons)2015-2016	38	38	27	11

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
UG2011-2012	100%	-	-
UG2012-2013	100%	-	-
UG2013-2014	99%	01%	-
UG2014-2015	100%	-	-
UG2015-2016	99%	01%	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? Data Not Available.

29) Student progression

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities:

- a)** Library: Yes, Text Books, Reference Books are in the Seminar Library.
- b)** Internet facilities for Staff & Students: Yes
- c)** Class rooms with ICT facility: Under Process
- d)** Laboratories: Yes

31) Number of students receiving financial assistance from College, University, Government or other agencies: Prerana

32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts : Weakly Seminars and special lectures are organised by the department.

33) Teaching methods adopted to improve student learning:

- a)** Teaching through computer and projector
- b)** Doubt clearing classes
- c)** Unit Test
- d)** Previous Year Question Discussion
- e)** Science Quiz Competition
- f)** Previous Question Paper discussion
- g)** Seminar and special lectures are organised by department.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities:

- a)** Students participated in various activities and world health day, world environment day, blood donation camp, swatch bharat abhiyan etc.
- b)** Science Exhibition
- c)** Welcome and farewell
- d)** Picnic and study tour

35) SWOC analysis of the department and Future plans

Strength :

- ❖ Highly dedicated staff
- ❖ Well equipped library and laboratory
- ❖ Doubt clearing classes

Weakness :

- ❖ Lack of Publication
- ❖ Communicating skill of the student in English are not up to mark at entry level.

Opportunity:

- ❖ Prepare students for various entrance exam
- ❖ Prepare students to get job in various laboratory like ISRO, DRDO, BARC etc...

Challenges:

- ❖ To motivate students to get ranks in national level exam and to create a research oriented environment such that students have more affection towards research.

Evaluative Report of the Departments : CHEMISTRY

- 1) Name of the department - Chemistry
- 2) Year of Establishment - 2001
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved: Nil
- 5) Annual/Semester/Choice based credit system (programme wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons
- 9) Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	-
Contractual Lecturer	02	02

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Ph.D. Students Guided for the last4years
Mr.Rabindra Das	M.Sc.	Lecturer		30	-
Miss. Sonali Mishra	M.Sc.	Lecturer	Industrial Chemistry	-	-

- 11) List of senior visiting faculty: Nil
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 100%
- 13) Student -Teacher Ratio (programme wise) 160:2
- 14) Number of academic support staff (Technical) and administrative staff; sanctioned and filled : Sanjit Kumar Behera, Demonstrator.
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt/ PhD/ M.Phil / PG.: PG2
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

-
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University : Nil
- 19) Publications: Nil
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP: Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
- 20) Areas of consultancy and income generated: Nil
- 21) Faculty as members in: Nil
- a) National Committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... : Nil
- 22) Student projects: Nil
- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students : Nil
- 24) List of eminent academicians and scientists/visitors to the department:
- 25) Seminars/ Conferences/ Workshops organized & the source of funding (Participated):
- a) International Level Seminar: Nil
 - b) National Level Seminar: 01
 - c) State Level Seminar: Nil

- d) Workshop: Nil
 e) Departmental Seminar: 03

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG(2011-2012) Pass.	14	14	07	07
UG(2012-2013) Pass.	32	32	21	11
UG(2013-2014) Pass .	50	50	41	09
UG(2013-2014) Hons.	15	15	12	03
UG(2014-2015) Pass .	49	49	35	14
UG(2014-2015) Hons.	17	17	13	04
UG(2015-2016) Pass	169	169	95	74
UG(2015-2016) Hons.	19	19	12	07

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
UG(2011-2012)	100%	-	-
UG(2012-2013)	100%	-	-
UG(2013-2014)	99%	01%	-
UG(2014-2015)	99%	01%	-
UG(2015-2016)	99%	01%	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? Data Not Available.

29) Student progression

Student progression	Against % enrolled
UG to P.G.	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities

- a) Library: Yes, Text books and Journals are in the Library.
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Under Processing
- d) Laboratories: Yes, Well equipped Laboratory

31) Number of students receiving financial assistance from college, university, Government or other agencies: Students receive SSC and SSF.

- a) Unit Test
- b) Remedial Classes
- c) Group Discussion

32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Seminar are organised by the department.

33) Teaching methods adopted to improve student learning:

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Students are participated in various programmes like Swatch Bharat Programmes, Science Exhibition etc.

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Highly dedicated staff.
- ❖ Well equipped Library.

Weakness:

- ❖ Lack of support staff

Opportunity:

- ❖ Preparing Students for various entrance exam.
- ❖ Preparing Students to get job in various factories and chemical lab.

Challenges:

- ❖ To motivates students master degree course and to score good rank in National Level Exam.

Evaluative Report of the Departments : MATHEMATICS

- 1) Name of the department - MATHEMATICS
- 2) Year of Establishment - 2001
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved- "C" programming in our course is an interdisciplinary unit with the Computer science.
- 5) Annual/ Semester/ Choice based credit system (Programme Wise) :ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc.- Nil
- 8) Details of courses/programmes discontinued (if any) with reasons
- 9) Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	-
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last4years
Mrs. Sasmita Ray	M.sc	Lecturer	1.Calculus of variation & integral equation 2.Number theory & cryptography	01	Nil

- 11) List of senior visiting faculty: Nil
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 100%.

-
- 13) Student -Teacher Ratio (programme wise) 160:1
 - 14) Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
 - 15) Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D/ MPhil / PG.: PG-1.
 - 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
 - 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
 - 18) Research Centre /facility recognized by the University: Nil
 - 19) Publications: Nil
 - a) Publication per faculty: Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
 - 20) Areas of consultancy and income generated: Nil
 - 21) Faculty as members in
 - a) National Committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.....: Nil
 - 22) Student projects: Nil
 - a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists/visitors to the department: Nil
- 25) Seminars/ Conferences/Workshops organized & the source of funding\
- International Level Seminar: Nil
 - National Level Seminar: 01
 - State Level Seminar: Nil
 - Workshop: Nil
 - Departmental Seminar: Nil

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG(2011-2012)Pass	01	01	01	00
UG(2012-2013)Pass	02	02	02	00
UG(2013-2014)Pass	03	03	03	00
UG(2014-2015)Pass	01	01	00	01
UG(2015-2016)Pass	05	05	04	01

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
UG(2011-2012)	100%	-	-
UG(2012-2013)	100%	-	-
UG(2013-2014)	100%	-	-
UG(2014-2015)	100%	-	-
UG (2015-2016)	100%	-	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?: Nil

29) Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph .D .to Post-Doctoral	Nil
Employed	
• Campus selection	Nil
• Other than campus recruitment	
Entrepreneurship/Self-employment	Nil

30) Details of Infrastructural facilities

- a) Library: Yes, textbooks and reference books are available in the general Library
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Under Process
- d) Laboratories:

31) Number of students receiving financial assistance from college, university, government or other agencies: Students receive SSC and SSF.

32) Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Departmental Seminars are organised by the department.

33) Teaching methods adopted to improve student learning: Interactive class room teaching, monthly test, Group discussion, Question bank supply, Seminars, etc.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Student participated in various activities.

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Remedial Classes
- ❖ Numerical Question analysis

Weakness:

- ❖ Shortage of staff

Opportunity:

- ❖ Career oriented counselling.
- ❖ Model question discussion.

Challenges:

- ❖ To start Honours classes

Evaluative Report of the Departments : ZOOLOGY

- 1) Name of the department - Zoology
- 2) Year of Establishment - 2001
- 3) Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
- 4) Names of Interdisciplinary courses and the departments/units involved : Nil
- 5) Annual/ Semester/ Choice Based Credit System (Programme Wise) : ANNUAL
- 6) Participation of the department in the courses offered by other departments: Nil
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8) Details of courses/programmes discontinued (if any) with reasons : NIL
- 9) Number of teaching posts.

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	-
Contractual Lecturer	01	01

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc./ D.Litt. /Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Miss Anita Sahu	M.Sc. in Zoology, M. Phill	Lecturer	Molecular Biology	02	-

- 11) List of senior visiting faculty: Nil
- 12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 100%
- 13) Student -Teacher Ratio (programme wise) 96:1
- 14) Number of academic support staff (Technical) and administrative staff; sanctioned and filled.
- 15) Qualifications of teaching faculty with D.Sc./ D.Litt/ PhD/ MPhil / PG.: PG 1, PG & M.Phill 01

-
- 16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
- 17) Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
- 18) Research Centre /facility recognized by the University: Nil
- 19) Publications: Nil
- a) Publication per faculty : Nil
 - b) Number of papers published in peer reviewed journals (national /international) by faculty and students : Nil
 - c) Number of publications listed in International Database (For e.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : Nil
 - d) Monographs : Nil
 - e) Chapter in Books : Nil
 - f) Books Edited : Nil
 - g) Books with ISBN/ISSN numbers with details of publishers : Nil
 - h) Citation Index : Nil
 - i) SNIP : Nil
 - j) SJR : Nil
 - k) Impact factor : Nil
 - l) h-index : Nil
- 20) Areas of consultancy and income generated : Nil
- 21) Faculty as members in
- a) National Committees : Nil
 - b) International Committees : Nil
 - c) Editorial Boards.... : Nil
- 22) Student projects:
- a) Percentage of students who have done in-house projects including inter departmental/programme: 0.020
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
- 23) Awards / Recognitions received by faculty and students: Nil
- 24) List of eminent academicians and scientists / visitors to the department.
- 25) Seminars/ Conferences/Workshops organized & the source of funding:
- a) International Level Seminar: Nil
 - b) National Level Seminar: 01
 - c) State Level Seminar: Nil
 - d) Workshop: Nil
 - e) Departmental Seminar: 03

26) Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
UG(2011-2012)Pass	10	10	02	08
UG(2012-2013)Pass	13	13	06	07
UG(2013-2014)Pass	21	21	09	12
UG(2014-2015)Pass	30	30	12	18
UG(2015-2016)Pass	75	75	32	43
UG (2015-2016)Hons	38	38	15	23

*M = Male *F = Female

27) Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
UG(2011-2012)Pass	100%	-	-
UG(2012-2013)Pass	100%	-	-
UG(2013-2014)Pass	100%	-	-
UG(2014-2015)Pass	100%	-	-
UG(2015-2016)pass	100%	-	-

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? NA

29) Student progression

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph .D .to Post-Doctoral	-
Employed	
• Campus selection	-
• Other than campus recruitment	-
Entrepreneurship/Self-employment	-

30) Details of Infrastructural facilities:

- a) Library: Yes, text books and Journals are available in the Library.
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Under Process
- d) Laboratories: Yes, well furnished

31) Number of students receiving financial assistance from college, university, government or other agencies: Student receive SSC and SSF.

32) Details on student enrichment programmes (special lectures/ workshops /seminar) with external experts: Weakly Seminar organised by department.

33) Teaching methods adopted to improve student learning: Unit Test, Remedial classes, Group Discussion, Question bank discussion.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Students are participated in various programmes like Swachh Bharat Program, NSS program, Science Exhibition etc.

35) SWOC analysis of the department and Future plans

Strength:

- ❖ Well Furnished Library
- ❖ Remedial Classes
- ❖ Guardian meeting
- ❖ Group discussion
- ❖ Dedicated staff

Weakness:

- ❖ Lack of Publication

Opportunity:

- ❖ Career orientation class
- ❖ To get jobs in various fields

Challenges:

- ❖ To motivate students towards research



Ph : (06782) 224395 / 224393 / 224026

REMUNA DEGREE COLLEGE

REMUNA, BALASORE, ODISHA- 756019

E. Mail : remunadegreecollege@gmail.com

ESTD - 1989

Letter No.

Ref. No.

Date

CERTIFICATE OF COMPLIANCE

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that "REMUNA DEGREE COLLEGE" (Name of the institution) fulfils all norms

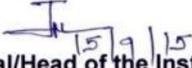
- 1) Stipulated by the affiliating University and/or
- 2) Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
- 3) The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date:
Place:


Principal/Head of the Institution
(Name and Signature with Office seal)
Principal i/c-Cum-Secretary
Remuna Degree College
Remuna Balasore



Ph : (06782) 224395 / 224393 / 224026

REMUNA DEGREE COLLEGE

REMUNA, BALASORE, ODISHA- 756019

E. Mail : remunadegreecollege@gmail.com

ESTD - 1989

Letter No.

Ref. No.

Date

6. Declaration by the Head of the Institution:

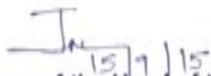
I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place:

Date:


Signature of the Head of the
Institution with seal
Principal / IC-Cum-Secretary
Remuna Degree College
Remuna Balasore

ANNEXURES

Photogalary:



Felicitation to Dr. Brajanath Rath Atibadi Puraskar



Felicitation to Sri Dayanidhi Dash for life long contribution to Odia Literature



ODISHA DISASTER MANAGEMENT TRAINING PROGRAMME



BLOOD DONATION CAMP IN OUR COLLEGE CAMPUS



NATIONAL SEMINAR ORGANISED BY IQAC



NATIONAL ROAD SAFETY PROGRAMME ORGANISED BY REMUNA DEGREE COLLEGE



PLANTATION PROGRAMME ORGANISED BY N.S.S. UNIT



RED CROSS PROGRAMME IN OUR COLLEGE CAMPUS



**INTER COLLEGE SCIENCE EXHIBITION
ORGANISED REMUNA DEGREE COLLEGE**



**INTER COLLEGE SCIENCE EXHIBITION
ORGANISED REMUNA DEGREE COLLEGE**



**NATIONAL SEMINAR ORGANISED BY
REMUNA DEGREE COLLEGE**



**SWACHH BHARAT ABHIYAN ORGANISED
BY REMUNA DEGREE COLLEGE**



**PRINCIPAL AND STAFF
REMUNA DEGREE COLLEGE**

CALENDAR 2015-16

THE COLLEGE IS OUR PRIDE LET US MAKE ITS
SURROUNDINGS DECENT AND TIDY

REMUNA DEGREE COLLEGE REMUNA BALASORE

Printed and Published under the authority of
Smt. Jayanti Nayak, M.A, Principal, Remuna Degree College,
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Editorial Board

1. Debendra Das, Lect. in Political Science
2. Dharendra Jena, Lect. in Commerce
3. Rabindra Parida, Lect. in English

The Crest and its Description

The crest , as displayed in its six segments , comprise of a burning lamp, a book, an experiment flask or a stand , a floating boat , a bat and ball, and stumps , a burning torch ,the name of the institution on the arch and the motto at the bottom . The book and the burning lamp symbolize the dissemination of learning and wisdom which is the prime motto of the institution. The experiment flask on the stand symbolizes the promotion of science among the learned and the learners. The floating ship on voyage mirrors the marine glories of the region as well as the excellence of out ancestral trade and commerce, the bat and ball and stumps symbolize the need for promotion of sports and games in all-round development of students and burning torch stands for furtherance of sportsmanship in everyone's life. The motto at the bottom of the emblem "Knowledge, discipline dedications" – depicts that the institutions upholds the three characteristics for the enlightenment of the disciples and thereby the society as well.

CO-CURRICULAR ACTIVITIES FOR THE SESSION 2015-16
Remuna Degree College, Remuna

1. Office in charge of NSS (Boys unit), Library, Examination- Dr. Trilochan Sahu, Lect. In Odia.
2. Office in charge of Accounts Bursar, IQAC Co-Ordinator, Calendar – Debendera Das, Lect. In Pol. Sc.
3. Office in charge of Stock maintained, Administrative Officer – Jayanta Kumar Pradhan, Lect. In Hist.
4. Office in charge of Staff Council & Red Cross, RTI – R. Parida. Lect. In Eng.
5. Office in charge of UGC, NAAC Co-Ordinator, Office stationary- Sanjay Kumar Behera,. Lect. In Botany
6. Office in charge of Bulletin, Wall Magazine, Asst. In IQAC- A.K. Choudhury, Lect. in Eco.
7. Office in charge of Free studentship, Scholarship - Dr. Manasi Mishra, Lect. in Odia.
8. Office in charge of Admission in charge, Magazine, CLC & staff C.L.- Malati Samal, Lect. in History.
9. Office in charge of Water, sanitation, Electricity- Kamalaparna Kara, Lect. in Pol. Sc.
10. Office in charge of Puja, Placement Cell, Sports, Staff Attend., Staff Progress Register, Time Table - D.B. Misra, Lect. in Commerce.
11. Office in charge of Literary and Cultural activities, Lab., N.S.S.(Girls), Students Attend- Monalisa Jena, Lect. in Home Sc.
12. Office in charge of Seminar in charge - R.R. Soren, Lect. in Home Sc.
13. Office in charge of Asst. in N.S.S., Library, Examination- Puspita Sahu, Lect. in Education.
14. Office in charge of Asst. in Stock maintained, Administrative Officer- Rashmita Bhuyan, Demo in Botany.
15. Office in charge of Asst in UGC,NAAC Co-Ordinator, Office Stationary- Sapan Ku. Behera, Lect. in Physics.
16. Office in charge of Staff Common Room, GCR- K.K. Gidi, Demo. in Home Sc.
17. Office in charge of Asst in Admission In-charge, Magazine, CLC & Staff C.L.- Rajalaxmi Kar, Lect. in Sanskrit.
18. Office in charge of Asst in Puja - Devtosh Palai, Demo. in Physics.
19. Office in charge of Asst in Placement Cell & Sports-Dhirendra Jena, Lect. in Commerce.

PERSONAL MEMORANDA OF STUDENTS

Name:

Class:

Section:

Roll Number:

Permanent Address:

Present Address:

Telephone No.

Height:

Weight:

Blood Group:

Identification Mark:

Date of Birth:

Bi-cycle/ Motor Cycle/ Scooty No. _____ Licence No.

Driving Licence No.

Savings Bank Account No.

Insurance Policy No.

Name of Proctor:

University / Council Regd. No.

Important

This calendar contains valuable information for the students. They are advised to go through this calendar carefully. This is a legal document so far as college is concerned.

CONTENTS

CHAPTER - I

- 1.1 - Brief history of College.
- 1.2 - Succession list of the Presidents (GB)
- 1.3 - Succession list of the Principals.
- 1.4 – Staff Position

CHAPTER - II

- 2.1 - Admission Rules

CHAPTER – III

- 3.1 - Examination Rules

CHAPTER – IV

4.1 – Attendance

CHAPTER – V

5.1 - Library Rules

CHAPTER – VI

6.1 - Rules of the Hostel

CHAPTER – VII

7.1 - College Fees and Admission Fee and Readmission Fee

CHAPTER – VIII

8.1 - College Examinations

CHAPTER - IX

10.1 - National Service Scheme

CHAPTER - X

11.1 - National Cadet Crops (NCC)

CHAPTER - XI

12.1 - Youth Red Cross (YRC)

CHAPTER - XII

13.1 - Self-defence Scheme for Girls

CHAPTER – XIII

14.1 - College Staff Council

CHAPTER - XIV

15.1 - Extra Curricular Activities (2014-15)

CHAPTER - XV

16.1 - Provisional Holiday list for the calendar year 2015-2016

CHAPTER – XVII

17.1 - Important Notice for the students

CHAPTER - I

1.1) A Brief History of the College

Remuna is a scenic spot among the religious places of Odisha .It is popularly known as Guptabrindaban. The chief attraction of the place is the shrine of Lord Gopinath, Sri Sri Gargeswar Mahadev, Sri Ramchandi, Saptasara and Devighat as described in our mythology and goddess Astadasabhujā give recognition of the religious consciousness of Remuna to the whole world .It is told that Lord Sri Ramchandra bought the water flow of Saptasara river by casting the arrow for the bath of Sitadevi here. Sri Ramachandra brought Sri Sri Ramachandi into being here so that Sitadevi could worship. Sri Ramachandra also brought Sri Sri Gargeswar Mahadev who was worshiped by Banasur.

In the past, owing to distance and lack of communication, many a guardian of the students of the locality, especially those of the girl students, dare not even think of providing higher education to their children. S.J. Jayanta Ghosh, a renowned personality not only of Balasore but also of Odisha, , was the first person to bother about eradicating the above problem. His undaunted spirit and unflinching faith in this regard will ever inspire the common people in the days to come. His dream could be reality when “Remuna Degree College” labelled after the name of the locality was set up in Remuna, about seven kilometres away from the headquarter town Balasore in 1996 with a view to facilitate higher education to the students of the area and its vicinity. The sincere and benevolent effort of Ex – MLA, Nilgiri Mr. Pradipta Panda in mobilizing the interest and gravitating financial support of the renowned personalities as well as the common people for setting up of the institution is virtually laudable .The institution could thrive on the largesse of the renowned magnates ,professionals and common people of the area.

Ever-increasing student strength made the founders of the college call for financial assistance from the well-wishers to construct the first floor and the second floor of the building. Thus the accommodation for additional classrooms could be arranged. The office could be shifted to a separate building and the library has been set up on the first floor of the office building funded by the UGC. The Boy’s Hostel has been established in the college premises and the Girls Hostel, funded by the UGC has been recently set up and is in the process of completion.

The college imparts higher education in Humanities, Science, and Commerce streams at +3 level with Honours in History, Political Science, Odia, Sanskrit, Home Science, Economics, Mathematics, Physics, Botany, Chemistry & Accounting.

The college would not have been what it is today but for the noble efforts of Ex- MLA, Nilgiri and former President of the college Mr. Pradipta Panda and he has been instrumental in making the college disseminate higher education and enlighten the young generation for all times to come through the selfless devotion and sincerity of the both teaching and non-teaching staff of the college. The college could be able to produce meritorious students who have proved their excellence in curricular, co-curricular and extra-curricular activities. The college is now in a position to be accredited by the NAAC.

1.2) Succession List of Presidents (G. B.)

	<u>From</u>	<u>TO</u>
1. Pradeepta Panda, Ex-M.L.A, Nilgiri	01.06.1996	23.07.2011
2. Sub-Collector, Balasore	24.07.2011	till date

1.3) Succession List of Principals

	<u>From</u>	<u>To</u>
1. Shantanu Ku. Pani	01.06.1996	25.11.2010
2. Trilochan Sahu	26.11.2010	23.07.2011
3. Jayanti Nayak	23.07.2011	Continuing

GOVERNING BODY (REMUNA DEGREE COLLEGE) 2014-2015

President – Sub Collector , Balasore

Secretary –Jayanti Nayak,Principal I/C Cum Secretary

1.4) STAFF POSITION

Principal - in - Charge – Smt. Jayanti Nayak , M.A.

ACADEMIC STAFF

Dept. of English

1) Rabindra Nath Parida, Lect. In English M.A.,

Dept. of Odia

1) Dr. Trilochan Sahu, M.A., Ph.D.

2) Dr. Manasi Mishra , M.A., Ph.D .

Dept. of Eco.

- 1) Ashis Kumar Choudhury, M.A.
- 2) Dharitri Behera, M.A.

Dept. of History.

- 1) Jayanta Kumar Pradhan , M.A.
- 2) Smt Malati Samal., M.A.

Dept. of Pol. Sc.

- 1) Debendra Das, M.A..
- 2) Kamala Parna Kar, M.A., M.Phil

Dept. of Education

- 1) Puspita Sahu. , M.A., M.Phil.

Dept. of Sanskrit

- 1) Jayanti Nayak, M.A .
- 2) Raja Laxmi Kar , M.A.

Dept. of Commerce

- 1) Deba Bijaya Mishra , M.Com.
- 2) Dharendra Kumar Jena, M.Com., MBA.

Dept. Of Home.Science

- 1) Monalisa Jena . M.A
- 2) R.R Soren,M.A.,M.Phil
- 3) K Gidi (Demo)

Dept. of Philosophy

- 1) Kshitishree Parhi , M.A

GAMES AND SPORTS

Amulya Das

Dept.Of COMPUTER Science

Satyabrata Mallick, M.Tech. (Comp. Sc.)

Dept. Of Botany

- 1) Sanjaya Kumar Behera. M.Sc.
- 2) Anjana Das, M.Sc
- 3) Rasmita Bhuyan (Demo.)

Dept. Of Physics

- 1)Sapan Kumar Behera , M.Sc.
- 2)Sasmita Parida, M.Sc.
- 3) Devtosh Palei (Demo.)

Dept. Of Chemistry

- 1) Rabindra Das , M.Sc
- 2) Sonali Mishra, M.Sc.
- 3) Sanjit Ku. Behera , B.Sc.(Demo)

Dept. Of Mathematics

- 1) Sasmita Ray, M.Sc

Dept. Of Zoology

- 1) Anita Sahu, M.Sc. M.Phil
- 2) Tapas Kumar Sahu, B.Sc., Demo.

NON-TEACHING STAFF OFFICE

- 1) Sri Rajendra Panda., Head Clerk
- 2) W. Sultana., Jr. Clerk

LIBRARY

- 1) Naresh Ch. Acharya, Asst.Librarian

CLASS - IV STAFF

- 1) Ganeswar Parida
- 2) Pursuram Pradhan

Academic Status (+3)

Remuna Degree College, Remuna provides educational facilities in Arts, Science & Commerce. In Arts stream Honours Subjects are offered in History, Pol. Sc, Odia , Home Science , Sanskrit , Education. In Commerce stream Honours in Accountancy & Management and in Science stream Honours subject are offered in Chemistry, Botany, Computer Science, Physics and Zoology.

Affiliated student strength

+3 Degree Course

ARTS

+3 1 st Year:	256
+3 2 nd Year:	256
+3 3 rd Year:	256
Pol. Sc (Hons):	32
Hist. (Hons):	32

Odia (Hons):	32
H.Sc (Hons):	32
Sans (Hons):	32
Edu (Hons):	16
Eco (Hons):	16

COMMERCE

+3 1 st Year:	48
+3 2 nd Year:	48
+3 3 rd Year:	48
Accountancy (Hons)	16
Management (Hons)	16

SCIENCE

+3 1 st Year	256 (PCM 160+CBZ 96)
+3 2 nd Year	128 (PCM 80+CBZ 48)
+3 3 rd Year	128 (PCM 80+CBZ 48)
Chem. (Hons)	16
Com. Sc. (Hons)	16
Botany (Hons)	16
Physics	32
Zoology	32

CHAPTER - II

ADMISSION RULE:

Admission to the +3 1st Year Arts/ Com/Sc. classes begins after the publication of result of the qualifying exams. A student shall participate in the admission process through E-Admission. A student shall have to download an application form from the internet through the DHE Website- www.dhe.odisha.in and submit the application form with necessary documents and application fee at the SAMS SRC Centre for online admission. A student can apply in a single application form to ten colleges of his choice depositing fee at the rate of Rs.100/- for first choice college and additional fee of Rs. 50/- for each extra-choice. The Admission process begins & ends as per the datelines fixed by the DHE (O).

CHAPTER - III

EXAMINATION RULES

The College is affiliated to Fakir Mohan University, Balasore and prepares the students for the following examinations:

The Annual Examination i.e. First University Examination, Second University Examination and Final University Examination is conducted by Fakir Mohan University, Balasore in scheduled time and Monthly Test, Pre-Test & Test Examinations are conducted by the college.

2) + 3 DEGREE COURSE

The 3 year degree course leading to the Bachelor's degree in Arts, Com. & Science. Fakir Mohan University shall be spread over a period of three academic years. A candidate for the Bachelor's degree in Arts , Com and Science shall be required to pass the following examinations.

- 1) 1st University Examination at the end of the 1st year.
- 2) 2nd University Examination at the end of the 2nd year.
- 3) Final University Examination at the end of the 3rd year.

CHAPTER-IV **ATTENDANCE**

Every student is required to attend at least 75% of the lectures and 75% of the practical classes held in each subject which he takes in each session. In case of illness, supported by Medical Certificate, the University considers application for the condonation of shortage of attendance if shortage is less than 15%.

If a student finds that his/ her name has not been entered in the attendance register of any class, he/ she should bring the matter to the notice of the Principal in person immediately.

CHAPTER-V **LIBRARY RULES**

The name of the Remuna Degree College Library is "Dr. Pradhan's Library". The Library contains books of different disciplines like English, Odia, History, Economics, Pol. Science, Home Science, Education, Philosophy, Commerce, Physics ,Chemistry , Botany ,Zoology , Comp. Science and some more books and journals, magazines of day-to-day needs. The College Library ordinarily opens at 11 am and closes at 4 pm on all working days and remains closed on all Sundays and declared holidays.

The students and staff of the college are entitled to be the members of the library. Besides the students & the staff any other persons with special permission of the Principal can use the college Library.

Every book added to the Library whether by purchase or otherwise shall be entered by the Librarian or the person-in-charge of Library in a catalogue under its proper head.

LIBRARY CARD AND RULES:

Each and every student joining in the college as a bonafide student shall be supplied with a library card on the production of fee receipt and identity card.

Library card in any circumstances is not transferable. In case of loss of the library card, a new card will be issued on payment of Rs.20/- only.

RULES REGARDING LENDING OF BOOKS:-

1. No book should be taken out unless it is entered in issue register and signed by the borrower.
2. Books can only be issued on working days.
3. Each borrower must examine the condition of the book (s) before they are issued, otherwise in case of mutilations the borrower will be held responsible and bear the cost of damage decided by the library authority.
4. Any person damaging or losing a book shall have to pay the triple cost of the book as mentioned in accession or replace it with similar value. In case of rare books the Principal may charge any amount at his discretion.
5. Books shall be returned within the period allowed to a borrower.
6. Books should be returned before the college closes for a long vacation.
7. A student should ensure that his/ her name is written off from the register while returning a book. A fine of Rs.1/- will be charged per day for all cases of overdue.
8. The Principal reserves the right to recall books from any of the members at any time he likes.
9. The maximum no. of books to be issued and the time to be allowed to retain them to various classes of borrowers are indicated below;

Borrowers

No. of Books Time Permitted

a) Member of teaching staff	15	30 days	(except text book)
b) Member of Ministerial staff	5	30 days	
c) Member of Class-IV staff	3	30 days	
d) Students of +3 Classes (pass)	3	15 days	
e) Honours Students	4	15 days	

IMPORTANT RESTRICTIONS:

- ❖ Reference books of all sorts encyclopaedia, Dictionaries will not be issued to the students or members of the staff for use outside the Library.

-
- ❖ The students should deposit their requisition slip for books between 11 am to 11.30 am on the working days and the books will be issued to them between 12 pm to 2.30 pm on the next day of requisition.
 - ❖ Notice will be issued to the students to return all the books borrowed from the Library within a specified date before the form fill up for different annual exams. No student will be sent up for their exams and transfer certificate will be issued until a clearance certificate to this effect is produced for the purpose from the Library.

CHAPTER - VI

RULES FOR THE HOSTEL:

Jayanta Ghosh Chhatrabas - The College at present provides Hostel facility for 20 male students inside the college campus. Besides, a well-furnished Hostel for 100 girl students is under construction and to be completed shortly.

HOSTEL ADMISSION:

- ❖ The bonafide gents' students of the College desirous of Hostel accommodation should have to mention in application form and apply in the prescribed Performa obtainable from college office.
- ❖ Hostel seats will be allotted to the bonafied students on the basis of merit-cum-poverty.

HOSTEL FEES:

The following fees are to be paid at the time of admission into the Hostel by the selected students.

- i) Admission fees, (ii) Monthly fees, (iii) Host caution money (non-refundable)

HOSTEL GENERAL RULES:

A student who has been admitted into the college hostel will be allotted a seat by the Supt. The Hostel is normally closed during Puja Holidays and Summer Vacation.

- ❖ It is compulsory for the boarders to pay the monthly Hostel fee on or before the time fixed by the Principal/ Hostel Supt.
- ❖ Boarders shall abide by rules of Hostel prescribed from time to time. All matters pertaining to the Hostel, the decision of the Supt./ Principal shall be final.
- ❖ Violation of the conditions & rules of the Hostel may lead to termination of the inmateship of the Hostel.
- ❖ Hostel fees are subject to revision from time to time
- ❖ Absence from the Hostel requires prior sanction of the Hostel Supt.

HOSTEL DISCIPLINE:

Students residing in the Hostel will be considered to be under the direct control of the Supt. at all times whether they are within the premises of the Hostel or outside. Cases of habitual or gross misconduct will be reported to the Principal who may expel an offender from the college hostel.

- ❖ Frequent absent from the Hostel during study period will constitute a breach of discipline.
- ❖ In case of communicable disease the Hostel authorities may temporarily expel a student from the Hostel if the situation warrants.
- ❖ All lights must be extinguished at 11 pm.
- ❖ Boarders are not permitted to take any direct action against any staff of the Hostel. All complains should be brought to the notice of the Supt.
- ❖ No one should tamper in any manner to the electric installations provided in the room or anywhere else in the Hostel.
- ❖ No heater or Heavy duty electric appliances should be used by the boarder inside the Hostel rooms.
- ❖ The boarders are not permitted to use drugs, intoxicants, tobacco and participate in gambling in any form

CHAPTER – VII **COLLEGE FEES AND ADMISSION FEES & READMISSION FEE**

Tuition Fees Collection per month for the year 2015-2016

	Arts(P)	Sc (P)	Comm	Hons (Art/Com)	Hons(Sc)
Tuition Fee:	09/-	10/-	09/-	11/-	11/-
Electricity:	20/-	20/-	20/-	20/-	20/-
Development Fees	71/-	100/-	71/-	89/-	109/-
Total:	<u>100/-</u>	<u>130/-</u>	<u>100/-</u>	<u>120/-</u>	<u>140/-</u>

Extra development fees collection for Hons. student Rs.200/- at the time of admission.

Admission fee for the year 2015-16

Arts/Comm.	Science
2100/-	2500/-

Re admission fee for the year 2015-16

	Arts/Com	Science
Re admission fees:	80/-	60/-
Examinations Fees:	100/-	100/-
Magazine Fee:	60/-	60/-
Red Cross	10/-	10/-
Staff Welfare Fund	10/-	10/-
Sports College	50/-	30/-
D.S.A	50/-	50/-
Laboratory Fees	-	100/-
Cycle Stand	20/-	10/-
General Maintains	50/-	40/-
Development Fee	695/-	550/-
N.S.S	10/-	5/-
Library	80/-	80/-
Common Room	15/-	15/-
Medical Fee	10/-	10/-
Water charge	10/-	10/-
Annual Day	50/-	50/-
Total	1300/-	1400/-

Head wise collection for the year 2014-15

Admission Fee

Arts: – 2100/-

Science:- 2500/-

Commerce: 2100/-

Head Wise:	Arts/Comm.	Science
1. Admission Fee:-	80/-	90/-
2. Registration fee:-	50/-	50/-
3. Recognition Fee:-	25/-	25/-
4. Syllabus Fee:-	40/-	40/-
5. Red cross Fee:-	10/-	10/-
6. Sports (University & College):-	90/-	90/-
7. N.S.S	10/-	10/-
8. Examination	100/-	100/-
9. Magazine	60/-	60/-
10. Common Room	15/-	15/-
11. D.S.A	50/-	50/-
12. Laboratory	50/-	50/-
13. Maintenance	50/-	50/-

14. Library Fes:	80/-	80/-
15. S.AF	10/-	10/-
16. Identity Card	40/-	40/-
17. Cycle Stand	20/-	20/-
18. Staff Welfare Fund	10/-	10/-
19. Medical Fee	10/-	10/-
20. Annual / foundation Day	50/-	50/-
21. Water & Sanitation	10/-	10/-
22. Development fee	1240/-	1480/-
Total :	<u>2100/-</u>	<u>2500/-</u>

CHAPTER - VIII

GUIDELINES FOR THE DUTIES AND FUNCTION OF THE PROCTOR ARE GIVEN BELOW:

- 1) Every Student will be assigned to a proctor who shall always be a member of the teaching staff.
- 2) The students shall meet the proctor at least once a month or as many times as is necessary and discuss with him/her the difficulties and problems.
- 3) The student shall furnish required information to the proctor for the maintenance of proctor record.
- 4) No student can ordinarily meet the Principal on official matter without permission from the proctor nor any application be submitted without recommendation by the proctor.
- 5) Any adverse report against students by the proctor will be seriously viewed and dealt with accordingly.
- 6) No help from any source from other forms or assistance will be given to a student unless recommended by the proctor.

CHAPTER - IX **NATIONAL SERVICE SCHEME (NSS)**

The College has 2 (two) units of National Service Scheme (NSS) units. Out of this one Unit is for boys and one for girls.

The NSS Unit of the College functions under the chairmanship of the Principal who is associated by the Lecturers in charge of the NSS called Programme Officers. The Principal has also formed an NSS Advisory Committee to assist the Programme Officers for preparation of Annual Plans, Course of Actions & NSS Development Activities.

The NSS is open to all students. Each student on the rolls of NSS shall have to produce 120 hours of work minimum annually. This period also includes camps of 70 hours duration.

CHAPTER - X
NATIONAL CADET CROPS (NCC)

One company of NCC infantry wing has been allotted to this College with a strength of 10 cadets under F.M. (Auto) College, Balasore.

1) Aims of the NCC:

- a) To develop qualities and character, courage, discipline, comradeship, leadership, secular outlook, spirit of adventure, sportsmanship and the ideals of selfless service among the youth to make them useful citizens.
- b) To create a human resource of organised, trained and motivated youth to provide leadership in all walks of life including the Armed Forces and always available for the services.

2) ADMISSION TO NCC:

Every student on his admission in the College may fill in the enrolment form available at the College NCC Office.

3) FOUR CARDINALS OF DISCIPLINE:

- a) Obey with a smile
- b) Be punctual
- c) Work hard and without fuss.
- d) Make no excuses and tell no lies.

4) WHY SHOULD WE JOIN N.C.C.:

a) Incentive in the Academic Field:

- i) N.C.C 'B' & 'C' Certificate holders are granted additional weightage of 3% and 5% mark respectively over and above the percentage of aggregate marks obtained by them in qualifying examinations for admission to Medical, Engineering, University of Agriculture and Training Colleges and Various Degree Colleges in the state.
- ii) An additional weightage of 5% marks has been granted to the N.C.C Cadets who have attended any authorised all India course/ camp.

b) Employment Opportunities:

Preference is given to N.C.C Certificate holders in various employments in the state particularly in defence, police and any other security related jobs.

c) N.C.C. Cadets see the World:

One of the most attractive aspects in joining N.C.C is the opportunity available to experience for themselves what life is like in other countries like Canada, U.K., Australia, Singapore, Indonesia, etc.

CHAPTER - XI **YOUTH RED CROSS (Y.R.C.)**

The College has one unit of Youth Red Cross (Y.R.C) with 20 volunteers (both boys & girls). It functions under the Chairmanship of the Principal associated by a member of teaching staff known as Counsellor.

AIMS AND OBJECTIVES OF Y.R.C.:

Red Cross is an International Organisation. It is based on the Principles of Co-operation, brotherhood and service to mankind. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, and lasting peace among all people. It makes no discrimination as to Nationality, race, religion, etc. It endeavours to relief sufferings of mankind. Y.R.C is a branch of Red Cross.

FUNCTIONS OF YRC :

- 1) To train the fickle youth so that they would remain imperturbable and unwavering at the time of crisis.
- 2) To teach youth about humanity, impartiality, voluntary service, neutrality, Independence, Unity and Universality.
- 3) To promote the potentialities in the youth to enable them to render skilled philanthropic service for the mitigation of sufferings of the needy and distressed.
- 4) To organise blood donation camps, health check up camps, etc.
- 5) To teach the volunteers to render help at the time of natural calamities & disasters.

CHAPTER - XII **SELF DEFENCE SCHEMES FOR GIRLS**

Remuna Degree College, Remuna is the nodal college in the district in organising self-defence programme for the girls from session 2014-15.

CHAPTER - XIII **COLLEGE STAFF COUNCIL**

The College has a duly constituted Council which is usually called as the Staff Council. Every member of the Teaching Staff is ipso facto a member of the staff council. The main objective of the council is to aid and advise the Principal with regards to the internal affairs of the college. The college Principal is the Ex-officio Chairman of the Council and there shall be a Secretary nominated by the Principal from among the members of the Teaching Staff. The Secretary shall arrange all the meetings of the Council in Consultation with the Principal and record the proceedings.

CHAPTER - XIV
EXTRA CURRICULAR ACTIVITIES 2015-16

The following Extra Curricular Activities are assigned to the members of the teaching staff of the college for the Academic Session 2015-16.

NAAC Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. S.K. Behera, Lect. in Botany, Co-ordinator
3. Dr. T. Sahu, Lect. in Odia , Member
4. J.K. Pradhan, Lect. in Pol. Science, Member
5. D. Das, Lect. in History, Member
6. A.K. Choudhury, Lect. in Economics, Member
7. Sapan Kumar Behera, Lect. in Physics, Member
8. Sasmita Ray, Lect. in Mathematics, Member
9. R. Panda, Head Clerk , Member

IQAC Committee:

1. Mrs. Jayanti Nayak , Principal I/C-Cum-Chairperson
2. Debendra Das, Lect. in Pol. Sc. Co-ordinator
3. Er. Gopinath Rana, Architect External Experts, Member
4. Mr. Pradipta Panda Ex-MLA Nilgiri, External Experts, Member
5. Dr. Shantanu Ku. Pani Lect. In History, Member
6. Dr. Prasanta Ku. Mohanty, Lect. in Pol. Sc., Member
7. Mr. Jayanta Ku. Pradhan Lect. in History, Member
8. Rajendra Panda, Sr. Clerk, Member

Anti-Ragging Squad:

1. Mrs. J. Nayak Principal I/C Cum Chairperson
2. R.N. Parida Lect. in English Convener
3. Dr. T Sahu Lect. in Odia, Member
4. Dr. M Mishra Lect. in Odia, Member
5. A.K. Choudhury Lect. in Economics, Member
6. P. Sahu Lect. in Education, Member
7. W Sultana Clerk, Member

Hostel Committee:

1. Mrs. Jayanti Nayak, Principal, Chairperson
2. A.K. Choudhury, Lect. in Economics, Convenor
3. Dr. T. Sahu, Lect. in odia, Member
4. M.Samal, Lect. in History, Member
5. M.jena, Lect. in H.Sc., Member
6. D.Das, Lect. in Political Sc., Member.
7. J. Pradhan, Lect. in History, Member
8. Rajalaxmi Kar, Lect. in Sanskrit, Member
9. Rashmita Bhuyan, Demo. in Botany, Member

Purchase & Discipline Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. A.k. Choudhary, Lect. In Economics, Convenor
3. Dr. T. Sahu, Lect. In Odia, Member
4. J.K Pradhan, Lect. in History, Member
5. D.Das, Lect. in Pol. Sc., Member.
6. M.Samal, Lect. in History, Member
7. M.Jena, Lect. in H.Sc., Member
8. R.Parida, Lect. in English, Member
9. Rashmita Bhuiyan, Demo. in Botany, Member

Woman Empowerment Cell:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. M. Jena, Lect. in H.Sc., Convener
3. M. Samal, Lect. In History, Member
4. Dr. M. Mishra, Lect. in Odia, Member
5. K.Gidi, Demo in H.Sc., Member
6. Sabita Pusti, DEO, Member

Sexual Harassment & Redressal Cell:

1. Mrs. Jayanti Nayak, Principal cum Chairperson
2. Dr. M. Mishra, Lect. in Odia, convener
3. K. Padhi, Lect in Philosophy, Member
4. Pushpita Sahu, Lect. in Education, Member
5. Rajalaxmi Kar, Lect. in Sanskrit, Member
6. K. Gidi, Demo in H.Sc, Member

Parent Teacher Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. K Gidi, Demo. In Home Science, Convener
3. R Parida, Lect. in English ,Member
4. Sapan Kumar Behera, Lect. in Physics ,Member
5. Puspita Sahu, Lect. in Education, Member
6. Sasmita Parida, Lect. in Physics, Member
7. A.K. Choudhury, Lect. In Economics ,Member
8. Wahida Sultana, Jr. Clerk ,Member

Internal Audit Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. J.K. Pradhan, Lect. in History, Convener
3. Rashmirekha Soren, Lect. in H.Sc., Member
4. Satyabrata Mallick, Lect. In Comp. Sc., Member.
5. Rajalaxmi Kar, Lect. in Sanskrit, Member
6. Sasmita Ray, Lect. in Mathematics, Member
7. Naresh Acharaya, Asst. Librarian, Member

Examination Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. Dr. T. Sahu, Lect. In Odia, Convener
3. K. Padhi, Lect. in Philosophy, Member
4. S. Ray, Lect. in Math, Member
5. A. K. Choudhury, Lect. in Economics, Member
6. R. Panda, Head Clerk, Member

Admission Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. Malati Samal, Lect. in History, Convener
3. Dr. T. Sahu, Lect. in Odia, Member
4. S.K. Behera, Lect. in Botany, Member
5. Dharendra Jena, Lect. in Commerce, Member
6. Puspita Sahu, Lect. in Education, Member
7. Rajalaxmi Kar, Lect. in Sanskrit, Member
8. R. Panda, Head Clerk, Member

Sports Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. D.B Mishra, Lect. in Commerce, Convener
3. J.K Pradhan, Lect. in History, Member
4. Dharendra Jena, Lect. in Commerce, Member
5. Sasmita Parida, Lect. in Physics, Member
6. Anjana Das, Lect. in Botany, Member
7. Sasmita Ray, Lect. in Mathematics, Member
8. K.Padhi, Lect. in Philosophy, Member

Equal Opportunity Cell:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. J. k Pradhan, Lect. in History, Convener
3. K.Gidi, Demo in H.Sc, Member
4. Dharitree Das, Lect. In Economics, Member
5. Anjana Das, Lect. in Botany, Member
6. Sonali Mishra, Lect. in Chemistry, Member

Placement & Career Counseling Cell:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. D.B.Mishra, Lect. In Commerce, Convener
3. Dharendra Jena, Lect. in Commerce, Member
4. K.Padhi, Lect. in Philosophy, Member
5. Sasmita Parida, Lect. in Physics, Member
6. Sonali Mishra, Lect. in Chemistry, Member
7. Puspita Sahu, Lect. in Education, Member
8. Sasmita Ray, Lect. in Mathematics, Member

Construction Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. J.K. Pradhan, Lect. in History
3. D. Das, Lect. in Political Science.
4. Asst. Engineer, Remuna Block
5. Member Nominated by F.M University
6. Er. Gopinath Rana, Consultant

Library Advisory Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. R.R. Soren Lect. in H.S.C., Academic Burser, Convener
3. Dr. T. Sahu, Lect. in Odia, Member
4. J.K Pradhan, Lect. in History, Member
5. Naresh Ku. Acharya, Asst. Librarian, Member
6. Satyabrata Mallick, Lect. In Comp. Sc., Member
7. Radhakanta Rout, Student
8. Sagarika Gupta, Student

Academic Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. Rashmirekha Soren, Lect. in H.S.C. Convener
3. J.K. Pradhan, Lect. In History ,Member
4. K. Gidi, Demo. in H.S .C ,Member
5. Sonali Mishra Lect. In Chem., Member
6. Dharitri Das, Lect. In ECO ,Member
7. A.K. Choudhury, Lect. in Economics, Member

Finance Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. M. Samal, Lect. in History , convener
3. S.K. Behera, Lect. in Botany, Member
4. P sahu, Lect. in Education, Member
5. Dharendra Jena, Lect. in Commerce, Member
6. Waheeda Sultana, Junior Clerk, Member

College Canteen Committee:

1. Mrs. Jayanti Nayak, Principal-Cum-Chairperson
2. Satya Brata Mallick, Lect in Comp. Science, convener
3. A.K. Choudhury, Lect. in Economics, Member
4. Malati Samal, Lect. in History, Member
5. R.R. Soren Lect. in H.Sc. ,Member
6. S.K. Behera, Lect. in Physics, Member
7. Rajendra Panda, Head Clerk, Member

CHAPTER - XV

PROVISIONAL HOLIDAY LIST FOR THE CALENDAR YEAR 2015-2016

It is hereby declared that Remuna Degree College, Remuna will remain closed on the festive occasion for the year 2015-2016.

Sl. No.	Name of the Festivals	Date	Day of the Week	No. of Days
1.	New Year's Day	01.01.2015	Thursday	01
2.	Netaji Jayanti	23.01.2015	Friday	01
3.	Basanta Panchami / Saraswati Puja	24.01.2015	Saturday	01
4.	Republic Day	26.01.2015	Monday	01
5.	Maha Sivaratri	17.02.2015	Tuesday	01
6.	Day Following Sivaratri	18.02.2015	Wednesday	01
7.	Dolapurnima & Panchayat Raj Divas	05.03.2015	Thursday	01
8.	Holi Utsav	06.03.2015	Friday	01
9.	Sri Ram Navami	28.03.2015	Saturday	01
10.	Utkal Diwas	01.04.2015	Wednesday	01
11.	Good Friday	03.04.2015	Friday	01
12.	Mahavisub Sankranti	14.04.2015	Tuesday	01
13.	Budha Purnima	04.05.2015	Monday	01
14.	Raja Sankranti	15.06.2015	Monday	01
15.	Ratha Jatra / Id-UI-Fitre	18.07.2015	Saturday	01
16.	Independence Day	15.08.2015	Saturday	01
17.	Gamha Purnima	29.08.2015	Saturday	01
18.	Janmastami	05.09.2015	Saturday	01
19.	Ganesh Puja	17.09.2015	Thursday	01
20.	Nuakhai	18.09.2015	Friday	01
21.	Id-UI-Juha	24.09.2015	Thursday	01
22.	Gandhi Jayanti	02.10.2015	Friday	01
23.	Mahalaya	12.10.2015	Monday	01
24.	Durga Puja	19.10.2015 to 24.10.2015	Monday to Saturday	06
25.	Dipavali & Kali Puja	10.11.2015 & 11.11.2015	Tuesday & Wednesday	02
26.	Bada Osa & Rash Purnima	24.11.2015 & 25.01.2015	Tuesday & Wednesday	02
27.	Prathamastami	03.12.2015	Thursday	01
28.	X-Mas Day	25.12.2015	Friday	01
Observation Days				02 Days

CHAPTER - XVI
IMPORTANT NOTICE FOR THE STUDENTS:

Identity Card: Each and every Student of +3 wing are bound to use the hanging identity card issued by the College at the time of attending classes, appearing examinations and attending all College Functions. The Students without identity cards shall not enter the College premises in the working days.

Loss of Identity Card: In case of loss and damage of the Identity Card of a Student, a duplicate identity card can be issued on payment of Rs.50/- at the College cash counter supported by an application to the Principal by the student.

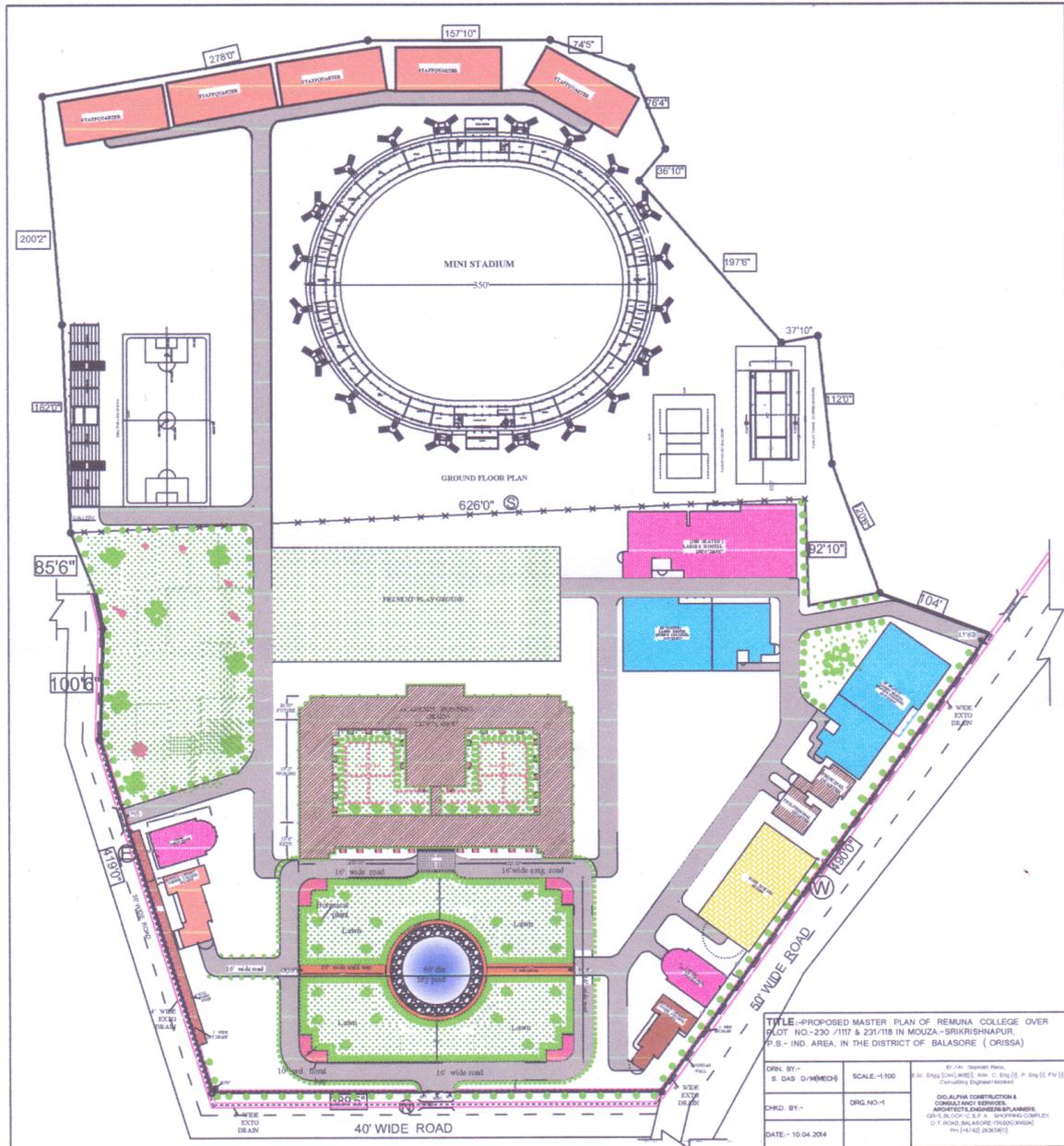
Uniform: Each & Every College Student shall put on the College Uniform of the Colour prescribed for them (Black pant & Sky green shirt for girls , black pant and Sea green shirt for boys along with black colour Odni for girls). The Students without College Uniform shall not be allowed to attend classes, examinations, college function, election and move inside the College Campus in the working day. Deviation to the dress code during the above mentioned occasions shall be viewed seriously and penalised by the College authority in recommendation of the administrative committee.

College Discipline: Each and every student shall come to the college with proper uniform and identity card. The student shall enter the class room in time and leave the classes after the periods are over. The Students shall not involve in any unwanted activities like gossiping in the class, starting the teachers, passing comments to the girls. The students shall not use any vulgar language inside and outside the class room. They shall not bring any mobile phone, walky talky or any other musical devices to the classrooms. They shall not loiter in the college veranda when classes are going on for other students. The students should utilise the library, reading room and students' common room during leisure periods. The students shall not damage any of the fixed or movable assets of the college. If any student is found to be involved in such anti-institutional activities he/she shall be penalised deemed fit as recommended by the disciplinary committee. Using helmet is mandatory for the students coming to the college on bike as per the direction of DHE(O), BBSR.

The Students are advised to go through the College notice board everyday to be aware of the rules & regulations for them and functioning of the College.

-- THE END --

Master Plan



TITLE:-PROPOSED MASTER PLAN OF REMUNA COLLEGE OVER PLOT NO-230 /1117 & 231/118 IN MOUZA-SRIKRISHNAPUR, P.S.- IND AREA, IN THE DISTRICT OF BALASORE (ORISSA)

DRN. BY:- S. DAS D/M/MECH	SCALE:-1:100	DR. / AR. Gopinath Rana, B.Sc. Engg (Civil), A.M.A. M.I.E (I) FIV (I), C.Eng. (I), P.Eng. (I) Consulting Engineer
CHKD. BY:-	DRG.NO-1	SHALPANA CONSTRUCTORS & CONSULTANCY SERVICES ARCHITECTS, ENGINEERS & PLANNERS GRI-S.BLDG-2-C.P.A. SHYVING COMPLEX 63 T. ROAD, BALASORE (INDIA) PH- (41-62) 26316(2)
DATE:- 10.04.2014		

Er. & Ar. Gopinath Rana
 B.Sc. Engg (Civil), A.M.A. M.I.E (I) FIV (I), C.Eng. (I), P.Eng. (I)
 Consulting Engineer, Architect & Approved Valuer
 Regd. No. M/117169/5-A-14006, CA/2002/29525, F/12445
 PE-611, CAT-I/17/06-07, 759/87 (Off)

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in



साधनं विद्यायां विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली 110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F.8/391/2005 (CPP I)

November, 2005

The Registrar,
Fakir Mohan University,
Vyasa Vihar,
Balasure-756 019 (Orissa).

Sub:- List of Colleges prepared under Section 2 (f) of the UGC Act, 1956- Inclusion of New Colleges.

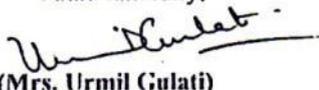
Sir,

I am directed to refer to your letter No. FMU-Aff-11A/05/3769 dated 17-08-2005 on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Remuna College, Remuna, <u>Balasure-756 019 (Orissa).</u> (On permanent affiliation)	1996	The College is not eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956 as the UGC has not yet finalised the details to provide financial assistance to "Self Financed Colleges". Moreover, the University to which College is affiliated itself is not fit to receive Central assistance under Section 12 (B) of the UGC Act.

The documents submitted in respect of the above College have been accepted by the Commission.

Yours faithfully,


(Mrs. Urmil Gulati)
Under Secretary

Copy forwarded to:-

1. The Principal, Remuna College, Remuna, Balasure-756 019 (Orissa).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Orissa, Department of Higher Education, Bhubaneswar (Orissa).
4. Joint Secretary, UGC, Eastern Regional Office, I.B-8 Sector-III, Kolkata-700 091.
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C.
8. Guard file.

(B.R. Nagpal)
Section Officer

Ph 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 8-9/2012 (CPP-I/C)

December, 2013

The Registrar,
Fakir Mohan University
Vyasa Vihar, Nuapadhi, Balasore
Orissa

Sub: - Declaring a College fit to receive Central Assistance under Section 12 (B) of the UGC Act, 1956.

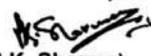
Sir,

I am directed to refer to your letter no. FMU-AFF-61/2012-13/2394 dated 20.09.2013 on the above subject and to say that it is noted that the following college is **aided** and **permanently affiliated** to **Fakir Mohan University, Balasore**. The college is already included under Section 2 (f) of the UGC Act, 1956 vide this office letter of even No. dated 18.11.2005. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 12 (B) of the UGC Act, 1956 under the head 'Non-Government Colleges teaching upto Bachelor's Degree':-

Name of the College	Year of Establishment	Remarks
Remuna College, Remuna, Balasore – 756 019, Orissa.	1996	The College is now declared fit to receive Central assistance in terms of Rules framed under Section 12 (B) of the UGC Act, 1956.

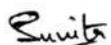
The documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,


(P.K. Sharma)
Under Secretary

Copy to:-

1. The Principal, Remuna College, Remuna, Balasore – 756 019, Orissa.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi – 110 001.
3. The Secretary, Higher Education Department, Govt. of Orissa, Orissa Secretariat, Bhubneshwar – 751 001, (Orissa).
4. The Joint Secretary, UGC, Eastern Regional Office (ERO), LB – 8, Sector – III, Salt Lake, Kolkata – 700 098, (West Bengal).
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.


(Sunita Khanna)
Section Officer

Society's registration Act of 1960	yes	Relevant Act of the respective state Govt.	yes					
Any other(please specify)								
11 NUMBER OF DEGREES OFFERED BY THE COLLEGE								
UG	3	PG	0					
Research	0	Others	0					
Total	3							
12 DETAILS OF DEGREES OFFERED(B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.)								
Arts	B.A	Commerce	B.COM					
Science	B.SC	Education						
Health Science		Engineering & Technology						
Management		Others						
Is the college opting for Assesment & Accreditation of Teacher Education department separately?	no							
Is the college opting for Assesment & Accreditation of Physical Education department separately?	no							
Number of departments	0							
13 TOTAL NUMBER OF STUDENTS(EXCLUDING THOSE IN SELF-FINANCING PROGRAMMES)								
	UG		PG		M.Phil/Ph.D		Value Added Courses(Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	274	283	0	0	0	0	0	0
SC/ST	93	105	0	0	0	0	0	0
OBC	147	243	0	0	0	0	0	0
Total	514	631	0	0	0	0	0	0
Grand Total	1145							
14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES								
	UG		PG		M.Phil/Ph.D		Value Added Courses(Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	0	0	0	0	0	0	54	59
SC/ST	0	0	0	0	0	0	32	30
OBC	0	0	0	0	0	0	106	162
Total	0	0	0	0	0	0	192	251
Grand Total	443							
Total number of students in the college	1588							
15 NUMBER OF TEACHING, TECHNICAL AND ADMINISTRATIVE STAFF								
	Permanent		Temporary		Total			
	Male	Female	Male	Female	Male	Female		
Teachers with PG	7	5	2	2	6	9	11	
Teachers with M.Phil.	0	2	0	2	0	4	4	
Teachers with Ph.D	0	1	0	0	0	1	1	
Teachers with NET/SLET	0	0	0	0	0	0	0	
Technical staff	0	0	4	2	4	2	6	
Administrative staff	1	1	0	0	1	1	2	
Support staff	2	0	2	0	4	0	4	
Total no. of teachers	7	8	2	2	8	9	16	
16 SUPPORT SERVICES								
Number of titles of books				1465				
Number of journals				21				
Number of e-resources				10				
Does the college have a registered Alumni Association?				yes				
Does the college have a functional Placement Cell?				yes				
17 UNIT COST OF EDUCATION								
Unit Cost=Total annual expenditure divided by no. of students enrolled				3715.61				
Unit cost calculated excluding salary component				2165.05				

18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE	
First	TOPPERS IN UNIVERSITY IN HOME SCIENCE DEPARTMENT FOR THE SESSION 2013-14
Second	NATIONAL WINNER IN VOLLY BALL FOR THE YEAR 2013-14
Third	ONE OF OUR FACULTY AWARDED WITH PHD
Fourth	ONE OF OUR STUDENT GOT 3RD POSITION IN UNIVERSITY FOR THE SESSION 2013-14
Fifth	THREE OF OUR STUDENT GOT PLACEMENT IN MNC'S
Section 2: Institutional Data Questionnaire	
1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement	YES
2. Library has reading room facilities for students and faculty separately	YES
3. The college uses the students feedback for analysis and improvement purposes	YES
4. Basic computer literacy is ensured for all students in a structured way such as add on courses	YES
5. The college provides financial aid to at least 10% of the general category students	YES
6. The college has a mechanism for counselling students	YES
7. An annual in-house academic calendar is prepared and implemented by the college	YES
8. The college has a mechanism for addressing grievances of students and staff	YES
9. The college promotes scholarly activities of the faculty beyond the syllabus	YES
10. Internet facility is available in the college for faculty and students	YES
11. The college campus is differently-abled friendly	YES
12. The college has a formal mechanism to promote research activities of its students and faculty.	YES
13. The college has adequate sports facility	YES
14. The college has developed a short term and a long term plan for its development and growth	YES
15. Percentage of classrooms equipped with LCD projector	<25%
16. Percentage of teachers using audio-visual aids including computer-aided teaching	20-40%
17. The average number of extension activities organised by the college during the last four years	3-6
18. Average percentage utilization of annual allocated funds for the last four years	>75%
19. Maintenance expenditure on infrastructure as percentage of the total annual budget	<2%
20. Average pass percentage of graduating students	>70%
21. Computer students ratio	1:30-1:60
22. Percentage of faculty benefitted from UGC and other staff development programmes (average of last four years)	<5%
23. Percentage of permanent teachers with Ph.D. qualification	<20%
24. Percentage of classes taught by guest faculty or temporary teachers	>50%
25. Students teacher ratio	>50:1
26. Percentage of faculty positions filled against sanctioned posts	60-80%
27. Number of add-on courses conducted by the college	<3
28. Awards received by the students in sports and cultural activities in the last four years	National or International Level
29. Percentage of teachers having on-going or completed research projects in the last four years	<10%
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)	>4
31. Number of Journals subscribed in the library National or International	>20
32. Percentage of students admitted against the reservation category as per Government of India norms	>75%
Certificate	
This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.	



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

(An Autonomous Institution of the University Grants Commission)

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

IEQA EVALUATION RESULT

DETAILS	RESULT
Track ID	ORCOGN23896
Name Of The College	Remuna Degree College
Address	Au/PO-Remuna Dist Balasore Odisha PIN 756019
E-Mail	remunadegreecollege@gmail.com
IEQA Submission Date	30/04/2015
IEQA Closing Date	30/04/2015
IEQA Evaluation Status	<p>Congratulations ! You have earned IEQA status . Institution should submit SSR/SAR (5 hard copies and 1 soft copy) within 6 months from the date of obtaining IEQA Status. One month before submission of hardcopy, softcopy of SSR/SAR to be uploaded on institutional website with intimation to NAAC. Please refer NAAC website (www.naac.gov.in) for guidelines regarding submission of SSR/SAR, fee and other documents at the time of submission of SSR/SAR. Please contact your regional co-ordinator in case of any issues/clarifications.</p> <p>Kindly note: SSR/SAR should be submitted by post/courier only. SSR/SAR will not be accepted by hand in NAAC office.</p>



UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

GRANT-IN-AID BILL

Name of the Section: Accounts Department.

1. Name of the beneficiary Institution: **Remuna College**
ID No. **OFM5-047** Remuna, Balasore
S. No. **220421** Orissa 756 019

(Under University)

Fakir Mohan

2. Sanction number and date: F. **IQAC-O-084/13-14** Date: 19-Mar-14

3. Amount sanctioned : Rs. **300000**

4. Purpose of the grant-in-aid : Establishment and monotorin

5. Head of Account : 4.(xvi)

6. Designation and address of Authorized Officer: Principal

7. Payment Details:

- (a) Name of the Bank : State Bank Of India,
(b) Account No.: 33593665680
(c) Type of Account: (SB/Current/Cash Credit)
(d) IFSC Code: SBIN0010128
(e) MICR Code Branch: 756002005
(f) Whether bank branch is RTGS or NEFT enable :RTGS/NEFT/Both
(g) Name & address of Account Holder:Principal,
✓ **Remuna College**
Remuna, Balasore
Orissa 756 019

Received a sum of Rs. **300000**

Rupees **Three lakh only**

being the amount sanctioned vide sanction No. F. IQAC-O-084/13-14

Dated 19-Mar-14

(Copy enclosed) for disbursement to the Principal,

Remuna College

Certified that the conditions of the grant have been accepted by the grantee.

Necessary entries in GIA/Budget Control Register have been made.

You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.


Signature with stamp of the Officer

Accounts Officer
University Grants Commission
Eastern Regional Office
Kolkata



UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

No WHO-014/13-14 (ERO) ID No OFM5-047 Date 25-Mar-14
The Accounts Officer S No 221139
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub Release of Grant-in-Aid during the Current financial year (2013-14), during XIth Plan, to
Remuna College
Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs 2767000
towards the scheme **Women's Hostel Special Scheme**
to the Principal, **Remuna College**
for the Plan expenditure to be incurred during the current financial year as per details given below

Purpose of the grant (General)	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
1st instalment Women's Hostel	5534000	0	2767000	2767000
			Total	2767000

The College is requested to note

- SC concentrated district: SC-15%, ST-7.5%, General (including Minorities)-77.5%
- ST concentrated district: ST-15%, SC-7.5%, General (including Minorities)-77.5%
- General district: General-77.5%, SC-15% and ST-7.5%
- No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for

- The sanctioned amount is debit to Head 2-A(i)b and valid for payment during the financial year 2013-14 only.
- The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details.

(a) Details (Name & Address) of Account Holder
Principal,

Remuna College
Remuna, Balasore
Orissa 756 019

(b) Account No: 33593665680

(c) Name & Address of Branch: State Bank Of India,

(d) MICR Code of Branch: 756002005

(e) IFSC Code: SBIN0010128

(f) Type of Account: SB Current Cash Credit

- The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution
- The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
- The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time
- The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year
- The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission
- A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form



UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

No. OFM5-047/14-15

(ERO) ID No. OFM5-047

Date: 16-Dec-14

The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

S.No. 223299

Sub : Release of Grant-in-Aid during the Current financial year (2014-15), during XIth Plan, to
Remuna College

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. **1000000**
towards the scheme **XIth Plan College Development**
to the Principal, **Remuna College**
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant	Approved allocation	Amount already sanctioned	Amount being sanctioned now	Total grant including the grant now being sanctioned
Undergraduate	(Rs.)	(Rs.)	(Rs.)	(Rs.)
Ad-hoc grant				
Plan Block Grant-Head-31	0	0	200000	200000
Plan Block Grant-Head-35	0	0	800000	800000
Total			1000000	

The College is requested to note:

- SC component: 15%, ST component:7.5%, General component (including Minorities):77.5%
- No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

- The sanctioned amount is debit to Head 1.B-(i)b and valid for payment during the financial year 2013-14 only.
- The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:

(a) Details (Name & Address) of Account Holder:
Principal,

Remuna College
Remuna, Balasore

Orissa 756 019

(b) Account No.:33593665680

(c) Name & Address of Branch: State Bank Of India,

(d) MICR Code of Branch: 756002005

(e) IFSC Code : SBIN0010128

(f) Type of Account : SB/Current/Cash Credit.

You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.

- The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
- The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
- The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs,2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
- The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
- The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
- A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.

All communications are to be addressed to the Joint Secretary by designation and not by name.



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt of India)
Eastern Regional Office
LB-8, Sector-III, Salt Lake,
Kolkata-700 098 (West Bengal)
दूरभाष Phone: (033) 2335 4767/फैक्स Fax: (033) 2335 0586
ई-मेल Email: ugzero_kolkata@yahoo.in

No.F.Meeting.-12/13-14 (ERO)

December 16, 2014

To

The Principal/Teacher-in-Charge,
Remuna College,
Remuna, Balasore,
Orissa 756 019.

(Fax: Mohan University)

Sub: UGC Assistance to colleges during XII Plan– regarding.

Sir/Madam,

As per the UGC, Head Office, New Delhi, letter No. F.1-14/2010(RO/Meeting), dated 25.11.2014 all new colleges which are under Section 2(f) and 12B of the UGC Act, 1956 are eligible for an ad-hoc grant of Rs.10.00 lakh (Rupees ten lakh only). This grant is being released under General Development Assistance (GDA) for Twelfth Plan (2012-17) to the colleges who have not released General Development Assistance during Eleventh and Twelfth Plan. An ad-hoc grant of **Rs.10,00,000/- (Head 35 Rs.8,00,000/- and Head 31 Rs.2,00,000/-)** can be spent under the categories are given below:

Head	Expenditure permitted to be incurred
Grants in Aid-Capital Expenditure (Head 35) – 80%	Purchase of books, journals and equipment
Grants in Aid-General Expenditure (Head 31) – 20%	Contingency, Extension Activities, Field work/study tours etc., (Details are given in the XII Plan Guidelines)

Therefore, colleges are requested to follow the XII Plan General Development Guidelines to spend this money. The allocation of XII Plan (Plan Block Grant (PBG) would be conveyed to you after approval of the competent authority.

The guideline for the above scheme is available on UGC website www.ugc.ac.in. Those Colleges, who have not submitted the XII Plan General Development proposal, are requested to submit the documents as per Twelfth Plan Guidelines (ANNEXURE -I and ANNEXURE –II) and send to this office, duly signed by the Principal/Teacher-in-Charge and forwarded by the affiliating University latest by **15.01.2015**.

It may kindly be noted that all the required enclosures are to be attached, failing which the proposal would not be considered.

Yours sincerely,


(Mohammad Arif)
Joint Secretary

Encl.: **As above.**