

BAMRA TRUST FUND COLLEGE



UGC AFFILIATED UNDER 12(B) & 2(F)

SELF-STUDY REPORT

Submitted to
National Assessment and Accreditation Council
(NAAC)
P.O. Box. No. 1075, Nagarabhavi,
BENGALURU- 560 072

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PREFACE

Established in the year 1983 as an infant institution by the local well-wishers to cater to the needs of higher education, Bamra Trust Fund College, Bamra has passed through a long period of success in the midst of struggle to grow up into an adolescent institution at present. Striving incessantly to inculcate the culture of a well-disciplined life and imbibing the values of hard work and inquisitiveness amongst the teen age students, this ever-growing institution is making rapid strides towards its all round development in infrastructure, staff position, students pass out rate, extra-curricular achievements and a lot others to attract the attention of the young and the old alike. Satisfying the thirst for higher education of the tribal and the economically most disadvantaged students in this tribal dominated area, this ever-dreaming institution goes on visualizing the glorious future for the immensely talented aspiring youths to build up a dynamic personality so as to reach the lofty heights in their careers. The function of IGNOU and the grants from UGC have added a new dimension to usher in a new era of progress and achievement not only in the field of acquiring knowledge but also in the field of putting the knowledge into practice.

However, a lot remains to be done till now. No institution ever is problem free in this entire world. The adolescent institution seeks helping hands from all quarters to make its path of success embedded with flowers. Whole-hearted cooperation from the enthusiastic students and cognitive support from the guardians and well-wishers can go a long way in materializing the ever-cherished goals of the alma-mater.

The college was inaugurated in an occasion of enthusiasm and gaiety on September 2, 1983 in the midst of a mammoth gathering with solemnly performed rituals and rites. It provides teaching facilities in the +2 streams of Science, Arts and Commerce as well as in the +3 stream of Arts with Honours in the subjects Political Science, History and Odia. The IGNOU study center has also been functioning since the session 2006-07 catering to the educational needs of all those who are deprived of formal education. At its inception, the college had a roll strength of only 51 number of students in I.A., +2 Arts, I.Com and +2 Commerce classes. Despite this humble beginning, there has been a rapid but steady improvement since then. The +2 Science Stream was opened and the +2 Commerce Stream was reopened during the academic session 1996-97. The present strength has gone up to more than 1000 with Honours facilities at Degree Level. Being located in an area predominantly inhabited by the tribal as well as economically backward and disadvantaged classes, the college provides unique opportunities to them for their higher education and thereby facilitating them to avail the berth in the mainstream of the society.

The foundation stone of the present massive and majestic building was laid down by the then hon'ble Chief Minister of Orissa, S.J. Hemananda Biswal on December 14, 1990 and it has started functioning since 1995 on the outskirts of Bamra (Govindpur) town near the "Baghpara Ghati".

Let us come together and work together. We will build up a good academic atmosphere and strive for all-round developments so as to fulfill the long-cherished dreams of the great dreamers' who dreamt at the dawn of the alma-mater.

The alumni of our college have immense contribution as students occupy various positions in the society. The faculty and administrative staff of the college have jointly prepared the Self Study report.

I submit the Self Study Report to National Assessment and Accreditation Council, Bangalore for Assessment and Accreditation of the college.

Sri Kailash Chandra Raj
 Officiating Principal
 Bamra Trust Fund College
 Bamra

EXECUTIVE SUMMARY

Bamra Trust Fund College is a leading institution of higher education in Humanities but aims at providing a value based, holistic education. The College offers a wide variety of activities to develop real world connections with curricular content. This includes trips, walks, and talks by experts and practitioners in field, club activities which allow students the freedom to experiment and learn. Faculty members are a part of various academic bodies. A few are also part of curriculum framing and revision. This brings innovative and flexible ideas to curriculum transaction and implementation. Further, moral and ethical values are inculcated as a part of everyday teaching through the Divinity Society. Ideals of service, leadership, social responsibility and academic pursuits are cultivated in young learners while participating in various activities of NSS, Sports, Clubs and Societies. The College has an Eco-club that encourages environmental awareness among students. A compulsory paper on Environmental Issues has also been introduced for all first year students. The **“Equal Opportunity Cell”**, is dedicated to ensure equality of opportunity to students from across caste, creed, religion, to enable pedagogical and curricular transactions in an environment of safety and dignity.

CRITERION II: TEACHING-LEARNING AND EVALUATION

Bamra Trust Fund College endeavors to make the teaching learning process a participatory one where the teacher’s role is that of a facilitator and the entire exercise of teaching results in learning which is based on critical and analytical thinking. The College nurtures creativity, stimulates independence and promotes excellence through a challenging learning environment. The College aims towards the overall development of students through innovative pedagogy. In this regard, the departments employ a non-didactic, interactive and interdisciplinary teaching- learning approach. Faculty uses a variety of innovative methods depending on the structure of the content. Sometimes, they also adapt or use a combination of methods as alternatives to the traditional lecturing or practical classes. Innovative methods adopted by the faculty include the use of ICT in teaching which makes the learning process more enriching and exciting.

The College effectively implements and closely monitors the programmes offered by the University of Sambalpur and some of its own initiatives. Admission to the College is transparent, conducted through a well-structured procedure and scrupulously adheres to the rules and regulations of the University and Government of Odisha. All government policies regarding the differently abled are followed. A full-fledged Enabling Unit has been established in the College with a view to providing accessible education and equal facilities to the differently-abled students. The Institution also promotes a host of non-scholastic activities through its various clubs and societies.

The Institution has a distinguished faculty as its staff and we assure Teacher Quality by recharging the faculty members through Orientation and Refresher courses. The College encourages faculty members to attend seminars, workshops, talks in order to improve their teaching-learning approach, assessment techniques, and content management.

The evaluation process like the admission process is extremely transparent. The College facilitates the achievement of intended learning outcomes by structuring, implementing, reviewing and improving its teaching learning strategies

CRITERION III: RESEARCH CONSULTANCY & EXTENSION

Bamra Trust Fund College is essentially an undergraduate College providing education in Arts. Research activities are the edifice for building a culture of excellence in higher education fostering an environment of creativity and innovative, insightful teaching learning. Therefore, faculty members are encouraged to engage in research activities. We believe that prevalence of a learning culture enables continuous development of knowledge and expertise. This is absolutely essential for higher education. Interdisciplinary research and sharing of ideas is being encouraged. Such forums have provided a platform for students and teachers to engage in mutual sharing of insight, to critically evaluate issues and phenomena from diverse vantage points and to inculcate among the faculty and students a spirit of collaborative research and critical appreciation of ideas. In its endeavor to further the spirit of research, the College encourages teachers to attend and organize conferences and symposia.

We realize that a strong research base is an important aspect for an institute of higher education. Thus efforts are made to provide all infrastructural facilities, equipments like printers, laptops, cameras and the like as well as other facilities in the library to ensure a meaningful and enriching research environment.

The College plans to allocate a part of the grant received for extension activities by the University Grants Commission (UGC) for research activities. The library has a rich collection of books journals, e resources, digital media which has further boosted and augmented the learning culture. Wi-Fi connectivity in the College premises ensures that students and faculty stay abreast with the latest research the world over. Research material, journals, books can be accessed through the Delhi University Library System. The faculty members have published books and articles in journals of national and international repute.

The College would like to build upon areas of consultancy and collaborations with other organizations and institutes in future. At present the College has some informal tie ups with hospitals, clinics, NGOs and other organizations. This creates a space for dialogue between academia and practice. We would like to take definitive steps towards augmenting such collaborative arrangements.

CRITERION IV: INFRASTRUCTURE

Infrastructure facilities are the key for an effectual and efficacious conduct of educational programmes. In addition to optimally utilizing the existing infrastructure, we also believe in its expansion and extension for sustaining academic excellence. Technology has the power to transform teaching by ushering in a new model of integrated education, which makes learning more exciting and stimulating. We believe that combining teaching with technology can deepen student learning and our aim is to seamlessly integrate technology into our curriculum. **The College boasts of 5 spacious classrooms with adequate seating capacity.** A Wi-Fi enabled campus with available IT facilities helps our students and faculty to gain excellence in academics as well as other activities. The administrative and accounts sections are computerized and functioning smoothly. Bamra Trust Fund College has as a seminar hall which is equipped with IT facilities to support academic activities like seminars, workshops, lectures and conferences . To ensure a continuous power supply on its premises, the College has purchased an independent transformer with two eco-friendly silent green

DG Sets and Honda set respectively. A fire fighting system has been put in place under the disaster management programme as safety and security of students and staff is our primary concern.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

We believe that the students are pillars on which we rest our strength. The College has the necessary provisions to aid the progression of students from one level of education to the next and also towards prestigious placement. The College environment is enhanced with curricular and co-curricular activities which are designed to develop the students' personality and also ensure a holistic educational experience. The College has active societies to promote sports and extra-curricular activities. These include the Dramatic & Cultural Society, Sahitya Sansad, and Sports Society. In addition the College has a Divinity Society which inculcates moral and spiritual values in students.

A strong bond exists between the students and teachers and teachers are always present to mentor students not only with their academic but also personal issues. In addition there is a doctor and a counselor to resolve their health and psycho-social problems. The Student Council, elected democratically also looks into the problems of students.

Creativity means breaking out of established patterns in order to look at things in a different way and we encourage our students to do just that. Teachers in tandem with students, work towards the publication of the College magazine "**Arunima**" and wall magazine "**Urmi**". Further, meritorious students are rewarded for their excellence in academics as well as non-scholastic activities on the College Annual Day.

The College promotes inclusive practices and believes in providing help to the needy students by giving them scholarships, free ships and other concessions. There are elaborate facilities for the differently-abled students as well thereby making education accessible to all.

The College Placement Cell is assisting a laudable job by organizing mock interviews and placement assistance drives in the College.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The College has a prescient, transformative and dynamic leadership which through its clear vision and mission has steered the College in the right direction, enhancing the quality of its educational services. The Principal is the Academic and Administrative Head of the Institution. The Management (Governing Body) gives her substantial freedom to function in an independent manner in order to fulfill the vision and mission of the College.

The Principal maintains a proactive role in encouraging and motivating all faculty members for the overall academic growth and development of the College. He ensures that all policies and decisions are implemented in the right spirit and plans ahead for the future. The Management, Principal and the faculty are always working together in close tandem for designing and implementing the quality policy and plans keeping in mind the guidelines and norms of the UGC and the University.

For a proper execution of action plan for all operations, the Principal has formed different committees on a rotational basis. He receives reports from these about their working and if required matters are discussed in the meetings of the Staff Council. The Principal, as the Executive Head of the Institution, personally interacts with various stakeholders on a regular basis and in a systematic way. In addition to this, the Institution has a Student Council to regulate and rectify the concerns of the students on a day to day basis.

The College promotes a culture of participative management at all levels. The Governing Body, the top decision making authority of the Institution has two representatives from the faculty and one representative from the administration as well. The activities of the academic year are prepared by the Principal in consultation with the Management and other members of the Governing Body and are conveyed to the staff in the Staff Council Meetings. The Principal encourages active participation and involvement of all the staff members for providing valuable suggestions and information in council meetings. The Staff Council acts as a forum for formal participation and regular meetings with the Principal ensure informal and personal interaction. The Administrative Burser along with the other administrative staff also plays an active role for an ordered functioning of the administration of the College.

The College recognizes that it has been created primarily for the benefit of students and that student welfare is one of its primary duties. The College perspective for development is contingent upon offering students more options, a better academic atmosphere and the best of infrastructural facilities.

CRITERION VII: BEST PRACTICES

The College is perceptive about environmental issues and is making all efforts to keep its campus clean and green. In addition, to being eco-friendly, the College campus is also cognizant towards the needs of differently-abled and aims at imparting holistic education. We realize the importance of energy conservation and have initiated measures to save energy.

All classrooms, labs, canteen, office, staffroom have large windows to let in sunlight and air thereby reducing the use of electricity. The use of CFL and LED lights has been initiated to conserve energy and many members of the staff and students use the metro for their daily commute.

In order to have a pollution free green campus a —no vehicle policy is followed in campus. In addition, the College has an Eco club which spreads awareness on energy conservation and environment related issues. In order to have a pollution free green campus a —no vehicle policy is to be followed in campus. In addition, the College has an Eco club which spreads awareness on energy conservation and environment related issues. A notice board is installed where newspaper cuttings, articles, photograph of green ambassador of the month and her views on green initiatives are displayed.

Higher education for women is fraught with challenges. Though every year newspaper reports show girl students producing far better results than boys, accessibility of higher education remains a privilege of the few. Our College promotes and creates an environment where girls from all sections of society feel safe and secure to pursue their dreams and ambitions. Keeping in view the increasing crimes against women, **self-defence classes** are held on regular basis where students are encouraged to participate in it. **Judo** techniques is taught to the students.

The College encourages inculcation of moral values along with academic knowledge. Fostering of moral values through spiritual guidance helps in the development of a student's character. The College Divinity Society organizes a spiritual meet every Thursday to instill values like compassion and contentment.

What follows is a brief analysis of strengths of our Institution, the opportunities available to us, some possible challenges on the way to achieving our goals and the future directions.

STRENGTHS

- It is a leading, old and recognized college in Bamra Block, which is coming under ITDA Sub-plan area. The College therefore stands for values along with excellence in academics.
- Considering the fact that massive commercialization of education has taken place in India, the College is most affordable encouraging a collection of talent from all sections of the society, rich or poor. As a result, the College has a free flow of ideas which nurtures minds and produces confident young generations ready to take on life.
- Bamra Trust Fund College has a major locational advantage of being very close to the South –Eastern railway station as well as Bamra stations. Yet the surroundings of the College are serene and calm.
- The campus of the College is most manageable and very well maintained creating an excellent ambience for study. The lecture theatres are modern and well planned.
- The College is equipped with an excellent Library which has over 9500 books, journals and study material. The entire College is Wi-Fi enabled.
- The College has its own sports infra-structure and ground.
- For differently abled students, the College pathways are made up of guiding tiles.
- A Seminar Hall, which is with a seating capacity of 200 people is the hub of academic activities. It is equipped with a modern audio system and multimedia projectors.
- There is a strong bond and a high level of interaction between faculty and students. The College has an excellent faculty who are all experts in their sphere of study.
- Members of the Governing body are most eminent and therefore contribute in all spheres of development of the college.
- An informal feedback system from the students is in place which promotes continuing improvement.
- A well-equipped Computer Lab promotes the growth of online education.
- Interdisciplinary and Experiential education at the undergraduate level.

WEAKNESS

- In order to add disciplines, give the faculty quality preparation time and offer even wider areas of study to prospective students, the permanent faculty needs to be increased.
- The undergraduate programs being the main focus of the College leave little scope for research.
- The College would like to go in for foreign exchange faculty programmes which requires financial support.

OPPORTUNITIES

- Continuing education for intellectual enrichment and for people of all ages by having inter institutional tie-ups with Centers of excellence both within the count
- The College looks forward to online opportunities worldwide and also makes the campus a paperless environment friendly place.
- Online courses, video and tele conferencing can further supplement the conventional pedagogy.
- There is an opportunity to build an undergraduate experience using the best practices from throughout the country.
- The College aspires to become a leader in interdisciplinary and integrated learning

CHALLENGES

- There are challenges of bureaucratic delays in regularization of teaching positions.
- Shortage of time for faculty to undertake research along with teaching.

SECTION B: PREPARATION OF SELF-STUDY REPORT

I. Profile of the Affiliated College

1. Name and Address of the College:

| | |
|----------|--------------------------|
| Name: | Bamra Trust Fund College |
| Address: | Bamra |
| City: | Sambalpur |
| Website: | www.bamracollege.org.in |

2. For Communication:

| Designation | Name | Telephone With STD code | Mobile | Fax | Email |
|-------------|-------------------------|-------------------------|-------------|-----|------------------------------|
| Principal | Sri Kailash Chandra Raj | 06642-229280 | 07873619696 | | prinbamratfcollege@gmail.com |

3. Status of the Institution:

| | |
|--------------------------|---|
| i. Affiliated College | √ |
| ii. Constituent College | |
| iii. Any other (specify) | |

4. Type of the Institution:

a. By Gender

| | |
|-----------------------|---|
| i. For Men | |
| ii. For Women | |
| iii. For Co-Education | √ |

b. By Shift

| | |
|------------|---|
| i. Regular | √ |
|------------|---|

| | |
|-------------|--|
| ii.Day | |
| iii.Evening | |

5. It is a recognized minority institution?

Yes ☐ No ☒

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

6. Sources of funding:

Government ☐

Grant-in-aid ☒

Self-financing ☐

Any other ☐

7. a. Date of Establishment of the college :

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

c. Details of UGC recognition:

| Under Section | Date, Month & Year (dd-mm-yyyy) | Remarks(If any) |
|---------------|------------------------------------|-----------------|
| i.2(f) | 5-Dec-2011 | |
| ii.12(B) | 5-Dec-2011 | |

(Enclosed the Certificate of recognition us 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 others.)

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?

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. | |
| Built up area in 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 incase the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

a. Auditorium ☐ NA

b. Seminar Complex with Infrastructural facilities ☐ NA

c. Sports facilities

i. Playground ☒

ii. Swimming pool ☐ NA

iii. Gymnasium ☐ NA

d. Hostel

i. Boys' Hostel ☐ NA

ii. Girls' Hostel ☒

- iii. Working women's Hostel
- e. Residential facilities for teaching and non-teaching staff (give numbers available—cadre wise)
- f. Cafeteria
- g. Health Centre
(If yes ,detail specify Inpatients,Out patients,Emergency care facility,Health Centre Staff)
- h. First aid
- k. Facilities like
- i. Banking
 - ii Post office
 - iii Book shops
- l. Transport facilities to cater to the needs of students and staff
- m. Animal house
- n. Biological waste disposal
- o. Generator or other facility for management/regulation of electricity and voltage
- p. Solid waste management facility
- q. Waste water management
- r. 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 |
|---------|-----------------|--|----------|---------------------|-----------------------|--------------------------------------|--------------------------|
| | Under-Graduate | B.A.(Honours), History Pol.Sc Odia | 3Years | 12 th | English/ Odia | 16Each | |
| | | BA (Pass) Economics Odia Pol.Sc History Education | | | | 128 Each | |

13.Does the college offer self-financed Programmes?

Yes No

If yes, how many?

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

Yes No

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are 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 | UG | Research |
|---------|-------------|----|----------|
| | | | |

| | | | |
|------|---|---|----|
| Arts | History,Economics ,Pol.Sc,Education,Odia,English | √ | NA |
|------|---|---|----|

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

a. Annual System ☒

b. Semester System ☐

c. Trimester System ☐

17. Number of Programmes with

a.Choice Based Credit System ☐

b. Inter/Multi-disciplinary Approach ☐

c. Any other (specifies and provides details) ☐

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

Yes ☐

No ☒

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?

:NIL

19. Number of teaching and non-teaching positions in the Institution

| Positions | Teaching Faculty | | Non-teaching staff | | Technical staff | |
|--|------------------|--------|--------------------|--------|-----------------|--------|
| | Male | Female | Male | Female | Male | Female |
| Sanctioned by the UGC/University/ State Government Recruited | 9 | 1 | 10 | 2 | | |
| Yet to recruit | | | | | | |
| Sanctioned by the Management/ society or other authorized bodies Recruited | 2 | 2 | 1 | | | |
| Yet to recruit | | | | | | |

20. Qualifications of the teaching staff:

| Highest Qualification | Lecturers | | Total |
|-----------------------|-----------|--------|-------|
| | Male | Female | |
| D.Litt | | | |
| Ph.D | 1 | | 1 |
| M.Phill | | | |
| PG | | | |

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

NIL

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

| Categories | Year-I (2011-12) | Year-II (2012-13) | Year-III (2013-14) | Year-IV (2014-15) |
|------------|---------------------|----------------------|-----------------------|----------------------|
| Boys | 160 | 209 | 231 | 176 |
| Girls | 185 | 2013 | 252 | 212 |
| Total | 345 | 422 | 483 | 388 |

23. Details on students enrollment in the college during the current academic year:

| Type of students | UG | Total |
|---|------|-------|
| Students from the same state where the college is located | 100% | 100% |
| Students from other states of India | NIL | NIL |
| NRI students | NIL | NIL |
| Foreign students | NIL | NIL |
| Total | 100% | 100% |

24. Dropout rate in UG (average of the last two batches)

UG

25. Unit Cost of Education

(Unit cost=total annual recurring expenditure (actual) divided by total number of students enrolled)

a. Including the salary component

b. Excluding the salary component

26. Does the college offer any programme 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 ☐

27. Provide Teacher-student ratio for each of the programme/course offered.

| Course | Student Teacher Ratio |
|-----------------|-----------------------|
| Honours Courses | |
| ❖ History | 16:2 |
| ❖ Pol.Sc | 16:1 |
| ❖ Odia | 16:2 |
| PASS Courses | |
| • History | 28:3 |
| • Pol.Sc | 28:3 |
| • Economics | 24:2 |
| • Education | 24:2 |
| • Odia | 24:2 |

28. Is the college applying for

a. Accreditation: Cycle1 ☒ Cycle2 ☐ Cycle3 ☐ Cycle4 ☐

b. Re-Assessment: ☐

(Cycle1 refers to first accreditation and Cycle2, Cycle3 and Cycle4 refer store- accreditation)

29. Date of accreditation*(applicable for Cycle2, Cycle 3, Cycle 4 and re-assessment only) :NIL

Cycle1 :.....(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle2:(dd/mm/yyyy)

Accreditation Outcome/Result.....Cycle3:..... (dd/mm/yyyy)

Accreditation Outcome/Result.....

***Kindly enclose copy of accreditation certificate (s) and peer team report(s) as an annexure.**

30. Number of working days during the last academic year.

31. Number of teaching days during the last academic year
(Teaching days means days on which lectures were engaged excluding the examination days)

32. Date of establishment of Internal Quality Assurance Cell (IQAC)
IQAC.....2.06.2014.....(dd/mm/yyyy)

33. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i).....(dd/mm/yyyy)

AQAR (ii).....(dd/mm/yyyy)

AQAR (iii).....(dd/mm/yyyy)

AQAR (iv).....(dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do Not include explanatory/descriptive information)

During last four years:

(a) Pass percentages of the college (UG)

(b) Students availing scholarship

(c) Students availing Free ships

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, and staff and other stakeholders.

Vision :

1. To infuse a sense of commitment to achieve excellence in life
2. To develop a competitive spirit for future challenges

Mission :

1. To imbibe the spirit of learning and to boost the sense of morality of the learners so as to develop them into responsible future citizens
2. To fill the learners with dreams and aspirations for the future
3. To create an atmosphere of mutual good will and friendship to foster knowledge in the midst of academic excellence
4. To make the learners the messengers of peace and brotherhood for the forth-coming years

Objectives:

- Provide quality education in an inclusive setting for students of tribal and backward region
- Enable intellectual, physical, social, aesthetic and cultural development of young students.
- Encourage decision making, leadership skills that incorporate creative and critical thinking among young women in various spheres of life.
- Raise consciousness of students towards environment.
- Empower young women to take on larger responsibilities of the country as citizens.

The College prospectus succinctly delineates the vision, mission and objectives and fresh entrants to the College are familiarized with these during the Orientation Programme. Further, the curriculum and teaching learning processes of the College attempt to reflect the mission, vision and objectives in day to day functioning

The college communicates the vision, mission and objectives to the students and other stakeholders through

- | | | |
|-----------------------|----------------------|----------------------------------|
| 1. College website | 2. Prospectus | 3. Ankura News Bulletin |
| 4. College Magazine | 5. College handbook | 6. Brochure |
| 7. Alumni Association | 7. Students meetings | 8. Display in the college campus |

1.1.2 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).

Bamra Trust Fund College is an affiliated college of Sambalpur University. It follows the curriculum prescribed by the University and every effort is made by the College to strictly adhere to the given guidelines. The College ensures that the stipulated syllabus is covered in

spirit and content. The first step in planning for effective implementation of the curriculum is through the conduct of Staff Council meetings and departmental meetings. Academic Bursar is assigned to look into the courses covered by teachers. In the Staff Council and department meetings, all changes are discussed in detail. At the beginning of each session, each department conducts departmental meetings to allocate subjects according to specialization and distribute classes and tutorials, so that teaching begins from the first day of the session. Teachers' specialization/ research, interest area and experience are kept in mind while allocating papers. College believes that only a teacher who enjoys her subject can make it interesting to students; therefore, subjects and papers are never imposed on them. Many departments also encourage the sharing of papers among faculties so that students gain from expertise of various teachers. Sharing of papers thus not only equalises workload but also encourages students to gain from multiple approaches subject engagement. This has also enabled teachers to remain updated as well.

All the departments of the College plan their academic calendar. Meetings are held for monitoring syllabus completion and for planning departmental programmes and seminars. The College also has a calendar of academic and co-curricular activities, which includes items like Orientation Program, Freshers' Welcome Party and formation of Student Council, Annual Day, Sports Day, the College Union trip, College Festival, and farewell of the outgoing students. The calendar helps in planning the academic schedule so that there is no disruption and departments can complete the curriculum on time.

The Time Table Committee prepares the time table during semester breaks, so that all teachers and students are aware of the schedule of classes before the session starts. Time tables are made for each teacher and class. It is planned to enable best utilization of the Institution's physical and human resources. To avoid any confusion and to create transparency the time tables are displayed outside the rooms. Staff members and the students can easily access these time tables.

Each course offers a number of optional papers. These optional papers are offered keeping in mind student choice and interests, job opportunities, availability of resources and specialization of faculty in various departments. Books and study material available to students are regularly updated. In the beginning of the session one week is slotted for review of books in the library and teachers interact with book publishers and distributors.

Senior faculty members mentor new teachers and guide them as required. The College offers a wide variety of activities to develop real world connections with curricular content. This includes walks, trips, and placements, talks by experts and field practitioners, and club activities. Students are hence encouraged to experiment and learn. Each student of the College is either enrolled in NSS, or Sports bodies or scouts and guides. Encouragement is given in the form of recognition, scholarship and awards to students to strive for excellence in all these co-curricular areas.

Different departments of the College organize seminars which are open to students of all disciplines hence encouraging cross disciplinary understanding of themes and subjects. The quality of the education imparted to students is monitored and ensured through Internal Quality Assurance Cell (IQAC).

1.1.3 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?

Procedural Support provided by the University and the College:

In order to enhance the faculty academic exposure and capacities, the College takes the following steps:

- Provision of Study leave, Sabbatical leave and Lien facility subject to approval as per Sambalpur University and University Grants Commission (UGC) rules for permanent teachers to do research and study work.
- College authorities attempt to supplement the efforts of teachers through necessary infrastructural and other logistical requirements, such as audio visual projectors in classrooms, seminar halls. These facilities are available to departments on requisition.
- Support through financial resources, making physical spaces available and administrative assistance.

1.1.4. 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.

The college ensures effective delivery and transaction on the curriculum provided by the University and facilitates the development of higher order cognitive skills such as critical analysis, problem-solving, evaluation and synthesis. The college has following initiatives,

- Preparing Academic Calendar and Teaching plan
- Classroom teaching
- Integrating Hands-on work experience in practical Subjects
- Conducting seminars
- Organizing workshops
- Organizing Guest Lectures
- Group discussions
- Organizing interdisciplinary programmes

However, the college has taken initiatives for proper implementation of the above mentioned interventions for effective delivery of the curriculum.

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

Regular meetings of the Board of Studies conducted by the Sambalpur University, Jyoti Vihar, Burla, Sambalpur and informal departmental meetings throughout the academic sessions help the faculty to keep abreast with the latest trends in their fields of study. Regular visits to the concerned departments in our affiliating university and other universities aid the faculty in effective operationalisation of the curriculum. Professors from the University are invited for discussions, workshops and for interactions with the faculty members. And also all members of the faculty send their remarks, suggestion to the Board of Studies committee of the University for Correction, addition and modification of the curriculum of their concerned subject.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feed back, teacher feedback, stakeholder feedback provided, specific suggestions others.)

While the Sambalpur University, Jyoti Vihar , Burla, Sambalpur is solely responsible for the Designing and restructuring of courses, the college, through its staff members who are on the Board of Studies makes significant contribution in the curriculum design and development. Six members of staff represent the college on the Board of Studies. The college holds meetings to review the adequacy and viability of the existing courses and the changes required to dovetail into the contemporary system and are discussed with all the faculty members prior to submission/suggesting. Feedback of the wards and their parents on the desired changes in the curriculum are also obtained. Inputs from alumni and employers are also taken into consideration. The Management's vision and perception of teaching programs is also conveyed to the House. After thorough discussion, the members of staff on statutory academic bodies communicate the suggestions/recommendations to the Board of Studies meeting held at the University for redesigning the programs for appropriate and effective inclusion.

1.1.7 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.

NIL

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

The college has established effective communication with all the stakeholders to ensure that the objectives of the curriculum are achieved during the course of implementation. The college ensures the achievement of the stated objectives of the curriculum through the critical analysis of the following:

- Complete and comprehensive review of curriculum taught in the college during the academic session is taken up at the regular meetings of Head of Departments (HODs) of all the departments with the Principal.
- Regular meetings of HODs with their staff members are held.
- Monthly daily diary reports regarding completion of syllabi are submitted by the departments to the Principal.
- Students' feedback is also collected with regard to the completion of the syllabus.
- Student Feedback on Curriculum is collected
- Parents feedback on curriculum is collected
- Student Performance and Result Analysis is also made.
- Steps are taken to minimise/eradicate the mismatch between what is required by the market and what we produce.

- Efforts are made to improve the overall personality of students through practical exposure and involvement in NSS activities and also the different society's viz, Youth Red cross society, Eco Club, Music & Dramatic Society etc

1.2 Academic Flexibility

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

Meanwhile the college has introduced the skill development activities which address the needs of society and are in line with and reflect the institution's vision to empower men and women through quality education. The college provides the following skill oriented activities through the various societies. The objectives of the above activities of the college are to groom; enhance and enrich their skills for the competitive world.

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

As per the rules and regulation of Sambalpur University there is no provision for pursuing dual degree programmes simultaneously, and therefore, the college does not offer any such programme.

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 skill development, academic mobility, progression to higher studies and improved potential for employability. Range of Core /Elective options offered by the University and those opted by the college

- Courses offered as per university norm
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses

In the college there are various provisions with reference to academic flexibility and which are helpful to students in terms of skill development, academic mobility, progression to higher studies and employment.

The College follows the curriculum prescribed by Sambalpur University, Sambalpur which is mandatory. There are three groups of subjects—

1. Language subjects
2. Optional subjects and
3. Compulsory subjects

The following provision is for the academic flexibility in the college.

- **Languages subjects:**

1. English Basic is the compulsory language subject
2. Odia is the groups of first language. A student can opt any one as the second languages from among these four subjects at the Under Graduate level within the framework of university rules.

- **Optional subjects:**

The following is the list of group of optional subjects

1. Economics,
2. English,

3. Education
4. . History,
5. Pol.Sc,
6. Odia

Students have a choice of studying any one subjects as optional but only one subject from elective group. However the College offers wide range of elective options within the framework of the university. There are as many as 6 options in the faculty of Humanities; the college follows the curriculum which is mandatory. There will be 6 elective groups, which are offered to encourage inter-disciplinary academic pursuits and to enhance student's competency and job prospects. The institution provides flexibility to the students in making choice of the elective options depending on their field of interest and requirement Humanities, the college follows the curriculum which is mandatory. There will be six elective groups, which are offered to encourage inter-disciplinary academic pursuits and to enhance student's competency and job prospects. The institution provides flexibility to the students in making choice of the elective options depending on their field of interest and requirement.

- Flexibility to the students to move from one subject to another: The College allows a change from one from one subject to another within the time frame of one month from the commencement of the course opted. The college also permits changes between elective subjects within the time frame of one month.
- Flexibility to pursue the programme with reference to the time frame is in conformity with the university rules.

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 others.

The institution does not provide self-financed programmes.

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.

Yes, the college provides skill oriented programmes relevant to regional and global employment markets to keep pace with the changing global trends and requirements. There are special classes designed for slow learners and students from weaker sections.

The Department of English conducts special class in Communicative English. The employability enhancement programme and Personality Development Programme are specially conducted to sharpen the soft-skills of students.

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?

As per the Sambalpur University norm, one student can take one honours /pass paper with one elective out of five subjects in undergraduate courses.

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?

The College being affiliated to the Sambalpur University, Sambalpur ; does not have the option of formulating its own curriculum. Still, the courses offered have the irrelevance to the institutional goals and objectives. The college aims to inculcate the highest intellectual standards through thorough academic commitment and discipline. Students are inspired to aspire for higher level of academic achievement by mastering the subject chosen to study.

The institution strives towards overall development of students and quality enhancement of learners through various aspects of holistic personality development, orientation programs and life skill enrichment programs conducted during their period of studies that focuses on managerial skills, communication skills, leadership qualities, analytical skills, group discussion, global warming, awareness on environment through guest lecture, moral and ethical values, role and scope of women in uplifting the society. The College ensures that the Sambalpur University curriculum is followed in the best of the spirit. The College academic calendar is prepared and approved by the IQAC planning Board every year with the active involvement of the College Internal Examination Committee, Student Council and Heads of the Departments. The Principal ensures that the curriculum framed by the Sambalpur University, Sambalpur is supplemented in such a way that it reflects the mission and vision of the Institution .Regular feedback is obtained from the stakeholders, with respect to the quality of the enrichment programmes, which are monitored and evaluated by the IQAC and necessary remedial measures are incorporated for implementation.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The College, being affiliated to the Sambalpur University, Sambalpur does not have the option of formulating its own curriculum. Nevertheless, a sincere effort is made to enrich and reflect the curriculum within the purview of SU guidelines to suit the intellectual requirements of students in the fast paced life through the involvement of faculty, department and other stakeholders.

University level:

Senior Faculty Members, who are on the Board of Studies take initiative to modify, enrich and organize the curriculum. As per UGC guidelines, teachers of our college, who were on the Board of Studies and Board of Examinations, had stressed the need to study Social Science in terms of relevance to regional and global needs .In the same way, to impart value addition, subjects such as, Environment Science ,population studies and Communication skill have been introduced at degree level. Thus, the institution is redesigning courses that are relevant to the regional and national needs.

At Institution level:

The college has taken measures to cater to the global market needs based on the true assessment of strengths and services offered in the campus. To develop the required skills, brain storming sessions are held for the faculty to design the tools in the areas of spoken English, use of computers and providing in-depth knowledge in the respective subjects. Communicative English and soft-skills are conducted to prepare the students for the dynamic employment market. All the departments in the College conduct seminars, workshops, group discussions and field visits to enrich the curriculum.

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 others., into the curriculum?

The college has always actively responded to the significant issues of our society and socio-political environment of the world. To integrate the cross cutting issues like gender, climate change, environment education, human rights, ICT others positively into the curriculum, the college has established Women Empowerment Cell, Anti- Ragging Cell, Counselling Cell, Career Development Cell.

Gender Sensitization:

Discussion on Women's Rights, Women Empowerment through Higher Education, workshop and special lectures on Gender Equity are organized to create awareness about Gender issues and Promote gender equity

Climate change:

Geography department of our college conducts Extension lectures on Global warming, Ozone layer depletion, and Carbon emission which is organized in coordination with NSS and NCC Units of our College, to spread the message across all sections of society.

Environmental Education:

Environmental studies is the compulsory subject for the 2nd semester. The college regularly organizes talks and workshops to promote Eco-Friendly environment in the campus such as Plastic Free Zone, Pollution free zone others. Environmental Studies is a compulsory subject taught in the College.

ICT:

Computer application is included in the curriculum B.A. 4th semester class as compulsory subject. The College has well equipped computer lab for imparting computer training which facilitates the needs of the students. This foundational knowledge of computers and technology training make the students apart of global information system and enhances their computer literacy and employability. The department of computer application arranges training programme to the teaching and administrative staff on the use of computer (ICT).

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

- **moral and ethical values**
- **employable and life skills**
- **better career options**
- **community orientation**

Certain specially designed programmes enrich the curriculum by catering to the need for the development of various skills of the students. Our mission being to ensure overall development of personality of the students, the college offers the following value added programmes:

Inculcation of Moral and Ethical values:

- "Positive Character Formation" lecture series are conducted on a regular basis to provide moral education to the students

- “Student Life Diaphanous” lecture series are also conducted regularly
- The Students are motivated by way of special lectures so as to instill moral and ethical values in them
- Spiritual discourses at regular intervals are conducted
- Community orientation programmes such as Blood Donation camps, NSS activities are undertaken.

The career development cell and language cell provide different types to skills to the students for the overall development of personality and career. The Principal understands that the need of communication skills is vital for the students for better career options. Therefore, the respective department organizes workshops like Resume writing, Communication Skills and the like. Group discussions are conducted by language departments on topics like “use of regional language in administration” “use of computers and ICT in learning”. at regular intervals in the institution. Career Counseling workshops are organized to orient the students.

Career development and Life Skills:

The career development cell and language cell provide different types to skills to the students for the overall development of personality and career. The Principal understands that the need of communication skills is vital for the students for better career options. Therefore, the respective department organizes workshops like Resume writing, Communication Skills and the like. Group discussions are conducted by language departments on topics like “use of regional language in administration” “use of computers and ICT in learning”. at regular intervals in the institution. Career Counselling workshops are organized to orient the students.

It is a regular practice of the institution to invite expert resource persons for workshops on the development of interview competence among the students. Students are also allotted different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops others. In this way, they improve their team building and organizational skills.

Better Career Options:

Since our College offers graduation course, there is opportunity for higher studies. We prepare students to face competitive examinations which are based on graduation degree. The career guidance cell motivates the students to achieve their goals for their future life. Further, the six societies functioning in the college equip students with various skills.

Community Orientation:

The Institution regularly organizes Community orientation programs such as Teaching slum children, Health and hygiene camps, Blood Donation Camp, AIDS awareness rally, Drug abuse, Environmental awareness programs, world population day, Global warming awareness programs in collaboration with NSS to instil social consciousness among students

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

The college networks with the stakeholders to collect and document responses on curriculum from the stakeholders. The students express their opinion on curriculum through Comments on the College Facebook account, response sheets/feedback. Feedback from Parents on curriculum, trends

and teaching methodology is obtained during Parent Teacher Meeting sessions. Responses on curriculum are also collected from Alumni, peers.

The IQAC analyses feedback and prepares response chart for future use by the Principal. The feedback thus obtained is communicated to the Sambalpur University for appropriate action through the faculty members who are part of the Board of studies and Board of Examiners in the particular faculty in the Sambalpur University, Sambalpur. The feedback has been utilized in enriching the curriculum.

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

The college uses education as the tool for empowering pupil and through the transaction of the enrichment programmes adopted it seeks to address the all-round development of the students enrolled in the various academic programmes it offers. The feedback on various enrichment programmes in the form of interactions, discussions and suggestions as received through response sheets is analysed by external co-ordinators and a collective report of the same is submitted to the Principal.

The IQAC monitors and evaluates the efficiency and success of these enrichment programs. The Institution ensures that the programmes offered in the curriculum include contribution to national development, fostering global competencies among students, inculcating a value system among students, promoting the use of technology and quest for excellence.

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?

The college makes significant contribution in the curriculum design and development. Feedback of students and their parents and alumni on the desired changes in the curriculum are obtained. The college holds meetings with concerned faculty to review the adequacy and viability of the existing courses and the changes required to incorporate into the contemporary system. In-house departmental meetings are held to review the courses and programmes.

The feedback thus obtained is analyzed. The Principal discusses the key findings with the Heads of the Departments. After thorough discussions, the members of staff on statutory academic bodies communicate the suggestions/recommendations to the Board of Studies meeting held at the Sambalpur University level for redesigning the programs for appropriate and effective inclusion for intervention by the university.

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?

The existing programs are reviewed and new programmes introduced to create better opportunities for students. Feedback from students, alumni, parents, academic peers and community are obtained for formulation and introduction of new courses.

The changes in the curriculum are communicated to the University for necessary action by sending requisition to academic council, a statutory body of the university.

a) Students: A Performa has been designed to obtain feedback on curriculum. The Performa is distributed through random selection of students.

b) Alumni: Alumnae Meet which is a regular feature provides a platform to its past students to participate in college activities and provide their valuable suggestions on the present curriculum.

c) Parents: The feedback on curriculum is obtained during the Parent-Teacher Meet, to apprise the parents with the performance of their ward and to obtain their feedback on the design of the curriculum.

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.

Odia (Honours)

Inculcation of Moral and Ethical values:

Our college conducts regularly programmes on Positive Character Formation lecture series. The Students are motivated by way of special lectures to impart moral and ethical values in them.

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?

The college ensures publicity and transparency in its admission process. All admission into degree classes has been done strictly as per E-admission procedure and date lines announced by the Odisha Government. As per the Government Letter No 27546 dt 14.09.2009 and letter No. 6383 dt 11.03.2014 tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies/hearing impaired and dumb/orthopedically handicapped with disability more than 75%.

- **Publicity in the admission process:**

Admission notification is uploaded on the college website and is also displayed on the college notice board, giving information about the admission rules, eligibility criteria, intake capacity, reservation policy, according to government rules and guidelines issued by Sambalpur University, Sambalpur. Dates of submission of application forms and other relevant information about the admission processes are also displayed on the college notice board and the same information is provided in the college prospectus.

- **Transparency in the Admission Process:**

The admission committee plays an important role in framing out the admission criteria based on the guidelines of University and Government of Odisha. The admission process is totally computerized and it is carried through one-to-one counselling. Admission is given on the basis of merit cum roster system. Application forms for admission can be downloaded or it can be collected from the college office and the same can only be submitted directly to the college office. Selection list of students is displayed on the Notice Board and on the College website.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex.(i) Merit (ii) Common admission test conducted by state agencies and national agencies (iii) Combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

Under Graduate Admission:

- 50% of admissions to UG Course are given on the basis of Government and University guidelines. Remaining 50% are given by the college. Since the college belongs to religious minority.
- However, admission is given on first-come-first-serve policy on the basis of merit (i.e. marks obtained in the last qualifying examination) and proficiency. One-to-one counselling is undertaken in the admission process.
- Only the applications of students who have secured EHS (Eligibility for Higher Studies) will be given admission.

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.

Our mission being to provide the benefit of education to the lesser privileged and marginalized sections, there is no cut off percentage for admission at the entry level. We follow the cut-off percentage rules of Sambalpur University, Sambalpur.

Details are furnished in the college handbook

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

The IQAC focuses on the improvement of the continuous teaching – learning process in the college. Meetings are held from time to time with the principal in the chair for improvement of teaching – learning.

With the assistance of the IQAC;

- Research papers of the teachers have been published in different state/ National journals.
- Minor research projects have been sanctioned by UGC, and are carried out successfully.
- Computerization of Library facilities has been useful to the students. Internet facility is provided to departments and in the library for students.
- There is broad band connection in the college. The college has a campus-wide- Wi-Fi network.
- CCTV Cameras have been installed in the college campus for centralized surveillance.
- The college office is partially having e-governance.
- It also collects the feedbacks from the students about the performance of teachers.
- Motivates faculty members periodically to attend programs on the use of emerging technologies in their teaching and learning.
- Educational tours are organized to provide wider exposures make teaching more effective

2.3.3 How is learning made more students 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?

Apart from the traditional chalk and talk lecture method, other methods like use of LCD Projectors, Use of internet and InfliBnet. Some other practices like: Students' Seminars, Special lecturers and Interactions with eminent speakers, Group discussions, Home Assignment and projects. The 'Sahitya Sansad' organize Quizzes, Creative Writing Competitions, Debates and Poetry competitions. Students are encouraged to write articles for the college magazine.

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?

The college has a vibrant culture and scientific temperament among the students through a number of activities. Annual publication of college magazine named 'Arunima' enables our young writers and thinkers to give an expression to their creative urge in the form of articles, stories and poems.

- The student's council, NCC, NSS and six societies in the college organize many activities, where the students take part actively.
- The college organizes seminars, symposia, workshops, debates, special lectures.
- Book Club – NPTEL – A National Channel which is free open source for the Book Club

- The college arranges academic discourses, industry student interface programmes, on field visit project works, Surveys, sports and cultural activities.
- The college library subscribes to Infilbnet, which creates linkage to many educational sites, which provides necessary access to students to show case their talents and enhance their knowledge. With these methods the college helps the students to transform into lifelong Learners and innovators.

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, others.

Yes, the institution websites link to these sources. For the purpose of effective teaching, the Institution uses the following technologies:

- LCD and Projectors
- Internet facility
- N List programme
- Interactive Learning Software Packages
- e- Library
- Teaching is ably supported by connectivity to open educational resources such as Eklavya and Vyasa Channels, NPTEL, NME-ICT others.

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

- Teachers attend the UGC Sponsored orientation programmes and Refresher courses. Seminars/conferences, Workshops, participation in Research activities.
- Wi-Fi facility is available to the teachers and students during the college hours, free of cost.
- The college has subscribed to N-List INFLIBNET.
- Exposing students to industrial environment through industrial visits and industrial training.

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

Counselling Cell:

A Counselling Cell has been established for psycho- social counselling of the students. Academic and personal counselling of the students is done by the faculty of the departments, on need bases. Academic support is provided to students

- To help students to chalk out academic roadmaps for themselves
- To enable students to integrate themselves with the situation
- To acquaint them with various career options through seminars
- To address problems related to stress, anxiety, examination phobia, peer Pressure

and adjustment to changed environment

- Periodic reports are shared with parents whenever necessary.

Mentoring

- Mentoring of the students is our top priority. Each teacher takes care to mentor students who are under their charge
- Mentoring of hostel inmates is periodically done.

Student welfare Cell

Students are always free to approach the teachers for any kind of guidance-personal, academic and so on. Students come with a burden and special efforts are made to ensure that they get the desired relief.

Career guidance:

- Career portal is established in the college and provides necessary guidance regarding employment opportunities and higher studies.

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?

The college is well aware of the rapid changes in the field of higher education and research, and the college has been taking efforts to keep pace with the innovative teaching-learning practices. The following are a few of the measures adopted:

- Promotion of student-centric learning through interactive classes, assignments, projects, seminars and practical sessions.
- The faculty members effectively utilize the Wi-Fi internet and INFLIBNET facility, various open educational resources for data collection, preparation of notes and for enhancing the student participation in learning.

The students are trained and motivated to make seminar presentations with the help of ICT.

- Students are also prompted to use scanners and printers for academic purposes
- Documentaries related to the curriculum are shown in the classes to supplement the teaching.
- Hands-on learning is encouraged through field visits, industrial visits and project works.
- Students are motivated to access digital learning materials.

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

The college has a well equipped fully computerized library having more than 27045 books including text books, reference books, advanced books, journals and periodicals on various subjects. The library remains open from 7.30 am to 2.30 pm and 3 pm to 5.30 pm on every working day. There are many old and rare books also. Teachers and students visit the library regularly. Some other support services are available in the library, for example,

- Library automation is completed .Computer facility is available in the library.
- Both teachers and students can have access to internet service within the college hours free of cost.
- There is broad band connection in the library of limited speed.
- Online access to Journals is provided by the library through N-List.
- The library OPAC is fully operational.
- The students can access books, newspapers, journals and magazines from the library, and if required can photocopy the materials
- The departments purchase the latest edition of the books as per the recommendation of the teachers and students.

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.

As the institution has stipulated academic calendar and teaching plan there are no challenges to complete the curriculum.

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

There is a well – established mechanism by which the institution continuously monitors and evaluates the quality of teaching: Academic Audit is conducted annually to monitor and evaluate the quality of teaching-learning. Feedback relating to the curriculum is obtained from the students, oral feedback from parents, alumni and other stakeholders and the recommendations / suggestions received are discussed and incorporated in the teaching to make it more relevant and effective. Feedback on teachers performance from students to assure quality in teaching learning. The feedback obtained is analyzed and the concerned teachers are counselled to improve academic standards. In-house meetings of the Academic Audit Committee are held to review the teaching methodology and pedagogical tools employed. Workshops are organized to upgrade the teaching skills in view of the technological advancement in I.T. The special classes and extra coaching for students are conducted to improve their studies.

- Classroom Attendance of the students is closely monitored.
- Assessment through Internal tests.
- Student's feedback.
- Parent – Teacher meeting.
- Participation of students in seminars.
- The students falling short of attendance are asked to meet the principal with their Parents/Guardians

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on 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.

The college has the required number of qualified and competent staff to handle the courses. However, ad hoc appointments are made as and when required. The college has 14 permanent faculty members (aided) and 2 Temporary faculty members including part time faculty (due to the ban on recruitment imposed by the state government there are temporary faculty)

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 others.)? Provide details in the effects made by the institution in this direction and the outcome during the last three years.

The college appoints qualified guest faculty in different departments for specific periods of time as and when the situation demands.

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

a) Nomination to staff development programmes

Number of faculty nominated

| Academic Staff Development Programmes | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|---|---------|---------|---------|---------|
| Refresher courses | 1 | | | 2 |
| HRD programmes | | | | |
| Orientation programmes | | | | |
| Staff training conducted by the university | | | | |
| Staff training conducted by other institution | | | | |
| Summer/winter schools, workshops, others | | | | |

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

- Teaching learning methods/ approaches: chalk and Board, LCD Projection others.
- Handling new curriculum: Interactive discussion within department.
- Content/ Knowledge management: Eventually distributed amongst the faculty members: they operate as a team.
- Selection, development and use of enrichment materials: online and offline by purchasing new books.
- Assessments: monitoring of university result and success rate
- Teaching learning material development, Selection and use- information obtained from web-site and also from new published books and general are regularly incorporated in teaching materials.

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

The college endeavours its best to encourage all those activities required to academically equip the teachers. Some of the measures taken in this direction are as follows.

- Providing leave under FIP for research work.
- The college also allows teachers to attend orientation and Refresher courses, to undertake minor and major projects. To attend state National and International seminars, workshops, conferences others.

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.

NIL

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?

Yes, the college has introduced and implemented the scheme of evaluation of teachers by students. The college provides feedback forms to students. They are asked to give their opinions about the teachers and their knowledge, sincerity, communication skills, dedication, ability and teaching methods. Both the self-appraisal and the student's appraisal of teachers are used to evaluate the performance of teachers. The feedback by students is analyzed by the IQAC and on the basis of its inference; the principal of the college offers suitable advice/suggestions to the faculty, which helps the teachers to improve their teaching skills.

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 process?

Evaluation being an important tool in teaching process helps to analyze the performance of students during their course. Every year the academic calendar and evaluation methods are also communicated to students, through Induction program, issue of Handbook, timely notices and circulars.

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?

Evaluation reforms initiated by the University and are implemented by the college. A student having any grievance regarding assessment can apply for reevaluation, reassessment of the papers.

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?

The institution ensures effective implementation of the evaluation reforms of the University and those initiated by the institution on its own through IQAC.

- i) Two internal examinations for the students are conducted periodically. The same is evaluated by the respective staff members.

- ii) Assignments and project works are given to students which are given weightage
- iii) Staff in-charge of the classes give special counselling for students who need special attention in that subject.

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

The college adopts Formative and Summative evaluation approaches to measure student achievement in a programme. Formative evaluation designed to test the cognitive skills of the students is based on tests, assignments, quiz, field trip reports, seminars, and practicals.

2.5.5 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 students results/ achievements (Programme/ course wise for last four years) and explain the differences if any and patterns of achievements across the programmes/ courses offered.

A Parent-Teacher Meet is organized to apprise the parents of their ward's performance. Also, in the departmental meetings, performance is diagnosed to pinpoint student's learning difficulties and necessary remedial actions are suggested to improve the performance of weak learners. The institution appreciates the progress and performance of students throughout the duration of the course/ programme through communication to students in the general assembly of the students and in the valedictory function of the college.

Analysis of the students results (last four years)

| Programme | Programme wise details | | | | | | | |
|-----------------------------|------------------------|--------|----------|--------|----------|--------|----------|--------|
| | 2011-12 | | 2012-13 | | 2013-14 | | 2014-15 | |
| +3Arts 3 rd Year | Appeared | Passed | Appeared | Passed | Appeared | Passed | Appeared | Passed |
| Pass | 57 | 45 | 61 | 32 | 168 | 69 | 131 | 20 |
| Hons | 42 | 41 | 28 | 12 | 51 | 29 | 31 | 08 |

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four year and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills others).

The behavioural traits, independent learning and communication skills of students are observed. Regular attendance and timely submission of assignments are insisted.

Indicators of student performance:

- Marks in internal examination
- Home assignments and projects
- Seminars
- Class Room performance
- Behavioural aspects
- Communication skills
- Activities and performance in NSS, Sports, Cultural activities.

- Honours with Certificate and cash/ kind & Rewards to students for good performance.

2.5.8 What are the mechanisms for redressed of grievances with reference to evaluation both at college and the University level

Mechanism at College level:

The college ensures full transparency in the process of evaluation. At the college level, the examination evaluation committee has been formed students Grievances regarding evaluation are redressed by the examination committee.

University level:

At the university level, there is a facility of reassessment and rechecking which students can avail because the university examinations are conducted by university and the college has to follow the university norms. In case students have any query or grievance or problem with the question paper, the principal of the college communicates to the concerned authority for redressal. At university level the principal has played active role in exam reform committee.

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?

Yes. The learning outcome is stated in the college prospectus and college website. The entire stake holders are made aware of this through class room teaching, interaction sessions, parents teacher meetings, fresher's welcome function and alumni get-together. The students and staff are made aware of these through notices, circulars and e-mail to staff members.

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

The institution promotes student centric learning through assignments, projects, seminars, project work and practical sessions, through which the students acquire and develop skill in collecting, processing and presenting relevant data, and also develop skills in communication, co-ordination, planning, management and academic writing. As part of teaching-learning strategy, the college provides the students with books and study materials for competitive examinations. Apart from optimizing the syllabus and updating the teaching methodology the students are motivated towards achieving the best outcome of the teaching –learning process. The institution provides the students with free internet access, N-List facility, and connectivity to the open educational learning resources. These facilities help the students to collect up-to-date information for learning. The institution encourages field visits, industrial visits and interaction with experts through seminars and workshops, by which the students develop their knowledge, personality and social orientation.

2.6.3 What are the measures/ initiatives taken up by the institution to enhance the social and economic relevance(quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

In the Introductory classes, teachers create awareness of the social and economic relevance of the courses to the fresher's. Teachers focus on the study of the courses from the angle of economic and social significance. During the course, departments organize seminars; invite lecturers to discuss the issues relating to impact of studying the subjects on the society.

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

College administrative staff collect and analyse data on student learning outcomes, which is handed over to IQAC for planning and overcoming the barriers of learning.

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

The college monitors the achievement of learning outcomes through IQAC, Parent teachers meet , Alumni meet, Staff meetings and Department meetings, Student Council and mentorship programme.

2.6.6 What are graduate attributes by the college/affiliating university? How does college ensure the attainment of these by the students?

The college goals vision, values and Mission are implemented in the following way:

- Mutual respect amongst the Teacher – Taught.
- Education for All- round Development
- Part-time
- Field visits project works
- industry student interface
- Pursuit of knowledge

Since the college follows the rules and regulation of the Sambalpur University to which it is affiliated, it is ensured that the college attempts to attain the goal of the University also.

2.6.7 Any other relevant information regarding teaching – Learning and Evaluation which the college would like to include.

College website is utilized effectively in teaching learning process. E-resources are provided by the Library for teaching learning facility.

Criterion III
RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Dose the Institution have recognized research center/s of the affiliating University or any other agency/ Organization?

Research center is formed with the intention of the active teachers with a research bent of mind and it is able supported by principal. Efforts are being made to motivate the teachers to pursue Minor/Major Research Project sponsored by UGC.

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 college has a research committee in form of Faculty development Cell. Principal is the chairman and three senior associate professors are member of the faculty development cell. The research committee (Faculty Development Cell) of the college facilitates and monitors research activities of the Institution. The committee holds meeting in order to discuss various plans to promote research and motivate the faculty for an academic advancement.

Recommendations and Impact of the recommendations

- **To encourage the faculty members to attend Seminars, Workshops, Conference organized by various institutions, Association to get in touch with the latest development in their respective fields.**

Our faculties participated in National and International level Seminars, Workshops and Conference

- **To motivate the faculty to regularly publish articles and research papers in varies National and International level journals.**

faculties have published fourteen research articles and papers in various National and International level peer Recognized Research journals.

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

- **Autonomy to the principal investigator**

All possible encouragement and autonomy is given to the principal investigator by the institution to facilitate /smooth progress and implementation of research schemes.

- **Timely availability or release of resource**

Any resources sanctioned for the research activity by UGC is immediately communicated and handed over to the concerned research faculty.

- **Adequate infrastructure and human resources**

The college provides adequate infrastructure for research activities. The library Resource Center, separate desks, Rooms, internet, Wi-Fi, LCD

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

The institution has adequate supporting system in terms of technology and information such as computer lab, LCD, E- Journals, E- Library others.

- **Time of reduced teaching load, Special leave etc to teachers**

In special cases the permission is accorded to avail on duty leave for collection of data or seeking relevant information from other sources.

- **Timely auditing and submission of utilization certificate to the funding authorities**

The office provides support for timely audit and submission of utilization certificate to the funding authorities.

- **Any others**

INFLIBNET facility is available on and off the campus. The institution encourages and extends all help possible to promote research activities.

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

The institution promotes research activities among the students community in order to inculcate a taste for academic research.

By arranging Seminars and Workshops whereby students have ample opportunities to interact with eminent researchers.

- By holding inter-college competitions based on various latest topics.
- By providing books, Journals, Magazines of research importance in library and modern equipment's in Psychology laboratory, Ankura and College Magazine.
- By inculcating practical aptitude among students through participation in experimental exercises.

3.1.5 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.

- **NIL**

3.1.6 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teacher and students?

The Institution regularly organizes Awareness Programmes, Motivation lectures, Seminars, Inspirational lectures and Workshops in order to rope in researcher of eminence to visit the campus and interact with teacher and students during last four years.

3.1.7 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 provision is not available in the college.

3.1.8 Provide detail of the initiative taken up by the institution in creating awareness / advocating/ transfer of relative finding of research of the institution and elsewhere to students and community.

- Publication by the faculty.
- Guiding the project work of the students.
- Delivering lecture on special occasion.
- Participating in the seminars and conferences and sharing the research experience.

3.2 Resource Mobilization for Research.

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

Faculty development cell has managed the research project sponsored by UGC and other agencies. Recently the cell is likely to get a little percentage of the college budget for spending to the research activities. Administrative approval is awaited.

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 faculty in the last four years.

So far, no provision is made from the college.

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

The faculty development cell does take keen interest in meeting the different subject expert and workout the strategies for undertaking the interdisciplinary research.

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

The available infrastructure particularly computer system, Library facility, Internet connection and also Xerox facility are generously extended to all the researchers and student interested in research project.

3.2.5 Has the institution received any special grants or finance from the industry or other beneficiary agency for developing research facilities? If “Yes” give details.

Nil

3.2.6. 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.

Faculty Involved in Minor Research Projects—2011-15

| SL.No. | Name of the Faculty | Duration | Funding Agency | Allocated | Received | Status |
|--------|---------------------|-----------|----------------|-----------|----------|-----------|
| 1 | D.Chand | 1.5 Years | UGC | 1,17,500 | 88750 | Completed |

3.3 Infrastructure for Research

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

The following research facilities are available to the Students and Research Scholars for active research work within the college campus:

- Network Resource Center
- Wi-Fi campus.
- Research Journals and E-Journals.
- Facility N-LIST of INFLIBNET, leading international Journals and e-books and caliber e books management.

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 College has set up Research committee (Faculty Development Cell) to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers.

- Upgrading the Computer Lab.

- Keeping track of the various research projects funded by UGC.
- Circulating of Information to all teachers regarding the various fellowships and facilitate in applying for the same.
- Monitor that infrastructural facilities are provided in the College premises to carry out Minor Research Projects.
- Recommended for special Leave to present research papers in seminars, conferences and workshops by the faculty members.
- Based on the suggestions of the committee the Institution authority has provided Computer with Internet facilities for all faculties, Procure Research Journals and E-Journals.
- Offering printing and Xeroxing facilities.

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.

Nil

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

Nil

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

The following facilities are available specifically for the researchers:

- Internet facility.
- Online Journals
- Procurement of Research Journals
- E Book facility.
- N-LIST of INFLIBNET, leading international Journals and e-books.
- Audio-Visual Resources available in library.

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

The institution has not received any special grants or finances from the UGC for developing collaborative research facility. But institution provides research facilities like Extended Library facilities and Internet connectivity, computer printers, Internet, Books, Workshop Tools and Journals. LC Ds are provided to two departments and two seminar halls.

3.4. Research Publications and Awards

3.4.1 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?: Nil

3.4.3 Give details of publications by the faculty and students:

Number of papers published by faculty and students in peer reviewed journals (: national / : international)

Four papers published by faculty in peer reviewed journals (national / international).

| Name of the Faculty | Paper published in peer reviewed Journal | | | Paper communicated for publication | | | Total no. of paper published |
|---------------------|--|----------|---------------|------------------------------------|----------|---------------|------------------------------|
| | State | National | International | State | National | International | |
| D.Chand | 1 | | 3 | 1 | 0 | 2 | 7 |

Monographs

Nil

Chapter in Books

Nil

Books Edited

Nil

Books with ISBN/ISSN numbers with details of publishers

Nil

Citation Index: Citation Range

Nil

SJR Range

Nil

Impact factor Range

Nil

3.4.4 Provide details (if any) of Research awards received by the faculty

Nil

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

Various entrepreneurs are invited to our institute to address the students . This will promote entrepreneurial ability among students. These activities prepare our students for self employment, higher studies, to take up research projects and also for employment .

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

College encourages consultancy service only with a view to share the expert's knowledge and not with a purpose of earning revenue. College is not having a specified policy in this regard.

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

All experts of the college in different subject, fields are encouraged to make use of the resources for sharing their expertise.

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

Our institute does not carry any consultancy service. So there is no scope for generating fund through consultancy services.

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?

Nil

3.6 Institution Social responsibility (ISR) and extension activities

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

The institution duly promotes institution-neighborhood-community network and student engagement in the following ways.

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

“Active Citizenship Programme”, NSS, YRC, Eco –club are the main institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles. Blood donation, rural cleanliness activities, health awareness programmes with in the college and also in the community. Voters awareness rally, Aids awareness rally were done by students.

3.6.3 How does the institution Solicit Stakeholder perception on the overall performance and quality of the institution?

The institution solicits stakeholder perception on the overall performance and quality, of the institution by conducting parents/ and alumni meetings. Regular feedback is collected from students, parents and alumni, which is analyzed to improve the performance and quality of the institution. The analysis is conveyed to respective faculty members and higher authorities for necessary action. The mentorship programme facilitates students – faculty relationship on One – To – One basis. Through this information is collected from students to increase the overall performance of the institute.

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

The Institute NSS units are the means through which the Institute plans and organizes its extension services; moreover the outreach society allows the students to involve in extension services and activities. Teaching staff is invited to deliver lectures on some special occasions in which they will be highlighting the social awareness and social responsibility.

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

The students are made to enroll themselves in NSS, YRC, Eco-club etc at the time of the Institute admission. The members of the staff who are in charge of the admission counsel the students regarding the same. Further the Institute provides information to the students through the prospectus, notices, Institute handbook and its website.

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?

Surveys are conducted by the department of Education and NSS Unit which will ensure social justice and empowerment of students from under privileged and vulnerable section of society. Women empowerment cell regularly organizes health awareness, self employment and other programs wherein interactive sessions are conducted for girl students to ensure social justice and their empowerment.

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 students' academic learning experience is indeed complemented by the extension activities organized by the Institute. The villages that have been adopted by the Institute NSS unit have been benefitted by the extension services done there. Such extension activities have promoted a healthy personality among students. These activities have helped to promote a sense of responsibility among students towards the community. The students have learned the values of sharing and caring.

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 encourages community participation in its activities?

The institution ensures the involvement of the community in its reach out activities. As is the practice of the NSS Unit the Institute unit adopts a village and conducts a special annual camp there. Prior to the commencement of the annual camp, some of the NSS volunteers along with the NSS officer pay regular visits to the village and acquaint themselves with the people and the authorities there. They also identify the particular needs of the village and chalk out the programs for the camp based on these needs. The village Panchayat and certain elders of the village are taken into confidence. Thus the unit functions like this in collaboration with the village people. This is witness to the community participation in the activities of the NSS Unit. Thus the volunteers involve themselves in a number of activities. Moreover service rendered by the NSS Officer and volunteers is recognized and felicitated by the community.

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.

Constructive relationships have been forged with other institutions for working out various outreach and extension activities.

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.

The details of awards received by the institution for extension activities/contributions to the social/community development. Our college NSS Company has received best company award for drill competition.

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 scholarship others.

. Nil

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

. Nil

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

The college interacts with the community in general through its NSS Units. The annual special camp that the NSS Unit organizes every year in the adopted village facilitates experiential learning among the students.

3.7.4 Have the College industry interaction resulted in the establishment / creation of highly specialized laboratories / facilities?

Nil

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 policy of the Institution is to provide the youth with sound education in Arts faculty aiming at all round development of personality with a spirit of dedication for service. The institution adopts the policy for creation and enhancement of infrastructure to facilitate effective teaching and learning. On the basis of their commendations, suggestions and feedback received through various stakeholders of the institution like students, parents, alumni, faculty, management and community at large, infrastructural requirements are sorted out, priorities are decided and measures are taken speedily to fulfill the requirements. Keeping in view the current dynamics of effective teaching and learning demands, the Principal puts forward various requisitions to the Managing committee. It makes a policy in consultation with the Principal to create and enhance new infrastructure and renovate the existing infrastructure.

4.1.2 Detail the facilities available for 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 others.

Curricular and co-curricular activities:

The college has 12 spacious well ventilated classrooms with adequate furniture. All classrooms are fitted with glass boards, lights and fans, chair, sufficient benches and above all healthy premises some classrooms are big enough to accommodate 150 students.

N.S.S.

College NSS wing accommodates 100 volunteers (boys and girls). A well furnished NSS office room and store room.

Cultural Activities /Public Speaking /Communication Skill Development

The college always endeavours to develop leadership qualities among students and motivate them to harness their potential. It promotes students to participate in various activities within the college and outside. Our students regularly participate in inter university youth festivals and competitions. It is especially noteworthy, that the six societies formed function throughout the year adding to the extracurricular activities.

The college has 1 well equipped multipurpose halls which are used for major cultural events of the college.

Hall A—It has a seating capacity of Hundred and fifty.

Health and Hygiene

Our college gives prominence to health and hygiene. Annual health examination for students and staff is conducted on a regular basis. First Aid Kit facility is available. Cleanliness is preferred and ensured in the campus. Classrooms, Labs, Fresh rooms are regularly cleaned and maintained. Filtered drinking water facility is available in the campus.

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 available infrastructure of the institution is in line with its academic growth and needs. The institution ensures optimal utilization of its infrastructure for the various ongoing programmes. The class rooms are optimally used for the teaching learning process. Early morning to afternoon classrooms are engaged for teaching, seminars, remedial classes and tutorials. The seminar hall is constantly used for academic activities, Seminars, Conferences, and Workshops. Cultural programmes for University level festivals. Interactive sessions of the students and faculty with eminent educationists are organized. The college library ensures the optimum use of the books and journals. The A.C. reading room is fully occupied with students quietly focused on the reference books. Students take maximum benefit of free browsing in Network Resource centre. The college has subscribed N-LIST scheme of INFLIBNET. The college grounds are used for sports activities.

The college has augmented the infrastructure to keep pace with academic advancement and growth. Apart from adding structure it has upgraded laboratories, additional instruments and equipments in existing labs, computers software.

Specific examples of the infrastructural facilities developed / augmented / the amount spent during the last four years :

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

The institute is committed to make the stay and study by differently-abled students comfortable. During the admissions, examinations extra attention and assistance is paid to them if needed and sought. The library facility is provided to them in the Seminar hall. The needs of the physically challenged are further taken care of by the support staff.

4.1.5 Give details on the residential facility and various provisions available within them if Yes.

No

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?

Arrangements for first-aid and medical care are fully available for staff as well as students.

Annual health check up is conducted compulsorily. In case of serious medical emergencies, ambulance assistance of service 108 is availed and students are referred to Bamra Hospital.

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, others.

IQAC: Yes

- **Grievance Redressal unit:** Yes
- **Women's Cell:** Yes
- **Counselling and Career Guidance:** Yes
- **Placement Unit :** Yes
- **Health Centre:** Our College is situated in the heart of the city; many hospitals are at close vicinity. Our college has entered into a MOU with Lourdes Hospital.
- **Canteen:** Nil

Recreational spaces for staff and students: Available

- **Safe drinking water facility:** 2 Aqua guard water filters are fitted in the campus to provide safe drinking water for students and staff.
- **Auditorium, others:** Nil

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?

Yes, the Library has an advisory sub-committee. It comprises Principal as the Chairman, Librarian as the Convener and 2 senior faculties as members and 2 student's representatives. The committee suggests for the up gradation of the library. The committee recommends the requirements of faculty, administrative staff and students on the basis of the need. The following significant initiatives have been implemented by the committee to render the library, student/user friendly:

4.2.2 Provide details of the following :

- **Total area of the library (in Sq. Mtrs.):**
- **Total seating capacity :**
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation) :** Working hours on working days, during vacation are from 10a.m. to 5-00 pm. Except National holidays and Sundays library will be kept open.
- **Layout of the library (individual reading carrels, carrels, lounge area for browsing and relaxed reading. IT zone for accessing e-resources:** Reading room for UG and the faculty members. Lounge for news paper reading, Network Resource Centre.

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 five years.

Library has adopted a systematic collection development policy in which the teachers, students and the administrative staff are recommending for the purchase of books and other reading materials. The recommended list is approved by the Principal and later ratified in the Library advisory committee.

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

The support provided by the library staff to the students and teachers of the college is in the form of:

- Desktops
- Internet
- Reprographic Facility
- Overnight issue of reference books
- Property Counter
- Timely issue/return of books

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

The library staff and student secretaries extend any help required by the physically challenged persons; by providing the required books in the ground floor of the college.

4.2.6 Does the library get the feedback from its user? 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?)

Yes, the library encourages and obtains written feedback from its users in the form of complaints, suggestions and recommendations. The Library Committee analyses these complaints and suggestions and forwards them to the principal for appropriate action. Such feedback is used for rendering the library student/user friendly.

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)

The college has a total of 38 computers. The college campus is covered by Wi-Fi facility, high speed broad band with upto 8mbps. All computers are interconnected through campus area networking. The network is managed and controlled by high-end services installed. In order to cater to the needs of the students, the college has procured a number of licensed software. The college provides round the clock internet facility through 2 high speed internet broadband connections.

Computer to Student Ratio:

Total number of Computers available to the students - 15

Total number of students - 388

Stand alone facility: Available LAN facility: Available

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

Faculty and students can avail all the existing computer facility in the campus through Wi-Fi. Students can access computer and internet facility by using Net-work resource center in the library. Faculty members are using internet facility in the staff room, class rooms and departments. In addition to this, faculty and students can access e- resources subscribed through INFLIBNET on the campus and off the campus

4.3.3 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 others.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The institution is aware of the fact that with a paradigm shift in teaching learning, student voice has become central to the learning experience and a teacher at best acts as a facilitator. Keeping the students learning at the centre of everything the college reorients its teachers from time to time. Well-equipped computer Labs, LCD projector are available to facilitate computer aided teaching to enrich the teaching learning experience. Process is going on for computer literacy to all faculty.

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

No, it is not available.

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?

The institution ensures optimal utilization of budget allocated for the maintenance and upkeep of the college infrastructure by holding regular meetings of various bodies /committees constituted to plan and monitor the projects to be taken up in a session. The Heads of the Departments prepare the proposals as per the requirements of their respective departments. Based on the need assessment for equipments, furniture, labs, classroom, budget provisions are optimally made.

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

The college has a well developed maintenance system which takes care of maintenance and upkeep of the infrastructure, facilities and equipments. The college has appointed housekeeping/ technical staff for day to day upkeep and maintenance of the premises. In addition, the college has entered into AMC (Annual Maintenance Contract of) for the various services towards maintenance of equipments, computers others. The college development fund is utilized for maintenance and minor repairs of furniture and equipments.

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

Annual maintenance and restoration of the infrastructure is taken care of by the college in a systematic manner. Daily maintenance is carried out by the staff appointed for cleaning and maintenance of the building. The laboratories, equipments are maintained through College Development Fund. The computers and electronic devices are maintained and repaired through the funds available in the institution. The institute also has a fulltime network administrator who manages the whole campus area networking and handles the troubleshooting of computer systems. In order to provide uninterrupted power supply to the computer system, the college is having a number of UPS which are maintained through AMC.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment(voltage fluctuations, constant supply of water others.)?

The college has specified locations for placing sensitive equipments like Instruments and water purifiers.

- Electrician is deployed for locating malfunctioning, upkeep and maintenance of sensitive equipment.
- Voltage stabilizers and transformers are installed on all the equipments to prevent damages due to fluctuations in voltage.
- Equipments are placed at proper and safe places.
- The college has water supply from the water board. There is an overhead tank for water distribution network throughout the campus

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

- **The Best practices of the library.**

A TV is installed in the library and it helps to display the programme of IGNOU.

Further , steps have been taken for the following ::

- Display of New arrivals of Books
- Thought for the day
- Important search engines, website addresses which are useful to the Students and staff to access electronic resources in the Library.
- Website addresses related to Job opportunities.
- Display of college notices and circulars and programmes
- Library – awareness programme is conducted in the library in Co-Ordination with department of English and Hindi.
- Live telecast of Central Budget sessions.
- College function Clips
- Telecast of News
- Display of Academic related DVD's like Personality Development, time management, National Geography others.
- Recognition of Best library student user

Criterion-V
STUDENTS SUPPORT AND PROGRESSION

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?

College is publishing regularly the prospectus in the beginning of academic year. It provides necessary information about course structure; admission process, different subjects offered, facilities available in the institution. Fees Structure is as per the Government and university regulations and guidelines. Through this prospectus it is intended to convey the required information to the students and the public, to ensure social commitment and transparency in the activities of the institution. Besides the prospectus, College provides Handbook for each student every academic year in which information about the annual working pattern of the college and department wise calendar of events is provided. Through this Handbook students can get information about Vision, Values, Mission, Aims and Objectives of the college. Apart from this following information is given:

- Disciplinary procedure
- Free ships, scholarships, incentives
- Academic calendar
- Academic working days
- Schedule for co-curricular and extracurricular activities
- Library and information centre guidelines.

The College ensures its commitment and accountability by providing all Possible facilities through planning board of IQAC,

- Students council,
- Counseling cell,
- Women Empowerment cell,
- NSS
- Internal Examination committee
- Faculty improvement cell.
- Societies: Photography, Debate, Outreach, Fine arts, Literature and sports.
- Positive Character Formation series
- Student Life-Diaphanous series

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.

Different types of scholarship and free ship schemes introduced by state governments and other agencies are made available to the students on time by the institution. The following are the main scholarships and free ships disbursed among the students.

- State Govt. post metric scholarships

- S. C. Scholarship
- S. T. Scholarship & Physically Handicapped Scholarship from Govt.

All the Financial aid was made available to students and it was disbursed in time.

5.1.3 What are the specific support services/facilities available for

- **Students from SC/ST,OBC and economically weaker sections**

- 1) One extra Book given to SC/ST students in the Library on demand
- 2) Grievance Box kept for SC/ST/OBC students.
- 3) Merit Scholarship are given to SC/ST,OBC and economically weaker students

- **Students with physical disabilities**

- 1) Provides financial assistance to physically challenged students through Scholarship
- 2) Seats reserved for Physically Challenged students.

- **Overseas students**

No overseas students during last four years.

- **Students to participate in various competitions/National and International**

Physical Education Department conducts coaching classes for various events which enable the students to participate in the competitive events conducted at university and inter university level. In all academic working days coaching classes are conducted for Volleyball, Cricket, Taekwondo, Table Tennis, Football, Basketball, Athletics others on the basis of pre-determined schedule. The department is furnished with the basic infrastructure and acts as an integral part of personality moulding. Students are provided platform to showcase their talents and are guided to participate in the cultural competitions both at inter and intra university, district and state level.

- **Medical assistance to students: health centre.**

Physical Education Department ensures basic health facilities and awareness programs like Dental care and Eye care awareness are conducted by NSS, and Health units. In case of emergencies, the district hospital which is only 2 km away is contacted, and their service is made available to the students. College has First Aid Kits in Youth Red cross Centre.

- **Skill development (spoken English, computer literacy, others..)**

Department of English ensures the development of communication skills in English among the students. This department has a well structured curriculum to intensify the communicative skills among the students of various departments. This cell also facilitates student participation in skill development programs and soft skill development activities held at different departments.

- **Support for “slow learners”**

College takes initiative for providing Remedial classes, Tutorial Class and extra Class for slow learners. These are conducted by the departments concerned after regular scheduled working hours and Library Provides extra Books for slow Lerner. College provides opportunity to discuss with meritorious students about syllabus and exam preparation.

- **Publication of student magazines and news letter**

The college annually publishes a student magazine –“Arunima ”. The editorial board comprises of senior faculty, chief editor, student representatives. This annual publication provides opportunity to the students to expose their creativity and ideas.

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

Economics department promotes *entrepreneurial skills among students* with entrepreneurship development programme with the help of NSIC & KVIC.

5.1.5 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 discussions, cultural activities others.

The college promotes the active participation of the students in various co-curricular activities. The activities of various societies enrich the participation of students in extracurricular and co-curricular activities.

1. Sports and Games:

Department of Physical Education is a centre for moulding intellectually enriched, emotionally balanced and physically fit young men and women. Beneath mentioned events are policies and strategies of Sports Department as per the Sambalpur University guidelines

| SL.No | Months | Events |
|-------|-----------|---|
| 1 | July | Foot Ball Match |
| 2 | August | Football, Hockey |
| 3 | September | Kabbadi |
| 4 | October | Volley Ball, |
| 5 | November | Inter College Atheletic Meet, Badminton |
| 6 | December | Athletic Meet |
| 7 | January | Kho-Kho |

2. Arts and Cultural activities: A well organized fine arts Society is functioning in the college that enriches creativity among the students. Various cultural activities such as Fine arts Festival and College Day Celebrations and program under different departmental associations organized by the democratically elected college union ignite the talents among the students.

3. Debate, Quiz, Discussion: Debate Society, Departments and NSS unit Conduct programs like Debate, Quiz and Discussion to facilitate students to express their views and ideas.

4. Additional academic support, flexibility in examinations: Examination oriented special programs like discussions, special classes, counseling classes and model examinations are conducted in the college.

5. Societies: Other than these six societies functioning in the college to Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities, like Photography, outreach, Sports, Fine Arts, Debate and Literature Societies.

5.1.6 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, Defense, Civil Services, others.

The College supports and guides to the students in preparing for the competitive exams through competitive books and internet facility. After the completion of the bachelor degree most of the students gets job indifferent department of the state government including Education, Police, Revenue departments and others. Library having sufficient service to support students preparing for competitive examination.

5.1.7 What type of counseling services are made available to the students (Academic, personal, career, psycho-social others.)

The students have access to the following kinds of counseling services:

Academic counseling

The students have access to the following kinds of counseling services: Academic Counseling is given to the students through Special Talk by resource persons. We conduct one day Induction program where all staff members counsel the students in different aspects.

Personal counseling

Mentorship: To contribute to the total development of the student personal care is taken by the all the faculty members.

Career counseling

The college has Career Guidance cell, which provides information on careers and jobs to the students of the college. Several programs are organized to counsel our students for further progression in studies and job market.

5.1.8 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 programs).

Yes, College has the Mechanism for career guidance of our students. Career Guidance and Placement Cell is functioning in the college under the supervision of faculty, and the cell acts as a centre for identifying job opportunities in different sectors. This cell provides the following facilities to the students:

- 1) Assistance is given to the students to apply for competitive examinations.
- 2) Student enrichment training programs are conducted.
- 3) Career orientation program are conducted. (Air Hostess, Beautician others)
- 4) Career notifications in the government and quasi-government sectors were displayed on the notice board.
- 5) Career orientation classes were organized regularly
- 6) College Library provides career related Competitive Books, Journals, News papers and net facilities.
- 7) Provide the facility for online submission of their application for various jobs.

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

Yes, College has a student grievance redressal cell. A Students' Grievance Redressal Cell has been functioning in the college for many years. The cell includes the Principal, PTA secretary, Senior

Faculty members and student representatives. Grievance Cell meets periodically to review the Grievances of the student's community most often the Grievance will be for the basic amenity which are collectively process and facilitate.

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

An Anti-Sexual Harassment Cell functions in the college under the guidance of Principal and Convener of the Cell. However no such instances have been reported in the college so far.

5.1.11 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?

An Anti-Ragging Cell is constituted in the college following the guidelines of UGC with the Principal; Committee Secretary senior staff members, and concerned area Inspector of Police. The details of the cell are displayed on the notice board. We take Anti-Ragging undertaking by the students to ensure peaceful campus. The cell functions regularly and no ragging case have been reported so far as most of our students are socially and morally enlightened.

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

The college has an Alumni Association. It actively engages in the developmental projects of the college and periodically makes contributions to the college in the form of sponsoring academic Program and other supports. The alumni actively support our efforts for raising funds for the developmental projects of the college. Representatives of the alumni are invited for the programs conducted in the college. To inspire the student's alumni contributed amount will be given as cash prize for the Top scorer in the final examination.

5.2 Student Progression

5.2.1 Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program-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.

College students are nurtured by an ideal combination of facilities and facilitators much ahead of their peer group in other institutions. They manage to capture the top slots in academics and higher percentage in university examinations.

| B.A(Bachelor of Arts) | | | | |
|-----------------------|------------------|-----------------|-----------------|---------|
| Year | Student Appeared | Students Passed | Pass Percentage | Remarks |
| 2011-12 | 99 | 68 | 68.68 | |
| 2012-13 | 89 | 44 | 49.43 | |
| 2013-14 | 219 | 98 | 44.74 | |
| 2014-15 | 162 | 28 | 17.28 | |

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

Carrier Guidance and Placement Cell is functioning in the college and acts as a centre for identifying job opportunities and higher education facilities. Students are informed of the higher education institutions and application procedures. Notification of admission to premier institutions is

displayed on the notice board and students are encouraged to apply for admission. The College is engaged in encouraging the students towards successful completion of their courses and progression to higher level of education in pursuance of this aim the college takes the following steps

- Extra coaching is provided
- Provide facility of online submission of applications for jobs
- Special lecture are arranged to facilitate students progression to higher education and employment.
- Various reference books (suggestive reading) are provided by the Library to the students to prepare for competitive examination.
- Periodical interaction by Alumni.

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

Remedial Coaching Classes for students have been instrumental in considerably reducing the failure rate of our students and in raising their academic performance. Departments conduct remedial coaching for weaker students and to avoid the problem of drop outs. Counseling cell boosts morale of the students who are at risk of failure and drop out. Mentorship Program also plays a major role in giving support to the students who are at the risk of failure and dropout.

5.3 Student Participation in Activities

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

Students participate in various events /item in the college and off the college organized literary, cultural and sports meet. The College organizes a two day long College Cultural Festival annually aptly named “Gulal”.

The **Cultural Society** is active throughout the academic year. Teams participate in various inter-college festivals and win many team and individual prizes. Members of the Cultural society show case their performances during all the important College functions.

Our **Dramatics Society**, comprising a vibrant group of enthusiastic young actors is engaged in putting up plays on socially relevant themes.

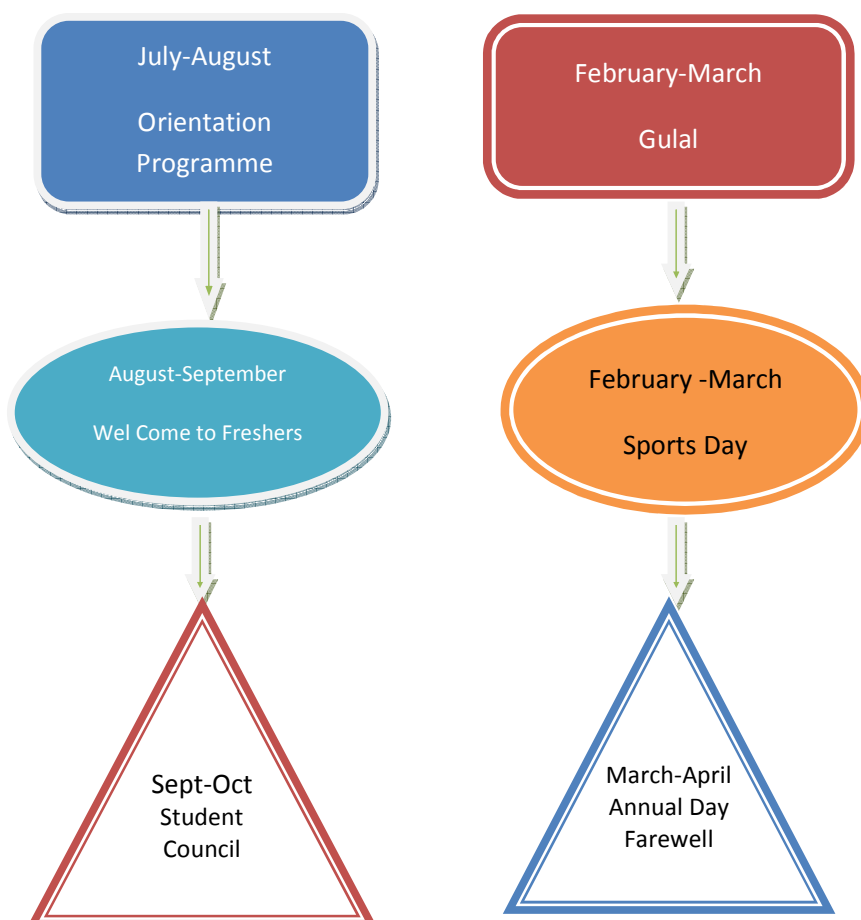
National Service Scheme works tirelessly throughout the session, sensitizing students about various issues like Voter Awareness and Health and Nutrition.

However selected sports other cultural activities Students participate in Sambalpur University 1, debate competitions and inter collegiate sports meet.

Sports and Games

| Year | Events | Name of the Student | Award |
|---------|--|---------------------|----------------------------|
| 2011-12 | | | |
| 2012-13 | Intercollege Athletic Meet in L.N.College ,Jharsuguda,Odisha | Ms.Kalpana Dila | Selected for Coaching camp |
| 2013-14 | | | |
| 2014-15 | | | |

College Program Calendar



5.3.2 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?

Yes, the institution has the following effective mechanism to seek and use data and feedback from its graduates and employers to improve the growth and development of the institution.

- The college hand over feedback Performa's to the graduates regarding the course content as well as teacher evaluation. The Performa's are studied and discussed in the IQAC and ways and means to enhance quality are found.
- Principal attends Management and University Meetings and get feedback from employers to improve the performance and quality of the institution. College has regular interaction with

employees and considers their feedback to improve upon its weakness and buildup its strengths.

5.3.3 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.

- College involves and encourages students to publish materials like catalogues, college magazine, wall magazine and other material in the following ways
- A faculty member is given charge of guiding and supporting students in the publishing of the college magazine 'Arunima'. College magazine published annually give opportunities to students to express their innovative, literary skills.
- Students are encouraged to write wall magazines, Slogans, Short Poems etc in "Urmi".
- The college annually publishes a magazine for students called 'Arunima' ever since its inception from 1988.

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

Institution has a Students Council actively functioning under the guidance of the Principal and SC Convener, a senior faculty.

Detail particulars are furnished in the college calendar.

Major activities of the student council

The Major activities of the student council

- To organize function like Talent Hunt, Teacher's Day, Women's Day, celebration various Jayanthis and Valedictory function.
- To conduct the assembly, maintain discipline and cleanliness in the college campus.
- To bring forward the grievances of the students to the notice of the authorities.
- To create a link between administration and students.

Funding of the council

Most of the financial requirements and expenditure of the student's council are met by the college under Unions and Association Fund.

IQAC:

IQAC works for overall quality enhancement of the college in this, suggestion recommendation and list of facilities required is sought from student representative which are implicated effectively during the course of time.

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

Institution has a Students Council actively functioning under the guidance of the Principal and SC Convener, a senior faculty.

Detail particulars are furnished in the yearly Calendar..

Major activities of the student council

The Major activities of the student council

- To organize function like Talent Hunt, Teacher's Day, Women's Day, celebration various Jayanthis and Valedictory function.

- To conduct the assembly, maintain discipline and cleanliness in the college campus.
- To bring forward the grievances of the students to the notice of the authorities.
- To create a link between administration and students.

Funding of the council

Most of the financial requirements and expenditure of the student's council are met by the college under Unions and Association Fund.

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

The various academic and administrative bodies and their activities which have student representation on them are as follows.

IQAC:

IQAC works for overall quality enhancement of the college in this, suggestion recommendation and list of facilities required is sought from student representative which are implicated effectively during the course of time.

Academic Bodies

Editorial Board

The college magazine and wall magazine has a student representative in editorial board, who also assists in editing the college magazine 'Arunima' and wall magazine 'Urmi'.

The library committee has a student secretary and Joint secretary who help the readers access books, ensure security and discipline in the library. The secretaries are always willing to lend a helping hand to the differently able.

Sahitya Sansad

Sahitya Sansad had student secretaries who help to conduct literary programs like special talk by resource persons, self written poem recitation, essay competition and quiz others.

Debate Society

Debate society had student representatives who help to conduct debate society academic programs like inter-collegiate debate competition, group discussion and special talk by good orator.

Administrative Bodies

Student Council: This is main student body that helps in smooth running of the college and is involved in many activities ranging from conducting assembly, organizing functions, maintaining cleanliness and listening to the grievance of the students.

Discipline Committee

This is a student force (N.S.S. Volunteers') that is always on its toes helping in the routine functioning by maintaining discipline in the corridors during classes and also in the auditorium and during functions.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The institution networks and collaborates with former faculty and the Alumni through the Social Networking Sites. The institution takes advice on the academic and co-curricular development of the institution. Alumni members are in good position like famous Lawyers, Asst Director, Asst Registrar, Professor and Manager they come and interact with the students. Former faculty of the institution visits often as a resource person/ chief guest and transfer their knowledge and share their

experience with the students. Alumni were invited in different meetings and occasions like Induction programs, cultural programs, deliver special lectures and sports Prize distribution ceremony.

5.3.8. Any other relevant information regarding Student Support and Progression which the college would like to include.

- Poor students aid fund
- Six societies are formed to all-round development of students. Upholding girl students empowerment
- Special care for Physically Challenged students
- Value based education
- Free internet facility for students.
- Cash Prizes for meritorious Students.
- N-list facility in Library
- Caliber e-Book Management
- Library is automated
- Library is Air-conditioned
- Smart Card facility
- Mentoring Facility
- Social Media for Networking.
- Reading materials provided to the students

Criterion-VI
GOVERNANCE AND 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 seek to serve, institution's traditions and value orientations, vision for the future, others.?

The vision and mission of the institution defines the institution's distinctive characteristics in terms of addressing the needs of society, creating the spirit of service among students and imbibe the traditional values. Our Vision and Mission are mentioned below.

Vision:

To be an outstanding institution, imparting sound education in arts faculty preparing the students in the context of social and economic needs aimed at an all round development of personality with a spirit of dedication for service.

Mission:

- To impart quality education keeping in mind the needs of the present and emerging global village.
- To strive for higher achievement and greater success in their endeavours.
- To create mutually beneficial relationships with alumni and competitive society.

The Distinctive Characteristics of the Institution:

- The students from economically weaker sections have an opportunity to get higher education with privileged students with the financial help either from Government schemes or the Institution's fund.
- To strive for higher achievement and greater success in their endeavors.
- To create mutually beneficial relationships with alumni and competitive society.
- Facilities like LCD projectors, Labs, Staff Room and free internet facility to all faculty and students in labs, library and staffroom.
- computers and laptops provision to faculty, wired printers, Xerox, Scanner resources.
- Availability of E-resources and services, N-List of INFLIBNET
- Value based Special Expert Lectures arranged regularly in the institution.
- The institution organizes workshops and seminars relevant to current issues /trends.
- Sports Events, Co-curricular and Extra Curricular Programmes are given due importance.
- Skill enhancing and value based programmes.
- Opportunity to join in Extensions activities and Service to community (NSS)
- Hostel Facilities
- Indoor and outdoor Sports facility

6.1.2 What is the role of top management, Principal and Faculty in design and

implementation of its quality policy and plans?

The management, Principal and Faculty develop, design and implement its quality policy and the plan is as under:

Management:

- College IQAC includes one management representative whose valuable suggestions are sought and implemented effectively.
- Decisions are taken to increase and create facilities of infrastructure, academic and administrative needs. In case the state government fails to provide the staff, recruitments are made on the ad-hoc bases by the management.
- Faculties are encouraged and supported by the institution to attend seminars, pursue research work, publish books and articles and research projects and are felicitated for exceptional performance and achievement at the time of celebration/ functions.

The Principal:

- The Principal along with the management puts forward the issues related to the need of infrastructure and academic facilities and explains its importance to management and government as well.
- The Principal along with IQAC analyzes the outcome of the curricular, cocurricular and extra-curricular activities and takes necessary steps for improvement.
- He inspires and encourages departments to organize various expert Lectures, workshop and Seminars. Initiates Departments to prepare academic calendars.

Faculty:

- The faculty acts as conveners or members of various committees (academic and co-curricular). They play a vital role in planning and execution of all academicians co-curricular activities

6.1.3 Involvement of leadership involved in ensuring the organization's management system development, implementation and continuous improvement , interaction with stakeholders, reinforcing culture of excellence and identifying needs and championing organizational development?

The Principal and the faculty are keen to fulfill the stated vision and mission. They prepare and plan Calendar of the Academic Events, Curricular and extra-curricular activities that help in achieving the vision, mission and objectives of the Institution. They also arrange for lectures by experts and extension activities. Later feedback from the stakeholders is obtained. Faculties are encouraged to take part in Workshops, Seminars, and conferences and to pursue and publish research articles, projects and books. Students are also encouraged to participate in workshops, seminars, camps others. The Principal along with management is the decision-making person pertaining to the administration and finance. The IQAC at the time of planning the vision and mission of the institution, the opinions and suggestions of the stakeholders, alumni, parents and experts are collected, and accordingly designed as per the demands of the competitive world.

Leadership in Ensuring the Organization's Management System Development, Implementation and Continuous Improvement

The Principal and the IQAC initiate the matters of the institutional development. The Principal of the college is also the authority concerning any

decision in respect of governance. He shares, exchanges ideas and plans along with the faculty and take up the necessary decisions. The heads of the departments look after the Academic activities and monitor the smooth functioning of the department.

Leadership in Interaction with Stakeholders

The institution has good relations with its stakeholders. The Leadership initiates its interaction with the students and parents from the time of admission till the end of the course. The college alumni and parents teachers association meets twice in a year to exchanges ideas and suggestions for improvement.

Leadership in Reinforcing Culture of Excellence and Identifying Needs and Championing Organizational Development (OD)

The leadership service is expanded to all the members of the teaching and nonteaching and it is ensured that all the staff members are asked to involve in the development programmes of the institution at every level. At the beginning of the very academic year various committees are formed and equal work is distributed among the faculty and administrative staff members. The method of ICT adopted has equipped the staff members with the latest trends of teaching. The institution often organize the workshop, seminars, and orientation programmes to update the faculty members, to promote the team work and enhance the work culture, the new ideas and implementation are collectively discussed and designed, with appropriate consent of the management. If there is any modification suggested by the management, suitable action will be taken before the implementation.

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 has developed several procedures to monitor and evaluate policies and plans of the institution for effective implementation and improvement. The institute collects feedback from stakeholders like the students, alumni, parents and other stakeholders. It analyzes the feedback and results of examinations, makes necessary changes in the policy and plan of implementation of various activities to improve the quality of education, co-curricular, extracurricular and sports activities.

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

The faculty members of the college are always ready to face the challenges of academic excellence. Work assigned by the University is taken up without any interference of the top management and IQAC. The faculty members are fully equipped with academic knowledge to teach and educate the students in competitive world. They are provided free hand in the conduct of internal tests and selecting best students for representation in the inter-collegiate level competitions. With the help of the teacher, the meritorious students of our college are able to get recognition.

6.1.6 How does the college groom leadership at various levels?

It is necessary that the involvement of staff members in the various developmental activities of the institution is appreciated. The support and the encouragement of the management to the staff members is not only a healthy practice it is also good sign of development. Involving faculty members of the institution in various committees like Admission, Discipline, Examination, Sports and Cultural, not only grooms leadership quality but also uplifts their standard of academic Excellence.

Training Programmes:

The various training programmes are arranged by IQAC for Faculty and Administrative staff of the institution, and are encouraged to attend various training programmes .

Student Leadership:

The Students Council consists of meritorious students from all streams, represent the entire student body. The office-bearers like, Principal, Students Council Convener and various committee conveners, student secretaries and joint secretaries discuss and deliberate on student problems on campus and recommend solutions to student issues. Leadership quality is also inculcated among the student community providing various opportunities through the student council. Details are provided in college handbook.

Faculty:

The faculties are provided scope to organize expertise lectures, workshops, seminars in their own fields and expose their managerial skills and leadership qualities. The institution also provides a chance of exposing leadership qualities by nominating faculty to attend meetings called by University, Joint Director of collegiate education, private organizations. The institution encourages community participation.

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 belongs to a private management, affiliated to Sambalpur University. The management provides operational autonomy to the Principal and faculty members. All the heads of the departments are empowered to handle and develop their Departments. The institution has adopted the measures such as strategic planning, teamwork, decentralization and computerization. Next to the management the Principal is the Head of the Institution and execute most of the powers with consent of the Management. Principal with the consent of faculty and various committees participate in the decision-making which create organizational climate-participatory governance. Administrative powers and responsibilities are delegated to teachers on the basis of their capability. Periodical meetings of the departments are held to chalk out the activities and the programmes. All the activities are reviewed by the internal academic audit committee to ensure accountability. Departments like Magazine section, NSS, Sports, and Hostels are all entrusted to individual staff members as part of delegation of authority. They take decisions in consultation with the principal and implement them pertaining to their sections. Accountability of faculty and staff is monitored by the Principal. This shows the decentralized governance system in the institution.

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

For infrastructural developments, the Principal, the management, and the concerned committee decide the needs and take the decisions for development. The Principal builds a bridge between the Management and the faculty and the students and plays a major role in coordinating and creating harmonious atmosphere in the institution.

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?

Yes, College has properly stated quality policy which has been planned, based on the values, vision and mission of the college and is the guiding strength that helps departments to plan for their actions. The Kittel Arts Degree College emphasis on Quality Policy Statement is to focus on high standards of education, developing the mental power and way of thinking capability of our student community. The policy is developed on the basis of the feedbacks from the students, alumni, parents and other Stakeholders. The institution also ensures and provides a strong platform in culminating moral, ethical and human values. The Principal deploys the policy with the help of teaching staff, student representatives, coordinators of various committees and the administrative staff. He activates the staff, provides inspiration, encouragement and equipments and also appreciates the achievements

publically. With the help of IQAC, feedbacks are collected, reviewed, analyzed and the mission of quality improvement is developed as well as deployed by the institution.

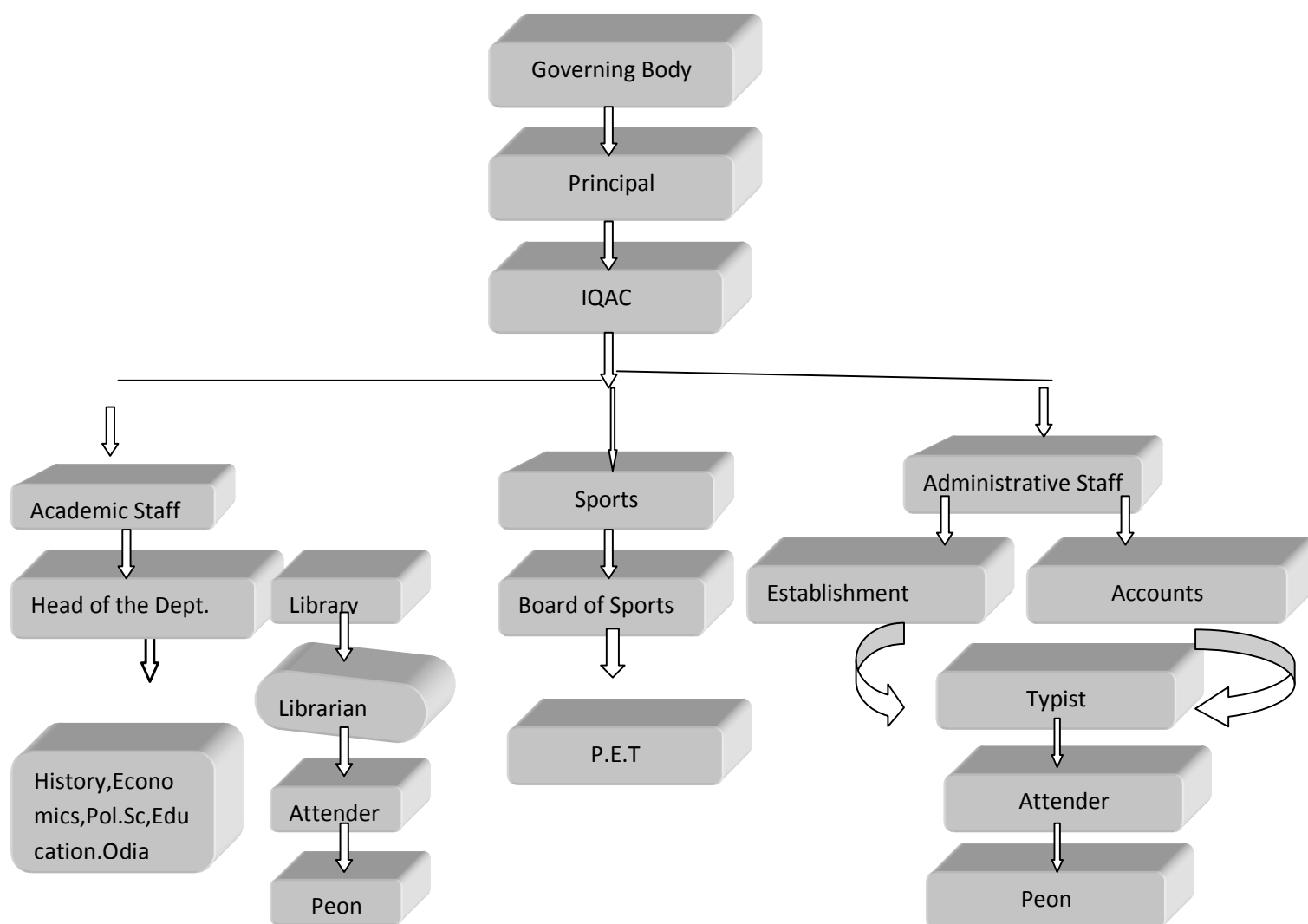
6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the College is headed by religious and a visionary management which has well-defined, set of goals and perspective strategies for the developmental work. The institution also emphasis on short and long term goals such as teaching and learning, Research and Development, Industry Interaction, Community engagement, Human Resource Planning, and Infrastructure others. To implement the above said plans and execute them in right direction all necessary actions are taken.

In this concern the Principal has visited several foreign countries and met the foreign educationalists some of whom have visited the college. In the current scenario it is very important to introduce new programmes in the global context. Therefore, the institution has a perspective plan for development. The following are the perspective plan for the future growth of institution.

- To incorporate latest teaching devices in classrooms.

6.2.3 Describe the internal organizational structure and decision making processes. The functional authorities of the college work in the following hierarchy



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

Teaching and Learning:

All the faculty members are informed to use latest teaching aids and techniques, PowerPoint presentation, preparing students for competitive exams, designing extracurricular activities for the enhance of entire personality of the students community.

- Plan for the department wise seminars / conferences / workshops, expert lectures on relevant topic every year.
- Provides ICT based equipments, training to the staff others.
- Encourage the student and the faculty to participate in seminars/workshops.
- Provides personal guidance to the students by arranging remedial classes.
- Skill enhancing courses, classes on personality development, communication
- Skills and Spoken English.
- Sufficient library and reading room facilities.

Research and Development:

The faculties of all the departments are encouraged to apply for Minor and Major Research projects of UGC. As the college has received 12B status the faculty are encouraged to apply for research funding from different agencies for research projects in their field of specialization.

Community engagement:

The NSS and YRC wings of our college are actively organizing several community activities by conducting camps, adoption of villages to educate the people. NSS volunteers work hard in adopted villages to educate people about urbanization, cleanliness, health, hygiene, sanitation others. they also organize for Blood Donation, Tree Plantation, Traffic Rules awareness rallies, Aids, Cancer and Tobacco related rallies. Those are actively involved in visits and interaction within inmates of orphanage homes, old age homes, leprosy hospital and have offered monetary help and in-kind also

Human Resource Management:

The institution/management has made alternative arrangement by appointing qualified temporary staff for both administration and teaching to fill vacant posts. In taking the temporary staff trained and skilled persons are preferred.

Industry Interaction:

The college arranges the regular visits with major industries of surrounding places and carried the students. Project works are assigned to the students and also they take up some collaborative initiative with them in solving their problems. Various types of entrepreneur are invited to share their experiences through entrepreneurial development programmes sponsored by NSIC, KVIC & DIC.

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

The head of the institution openly attend the meeting called by Sambalpur University, Joint Director and Director of Collegiate education. He attends them and executes the decisions taken in the meetings. He also informs the proceeding of the meetings to the management, the staff and the stakeholders. The college is fully computerized and keeps all the information available online. Activities of the college are published in the college web site and face-book. account. The information regarding student admission, their Categories, results, scholarships and other details are

stored in software and manual records are also maintained. The Management, Principal and Faculty members of the college share their opinions calling meetings for healthier result. The Governing Body and the stake holders can also get the details regarding overall performance of the institution through annual report, academic diary, prospectus and the written feedbacks from the students and the Invited Guests and visitors of the college.

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 management takes deep interest in the involvement of the staff in arranging co-curricular and extra-curricular activities. It provides sufficient fund for the activities and required facilities are made available for the smooth working of the college. It also provides support in extending the professional skill development programmes for the staff. They appreciate academic achievements of the student as well as the faculty in public functions and celebrations. They also appreciate the efforts and achievements in the extra-curricular activities by the student or the faculty. They always discuss major issues with the Principal and the faculty and consider their views and suggestions before implementation of any policy. The management freely involves the faculty in decision making and provides them platform to work accordingly to their own way and capacity and thus to improve the effectiveness and efficiency of the institutional processes.

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

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?

Yes the University allows autonomy status to the affiliated colleges. However the college has not applied for autonomy status.

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?

There is a Grievance Cell in the college. Every year a convener is appointed to look after this task and some faculty members are placed under him, who attend to all the queries and the grievances raised by the stakeholders and they are solved effectively up to their satisfaction. Last year our college formed an anti-ragging committee and taken indemnity bond from the students and parents.

6.2.10 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?

Yes. The college collects feedback from the students in respect of performance of teachers, functioning and the performance of the college during academic years. The feedback is analyzed and the result obtained is communicated to the management and to the concerned faculty for further necessary action.

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?

Professional Development of Teaching Staff

The management and the principal of the institution always stand with the faculty members and encourage them to attend various training programmes like workshops, orientation, and refresher courses offered by Academic Staff Colleges of within and out of state.

The institution often organizes several ICT programmes and faculty orientation series to empower and enhance the knowledge of teaching community. The faculties are offered to attend the various specialized programmes within the institution and off the institution such as symposia, conferences, and seminars. Inviting eminent resource persons from different parts of the state and nation the faculty members are encouraged to exchange their knowledge with them. Thus maximum efforts are provided to enhance the professional quality of the teaching community.

Development of Non-Teaching Staff

The institution has equally given importance to the development of non- teaching staff by conducting numerous skill oriented and training programmes for the past several years. The administration section of the institution is fully computerized, admission process, fee collection, category wise maintenance of students information, record of their academic performances. Extra care is given for accuracy, accountability, and transparency. For this the faculty members of the non teaching staff are trained, organizing various programmes within the college and outside.

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?

The institution empowers the faculty by encouraging them to attend and participate in:
Seminars and conferences held in the different Universities as well as

- Departmental meetings held in the college and the University.
- Workshops and discussions
- Board of Studies meetings
- Question Paper Setting panels.
- Refresher/Orientation Courses
- Subject related Teachers Associations both State and the National

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 outstanding contributions of the teaching faculty is monitored and maintained through the standard performance appraisal system of the UGC norms. The heads of the departments collect the reports of their respective subordinates of their achievements and excellence in performance and submit it to the head of the institution. The principal of the college through external experts collect student feed back in writing as per the norms of NAAC in all respective subjects which helps to specify the quality of teaching faculty. The format of feedback of evaluation is properly designed and the points like basic knowledge of the teacher, his skills, communication methods and techniques are included. The principal of the institution assess the performance of every individual and takes essential action. The entire process is kept confidential to aid the institution and teaching faculty to improve their performances. In case of problems with the teaching faculty, proper counseling is provided. The entire process is managed by the principal and the same is brought to the knowledge of

the Management. Hence the participation of the teachers in various college affairs is closely monitored.

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 Principal of the college conduct a review of teachers' performance before the end of the academic year. During this review the faculty members are advised for up gradation. If the faculty members fail to pursue the advices of the Principal the status report is placed before the management for an appropriate decision. The teaching staffs are filling up the Performance appraisal report as per the advice of State Government. The complete performance appraisal report of the faculty member is assessed by the Management through the Head of the institution. The role of management is quite important in judging the performance appraisal of the staff.

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?

Welfare schemes available for teaching and non teaching staff:

- Group Insurance policy for all the Staff and the Faculty members of the college is provided
- A get together of teaching and Non-teaching faculty is arranged at the end of the term.
- All festivals are celebrated in the college together by both teaching and nonteaching faculty
- 100% Retired staff have got the gratuity and General provident fund.

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

In order to attract and retain eminent faculty, following measures are taken by the Institution:

- To attract highly qualified faculty, the recruitment of faculty is done transparently on the basis of merit and as per the norms of University and the state government.
- Ad hoc faculty is not exploited and they are given facilities available to other permanent faculties and hence they feel homely and comfortable.
- They are allowed to pursue their research or study for PhD, research project, NET/SLET and utilize the library resources.
- Laptops and Internet are also made available to them.
- Flexibility in the time-table is provided and their convenience is given prime concern
- The faculty is encouraged to pursue research with the financial help by the UGC or any other institute.
- Decentralization of the Administrative System for promoting co-operation, sharing of knowledge, innovations and empowerment of the 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?

The management handles all the financial matters of the institution through the Principal. The college gets the resources from the government and UGC and same is spent as per the budget allocations. The local auditor audits the account and suggests the remedial methods if there are any loops in the accounting system. By this mechanism effective monitoring is managed. Further Governments accounts department has provision to do audit through Chartered Accountant and Finally LFAudit is done.

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 Government appointed auditor, audits the accounts of income and expenditure of the college accounts in detail annually. The copies of the audited statement are sent to both the Government and Management. A regular external and internal Audit is done for the accounts of incomes and expenditure and the funds received from the UGC and other resources as well.

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 is UGC and the State Government. If the fund received from them is not sufficient, the institution arranges from its fund or tries to get donations with the help of management and donors from local community..

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 has made efforts in securing additional funding from the local MLAs, the Local MPs, the Alumni Association, the Parents Association, the NGO's and the entrepreneurs who were the past students of the college, it is expected that they would respond positively and assist the institution.

Internal Quality Assurance System (IQAC)

6.5.1 Internal Quality Assurance Cell (IQAC)

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

Yes. The Institution Constituted an Internal Quality Assurance Cell on 02.06.2014

The National Assessment and Accreditation Council proposes that every accredited institution have an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The IQAC therefore will become an integral part of an institution's system and work towards realizing the goals of quality enhancement and sustenance as quality enhancement is a continuous process. The major task set before the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institution.

Goal:

To enhance a quality system for conscious, consistent and catalytic programmed action to improve the academic and overall performance of the Bamra Trust Fund College.

Members:

Internal Quality Assurance Cell (IQAC) -

Principal as Chairperson

| | |
|---|--|
| Senior Teachers- | Prof. B. B. Naik (HOD & Reader in Econ) Prof. H. C. Prusty (HOD & Reader in Odia) Prof. D. D. Patel (HOD & Reader in English) Prof. B.K.Patel (HOD, Education) Prof. Dr.A.K.Meher (Lect. in Odia) |
| Sr. Administrative official member- Economics) | Prof. B. B. Naik (HOD & Reader in |
| External Experts Local Member - | Mr.P.K.Mishra Mr.R.Chhatra |
| Co-ordinator Member Secretary | Prof. D.Chand (Lect. in Economics) |

The IQAC shall have the following functions

1. Initiate Meetings with all the faculty and Departments to promote quality in the teaching-learning process.
2. Constitute different Committees, Societies and Cell for promoting a healthy and conducive environment
3. Introducing innovative practices
4. Make strategies to empower faculty through Faculty Orientation Program
5. Initiatives towards Green Awareness
6. Promote Gender Sensitivity
7. Uphold the vision , values and mission of the College
8. Develop a Quality Improvement action plan
9. Assess the feedback of the stakeholder for the taking corrective measures and improving the effectiveness and efficiency of the Institutional process
10. Monitor the academic leadership and faculty participation in various functional committees
11. Assess the management of human resources
12. Monitor the effective use of financial resources and financial management
13. Value Based Education to enrich the knowledge of students
14. Outreach activities

Follow up:

The AQAR shall be approved by the IQAC of the College for the follow up action for necessary quality enhancement measures.

Benefits:

1. Ensure clarity and focus in institutional functioning towards quality enhancement.
2. Ensure internalization of the quality culture;
3. Ensure enhancement and promotion of the various activities of the institution and best practices;
4. Act as a dynamic system for quality changes in the Institution.

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 plan of action is chalked out by the IQAC in the beginning of the year towards quality enhancement and is forwarded to management for approval then these actions are implemented. List of the same is furnished below.

| Year | IQAC recommendation | Governing body | Implementation |
|------|---|---|------------------------------|
| 2012 | Proposal submitted for permanent Data Entry Operator due to increasing pressure of computer work for office use | 1. Resn No:01/12dt 7.03.12 The post of Sri D.K.Meher as DEO approved w.e.f.26.04.10 | |
| | Proposal submitted for updated fee structure to meet the current expenditure in college | 3. ResnNo:03/12dt.20.03.12 Updated fee structure for +2Jr&+3Degree students approved | |
| | Proposal submitted for Hike in salary for the management staff to enhance teachers morale and efficiency in work. | 4. ResnNo:03/12dt.27.03.12 Salary hike including epf.subscription of MP Staff w.ef.March 12 approved | |
| | Proposal submitted for bifurcation of +2 &+3 Stream for smooth functioning of the college for time to time correspondence | 5.05/12 dt30.03.12 Proposal for bifurcation of +2&+3wing worked out by seven members team with Principal was approved | |
| | Proposal submitted for infrastructure development of college | 6.R07/12dt 8.05.12 approval of cycle stand (Rs.110426)&guest house(Rs.3Lakhs), Renovation /repairing of Office hall,Stage Pandal | |
| | Proposal submitted for opening of new account at PNB to comply mandate form for UGC | 7.R.09/12 dt 13.06.12 Opening of new account at PNB to comply mandate form for UGC | |
| | Proposal submitted to carry on recruitment for computer teacher, DEO, approved | 9.R12/12 dt.15/10/12Empowering principal to carry on recruitment for computer teacher, approved | Interview conducted 20.11.12 |
| | Proposal submitted to Hike in salary for the management staff to enhance teachers morale and efficiency in work | 10.R13/12 dt17/10/12 hike of salary for MPstaff 20%w.e.f.Oct12 | |
| | Proposal submitted to appoint a watchman in the college due to increase in equipments of the college | 11.R14/12 dt 10/11Sri Sandha appointed as watchman in stead of sweeper as per DHE under rehabilitation scheme proposed | 14.11.12 approved |

| | | | |
|-------------|--|--|-------------------|
| | | | |
| | Proposal submitted to seek tender, website | 12.R.16/12 dt 22.11.12 Utilisation of UGC worth Rs9,17500 seeking tender,website display cost Rs. 10,000 approved. | |
| 2013 | Proposal submitted to Hike in salary for the management staff to enhance teachers morale and efficiency in work and updated fee structure to meet the current expenditure in college | 1.R1/13 dt 11.01.13 Salary hike of MP staff, updating fee structure of +2Jr&+3degree students | |
| | Proposal submitted for white washing & colouring of college building | white washing & colouring of college building | 09/12/13 |
| | Proposal submitted for construction of computer laboratory | 2.R6/13 dt 12/09 construction of computer laboratory | 21.11.13 |
| | Proposal submitted for Repairing ,wiring ,fittings ceiling fans 31 nos, installation water cooler ,shed for 20KV generator with required connection | 3.R7/13 dt 20.09.13 Repairing ,wiring ,fittings ceiling fans 31 nos, installation water cooler ,shed for 20KV generator with required connection | 09.12.13 |
| | Proposal submitted for Development of garden inside college campus | 4.R8/13 dt 09/11 Development of garden inside college campus | 03.01.2014 |
| | Proposal submitted for Boys common room toilet renovation, Girls common room renovation | 5.R11/13 dt 09/12 Boys common room toilet renovation, Girls common room renovation | |
| | Proposal submitted for accreditation fee 28090 for LOI&IQAC | 6.R12/13 dt 23/12/13 accreditation fee 28090 for LOI&IQAC | |
| 2014 | Proposal submitted for Painting of doors & window (both wooden and fabricated) | 1.R1/14 dt 2.1.14 Painting of doors & window (both wooden and fabricated) | |
| | Proposal submitted for Installation of Stabiliser for easy operation in computer lab | 2.R6/14 dt 30.01.14 Installation of Stabiliser for easy operation in computer lab | 30.01.14 |
| | Proposal submitted for Installation of independent transformer (Three phase line) | 3.R8/14 dt 25.02.14 Installation of independent transformer (Three phase line) for college. | 25.02.14 |

| | | | |
|--|---|--|--------------|
| | | | |
| | Proposal submitted to Hike in salary for the management staff to enhance teachers morale and efficiency in work | 4.R10/14 dt2.3.14 Salary hike of MP Staff | 06.14 |
| | Proposal submitted for updated fee structure to meet the current expenditure in college | 6.R14/14 dt8.3.14 Extension of seats of +2Sc.,+2Arts and opening of subject Hindi | |
| | Proposal submitted for Furniture of college is to be purchased newly and repair old furnitures | 7.R15/14 dt1/4/14Furniture of college is to be purchased newly and repair old furnitures | |
| | Proposal submitted for Interior terrakota colouring in college premises | 8.R16/14 dt5.4.14 Interior terrakota colouring in college premises | |
| | Proposal submitted for Publication College Magazine ,college college | 9.R17/14 dt 10.09.14Publication College Magazine ,college college | |
| | Proposal submitted for Purchase of 19 nos .Green Board | 10.R18/14 dt 18.11.14 Purchase of 19 nos .Green Board | |

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

The IQAC has two eminent members on its committee; they visit the institution twice in a year. In the IQAC meetings they give their valuable suggestions and the opinions which are of much use in towards the quality enhancement in the institution. To quote some of their contributions,

1. To promote industry interaction programme.
2. To organize exhibitions
3. To conduct the faculty orientation workshops.

These suggestions are successfully implemented in the institution.

D. How do students and alumni contribute to the effective Functioning of the IQAC?

The students who are the representatives of the direct beneficiaries in the college i.e. students emphasize on the requirements and facilities. Their suggestions are positively considered by the IQAC. It has two alumni representatives who are successfully employed in the society, do the benchmarking of the institution which keeps us on par with the development of other institutes in the vicinity. Their suggestions are also considered seriously and implemented.

E. How does the IQAC communicate and engage staff from different constituents of the institution?

Representatives of all stakeholders—Teachers, Students, Non-Teaching Staff, Alumni association and Management—are present in the IQAC who give their opinions and also convey the work, plan and

activities of IQAC to their communities. The IQAC communicates with the Principal about the responsibilities to be shared by the faculty and other staff. The IQAC help the Principal in allocation of work to the proper staff member taking into consideration their areas of interest and capacities.

The IQAC, after discussion, draws attention of the faculty and the Principal towards those aspects which can help in quality improvement, planning and arrangements of the programmes and activities.

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 operationalization.

The College is carried out by IQAC, includes prospectus design and analysis, design of calendar of events, peer team review implementation, incorporation, Committees formation and collective work for progress in academic, co curricular, extracurricular and sports. Emphasis is placed on the continuous improvement of the system, healthier interaction among faculty, students, administrators, and self-assessment that provides accountability.

The IQAC-the planning body, collects inferences from the learners and various committees through participatory interactions, based on which it proposes comprehensive perspective plan to the governing council for approval and implementation. The chain of committees is in charge of implementation of developmental and academic activities assigned by the managing committee. The supervision by the managing committee ensures the proper implementation. The fair representation of the learners ensures the transparency in the process. Policies for Periodic Review of Administrative and Academic Departments are in place to ensure that quality is sustained in all the areas related to the functioning of an Institution of higher learning. The college annually reviews its administrative and academic Departments. The IQAC meetings are conducted enabling a comprehensive review on student's performance, infrastructure availability and academic compliances. The students' feedback is collected, analyzed and communicated to faculty and concern authorities for better performance.

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.

Yes. The institution provides training to its staff for effective implementation of the Quality assurance proceedings. Training was imparted to the faculty in the use of laptops for their professional development and to prepare the Power Point Presentations. The non-teaching staff is provided training in computer and practical tips enabling them to correspond with the university and the government departments as they have to do all procedures on-line. The faculty also has started to use ICT based technology. Due to training in Research methodology, the faculty has become more research oriented, and have completed minor research projects.

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?

The college is affiliated to the Sambalpur University, Burla. The college submits to the university, yearly Annual report which carefully examines the Academic performance, fulfillment and requirement by the institution. Through this academic audit is done by DLC, Regional Director every year. The college which is carried out by the IQAC annually. The advice/message is communicated to the concerned faculty and staff for further improvements.

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

The IQAC quality mechanism is rightly aligned with the requirement of external agencies and even with the expectation of UGC, Affiliating University, and the Governing Body.

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?

The Principal and the Staff continuously monitored the institutional mechanism, conduct of regular classes, monthly tests, seminars, project works, , conduct of quiz on competitive model, sports and the cultural activities throughout the year are mandatory works of the institution. The college as mentioned in its goals and mission, is catering to the rural background students, the special emphasis given to their development, introducing several new ideas in academic syllabus like new concept of Outreach, photography, fine arts , debate and innovative programmes like induction and student character formation. The innovative ideas of principal and staff are discussed in the IQAC meeting and minutes are further forwarded to the heads and the faculty members of the institution. At the end of IQAC meeting the progress, action taken plan are reviewed. Side by the side the success list and passing percentage and class secured by the students in final year semester examination is the outcome of the institution which helps to assess the teaching learning process and parameters of the institution. The principal of the institution follow the internal and external academic audit system, at the end of the academic year students are given feedback questionnaire conducted by experts from the outside. The meeting of Parent-Teachers and Alumni are also take place in the college, the suggestion made by them also included in the IQAC meeting and design an astonishing calendar of events for the betterment of the institution.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through the notice Boards,

- LCD Screen, Orientation Programme, declaring in various meetings, Farewell Function, Prize Distribution Ceremony, in meetings of management, and through social media.
- To ensure that quality is sustained in all the areas related to the functioning of an Institution of higher learning, the College has periodic reviews of its administrative and academic Departments.
- The IQAC meetings are conducted twice a year that would provide for a comprehensive review on student's performance, infrastructure availability and academic conformance.
- Course teachers make a review once a semester to evaluate the course content, delivery and evaluation practices for the courses they teach through course feedback from students
- The Department reviews the implementation of the annual plans; the need and the difficulties faced and plan for the next year appropriately.
- The Committee of evaluation reviews the internalevaluation of all courses and the summary of transparency provides for corrective and preventive action to be undertaken in theforthcoming examination.
- The Library Advisory Committee reviews the requirements and complaints on library resources yearly.
- **Any other relevant information:**
- The college promotes a culture of participative management. Several committees are constituted by the IQAC for overall management of the admission, conduction of examinations, promotion of research and extension activities, development of Infrastructure-facilities, encouraging cultural activities and Skill enhancement through six societies, maintenance of healthy campus life.
- The college delegate authority and provide operational autonomy to the Departments.
- Involving others in decision making by the Principal of the college.

**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?

Yes. A Green Committee is formed for the college campus and it has members from students, staff, and non-teaching staff. The NSS units train the volunteers in planting suitable saplings, as well as eschewing the usage of plastic materials (bags, tumblers, plates, others) during College functions in the campus. The College in its turn conducts programs for the staff and students, on “Green environment Day”. Campus is free from tobacco, smoking and chewing pan.

7.1.2. Initiatives taken by the College to make the campus eco-friendly

a. Energy Conservation

- Regular bulbs are replaced with compact fluorescent bulbs (CFL “s) which use 70% less energy, emit 75% less heat and last ten times longer than the conventional incandescent bulbs.
- Staff and Students are advised to turn off lights when they are not using them.

b. Use of renewable energy : Nil

c. RainWater Harvesting

- The NSS volunteers propagate the significance of water harvesting to the community during the Special Camps.

d. Check dam construction: Nil

e. Efforts for carbon neutrality

- Large number of trees have grown in rows all along the compound wall, and the buildings, as well as on entire side of the tar topped roads to maintain carbon neutrality.
- “Parking Lot” is established at the main entrance of the College, to avoid emission from vehicles.

f. Plantations

- The campus is neatly covered under lush green branches of tall trees already planted in separate rows.

g. Hazardous Waste Management: Nil

h. e-Management

- The e-waste generation is very minimal in the campus.
- Steps are taken to recycle worn out computers and printers with a certified electronic recycler.
- Used batteries of UPS are also exchanged under buy-back policy.
- Use of re-writable CDs.

i. Any other

- Paperless administration ensured.
- The entire College campus is free from noise and hazardous smoke pollution.
- The NSS Volunteers create awareness on the ill-effects (Mane Mane Aarogya Awareness Programme) of plastic materials not only in the campus but also in the adopted village.
- The College observes “Environmental Day” to enlighten the staff and students on “Green Atmosphere” in the campus.

- Re-usage of one side printed paper is practiced.
- News Papers and old answer scripts are given for recycling.

7.2. Innovations

7.2.1. Details of innovations introduced during the last four years and its positive impact on the functioning of the College Innovation in academic excellence

- An IQAC is established as per the norms of NAAC to ensure the quality enhancement and sustenance.
- Apart from IQAC, Faculty Development and the Management is in place to review all the academic activities for further development of the College.
- Projects are introduced which infuse the research attitude among the students.
- College is having its own website.
- Human Rights awareness is imparted through a credited course for all undergraduate students.
- Women's Empowerment Cell, Anti-Ragging Cell, Prevention of Sexual Harassments Committee, and SC/ST are constituted to handle the social related issues. Self –Defence Training is given to girls students phase wise as per government norm for empowering girl child.
- Celebrations of various festivals educate the students about Indian Tradition and Culture.
- Awareness program “global warming” is conducted.

• Innovation in the field of administration

The distinguishing features of the College are decentralized administration -Participatory governance, partial e-governance, office automation, teacher-friendly management and feedback mechanism. The optimum use of the infrastructure facilities, Periodical review meeting conducted by the IQAC, for planning and monitoring various activities in college.

7.3. BEST PRACTICES

7.3.1. Details of any two best practices which have contributed to better academic and administrative functioning of the College.

The followings are the best practices of our college.

1. Induction program.
2. Formation of six societies for extra curriculum and co-curriculum activities.
3. Value based education.
 - a. Positive Character formation.
 - b. Student's life-diaphanous

These are the unique features of our college which have helped the students and thereby enriched our college and helped us make a mark in the society.

1. Title of the Practice: Induction Program

Goal: To bring the new entrants together on one platform at the start of the academic year to help them shed their inhibitions and preconceived ideas; with the main aim of providing them thorough information of the College and facilities available therein.

The Context: Our College catersto mostly rural and economically backward pupils who come from

small villages in and around our town. It is therefore of utmost importance that we mould their mind and set them on the right path towards becoming citizens of the world.

The Practice:

Some of the activities are- Introduction of the College; Why you chose this College; The Rules and Regulations of the College, the conditions required by the University, the Government rules and regulations; Motivational talk-on the need to have a disciplined life for success quoting examples of admirable role models; My Interest; How to make Notes; How to Face Exams; the College Exam pattern; Setting Goals and Designing work. Besides these activities, the different associations and Units of the College are introduced to the students by the Faculty in charge, like NSS, YRC, Library, Sports. At the end of the second session, Feedback in a prescribed format is collected from all the participants. The whole exercise which begins at 9 am goes up to 3pm and closes with a valedictory program. This program is another important and integral part of the whole activity. Here the leader from each group gives a feedback of the whole day activity on behalf of their group.

Evidence of Success: The whole exercise has a high rate of success keeping in mind the oral feedback given by the group leaders in the valediction programme and those collected from all the participants.

Problems Encountered and Resources Required: After so many years of practicing the Induction Program, there has been no problem in its conduct. Resources required- Remuneration for the Resource person; expenses for high-tea, lunch, and tea; expenses for the inaugural and valediction function, slip pad and pens for resource persons

2. Title of the Practice: Formation of Societies

Goal: To get students ready to face the challenges of the world.

The Context : with a view to cater to the all-round development of the student, which is the foremost mission of the College, and keeping in mind the present study system of Semester basis, the college decided to take initiative to make co-curricular, extra-curricular aspects part of the routine study.

The Practice: Keeping the above mentioned goal and context in mind, Six societies have been constituted. These Societies which were already in practice were once again revived with the sole aim of involving not just a few handful students but the students of the entire college.

The Societies formed are: (a) Sahitya Sansad (b) Athet & Sports Club

(c) Music & Dramatic Society (d) Social Function Society

(d) National Service Scheme (e) Eco Club (f) Youth Red Cross

During the entire year the student has to take part in the programs and competitions organised by the particular Society. Each Society is headed by a faculty who is the Convenor, and guides the students and arranges various activities and programs. At the end of the academic year, the Society has its closing program and each member is given a certificate of participation, keeping in mind his/her involvement in the Society activities. Thus by the end of the three years study in the college, every student would

compulsorily be a member of each of the Societies.

Functioning of each Society:

(a) Sahitya Sansad: Literary Programs like Poetry recitation, Writing Poems, enhancing oratory skills, Discussion on Eminent Writers, Essay Writing Competition and Quiz are some of the activities conducted regularly.

(b) Sports: Keeping in mind the overall development of the students, various activities like "Walk for Good Health", is organised. Members are given scope for developing individual games.

Sincere effort is made to draw all students to participate in the events organised throughout the academic year.

Evidence of Success: Students are exposed to other aspects of their personality development. Members actively participate in the programs and events organised.

Problems Encountered and Resources Required: Students with inferiority complex have to be coaxed to take part in events organised. Society activities expenses are voluntarily borne by the society members.

DEPARTMENTAL PROFILE

Subject: Economics

1. Name of the department : Economics
2. Year of Establishment : 1989
3. Names of Programmes / Courses offered : 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:+2Commerce
7. Courses in collaboration with other universities, industries, foreign Institutions:NIL
8. Details of courses/programmes discontinued (if any) with reasons:NIL

9. Number of teaching posts

| Name of the Post | Sanctioned | Filled |
|------------------|------------|--------|
| Lecturer | 2 | 2 |

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

| Name | Qualification | Designation | Specialisation | No. of Years of Experience |
|-----------------------|---------------|-------------|--|----------------------------|
| Sri Binod Bihari Naik | MA,MPhil | Lecturer | Micro economics Public Finance | 31 |
| | MA | Lecturer | Economic Development Advanced Statistics Econometrics Indian Economy | 23 |

11. List of senior visiting faculty:NIL
12. Student -Teacher Ratio (programme wise):As per Odisha Government norm
13. Number of academic support staff (technical) and administrative staff;sanctioned and filled :
14. Number of faculty with ongoing projects from a) National b) Internationalfunding agencies and grants received :
15. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, others. and total grants received :
16. Research Centre /facility recognized by the University:

17. Publications:

| Sl.No. | Name of the Teacher | No.of Papers | Book Edited | Book with ISBN | Book Without ISBN | Journal With ISSN | Journal With out ISSN | ISSN No. |
|--------|---------------------|--------------|-------------|--|-------------------|--|-----------------------|--|
| | Sri D.Chand | 4 | NIL | Conference Proceedings ISBN No.978-93-84124-43-4 | | Orissa Economic Journal Vol.42 No.1&2 Life Sciences International Research Journal Vol.2 Issue No.2 Splint International Journal of Professionals Splint International Journal of Professionals | | 0976-5409 2347-8491 2349-6045 2349-6045 |

Citation Index : NA

* SNIP : NA

* SJR : NA

* Impact factor : NA

* h-index : NA

18. Areas of consultancy and income generated :

19. Faculty as members in :

- State Level Committee: 2
- National committees:
- International Committees:
- Editorial Boards:

20. Student projects :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 and the source of funding:NIL

26. Student profile programme/course wise:

| Year | Name of the Course | Application Received | Selected | |
|---------|--------------------|----------------------|----------|----------|
| | | | Pass | Elective |
| 2011-12 | Economics | - | 11 | 24 |

| | | | | |
|---------|------------------|---|----|----|
| | (Pass) | | | |
| 2012-13 | Economics (Pass) | - | 09 | 32 |
| 2013-14 | Economics (Pass) | - | 15 | 19 |
| 2014-15 | Economics (Pass) | - | 04 | 15 |

27. Diversity of Students :

| Name of the Course | %of Students of the same state | %of Students from Other State | %of Students from Abroad |
|------------------------|--------------------------------|-------------------------------|--------------------------|
| +3Arts (I,II&IIIyears) | 100 | | |

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

29. Student progression :

30.Details of Infrastructural facilities:

31. Number of students receiving financial assistance from college, university, government or other agencies:

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:

33. Teaching methods adopted to improve student learning :

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

35. SWOC analysis of the department and Future plans

Strength :

- Two Teaching Staff
- Student Strength is very poor

Weaknesses :

- Enrolment is very unsatisfactory

Opportunity:

- Awareness /importance of the subject at each level (Rural/urban national and international level)

Challenges :

- Motivation is the top most measure to increase student strength

Future Plans:

More magazines and journals may be subscribed and students may be counselled regularly inside college campus after college hour.

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DEPARTMENTAL PROFILE

History

1. Name of the department : History
2. Year of Establishment : 1989
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., others.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NIL
5. Annual/ semester/choice based credit system (programme wise) :
Semester System U. G. and P. G (CBCS)
6. Participation of the department in the courses offered by other departments
Nil
7. Courses in collaboration with other universities, industries, foreign institutions
Nil
8. Details of courses/programmes discontinued (if any) with reasons
Nil
9. Number of teaching posts

| Name of the Post | Sanctioned | Filled |
|------------------|------------|--------|
| Lecturer | 2 | 2 |

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

| Name | Qualification | Designation | Specialisation | No. of Years of Experience |
|------------------------|---------------|-------------|----------------|----------------------------|
| Sri Kilash Chandra Raj | MA,B.Ed,MPhil | Lecturer | Modern India | 32 |
| Sri Gajadhar Vainsa | MA | Lecturer | Modern India | 25 |
| Sri Nityanand Sethi | MA | Lecturer | Ancient India | 25 |

11. List of senior visiting faculty:
NIL

12. Student -Teacher Ratio (programme wise):

| Year | Class | Basic | Ratio | Elective | Ratio |
|---------|---------------|-------|-------|----------|-------|
| 2011-12 | +3First Year | 39 | 39:3 | 21 | 21:3 |
| | +3Second Year | 32 | 32:3 | 14 | 14:3 |
| | +3Final Year | 16 | 16:3 | 18 | 18:3 |
| 2012-13 | +3First Year | 29 | 29:3 | 18 | 18:3 |
| | +3Second Year | 39 | 39:3 | 18 | 18:3 |
| | +3Final Year | 16 | 16:3 | 15 | 15:3 |
| 2013-14 | +3First Year | 34 | 34:3 | 24 | 24:3 |
| | +3Second Year | 29 | 29:3 | 17 | 17:3 |
| | +3Final Year | 16 | 16:3 | 15 | 15:3 |
| 2014-15 | +3First Year | 24 | 24:3 | 27 | 27:3 |
| | +3Second Year | 34 | 34:3 | 20 | 20:3 |
| | +3Final Year | 16 | 16:3 | 18 | 18:3 |

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, others. and total grants received : Nil

17. Research Centre /facility recognized by the University: NIL

19. Publications: NIL

| Sl.No. | Name of the Teacher | No. of Papers | Book Edited | Book with ISBN | Book Without ISBN | Journal With ISBN | Journal With out ISBN | ISBN No. |
|--------|---------------------|---------------|-------------|----------------|-------------------|-------------------|-----------------------|----------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |

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 :

- State Level Committee: Yes(2)
- National committees: Nil
- International Committees: Nil
- Editorial Boards....

22. Student projects : 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 and the source of funding: Nil

26. Student profile programme/course wise:

| Year | Name of the Course | Application Received | Selected | Enrolled | | Pass Percentage |
|---------|--------------------|----------------------|----------|----------|----|-----------------|
| | | | | M | F | |
| 2011-12 | Hist(Hons) | 35 | 16 | 04 | 11 | 86.67 |
| 2012-13 | Hist(Hons) | 32 | 16 | 04 | 10 | 64.28 |
| 2013-14 | Hist(Hons) | 40 | 16 | - | 10 | - |
| 2014-15 | Hist(Hons) | 35 | 16 | 6 | 6 | - |

27. Diversity of Students :

| Name of the Course | % of Students of the same state | % of Students from Other State | % of Students from Abroad |
|-----------------------------|---------------------------------|--------------------------------|---------------------------|
| +3 Arts (I, II & III years) | 100 | NIL | NIL |

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

- As mentioned in college proforma

29. Student progression :As mentioned in College Proforma

30. etails of Infrastructural facilities:As provided by college management

31. Number of students receiving financial assistance from college, university, government or other agencies:As given in college proforma

31. Number of students receiving financial assistance from college, university, government or other agencies: As given in college proforma

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

33. Teaching methods adopted to improve student learning :

- Black board method.
- Group discussion method.

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

35. SWOC analysis of the department and Future plans

Strength :

- Co-ordination and co-operation among the faculty and the departments.
- Active participation of faculty members in research activities.
- Well equipped infrastructure facility provided to the department by the college .

Weaknesses :

- No research centre to undertake research activities by the department.
- No Historical museum visited by the students due to paucity of funds

Opportunities :

- To prepare the students undertake the competitive examinations .
- To prepare the students to get good jobs in the job market through on campus and off campus recruitments

Challenges :

- Professional Courses.
- Preparing the students for competitive examinations at central and state level.
- To develop the research skills for 'Shastriya language kannada'.

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DEPARTMENTAL PROFILE
POLITICAL SCIENCE

1. Name of the department : Political Science
2. Year of Establishment : 1989
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., others.) : 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: Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts

| Name of the Post | Sanctioned | Filled |
|------------------|------------|--------|
| Lecturer | 2 | 2 |

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

| Name | Qualification | Designation | Specialisation | No. of Years of Experience |
|------------------------|---------------|-------------|--|----------------------------|
| Sri Santosh Kumar Naik | MA | Lecturer | International Law Political Process in Orissa | 25 |
| Vacant | | Lecturer | | |

11. List of senior visiting faculty:
NIL

12. Student -Teacher Ratio (programme wise):

| Year | Class | Basic | Ratio | Elective | Ratio |
|---------|---------------|-------|-------|----------|-------|
| 2011-12 | +3First Year | 52 | 52:1 | 27 | 27:1 |
| | +3Second Year | 65 | 65:1 | 22 | 22:1 |
| | +3Final Year | 16 | 16:1 | 16 | 16:1 |
| 2012-13 | +3First Year | 39 | 39:1 | 19 | 19:1 |
| | +3Second Year | 52 | 52:1 | 27 | 27:1 |
| | +3Final Year | 16 | 16:1 | 21 | 21:1 |
| 2013-14 | +3First Year | 31 | 31:1 | 45 | 45:1 |
| | +3Second Year | 41 | 41:1 | 18 | 18:1 |
| | +3Final Year | 16 | 16:1 | 24 | 24:1 |
| 2014-15 | +3First Year | 38 | 38:1 | 39 | 39:1 |
| | +3Second Year | 31 | 31:1 | 36 | 36:1 |
| | +3Final Year | 16 | 16:1 | 29 | 29:1 |

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, others. and total grants received : Nil

17. Research Centre /facility recognized by the University: NIL

19. Publications:

| Sl.No. | Name of the Teacher | No.of Papers | Book Edited | Book with ISBN | Book Without ISBN | Journal With ISBN | Journal With out ISBN | ISBN No. |
|--------|---------------------|--------------|-------------|----------------|-------------------|-------------------|-----------------------|----------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

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 :

- State Level Committee: Yes(2)
- National committees:Nil
- International Committees:Nil
- Editorial Boards....

22. Student projects :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 and the source of funding:Nil

26. Student profile programme/course wise:

| Year | Name of the Course | Application Received | Selected | Enrolled | | Pass Percentage |
|---------|--------------------|----------------------|----------|----------|----|-----------------|
| | | | | M | F | |
| 2011-12 | | 25 | 16 | 5 | 10 | 80 |
| 2012-13 | | 31 | 16 | 7 | 8 | 40 |
| 2013-14 | | 36 | 16 | 2 | 8 | 20 |
| 2014-15 | | 41 | 16 | 8 | 2 | 40 |

27. Diversity of Students :16

| Name of the Course | %ofStudents of the same state | %of Students fromOther State | %of Students from Abroad |
|------------------------|-------------------------------|------------------------------|--------------------------|
| +3Arts (I,II&IIIyears) | 100 | | |

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

- As mentioned in college proforma

29. Student progression :As mentioned in College Proforma

30. etails of Infrastructural facilities:As provided by college management

31. Number of students receiving financial assistance from college, university, government or other agencies:As given in college proforma

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

33. Teaching methods adopted to improve student learning :

- Black board method.
- Group discussion method.

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

35. SWOC analysis of the department and Future plans

Strength :

- Co-ordination and co-operation among the faculty and the departments.
- Active participation of faculty members in research activities.
- Well equipped infrastructure facility provided to the department by the college .
- Consistently 80 % result.

Weaknesses :

- No research centre to undertake research activities by the department.

Opportunities :

- To prepare the students undertake the competitive examinations .
- To prepare the students to get good jobs in the job market through on campus and off campus recruitments

Challenges :

- Professional Courses.
- Preparing the students for competitive examinations at central and state level.
- To develop the research skills for students

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**DEPARTMENTAL PROFILE
EDUCATION**

1. Name of the department : Education
2. Year of Establishment : 1989
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., others.) : 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: Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts

| Name of the Post | Sanctioned | Filled |
|------------------|------------|--------|
| Lecturer | 2 | 2 |

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

| Name | Qualification | Designation | Specialisation | No. of Years of Experience |
|----------------|---------------|-------------|--------------------------------|----------------------------|
| Sri B.K. Patel | M.Ed,M.Phil | Lecturer | Advanced Education ,Statistics | 27 |
| Sri P.N.Pandey | M.Ed,M.Phil | Lecturer | Guidance | 21 |

11. List of senior visiting faculty:
NIL

12. Student -Teacher Ratio (programme wise):

| Year | Class | Basic | Ratio | Elective | Ratio |
|---------|---------------|-------|-------|----------|-------|
| 2011-12 | +3First Year | 07 | 07:2 | 30 | 30:2 |
| | +3Second Year | 05 | 05:2 | 12 | 12:2 |
| | +3Final Year | - | - | 21 | 21:2 |
| 2012-13 | +3First Year | 09 | 09:2 | 34 | 34:2 |
| | +3Second Year | 07 | 07:2 | 17 | 17:2 |
| | +3Final Year | - | - | 23 | 23:2 |
| 2013-14 | +3First Year | 11 | 11:2 | 37 | 37:2 |
| | +3Second Year | 09 | 09:2 | 19 | 19:2 |
| | +3Final Year | - | - | 21 | 21:2 |
| 2014-15 | +3First Year | 21 | 21:2 | 35 | 35:2 |
| | +3Second Year | 19 | 19:2 | 07 | 07:2 |
| | +3Final Year | - | - | 23 | 23:2 |

14. Number of academic support staff (technical) and administrative staff; sanctioned : 2 and filled : NIL:

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, others. and total grants received : Nil

17. Research Centre /facility recognized by the University: NIL

19. Publications:NIL

| Sl.No. | Name of the Teacher | No.of Papers | Book Edited | Book with ISBN | Book Without ISBN | Journal With ISBN | Journal With out ISBN | ISBN No. |
|--------|---------------------|--------------|-------------|----------------|-------------------|-------------------|-----------------------|----------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

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 :

- State Level Committee: Yes(2)
- National committees:Nil
- International Committees:Nil
- Editorial Boards....

22. Student projects :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 and the source of funding:Nil

26. Student profile programme/course wise: As per college Proforma

27. Diversity of Students :

| Name of the Course | %ofStudents of the same state | %of Students fromOther State | %of Students from Abroad |
|------------------------|-------------------------------|------------------------------|--------------------------|
| +3Arts (I,II&IIIyears) | 100% | NIL | NIL |

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

29. Student progression :As mentioned in College Proforma

30. Details of Infrastructural facilities:As provided by college management

31. Number of students receiving financial assistance from college, university, government or other agencies:As given in college proforma

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

33. Teaching methods adopted to improve student learning :

- Translation method
- Group discussion method.

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

Sri Binod Bihari Naik is also the Co-ordinator ,IGNOU Cell of theBamra Trust Fund College

35. SWOC analysis of the department and Future plans

Strength :

- Co-ordination and co-operation among the faculty and the departments.
- Well equipped infrastructure facility provided to the department by the college .
- Healthy atmosphere

Weaknesses :

- No research centre to undertake research activities by the department.
- Lack of well furnished departmental room as it deals with practical classes.

Opportunities :

- Good communication facilities available to the institution.
- To prepare the students to get good jobs in the job market through on campus and off campus recruitments

Challenges :

- Professional Courses.
- Preparing the students for competitive examinations at central and state level.

Future Plans:

Preparation will be made to realize the goal of the institution.

XXX

DEPARTMENTAL PROFILE

Odia

1. Name of the department : Odia
2. Year of Establishment : 1989
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., others.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: NIL
5. Annual/ semester/choice based credit system (programme wise) :
Semester System U. G. and P. G (CBCS)
6. Participation of the department in the courses offered by other departments
Nil
7. Courses in collaboration with other universities, industries, foreign institutions
Nil
8. Details of courses/programmes discontinued (if any) with reasons
Nil
9. Number of teaching posts

| Name of the Post | Sanctioned | Filled |
|------------------|------------|--------|
| Lecturer | 2 | 2 |

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

| Name | Qualification | Designation | Specialisation | No. of Years of Experience |
|----------------|---------------|-------------|----------------|----------------------------|
| Sri H.C.Prusty | MA, MPhil | Lecturer | Modern Poetry | 30 |
| Sri D.Chand | MA | Lecturer | Ancient Poetry | 25 |

11. List of senior visiting faculty:
NIL

12. Student -Teacher Ratio (programme wise):

| Year | Class | Basic | Ratio | Elective | Ratio |
|---------|---------------|-------|-------|----------|-------|
| 2011-12 | +3First Year | 12 | 12:2 | 17 | 17:2 |
| | +3Second Year | 11 | 11:2 | 11 | 11:2 |
| | +3Final Year | - | | 11 | 11:2 |
| 2012-13 | +3First Year | 26 | 26:2 | 32 | 32:2 |
| | +3Second Year | 12 | 12:2 | 16 | 16:2 |
| | +3Final Year | - | | 14 | 14:2 |
| 2013-14 | +3First Year | 34 | 34:2 | 29 | 29:2 |
| | +3Second Year | 26 | 26:2 | 21 | 21:2 |
| | +3Final Year | - | | 28 | 28:2 |
| 2014-15 | +3First Year | 39 | 39:2 | 21 | 21:2 |
| | +3Second Year | 34 | 34:2 | 16 | 16:2 |
| | +3Final Year | - | | 31 | 31:2 |

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL

15. Number of faculty with ongoing projects from a) National b) International

funding agencies and grants received :Nil

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, others. and total grants received :Nil

17. Research Centre /facility recognized by the University: NIL

19. Publications:NIL

| Sl.No. | Name of the Teacher | No.of Papers | Book Edited | Book with ISBN | Book Without ISBN | Journal With ISBN | Journal With out ISBN | ISBN No. |
|--------|---------------------|--------------|-------------|----------------|-------------------|-------------------|-----------------------|----------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

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 :

- State Level Committee:
- National committees:Nil
- International Committees:Nil
- Editorial Boards....

22. Student projects :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 and the source of funding:Nil

26. Student profile programme/course wise: As per college Proforma

27. Diversity of Students :

| Name of the Course | %ofStudents of the same state | %of Students fromOther State | %of Students from Abroad |
|------------------------|-------------------------------|------------------------------|--------------------------|
| +3Arts (I,II&IIIyears) | | | |

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?

- As mentioned in college proforma

29. Student progression :Satisfactory

30.D etails of Infrastructural facilities:As provided by college management

31. Number of students receiving financial assistance from college, university, government or other agencies:As given in college proforma

31. Number of students receiving financial assistance from college, university, government or other agencies: As given in college proforma

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

33. Teaching methods adopted to improve student learning :

- Lecture method.
- Group discussion method.

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

Invited as chief speaker, chief guest in various programme

35. SWOC analysis of the department and Future plans

Strength :

- Co-ordination and co-operation among the faculty and the departments.
- Active participation of faculty members in research activities.
- Well equipped infrastructure facility provided to the department by the college .
- Consistently 80 % result.

Weaknesses :

- No research centre to undertake research activities by the department.

Opportunities :

- To prepare the students undertake the competitive examinations .
- To prepare the students to get good jobs in the job market through on campus and off campus recruitments

Challenges :

- Professional Courses.
- Preparing the students for competitive examinations at central and state level.

XXX

DEPARTMENTAL PROFILE

English

1. Name of the department : English
2. Year of Establishment : 1989
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., others.) : 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: Nil
8. Details of courses/programmes discontinued (if any) with reasons: Nil
9. Number of teaching posts

| Name of the Post | Sanctioned | Filled |
|------------------|------------|--------|
| Lecturer | 2 | 2 |

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

| Name | Qualification | Designation | Specialisation | No. of Years of Experience |
|---------------|---------------|-------------|------------------------|----------------------------|
| Sri D.D.Patel | MA | Lecturer | American Literature | 30 |
| Mrs Lily Dash | MA | Lecturer | Comparative Literature | 18 |

11. List of senior visiting faculty:
NIL

12. Student -Teacher Ratio (programme wise):

| Year | Class | Basic | Ratio |
|---------|---------------|-------|-------|
| 2011-12 | +3First Year | 127 | 127:2 |
| | +3Second Year | 120 | 120:2 |
| | +3Final Year | 76 | 76:2 |
| 2012-13 | +3First Year | 132 | 132:2 |
| | +3Second Year | 127 | 127:2 |
| | +3Final Year | 120 | 120:2 |
| 2013-14 | +3First Year | 134 | 134:2 |
| | +3Second Year | 131 | 131:2 |
| | +3Final Year | 125 | 125:2 |
| 2014-15 | +3First Year | 125 | 125:2 |
| | +3Second Year | 134 | 134:2 |
| | +3Final Year | 131 | 131:2 |

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

16. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, others.

and total grants received :Nil

17. Research Centre /facility recognized by the University: NIL

19. Publications:

| Sl.No. | Name of the Teacher | No.of Papers | Book Edited | Book with ISBN | Book Without ISBN | Journal With ISBN | Journal With out ISBN | ISBN No. |
|--------|---------------------|--------------|-------------|----------------|-------------------|-------------------|-----------------------|----------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

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 :

- State Level Committee:
- National committees:Nil
- International Committees:Nil
- Editorial Boards....

22. Student projects :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 and the source of funding:Nil

26. Student profile programme/course wise:As in College Proforma

27. Diversity of Students :

| Name of the Course | %ofStudents of the same state | %of Students fromOther State | %of Students from Abroad |
|------------------------|-------------------------------|------------------------------|--------------------------|
| +3Arts (I,II&IIIyears) | 100 | NIL | NIL |

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, others. ?NA

29. Student progression :As mentioned in College Proforma

30. Details of Infrastructural facilities:As provided by college management

31. Number of students receiving financial assistance from college, university, government or other agencies:As given in college proforma

31. Number of students receiving financial assistance from college, university, government or other agencies: As given in college proforma

32. Details on student enrichment programmes (special lectures / workshops /

seminar) with external experts :Nil

33. Teaching methods adopted to improve student learning :

- Translation method has been adopted for better understanding of students along with lecture method.

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

Invited as chief guest and chief speaker in various Programmes .

35. SWOC analysis of the department and Future plans

Strength :

The willingness of the students to learn and grow is our major strength. It is backed by proper guidance and inspiration from the faculty members, availability of study materials in the library, health academic atmosphere and the growth of career consciousness among the students.

Weaknesses :

Non-Opening of honours subject, lack of study tours and excursions, lack of audio-visual aids are some of our weakness.

Opportunities :

Domination of the tribal students and the edge of the tribal students in career building, special emphasis of the government for the tribal areas, good road and railway communication are the opportunities for the institution. The emergency of the girl students and their appreciable success percentage is yet another opportunities.

Challenges :

Lack of funding, inadequate infrastructure, inadequacy of text and reference books, lack of awareness of the students in keeping with the latest developments are few challenges.

Future Plans:

The removal of the hurdles in the way of the successes of students and the growth of the institutions is to be tackled in gradual steps with some short term and long term plans.

XXX

Certificate of Compliance

(Affiliated/Constituent/ Autonomous Colleges and Recognized Institutions)

This is to certify that Bamra T. F. 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)
Bamra Trust Fund College
Bamara

Bamra Trust Fund College, Bamra

From :
Principal
Bamra T.F. College
At/P.O.- Bamra - 768221
Dist.- Sambalpur (Odisha)



Ph./Fax/Off :: (06642) 229280
Wrb : bamracollege.org.in
e-mail : prinbamratfcollege@gmail.com
S.E.Rly. : Bamra

Registered under the Societies Regd. Act. XXI of 1860
No. SBL No. 542-126 of 1984-1985

Our Ref.

Your Ref.

Declaration of the Head of the Institution Date

I certify that the data included in the Self study Report are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion , and no part thereof has been outsourced .

I am aware that the peer team will validate the information provided in the SSR during the peer team visit .

Principal
Bamra Trust Fund College, Bamra
Bamra



ANNEXURES

Annexure-I

UG Affiliation Certificate(PDF Copy Original)

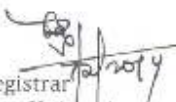
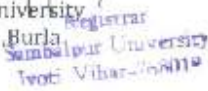
SAMBALPUR UNIVERSITY

Dt: _____

TO WHOM IT MAY CONCERN

This is to certify that Bamra Trust Fund College ,Bamra , Sambalpur is affiliated to the Sambalpur University since 1989 and recognized by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval,

| Sl No | Name of the Course(s) and Duration | Affiliation | Period of Validity for the year(s) |
|-------|---|-------------|------------------------------------|
| 1. | THREE YEAR B.A. Courses: Hons:(History,Pol.Sc, Eng) :16 Seats Each English, MIL(O) , Economics , History, Pol.Sc, Education and Odia :128 Seats Each | Permanent | |


 Registrar
 Sambalpur University
 Jyoti Vihar, Burla


Annexure-II

UGC Certificate on 2(F)&12(B) PDF Copy Original

Received Dt 9/12/2011
 9/12/2011
 Sri S.K. Sekhar Deo
 Sri R.C. Sharma
 Do Top Priority
 9/12/2011

Ph. 23236351, 23232701, 23237721
 23234116, 23235733, 23232317
 23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
 UGC Website: www.ugc.ac.in
 F. No. 8-465/2011 (CPP-I/C)

ज्ञान-विज्ञान विमुक्तये
 SPEED POST

विश्वविद्यालय अनुदान आयोग
 बहादुरशाह जफर मार्ग
 नई दिल्ली-110 002
 UNIVERSITY GRANTS COMMISSION
 BAHADURSHAH ZAFAR MARG
 NEW DELHI-110 002

No-1574
 09.12.2011
 November, 2011
 5 DEC 2011

The Registrar,
 Sambalpur University,
 Jyoti Vihar, Burla,
 Sambalpur,
Orissa – 768 019.

Sub: - Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter No. 775/11 dated 17.08.2011 received from the Principal, Bamra Trust Fund College, Bamra – 768 221, Dist. Sambalpur, (Orissa) on the above subject and to say that it is noted that the following college is **aided** and **permanently** affiliated to **Sambalpur University**. I am further to say that the name of the following College has been included in the list of colleges prepared under Section 2 (f) & 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 |
|---|-----------------------|---|
| Bamra Trust Fund College, Bamra – 768 221, Dist. Sambalpur, (Orissa). | 1989 | The college is eligible to receive Central assistance in terms of the 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,
 (Shashi Bala Arora)
 Under Secretary

Copy to:-

1. The Principal, Bamra Trust Fund College, Bamra – 768 221, Dist. Sambalpur, (Orissa).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhavan, New Delhi – 110 001.
3. The Secretary, Higher Education Department, Govt. of Orissa, Orissa Secretariat, Bhubneshwar – 751 001, (Orissa).
4. Joint Secretary, UGC, Eastern Regional Office (ERO), LB-8 Sector-III, Kolkata - 700 091, (West Bengal).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section), U.G.C., New Delhi
7. All Sections, U.G.C., New Delhi
8. Guard file.

(Sunita Gulati)
 Section Officer

Annexure-III

UGC -IQAC Grant Certificate(PDF Copy Original)

14/03/2014
14/03/2014
12/5/14
nb 193/14
12/5/14

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: **Bamra Trust Fund College**
ID No. **OS2-081**
S. No. **220490**
Orissa 768221
Sambalpur

(Under University)

2. Sanction number and date: F. **IQAC-O-153/13-14** 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 : **Punjab National Bank, Gobindpur, Bamra**
(b) Account No.: **7385000100005711**
(c) Type of Account: **(SB/Current/Cash Credit)**
(d) IFSC Code: **PUNB0738500**
(e) MICR Code Branch:
(f) Whether bank branch is RTGS or NEFT enable : **RTGS/NEFT/Both**
(g) Name & address of Account Holder: **Principal,**
Bamra Trust Fund College
Bamra, Sambalpur
Orissa 768221

Received a sum of Rs. **300000**
Rupees **Three lakh only**
being the amount sanctioned vide sanction No. F. **IQAC-O-153/13-14** Dated **19-Mar-14**
(Copy enclosed) for disbursement to the Principal,
Bamra Trust Fund 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

All communications are to be addressed to the Joint Secretary by designation and not by name



BY SPEED POST

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone : (033) 2335 4767
Fax : (033) 2335 0586
E-mail : ugcer_o_kolkata@yahoo.in

March, 2014

No: F.IQAC-O-153/13-14(ERO)
✓ The Accounts Officer
Eastern Regional Office,
University Grants Commission,
Kolkata.

Sub: Release of Grant under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period.

Sir/Madam,

The UGC Head Office orders No.F.6-2/2014(IQAC)/ERO/RO dated 13.03.2014. The Commission has decided to release of grants under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period Accordingly, I am directed to convey the approval of Chairman, UGC to allocate and sanction of **Rs.3,00,000/-** to Bamra Trust Fund College, Bamra, Sambalpur, Orissa-768221 for the XII Plan period as detailed below

| Sl No. | Purpose of grant (Head of Account 4(xvi)) | Amount allocated (Rs.) | Grant already sanctioned | Grant now being sanctioned | Total Grant | Balance grant |
|----------|--|------------------------|--------------------------|----------------------------|-------------|---------------|
| A | Capital Head-35 | | | | | |
| 1. | Office Equipment | 60,000/- | | | | |
| | Total:A | 60000/- | | | | |
| B | General Head-31 | | | | | |
| 1. | Honorarium to the Director/Coordinator, IQAC @Rs.1000 X 12 X 5 | 60,000/- | | | | |
| 2. | Hiring Services for Secretarial & Technical Services | 60,000/- | | | | |
| 3. | ICTs Communication expenses | 70,000/- | | | | |
| 4. | Contingencies | 50,000/- | | | | |
| | Total:B | 2,40,000/- | | | | |
| | Grand Total:A+B | 3,00,000/- | Nil | 3,00,000/- | | |

2. The sanctioned amount is debit to Head of Account as detailed below.

| Amount sanctioned (Rs.) | For General (77.5%) (Rs.) | For SC 15% (Rs.) | For ST 7.5% (Rs.) |
|-------------------------|---------------------------|------------------|-------------------|
| 3,00,000/- | 232500/- | 45000/- | 22500/- |

3. The sanctioned amount is debit to 4(xvi) and is valid for payment during the financial year 2013-2014 only.

4. The XIIth plan guidelines available in the UGC website www.ugc.ac.in may be referred by the college for the composition of the committee, function and follow-up actions of IQAC. The college shall incur expenditure on items as given in the guidelines.

5. The amount of the grant shall be drawn by the Accounts Officer, UGC, ERO, Kolkata (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 detail

(a) Details (Name & Address) of Account Holder:

Principal,

(b) Account No.: 7385000100005711

(c) Name & Address of Branch: Punjab National Bank, Gobindpur, Bamra

(d) MICR Code of Branch:

(e) IFSC Code: PUNB0738500

(f) Type of Account: SB/Current/Cash Credit.

6. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the College/Institution.

7. The University/College shall maintain proper accounts of the expenditure out of the grants which shall be utilized only on approved items of expenditure and ensure proper labeling of the items purchased.

8. 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

9. have their own approved manuals of financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
10. The Utilization Certificate to the effect that the grant has been utilized 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. Balance grant will be released only on receipt of audit UC and Statement of Expenditure etc., signed by the Chartered Accountant.
11. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission and should, at any time the College ceased to function, such assets shall revert to the University Grants Commission.
12. The University/College/Institute shall maintain a Register of Assets acquired wholly or substantially out of the Grants in the prescribed form.
13. The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanctioned/paid. In case of non-Utilization/part utilization, or mis-utilization of grants sanctioned by the Commission for the purpose for which these were approved and in accordance with the terms and conditions of the approval or does not furnish the required documents or is disaffiliated from the University the entire amount paid by the Commission shall be refunded by the College with **simple interest @ 10% per annum** as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Government of India will be charged.
14. **The grants should not be used for Self-Financing/Unaided Courses.**
15. It may be noted that the accounts of the grant-in-aid institution shall be subject to inspection by Officers of the ERO, UGC, Kolkata.
16. **The interest earned by the University/College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institution.**
17. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.)] in teaching and non-teaching posts.
18. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.
19. The sanction issues in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No.10-11/12(Admn.IA&B)] dated 28/5/2013.
20. The University/Institutions shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutes, 2009.
21. **The University/Institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).**
22. The accounts of the University/Institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
23. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
24. Funds to the extent of Rs. _____ are available under the scheme.
25. This issue with the concurrence of UGC vide Diary No. 346 (UGC) dated 18.03.2014
26. This issue with the approval of _____ vide Diary No. _____ dated _____

Yours faithfully,


(Dr. Mohammad. Arif)
Joint Secretary

Copy forwarded for information and necessary action to:

1. Principal, Bamra Trust Fund College, Bamra, Sambalpur, Orissa-768221
2. He/She is requested to abide by these instructions/Guidelines of sanction order
3. Registrar/ Director, Co-ordinator, College Development Council, Sambalpur University
4. Auditor General, Govt. of Orissa
5. The Secretary, Higher Education, Govt. of Orissa
6. The Director of Public Instructions (Higher Education) Govt. of Orissa

(Avtar Singh)
Under Secretary

Annexure IV Audit Report

AUDIT REPORT
 06-03-2014


PARA: 5 DETAILS OF CLOSING BALANCE AS PER BANK PASS BOOKS & CASH BOOK BANK BALANCE FIGURE

T.F. College, Bamra - 2008-09

| S/no | Name of the Bank | A/C No. | Closing Balance Date As on (dd/mm/yyyy) | Closing Balance in Pass Book(In Rs:) (A) | Closing Balance in Bank Date Cash Book (dd/mm/yyyy) | Closing Balance in Bank as mentioned in Cash Book(In Rs:) (B) | Difference(In Rs:)(A-B) | Remarks |
|--------------------|------------------|-------------|---|--|---|---|-------------------------|------------|
| 1 | SBI BAMRA | 11487331481 | 31-03-2009 | 12978.73 | 31-03-2009 | 12978.73 | 0.00 | Reconciled |
| 2 | SBI BAMRA | 11487331470 | 31-03-2009 | 21893.88 | 31-03-2009 | 21893.88 | 0.00 | Reconciled |
| 3 | SBI BAMRA | 11487331458 | 31-03-2009 | 1478550.85 | 31-03-2009 | 1461526.85 | 17024.00 | Reconciled |
| 4 | SBI BAMRA | 11487331469 | 31-03-2009 | 267078.90 | 31-03-2009 | 267078.90 | 0.00 | Reconciled |
| 5 | SBI KUCHINDA | 11500956806 | 31-03-2009 | 2363955.66 | 31-03-2009 | 2363955.66 | 0.00 | Reconciled |
| 6 | SDCCB BAMRA | 355 | 31-03-2009 | 144.00 | 31-03-2009 | 144.00 | 0.00 | Reconciled |
| GRAND TOTAL | | | | 4144602.02 | | 4127578.02 | 17024.00 | |

T.F. College, Bamra - 2007-08

| S/no | Name of the Bank | A/C No. | Closing Balance Date As on (dd/mm/yyyy) | Closing Balance in Pass Book(In Rs:) (A) | Closing Balance in Bank Date Cash Book (dd/mm/yyyy) | Closing Balance in Bank as mentioned in Cash Book(In Rs:) (B) | Difference(In Rs:)(A-B) | Remarks |
|--------------------|------------------|-------------|---|--|---|---|-------------------------|------------|
| 7 | SBI BAMRA | 11487331481 | 31-03-2008 | 8189.73 | 31-03-2008 | 8189.73 | 0.00 | Reconciled |
| 8 | SBI BAMRA | 11487331470 | 31-03-2008 | 2722.88 | 31-03-2008 | 2722.88 | 0.00 | Reconciled |
| 9 | SBI BAMRA | 11487331458 | 31-03-2008 | 1315652.85 | 31-03-2008 | 1315652.85 | 0.00 | Reconciled |
| 10 | SBI BAMRA | 11487331469 | 31-03-2008 | 234288.90 | 31-03-2008 | 234288.90 | 0.00 | Reconciled |
| 11 | SBI KUCHINDA | 11500956806 | 31-03-2008 | 509208.66 | 31-03-2008 | 509208.66 | 0.00 | Reconciled |
| 12 | SDCCB BAMRA | 355 | 31-03-2008 | 144.00 | 31-03-2008 | 144.00 | 0.00 | Reconciled |
| GRAND TOTAL | | | | 2070207.02 | | 2070207.02 | 0.00 | |


T.F. College, Bamra - 2006-07


| S/no | Name of the Bank | A/C No. | Closing Balance Date As on (dd/mm/yyyy) | Closing Balance in Pass Book(In Rs:) (A) | Closing Balance in Bank Date Cash Book (dd/mm/yyyy) | Closing Balance in Bank as mentioned in Cash Book(In Rs:) (B) | Difference(In Rs:)(A-B) | Remarks |
|--------------------|------------------|-------------|---|--|---|---|-------------------------|------------|
| 13 | SBI BAMRA | 11487331481 | 31-03-2007 | 6981.19 | 31-03-2007 | 6981.19 | 0.00 | Reconciled |
| 14 | SBI BAMRA | 11487331470 | 31-03-2007 | 10106.58 | 31-03-2007 | 10106.58 | 0.00 | Reconciled |
| 15 | SBI BAMRA | 11487331458 | 31-03-2007 | 711874.95 | 31-03-2007 | 711874.95 | 0.00 | Reconciled |
| 16 | SBI BAMRA | 11487331469 | 31-03-2007 | 137347.12 | 31-03-2007 | 137347.12 | 0.00 | Reconciled |
| 17 | SBI KUCHINDA | 11500956806 | 31-03-2007 | 547257.19 | 31-03-2007 | 547257.19 | 0.00 | Reconciled |
| 18 | SDCCB BAMRA | 355 | 31-03-2007 | 144.00 | 31-03-2007 | 144.00 | 0.00 | Reconciled |
| GRAND TOTAL | | | | 1413711.03 | | 1413711.03 | 0.00 | |

Reconciliation

| |
|---|
| Bank Reconciliation Statement as on 31st March 2009 |
| Bank Account No. 11487331458 |
| Name of the Bank - State Bank of India |
| Name of the Bank Branch - Bamra |

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| | | |
|---|----------|------------|
|  AUDIT REPORT 06-03-2014 | | |
| Balance as per Pass Book as on <u>31st March 2009</u> | | 1478550.9 |
| Less : | | |
| Cheques issued but presented for clearance till 31st March 2009 | | |
| Cheque No. 935867 Dtd. 18/03/2009 issued to M/s Scientific Supplies, Sambalpur but encashed on 07/04/2009 | 10764.00 | |
| Cheque No. 935872 Dtd. 30/03/2009 issued to M/s Mohanty Printers, Kuchinda but encashed on 07/05/2009 | 6260.00 | 17024.00 |
| Balance as per Cash Book as on <u>31st March 2009</u> | | 1461526.85 |


AUDIT REPORT
 06-03-2014

PARA: 4 FINANCIAL POSITION

T.F. College. Bamra - 2008-09

| Sino | Name of the Cash Book | OB as on Date | Opening Balance(In Rs.) | Receipt during the Year under Audit(In Rs.) | Total(In Rs.) | Expenditure during the Year under Audit(In Rs.) | Closing Balance as per Audit (DD MM YYYY) | Closing Balance(In Rs.) (AUDIT) | Closing Balance as per (DD MM YYYY) Cash Book | Closing Balance(In Rs.) (CAS H BOOK) | Difference (In Rs.) | Remarks |
|------|-----------------------|---------------|-------------------------|---|---------------|---|---|---------------------------------|---|--------------------------------------|---------------------|--|
| 1 | GENERAL CASH BOOK | 01-04-2008 | 2070207.02 | 8740436.00 | 10810643.02 | 6683009.00 | 31-03-2009 | 4127634.02 | 31-03-2009 | 4127634.02 | 0.00 | Cash in Hand - Rs. 56. Cash at Bank - Rs. 4127578.02 |
| | GRAND TOTAL | | 2070207.02 | 8740436.00 | 10810643.02 | 6683009.00 | | 4127634.02 | | 4127634.02 | 0.00 | |

T.F. College. Bamra - 2007-08

| Sino | Name of the Cash Book | OB as on Date | Opening Balance(In Rs.) | Receipt during the Year under Audit(In Rs.) | Total(In Rs.) | Expenditure during the Year under Audit(In Rs.) | Closing Balance as per Audit (DD MM YYYY) | Closing Balance(In Rs.) (AUDIT) | Closing Balance as per (DD MM YYYY) Cash Book | Closing Balance(In Rs.) (CAS H BOOK) | Difference (In Rs.) | Remarks |
|------|-----------------------|---------------|-------------------------|---|---------------|---|---|---------------------------------|---|--------------------------------------|---------------------|---|
| 1 | GENERAL CASH BOOK | 01-04-2007 | 1413711.03 | 6430744.99 | 7844456.02 | 5774249.00 | 31-03-2008 | 2070207.02 | 31-03-2008 | 2070207.02 | 0.00 | Cash in hand - Nil. Cash at bank - Rs. 2070207.02 |
| | GRAND TOTAL | | 1413711.03 | 6430744.99 | 7844456.02 | 5774249.00 | | 2070207.02 | | 2070207.02 | 0.00 | |

T.F. College. Bamra - 2006-07

| Sino | Name of the Cash Book | OB as on Date | Opening Balance(In Rs.) | Receipt during the Year under Audit(In Rs.) | Total(In Rs.) | Expenditure during the Year under Audit(In Rs.) | Closing Balance as per Audit (DD MM YYYY) | Closing Balance(In Rs.) (AUDIT) | Closing Balance as per (DD MM YYYY) Cash Book | Closing Balance(In Rs.) (CAS H BOOK) | Difference (In Rs.) | Remarks |
|------|-----------------------|---------------|-------------------------|---|---------------|---|---|---------------------------------|---|--------------------------------------|---------------------|--|
| 1 | GENERAL CASH BOOK | 01-04-2006 | 504305.60 | 4379364.43 | 4883670.03 | 3469989.00 | 31-03-2007 | 1413681.03 | 31-03-2007 | 1413711.03 | -30.00 | Cash in Hand - Nil. Cash at bank - Rs. 1413711.03. Difference of Rs. 30 is due to totaling mistake of Rs. 20/- on 22/12/2006 and (-) Rs. 50/- on 02/02/2007. |
| | GRAND TOTAL | | 504305.60 | 4379364.43 | 4883670.03 | 3469989.00 | | 1413681.03 | | 1413711.03 | -30.00 | |

Comments
 Yearwise details of closing balance are as under


| | 31/03/2007 | 31/03/2008 | 31/03/2009 |
|--|------------|------------|------------|
| | | | |

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Annexure-V
Governing Body Registration Certificate

XIV- Form No. 100

1/




Certificate of Registration of Societies
ACT XXI OF 1860

SBL No. 542-12601 1984-1985

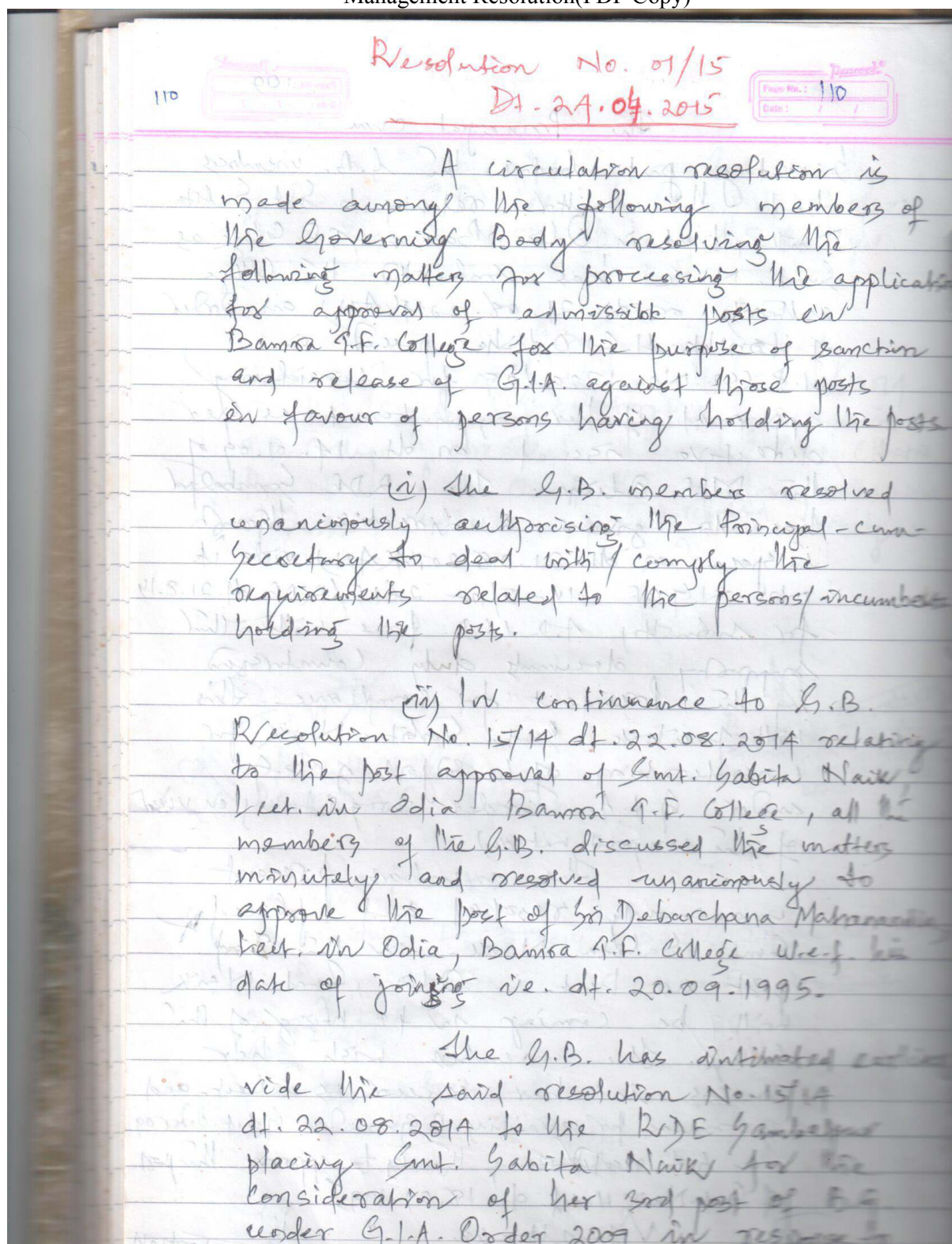
I hereby certify that Governing—
Body, Bamra Trust Fund College,
N.P.O. Bamra, P.S. Govindpur, Dist. Sambalpur.
has this day been registered under the Societies
Registration Act (No. XXI of 1860).

Given under my hand at Sambalpur
this 17th day of October
One thousand nine hundred and eighty four.



17/10/84
Addl-Registrar of Societies,
Sambalpur.

PRINCIPAL
BAMRA TRUST FUND COLLEGE
BAMRA

Annexure-VI
Management Resolution(PDF Copy)

on dt. 21.08.2014 (AM) vide its
No. NGCE-IV-5/12 2615/RDE dt. 21.08.2014.
The members resolved placing Smt. Nain
in 2nd post of 42 wing of the College and
recommended for her B.G. under G1A
order 2009 to RDE, Gambajpur.

Now, the G.B. resolved
placing Sri D. Mahamandya in the 2nd post
of 43 wing of the College, approving
his post since his D.O.J.
i.e. 20/09/1995. The G.B. also resolved to
approve the appointment of Sri Susil Rajapati as
"Sweeper" w.e.f. his D.O.J. dt. 01.10.2004.

Approved
President
Governing Body
Bamra Trust Fund College
Bamra
24/04/2015

Principal-cum-Secretary
Bamra Trust Fund College
BAMRA
24/04/2015

Members :-

1. Pradip Kumar Mishra →
2. Maitili Dandia
3. Sushanta Kumar Mishra
4. Shyam Chakraborty
5. 31241105
6. Ramesh ch. Sharma
7. Arati Choudhary
8. Nirmala Nayak
- 9.

31241105
14. Kishor

Annexure-VII
College Infrastructure 2014-15(Photographs)



College Pandal



College Garden



Front side of the College



Construction site of the college



Administrative Building



College Library&IGNOU Centre

Annexure-VIII
MAJOR ACTIVITIES 2013-14(Photographs)

| | |
|---|--|
|  |  |
| <p>Celebration of Shri Shri Ganesh Puja</p> | <p>Installation of College Board</p> |
|  |  |
| <p>Celebration of Gangadhar Jayanti</p> | <p>Inaguration of WII Magazine "Urmi"</p> |
|  |  |
| <p>Observation of Eco-club Programme</p> | <p>Farewell ceremony of sri R.C.Sharma Jr.Clerk</p> |

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