



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MATHAKARAGOLA DEGREE COLLEGE, MATHAKARAGOLA, DHENKANAL, ODISHA
• Name of the Head of the institution	PROF. CHITTARANJAN DASH
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06769276418
• Mobile No:	9438108899
• Registered e-mail	mathakaragolacollege@gmail.com
• Alternate e-mail	chittaranjandash67@gmail.com
• Address	AT/PO-MATHAKARAGOLA, PS- KAMAKHYANAGAR, DIST-DHENKANAL, ODISHA
• City/Town	KAMAKHYANAGAR
• State/UT	ODISHA
• Pin Code	759024
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	UTKAL UNIVERSITY, BHUBANESWAR				
• Name of the IQAC Coordinator	DR. KAILASH CHANDRA DAS				
• Phone No.	06769276420				
• Alternate phone No.	9348269295				
• Mobile	9583726319				
• IQAC e-mail address	mathakaragolacollege@gmail.com				
• Alternate e-mail address	kailashdas1973@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://mathakaragolacollege.in/iqac/">http://mathakaragolacollege.in/iqac/</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.20	2016	05/11/2016	04/12/2021
<b>6. Date of Establishment of IQAC</b>			22/05/2014		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
MATHAKARAGOLA COLLEGE, MATHAKARAGOLA, DHENKANAL	LABORATORY GRAND	STATE GOVERNMENT	2021 365	800000	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of			No File Uploaded		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Induction Programme for the students of Arts, Science &amp; Commerce has been organised by all respective departments to Welcome the freshers to the institution through virtual mode by using ZOOM platform.</p>		
<p>Corona Antigen Test was organised by IQAC in collaboration with CHC, Mathakaragola on Dt.12.02.2021 where 296 students and staff members participated in the process.</p>		
<p>Road Safety month was observed by IQAC in collaboration with NSS units of Mathakaragola College from Dt.18.01.2021 to Dt. 17.02.2021 where 150 number of students participated in a Road Rally reaching upto NH-53 to aware the bike riders, truck drivers and various motor vehicle drivers on the rules of the road and how to remain safety. Fit India week was observed on Dt.23, January, 2021 where IQAC made a significant contribution in organising various athelatic and sports competition among the students and staff members to spread the message of fitness and how to remain healthy.</p>		
<p>A National Webinar was organised by IQAC in collaboration with The Institute of Chartered Accounts of India on the topic "Impact of Covid-19 on Indian &amp; Global Economy" on Dt. 26.09.2020. A National Webinar was organised by the Dept. of Pol. Sc in collaboration with IQAC on the topic "Indias Response to Covid-19: A Soft Power Prospective on Dt. 10.12.2020". A National webinar was organised by the Dept. of Physics in collaboration with IQAC on the topic "Nano</p>		

Structure for Drugs Delivery Application" on Dt.26.12.2020. An International webinar was organised by the dept. of Zoology in collaboration with IQAC on the topic" Science in the Era of Infectious Disease" on Dt. 10.04.2021. A National Voters Day was observed to spread the message among the newly enrolled voters about importance of casting votes and its other aspects. A National webinar on the topic Students Research Engagement & Intellectual property Right Practicess was held on Dt.22.07.2021. A Career counselling programme was organised in collaboration with Khan Study Group (KSG, New Delhi) on the topic "Preparing Yourself for Academic Persuit Through Simple Method" on Dt. 12.08.2021.

With an initiative of IQAC, Distribution of Masks was done as the part of Covid vaccination awareness programme held on 15th April, 2021. Mo College Abhijan portal was lunched with a grand function held on 21st March, 2021. A Blood Donation camp was organised in collaboration with NSS, Mathakaragola College on 24th September, 2021 where 65 units of Blood collected.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>To organise various awareness programme with special reference to Covid-19 pandemic for the students &amp; Local inhabitants under the extension activities.</p>	<p>Keeping spread of Covid-19 pandemic in mind various awareness programmes were organised to make the people aware about Covid-19 pandemic and to make them alert to fight the pandemic by following essential guidelines. A Antigen test programme on Covid-19 was organised in collaboration with CHC, Mathakaragola on Dt. 12.02.2021 where 296 students &amp; staff members had gone through the process. Road Safety month was observed by IQAC in collaboration with NSS units of Mathakaragola College from Dt.18.01.2021 to Dt. 17.02.2021 where 150 number of students participated in a Road Rally reaching upto NH-53 to aware the bike riders, truck drivers and various motor vehicle drivers on the rules of the road and how to remain safety. Fit India week was observed on Dt.23, January, 2021 where IQAC made a significant contribution in organising various athelatic and sports competition among the students and staff members to spread the message of fitness and how to remain healthy. With an initiative of IQAC, Distribution of Masks was done as the part of Covid vaccination awareness programme held on 15th April, 2021. Mo College Abhijan portal was lunched with a grand function held on 21st March, 2021. A Blood Donation camp was organised in collaboration with NSS, Mathakaragola College on 24th September, 2021 where 65</p>

	units of Blood collected. A Swatchta Campaign was organised to give the knowledge to the villagers of Sabar Sahi, a village near by the institution.
To organise various webinars by different departments mostly on Intellectual property right impact of Covid-19 and other important issues.	A National Webinar was organised by IQAC in collaboration with The Institute of Chartered Accounts of India on the topic
Orienting the faculty members to take online classes and providing necessary knowledge on developing E-Content.	A training programme on online teaching and development of E-content was held in collaboration with People Link Unified Communication, Hyderabad on Dt.08.07.2020.
Encouraging more number of faculty members to take part in International and National level Seminars & Webinars to develop research culture and intellectual potential.	Total 32number of Teaching staff participated different international and national webinars on themes relating to Impact of Covid-19. Some of the webinars and themes may be mentioned here. 1. International Webinar on Virtual Learning; Challenges and Prospects in Higher Education organised by Management of Accountancy of Commerce College, Kokrajhar. 2. National webinar on Women Empowerment in India Issues & Challenges, Department of Pol Sc, Berhampur City College. 3. International webinar on
Organising Career counselling programme for the students	A Career counselling programme was organised in collaboration with Khan Study Group (KSG, New Delhi) on
Construction of Class Room	A 03 tired building for the purpose of class room has been constructed in this academic year and got completed on 31st March 2021.

<p>Involvement of more number of Alumnise to the fold of Mo College Abhijan as a step towards development of the institution.</p>	<p>Around 155 Alumnise got registered in Mo College Abhijan programme and the process is going on to multiply it. Intensive steps have been undertaken to motivate the alumnise to contribute for the growth of the institutions in whichever way it is possible.</p>
<p>To Organise Parents Teachers meet to strengthen the bond between parents and the institution.</p>	<p>03 number of parents teachers meeting was held on a virtual mode for different group of students. The first parents teacher meeting was held for +3 2nd year students on Dt.11th April 2020. The second meeting was for +3 3rd year students on Dt. 22nd July 2020 and third meeting took place on Dt 04th October 2020 respectively.</p>
<p>To enforce feedback mechanism for various stakeholders most importantly the students to know the effective implementation of online classes during Pandemic period and to evaluate its outcome.</p>	<p>Duly prepared feedback forms were circulated in different groups through online mode in google format and the response from the students end have been collected and evaluated in the IQAC meeting.</p>
<p>To organise &amp; regulate regular meeting for the proctors and mentors to remain connected with the students during the pandemic.</p>	<p>In this academic year 05 meeting for the proctors were organised under the chairmanship of Principal of Mathakaragola College on the month of April, May, June, July and August 2020.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>UGC</p>	<p>22/11/2020</p>

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	30/09/2020
Extended Profile	
1. Programme	
1.1	13
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	No File Uploaded
2. Student	
2.1	645
Number of students during the year	
File Description	Documents
Data Template	No File Uploaded
2.2	136
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	163
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3. Academic	
3.1	36



Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	20	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	No File Uploaded	
<b>4.Institution</b>		
4.1	60	
Total number of Classrooms and Seminar halls		
4.2	5000000	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	30	
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Our college is an affiliated institution of Utkal University, Vani Vihar, Bhubaneswar, Odisha. Hence curriculum planning is done by Utkal University by taking faculty members of our institution into considerations as board members of Board of Studies. Their expertise have been sought by the esteemed institution. So far implementation of curriculum is concerned & done at our level. As per the advice and instruction of the University different departments and teachers concern implement the curriculum and maintain lessonplan and progress register which is further supervised by the heads of the department and the Principal of the college. The documentation is being done on the attendance of the students to ensure regularity in the discourse of teaching-learning. All effort have been taken to carry out curriculum for the academic benefit of the students. The

well planned and documented process has been properly adhered to ensure effective curriculum delivery.

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

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

Our institution is an affiliated institution of Utkal University, Vani Vihar, Bhubaneswar, Odisha. Hence we adhere to the academic calendar as provided by esteemed university in every academic year. All activities including conduct of continuous internal evaluation have been undertaken in this academic year despite of the fact that the institution affected by Covid-19 pandemic. All reformative measures have been applied in conducting classes and evaluation process through digital mode. Our institution conduct Mid-term Internal Examinations for all semesters through virtual mode to ensure continuous internal evaluation system in this academic year as per the guidelines setup by Controller of Examination, Utkal University, Vani Vihar, Bhubaneswar. The students of end semester were given project work on different themes and essential steps were followed to have the presentation of the project papers through digital mode via Google Meet & Zoom App platforms.

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

**1.1.3 - Teachers of the Institution participate in D. Any 1 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the**

## affiliating University

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

## 1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

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

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

Nil

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

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

## 1.3 - Curriculum Enrichment

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

### Activities Duration From To

1. Vigilance Awareness Week was observed and awareness pledge under taken through 26.10.2020 01.11.2020

onlinemode along with DEbate and Essay Competition was organised among the students

on the issue of corruption free india through digital mode.

2. A webinar was organised on Value Education & Professional Ethics 12.12.2020 12.12.2020

3. An extemper was organised among the students through online mode on the

topic "Gender Discrimination & Steps to Overcome" 10.01.02021 10.01.2021

4. A talk was arranged for the students on Human values where Mj. Prabhat Kumar Dash 27.01.2021 27.01.2021

Enlightendthe students on the theme.

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

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

13

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

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

225

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

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students  
Teachers Employers Alumni

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

352

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

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

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

172

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

## 2.2 - Catering to Student Diversity

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

In this academic year the institution took some measures to assess the learning level of the students through digital platform because of the prevalent situation of Covid-19 pandemic. All concerned departments were given responsibility to form proctorial group and mentoring system by reaching the students through virtual mode to meet the objective instructions of advanced learners and slow learners. In certain cases the concerned proctors took initiative of reaching at the proctorial group's village to find out the problems relating to study and socio economic conditions of the students. After proper analysis of the problems faced by the students the proctors tried effectively to solve them. During this Covid-19 Pandemic situation the institution organised some special programmes through virtual mode to provide proper instructions about how to go about their study namely the slow learners.

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

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

Number of Students	Number of Teachers
645	38

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

Due to Covid-19 pandemic in this academic year the students centric methods have been followed but through online mode. Different digital platforms like Google Meet, Zoom App, sharing materials through Whatsapp, deviding students in to different groups, providing E-Question papers to solve, synchronising the students to get involved in group discussions on various important issues have been done effectively witnessing good outcome. To enhance learning experience the institution effectively followed students centric methods through virtual mode where most of the students were encouraged to join. It is pertinent to mention that whenever the situation found to be convenient the offline system of interaction was followed to enrich the students in their instructional objectives.

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

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

In our institutional Teaching and learning process use of ICT tools and E-recourcess have become indespensible in coping up with the changing system of education. Out of 38 teachers 25 are using ICT that is LMS and E-resources. We have 06 number of ICT tools and 11 ICT enabled class rooms and 04 smart class rooms which enable the academic mechanism to follow effective teaching learning process. In order to equip the teachers involved in this process we hold 02 orientation programmes not only on how to use ICT but also providing adequate information about how to take effective teaching learning process through virtual mode keeping the Covid-19 pandemic in mind.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil



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

#### 2.3.3.1 - Number of mentors

38

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

### 2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

03

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

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

#### 2.4.3.1 - Total experience of full-time teachers

32

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The mechanism of internal assessment has been set up by the institution in conformity with Utkal University, Bhubaneswar as ours is an affiliated institution to Utkal university. In all semester examinations we adopt a very healthy, strong and vigorous assessment process as per the guidelines set up by Controller of Examinations, Utkal University. Before the commencement of End semester examinations we hold Mid term Internal Examinations and the performance of the students at the same count for the final semester exam. In this academic year due to spread of Covid-19 pandemic online examinations were held and the evaluation of the answer scripts was done through online mode. Besides the mid term internal examinations monthly class test system has been followed and the students are encouraged to write their project on different important issues in every alternative 3 months which ultimately give them idea to write the project papers in end semester examinations.

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

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

The institution has got an effective examination cell to conduct the internal examination and any grievances related to that has been solved by the examination team. In this academic year since we

conduct all online examinations there are some issues relating to network and in solving that the students were allowed to appear offline examinations with strict adherence to Covid-19 pandemic guidelines. All the examinations both internal and external were conducted with utmost transparency and within the stipulated time. To hold internal examinations the question pattern as provided by the university is followed by the institution. The students are given due instruction before the examination and all the transparency is maintained during the course of examination.

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

## 2.6 - Student Performance and Learning Outcomes

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

The Programme and course outcome has been widely published for the students to make them aware through notice board and institutional website. In this academic year of 03 programmes a total number of 183 students appeared the university examination and 159 students got success of which 47 got distinction in different honours subjects. 03 students came in the merit list of the university examination earning position 2nd in Education, 04th in English and 5th in Philosophy. The meritorious students were felicitated and their performance got published in different local dailies and social media making various stake holders aware of their achievements and about programmes offered by our institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

After the publication of the result for the End Semester for the year 2020-21 the outcome of course and programme were evaluated by the institutions. In this academic year in Arts-91 students appeared

the exam of which 86-passed & 54 students got 1st class with Distinction and 05 Students couldnot make it. All the honours subject performed well like Economics- 13 pass out of 15, History-23 pass out of 23, English-01 out of 01, Education-20 pass out of 20, Philosophy-04 pass out of 08, pol.Sc- 11 pass out of 11 and Odia-13 pass out of 13 appear. In Commerce a total number of 31 students appear and 19 could get through. In Science 51 students appeared in total of which 14 appeared inPhysics honours and 14 passed, 11 in Chemistry 11 pass, 14 appeared in Mathematics honours and 14 pass, 04 appeared and 04 pass, Zoology 08 appeared and 08 pass. In total 36 students got 1st class with distctiction in the university examination. After proper eveluation it has been suggested to improve the standard of the students by applying different methods of teachinglearning. The commerce faculty members have been instructed by the authority to do the needfull.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

163

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

### 2.7 - Student Satisfaction Survey

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

<http://mathakaragolacollege.in/wp-content/uploads/2021/02/student->

[satisfaction-survey.pdf](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

800000

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

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

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

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

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

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

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.2 - Research Publications and Awards

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

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

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

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

02

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The institution under the banner of NSS, YRC and BS&G under took various activities in the neighborhood community to sensitise the community people on different issues like cleanness, AIDS,

**Covid-19 and some other infectious disease during this year in strict adherence to Covid-19 guidelines.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

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

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

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

20

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

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

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

250

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

**3.4 - Collaboration**

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

03

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

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

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

03



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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate classrooms for teaching learning process. There are 60 rooms which includes 05 laboratories for science and 01 computer lab having 30 number of computers. There is separate toilets for the girls and boys students, well equiped staff common rooms, separate and independent honours rooms, library, reading room , conference hall , canteen and rooms in administratative building. However the available infrastructure adequately sufficing the teaching learning needs for the students and teachers. Recently a new building 03 tire building has been constructed and used for class room purpose. The college has separate rooms for NSS, YRC, BSG & an independent room has been allowed for sports section. The SAMS functions independently having all required facilities with necessary computers. There are 05 well furnished laboratories for Science stream with advanced equipments to provide best oppertunity for the students. The computer lab with 30 number of computers having internet connections is kept open for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mathakaragolacollege.in/">http://mathakaragolacollege.in/</a>

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

Our institution has got a cultural pendal for holding cultural

activities, there is 01 gymnasium having some advanced instruments. The institution has got 01 yoga centre and 01 hall for indoor games. We have a big play ground to conduct different sports & games in outdoor. The institution has different sections viz cultural committee to ensure happening of cultural activities and for which the institution has created a good name in the field of sports in university and national level. To hold cultural activities the cultural hall has got the facility of PA system with other electronics opportunities. There is a regular yoga practice in our institution with a yoga teacher that makes the students and faculties to get involved in such activities.

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

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

05

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

20

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

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

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

2968625

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

## 4.2 - Library as a Learning Resource

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

The library is automated since 2016 through integrated library management system (ILMS) with the software SEESPL partially. This is regularly updated and being kept for easy accessibility of the students.

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

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

B. Any 3 of the above

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

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

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

1,00742.00

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

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

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

22 & 10

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The IT facilities available in the institutions got updated frequently by the IT experts every year. In this year the computers , CCTV, Keyan projector and other projectors were updated. Due to Covid pandemic students attended online classes through Google Meet, Zoom App and other E- platforms have been updated to make the process convinient for meeting the academic need of the students.

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

##### 4.3.2 - Number of Computers

30

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

#### 4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

2968625

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

Maintenance and Utilizing physical academic and support facilities need proper procedure and policies. Policies and procedures are inalienable part of every institution. Our Institution has been taking constructive measures for maintaining utilizing physical, academic, Sport facilities, laboratory, library, Computers through proper procedure and policies. The College has its own laboratory facility which is maintained by the respective department regularly.

The college has 60 class rooms with proper electric facilities and has been maintained by the college administration. The college has 30 numbers of computers with internet facilities and regular attention being given for maintaining and upgrading the machine. Our institution has a library which extends its facilities for teaching staffs and student communities. There is a regular purchase of books from college developmental fund to strengthen the library is also done with automation so far the undergraduate course is concerned. Library is kept open during the college hours and accession register, stock registers, issue registers are maintained meticulously under the guidance of Librarian and other staff members. There is a well furnished study room for faculty members as well as for the students providing access to periodicals, journals and various news papers. The study room also empowered with various competitive based materials for the students. There is a separate register for the staff members which records numbers of staff members visit the library and use the books. The college has got a computer lab with 30 computers which are kept open for students to get access to study materials. The college is also a part of online admission process under student academic management system (SAMS) of Government of Odisha. The college has got a very good sports field where regular inter college sports activities take place providing ample opportunity to quite a good number of students of the college to get represented at University level and National level games. In the year 2020 the college has not received any financial assistant. There are 6 class rooms with LCD projector facilities to take digital class and all these classes have been maintained by college authority on a regular basis. The college is also having a conference hall where various activities are organized by different departments. The hall is equipped with advanced sound system. The college is having Anti Women's harassment shell which hold regular meeting to spread information among the girls students making them aware in this regards.

The maintenance of Physical as well as academic infrastructure is done on a regular basis in accordance with the established system and procedures. The College ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the College as per the requirements in the interest of students.

- Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.
- Maintenance of laboratories are as follows:
  - The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner

enterprises. • **Library:** - The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library Committee and Principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. • **Sports:** - Regarding the maintenance of sports equipment the College sports in charge is deputed. • **Computers:** - Centralized computer laboratory established to enrich the students. Software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements. Internet Enabled campus. Open access journals facilities are available. • **Classrooms:** - 1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and fixtures. 2. Administrative officers will take in charge for student's academic requirements. Additionally, there is Lab. Instructors in every department, who maintains the stock register by physically verifying the items round the year. 3. Department wise annual stock verification is done by concerned Head of the Department. 4. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge. 5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 6. College campus maintenance is monitored through regular inspection. 7. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee. 8. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 9. Updating of software's is done by lab assistants. 10. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 11. Regular maintenance of the Air Conditioner and water purifier is done regularly. 12. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

149

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

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

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

18

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



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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

15

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

15

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

05

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

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

16

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

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

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

**examinations) during the year**

0

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

**5.3 - Student Participation and Activities**

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

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

0

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

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

The institution has adopted one of its important policies to facilitate the students and provide them opportunity to get represented in administrative, co curricular and extracurricular activities. The college has a student council consisting of students from all different streams. The council mostly functions for the benefit of the students and members from the council got represented on Academic and administrative bodies and represent the interest of the student community through participation. The members of student community play a vital role in regulating and managing different activities take place in college. Their opinions in regards to

different academic activities are taken in to account by the institutional authority. Though the college doesn't encourage direct election of the student body but through nomination of students to the council meet various demands and needs of the students. The following activities of student council need their mention- 1. In this academic year the student council organized 02 numbers of virtual meeting to discuss various problems of the student community like- Restoration of Wi-Fi in the campus, construction of hostel. 2. The members of student community joined various awareness programmes organized by extension wings of the college, especially Swatch Bharat Avijana, AIDS Awareness and awareness on Covid-19 pandemic. 3. 65 numbers of student donated Blood participating in a blood donation camp organized by NSS & YRC of our college. So far the cultural programmes are concerned students from different stream form their groups to organize various cultural programmes like singing, dancing, acting and performing fancy dress competitions. The institution ensure maximum involvement of students in cultural programmes and extracurricular activities. In this academic year 05 number of students represented the college in a district level competition in World Expo-2021.

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

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

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

0

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

## 5.4 - Alumni Engagement

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

The Alumni association of Mathakaragola College, Mathakaragola has been registered under the Societies Registration Act-(XXJ of 1860) bearing Regd. No.DKL 6718/16 of 2015-16 on Dt.18-March-2016. The Alumni association was established on date 06.10.2013. The members of the society are not blood related and adults. It is established to take steps for all round development of institutions catering educational values and co curricular activities without any anti Governmental religion oriented activities. Sri. Bijaya Kumar Barik was nominated unanimously as the President and Sri. Sirish Kumar Baral has been nominated as Vice President and Sri.Tapan Kumar Swain as General Secretary, Miss Banita Rout as Asst. Secretary, Sri. Pradip Kumar Nayak as Treasurer and Miss Puja Priyadarshini Behera and Sri. Jagabandhu Behera as members. The Alumni consisting 7 executive members has been trying constantly to accomplish the set objectives. The members of alumni are fairly in touch with all activities of the college. The college has developed the data based by taking the information about all the old students. During the formation of IQAC two members from Alumni got nominated to IQAC.

The role of alumni association found to be more effective since this academic year after the lurching of Mo College Abhijan project by Govt. of Odisha. Since 21st. December. 2020 the involvement of the alumni in the process of the development of the institution is significant. The alumni have been in frequent touch with the institution and contributing financially as well as physically for the growth of the institution.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

The institutional vision and mission are set up to take the institution to the height of academic glories by fulfilling the enshrined objectives in its constitution. The vision of the institution is to transform our college into one idle place of learning where the students get ample opportunity to become idle citizens with total commitment to human values, social responsibility and institutional performance. For this leadership of our college has given emphasis on the policy of decentralization, participation and effective involvement in policy formulation and implementation. Keeping objective in note the institution is being governed through different committees based on democratic values and decision making procedure. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action. The leadership of the Mathakaragola College, though periodical review meetings of various committees constituted for bringing improvement in the governance of the College activities monitored and brought substantial improvements. • The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the College Authority bodies such as Academic Council and Executive Council for further implementation. Such steps gave clear goals and mission to the stake holders and brought a positive culture of

belongingness among the faculty members, resulted innovation and vast improvements in the Institutional Governance. • Admissions in our College are done through the SAMS Admissions System through online mode. • The Institution adopted service rules and financial rules as applicable to our institution as per Govt. policies. The General Financial Rules have been adopted and successfully implemented. The Institution conforms to the minimum audit standards prescribed. Accounts of the Institution are audited regularly by the office of the Local Fund Audit. Decentralization Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal to fulfill the vision and mission of the institution. Involvement of all staff members under the guidance and chairmanship of the Principal of our college are deployed in different committees relating to academic and administrative functioning of the institution.

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

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

Our Institution functions with some of the visions and missions to fulfil the values and aspirations enshrined with its constitution since the inception. The democratic way of functioning of any institution gets reflected through decentralization and participation. Democratization and participation are contrivances on which an institution must stand to accomplish its desired goals. Our institution is not an exception to this aspects. Our Institution stands on the principle of participation and decentralization. The institutional mechanism practices delegating authorities and providing operational autonomy to all functionaries to work towards decentralization and participation. We give unflinching emphasis on practices of decentralization and participation with a vigour positivity. The practices of decentralization and participative management during this academic year may be reflected as follows. 1. Being the Govt. aided institution at the principal level all the academic and all the operational decisions based on policy to be implemented by the

principal, that has been delegated by the Governing Body. Principal takes the administrative help from bursars of different branches in implementing policies by formulating common working procedure with the help of Head of the departments and faculty members. 2. In meeting the procedure and principle of decentralization faculty members are given representation in various committees/cells and allowed to conduct various programmes to expose and explore their potential. They are encouraged to develop leadership skill by being in charge of various Academic co-curricular and extra-curricular activities. They are also given freedom to organise various events and activities related to seminar, career counselling and other activities. For decentralization different committees are formed like Admission Committee, Building maintenance Committee, Discipline Committee, Examination Committee, Internal Quality Assurance Cell, Grievance Redressal Cell, Library Committee, Student Welfare Committee, Purchase Committee etc. Decentralization is realized by giving power to the faculties taking decisions in different matters. With due process responsibilities have been delegated and decentralized to meet the objectives and principles of the institutional setup. All efforts have been made to ensure decentralization and participation in managing the institution. Though the current academic year has been badly affected the academic paradigm of our institution still we have not deviated from our goal. All essential steps were taken to ensure online classes as one of the basic missions of our institution is to reach at our students. Since ours is a college situated at rural area we ensure involvement of community people in various activities. In this year we organised some awareness program on covid -19 where people from nearby village were involved and that fulfils our vision of taking the community people into account in various activities.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The deployment of institutional strategic and perspective plan has been considered vital in the process of growth of the institution. The management i.e Governing Body of our institution is responsible and accountable for its function and discharge of duties as per the rules and stipulations framed by the Govt. time to time. The



management members discharge their functional responsibilities through the Principal of the college as the Ex-Officio Secretary of the Body. In its regular settings and through resolutions on circulation discuss, debate on the matters presented by the principal or any other matter that comes up during course of the meeting. The Governing Body has control over the employees through appointment, regularisation of service, sanction of different kinds of leaves and through maintenance of CCR. The Principal is the Ex-Officio, Chairman of all committees, bodies, societies constituted with regard to quality policy and plans. His valuable guidance, administrative and financial assistance influences the total mechanism working on institutional strategic and perspective plan effectively. He calls meetings of all bodies to guide, govern and assess their timely performances and guide their vision for effective deployment of institutional strategic and perspective plan. The faculties and their potential have been effectively deployed by the principal for fulfilling the set goals.

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

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

The institution functions by adopting participatory managerial principles to ensure progress through different practices. The flow of information is always from lower level to higher level. Information received from student feedback and information available in self appraisal forms of teachers help the authority to plan properly. Annual parents teachers meet strengthens the bond of parents with the institutions. Annual Alumni meet facilitates the hold of the alumni for their contribution to the growth of the college. In statutory bodies such as Governing Body and Academic Council, Experts from various fields are members and they contribute towards the development of the institution. At the outset of each academic year, a self mapping exercise is conducted for the staff. This exercise exposes the strength and challenges of each of the personnel to draw a potential map which gives insight to the management for the distribution of responsibilities. So far the policies are concerned the institution follow the guidelines and

instructions and implement those as given by the Govt. of Odisha, Dept. of Higher Education. The administrative setup functions as per the policies formulated by the Govt. The policies relating to various aspects have been carried out by different committees and councils. The administrative bursar under the guidance of Principal of the institution visualise and effectively implement the policies regarding the administration. The holistic implementation of policies are done by the cocurricular activities carried out by various councils and committees like college development committee, purchase committee, building committee, admission committee, examination committee, committee for IQAC, grievance redressal cell, internal audit committee, evaluation committee, finance committee, career council cell . anti ragging cell, library committee, anti women harassment cell, research committee, discipline committee, student welfare committee, resource generation committee and planning forum. So far the appointment is concern the institution follows procedures set up by Govt. of Odisha and the Governing Body of the college including the principal cum secretary follow fair procedure for fulfilling the essential criterias provided by UGC for appointment of teaching faculties. Being the Govt. Aided college the staff members are appointed through the procedure of selection done by the State Selection Board. The service rules are applied as per policy and procedures set up by Govt. of Odisha.

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

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

**A. All of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

The institution ensures all welfare measures for the teaching and non teaching staff as per the Govt. norms. For non-teaching staff members rehabilitation and other schemes are followed as per the Govt. guidelines. All the employees have been given the benefits of EPF where the institution contributes the required share for the employees since the implementation of the measures by the Govt. for our institution. Despite of Covid-19 pandemic situation the measures for teaching and non-teaching staff has remained uninterrupted.

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

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

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

12

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

05

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

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

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

03

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

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

The performance appraisal report is an important document. It provides the basic and vital inputs for the further development of an officer. In our institution PAR is being submitted by the Grant in Aid and State Selection Board lecturers every year as per the Govt. guidelines. To appraise, the reporting authority of our institution under take the duty of filling up the form with a high sense of responsibility and then put for the reviewing authority. In this system the overall qualities of the officer including area of strength and lesser strength and his / her attitude towards weaker sections and overall numerical grading on the basis of weightage given in the provided formats. This PAR is the way of confidential reporting submitted through HRMS. This is a regular procedure followed and implemented in our institution every year.

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

## 6.4 - Financial Management and Resource Mobilization

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

Conduct of Audit in our institution is an important function. We hold a regular annual audit which have been done by 02 different wings of audit system mainly Internal Audit and Govt. Audit or District Audit Officer or Local Fund Audit. All expenses of our institution are audited by the Internal Audit or District Audit Officer of Dhenkanal. The audit team has been deputed by AG of Odisha from time to time to do the needfull. They do the TEST CHEKING of various types of accounts relating to funds received from Govt. and different sourses. They audit the stock registers and conduct audit of library and other administrative segments related to income and expenditure. During this year 2020-21 the audit was done by the District Audit Officer and the Accounts Review Report Approval Certificate has been issued in favour of Mathakaragola College, Mathakaragola, Dhenkanal. The Audit objections if any are given in the general remarks is appropriately settled by Public Accounts Committee, Govt. of Odisha. In this year the accounts

review was made by checking Cash Book, General Ledger, Subsidiary Ledger, Registers, Serially Numbered Vouchers, Bank Reconciliation Statement, Bank Statement and other records.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

Being a rural based institution Mathakaragola College caters Education to the students from various sections of the society mostly the poor and needy. However mobilisation of funds has been proved to be a big challenge for the institution. The tuition fees collected from the students in the form of college development fees is the only regular source of resource mobilisation. Some steps have been initiated to procure financial help from the Alumniees of the college for the development purpose. the funds mobilised have been spent mostly infrastructure maintenance, providing salary to the management staffs, purchase of books and journals for the library, organising seminars, workshops, symposiums, sports activities and cultural activities. Some amount is utilised in beautification of college campus like plantation and up keeping of the trees.

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

## 6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. Some of the significant contributions are : 1. Amidst Covid-19 pandemic the IQAC took significant initiative and organised a programme to hold corona antigen test among the students on 12.02.2021. 2. In this academic year number of physical classes were very less compared to virtual classes. IQAC contributed significantly to ensure regular online classes meeting the need of the students. All the semester students were oriented and attended online classes on a regular basis. A committee was constituted for all streams by being headed by the senior most teacher of respective streams. 3. In this academic year a virtual system was implemented to get feedback from different stake holders viz students and parents. After getting the feedback proper analysis was done and accordingly action was taken to meet the lacking of the institution. 4. As a part of examination reform the students were supplied with their internal answer scripts and this have been displayed and a thorough discussion was held with the students on the answers and their doubt have been made clear. This step was undertaken to ensure transparency in the examination process. 5. As part of its institutionalization of the quality assurance strategies and process different webinars were organised some of them are mention here. A National Webinar was organised by IQAC in collaboration with The Institute of Chartered Accounts of India on the topic "Impact of Covid-19 on Indian & Global Economy" on Dt. 26.09.2020. A National Webinar was organised by the Dept. of Pol. Sc in collaboration with IQAC on the topic "Indias Response to Covid-19: A Soft Power Prospective on Dt. 10.12.2020". A National webinar was organised by the Dept. of Physics in collaboration with IQAC on the topic "Nano Structure for Drugs Delivery Application" on Dt.26.12.2020. An International webinar was organised by the dept. of Zoology in collaboration with IQAC on the topic " Science in the Era of Infectious Disease" on Dt. 10.04.2021. A National Voters Day was observed to spread the message among the newly enrolled voters

about importance of casting votes and its other aspects. A National webinar on the topic Students Research Engagement & Intellectual property Right Practicess was held on Dt.22.07.2021. A Career counselling programme was organised in collaboration with Khan Study Group (KSG, New Delhi) on the topic "Preparing Yourself for Academic Pursuit Through Simple Method" on Dt. 12.08.2021. 6. With an initiative of IQAC, Distribution of Masks was done as the part of Covid vaccination awareness programme held on 15th April, 2021. 7. Mo College Abhijan portal was lunched with a grand function held on 21st March, 2021. 8. A Blood Donation camp was organised in collaboration with NSS, Mathakaragola College on 24th September, 2021 where 65 units of Blood collected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The IQAC as the pivot organ of the institution keeps monitoring the institute involvement in preparing responsible citizen for future by providing a highly conducive teaching learning environment. While implementing different programmes and programme outcomes for each course IQAC ensures preparation of lesson plan and deliver the contents accordingly. The teaching learning process has improved to a great extent with use of ICT facilities. Teachers are equiped with digital knowledge to deliver the contents through powerpoint presentations, model display, role play, experimentation, video play and industrial visits, projects, cultural fest, seminars, workshop etc, are proved to be empowering the teaching learning process. IQAC through discussions and recommendation identifies need of improvement towards teaching learning and prepares a plan of action for upcoming session. Specific format prepared by IQAC are used to collect information from HOD's of different departments, faculty members, office, library, extension wings and other segments. Based on reports collected incremental improvement in quality is identified, and laqunae, if any, are addressed by IQAC, the college administration and management.



Among various steps as per the recommendation of the NAAC PEER team in its first cycle and as the post cycle activities number of computers increased from 15 nos. to 30 nos during 2016 to 2020. In addition to this the IQAC takes initiative by monitoring the teaching learning process continuously the heads of respective departments provide information and report to the principal regarding classroom lectures by the faculty members and the principal also pay surprise visit to different classes to get instant feedback from the students. The students are made expose to group discussion, Q & A session, indeividual interaction, participatory method of debate and discussion and seminars. The submission of the assignment by the students, discussing content beyond syllabus organisation of international and national webinars, institution industry interaction, regulating proper proctorial system, steps to improve the average and poor students and organising career counselling programme to rebuilt the confidence of the student. The discussions carried out by the students helps in identifying the knowledge based and outcome based education. Regular industrial visit further helps in enhancing the skills of the students to meet the industrial needs.

The IQAC has started the productive and interactive based activity where students are engaged to enhance their knowledge in different domains keeping how to go about with a better career prospective in mind. Apart from the lectures in the class room they are given oppurtunity to participate discussing real world problems related to different issues. In its another step the IQAC identified the low performing students and nurtured them by conducting remedial classes and counseling,

The IQAC organised career counseling programme through online mode and some of the companies have been invited to provide oppertunities to the students in the field of employment. 12 students got oppertunity to get placement in different sectors. The bad effect of COVID-19 Pandemic restricted the sphere of oppurtunity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**A. All of the above**

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The concept of gender equity is off paramount important for every social set up. It revolves around realisation of fareness of treatment for both women and men according to their respective needs. This may include equall treatment or treatment that is different but which is considered equivalent in termsa off rights, benefits, obligations and oppertunities. Education if not based on equality is not true education. To ensure gender equiy we need education which must seriously focus on promoting the equal participation of women and men in making decissions, reducing enrolment gap between women's and men's access, giving equality in learning process educfational outcomes and external results to provide equall benefits for both sexes.

Women are not subordinate but coordinate part of the society. They play pivortal role in shaping the society. It is pertinent that girls are future homemaker and nation builder of every society. Their safety is a top priority at every strata of society, therefore, college campus no exception. In the present context safe and supportive campus is both an obligation and a challenge for college administrator and students. Gender equity in education it means that male's and female's have equall oppertunities in terms of

economic, social, cultural and political developments. Our institution stands with a clear vision to ensure gender equity by taking some measures.

#### 1. Safety & Security.

It is improper to expect gender equity in any society or institution without their safety & security. Our institution have CCTV camera facilities inside the campus and in all class rooms, library and reading room. 24 hours CCTV surveillance is maintained in the college campus. We got 44 CCTV cameras placed at different palces in the campus from the main gate till the corner of the campus. Which prevent any sort of anti social activities. All remaincautious of the surveillances.

#### 2. Visitor Register.

Our institution has got a practice of maintaining visitor register and every entry and exit recorded duly. This system helps in prevent the entry of antisocials inside the campus.

#### 3. Female Guard.

We have female guards to keep an eyes on the movement of girls inside the campus. They help in catching the outsiders in to the campus.

#### 4. Common Rooms.

There are separate common rooms for the girls in our institution providing various facilities. There are also number of lady attendant to regulate girls common room.

#### 5. Anti Womens Harrasment Cell.

The anti women harrasment cell of our college functions for protection of girls from any kind of harrasment. Prof. Swapnita Rout, Senior L:ecturer leads the committee where Prof. A. Mishra, Prof. P M Dash, Prof. S Dehury, Prof. A Mahamansingh and Prof. R Khuntia are active members of this committee. The committee keeps a strong watch and listens the grievences of girls on address those complaints.

#### 6. Celebration of International Women's Day.

On a regular basis our instituion celebrate international women's

day on 8th March every year. In this occasion various activities takes palce to make the girl students aware of their rights, liberties and justice.

#### 7. Women Empowerment Cell.

This cell of our college functions with a clear vision to inculcate the sense of knowing about the power and exercisingthe same at the need of the hour. The cell consisting of 07 memebers from women faculty and 07 members from girl students.

#### 8. Female Staff.

Despite of being a coeducatio system our institution is enriched with more number of female staff and number of girl students always supersede the boys. It is said that ours is a women college in spirit but coeducatinal institution in structure.

#### 9. Separate NSS Unit.

We have got a separate NSS unit for the female and the female volunteers participate actively in various activities undertaken by the institution.

#### 10. Self Defence Training Programme.

Our institution holds self defence training programme for the girlstudents every year under the guidelines provided by The Govt. of Odisha. In this training programme girl students are given training by the experts and they are equiped with necessary skills to protect themselves from any kind of aggression.

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

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

**D. Any 1 of the above**

**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

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

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

This institution has a system for waste management where we collect, treat and dispose the solid wastes. This is done through a complete process. We mainly collect the garbage dumped by the students and staff members of different departments in their respective places. However by doing so we can reduce and prevent ourselves from the problems of wastes heap up. The process of managing the solid waste by not allowing them to get disposed in unregulated dumps help us protecting from serious health problem, safety and environmental consiquenses.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

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

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-

C. Any 2 of the above

**reading software, mechanized equipment 5.**  
**Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of**  
**reading material, screen reading**

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

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

Our institution stands to take initiatives in providing an inclusive environment as one of its standing principles. The institutional efforts in this regard has been ensured through different cultural programmes like: Drama, Play and Street Act on the theme of regional, linguistic, communal, socio economic and other diversities. Every year the institution observe different national days including Womens Day, Rastriya Ekata Divas, Pararkrama Divas, Matruvasa Divas, Sadbhabana Divas where different awareness programmes are held to teach the students tolerance and harmony. Every year during the annual function specific programmes are kept to have proper interaction among students hailing from diversified groups on the basis of region, culture, language, socio economic standard and gender. Over the year the institution has been encouraging different departments to hold functions like:- feast, farewell party, celebrating Ganesh and Saraswati Pujas in order to develop harmony among students and the staff members. In due course various activities were arranged to sustained an inclusive environment.

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

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

The institution bears different motto by which students and employees are sensitised to the institutional obligations, values, rights, duties and responsibilities as citizen of the nation. To inculcate the idea on values, rights, duties and responsibilities the institution organise different programmes on a regular basis. Vigilance Awareness Week is observed from 26th October to 1st November and during this period all the staff members have been sensitised on the issue of corruptions and its dangerous consequences. All the staff members remains present on the day to take the pledge to make the society corrupt free by not getting involved in giving and taking bribes. Every year on 25th January the institution observe National voter's Day where young voters got educated about the right to vote and importance of franchise in a democratic system. They are also given information and knowledge about how to exercise their vote without being influenced by money and other things. It is pertinently discussed that each and every citizen must remain responsible to ensure free and fair electoral system. International Womens Day is observed on 8th March every year to educate the students on values to respect the women in all field and women are informed about their rights, freedom and opportunities. As ours is a co-educational institution through this kind of programmes and seminars, debates, group discussions the students get educated on values regarding how to respect and assist the girl student's in the institution and women at large in the society. Every year on 26th November the constitution Day is observed in the institution where the preamble of the constitution read out and every word of its have been thoroughly discussed and the students are educated on the constitutional obligations, rights and duties towards the nation.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code**      **A. All of the above**



**of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

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

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

It has been a convention in our institution to celebrate National and International commemorative days on a regular basis. We celebrate the Republic Day and Independence Day in a grand way by organising various cultural programmes as a mark of remembrance to the Indian freedom fighters. Every Year on March 8, International Women's Day is celebrated and the best woman faculty has been awarded as the mark of respect and recognition to the potential of women section of the society. The National Youth Day has been observed on January 12, where values, principles and virtues for character building has been inculcated in to the minds and hearts of the youth to commemorate the spirit and contribution of Swami Vivekananda to the cause of nation building. The Rastriya Ekata Divas is observed on 31st October every year to commemorate and celebrate the magnificent contribution done by Sardar Vallabhbhai Patel towards unification of nation and educate the young students about his life history. On 1st December the AIDS Day, is observed and various awareness programmes take place to educate the young students on various aspect of AIDS and HIV. The Teacher's Day is celebrated on 5th September every year to commemorate the glory of Sarbapalli Radha krishnan and pay homage to great teacher of the society. Prarkrama Divas is observed and celebrated on 23rd January to remember the martyrs of Mother India and to spread the message of Nationalism. International Yoga Day is celebrated every year on 21st June to educate the students and faculty members on the benefit of Yoga and how to remain fit physically and mentally.

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

## 7.2 - Best Practices

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

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

### BEST PRACTICES-01

Title of the Practice:

Financial help to the poor and needy students by the institution

The Context:

Equal access to education for students is the hallmark of educational policy discourse. Depriving of education due to financial constraint found to be clear discrimination in the existing setup. Keeping this thing in mind the institution takes a sincere strive to locate the students from the weaker section of the society and provide them financial assistance to continue their study. It is observed that some of the students are from interior rural belt and don't have support from the family to continue their study. With the institutional initiative this practice has been successfully implemented by the institution.

Objective of the Practice:

- To support financially a deserving poor students without any discrimination in the basis of caste, creed or gender.
- To encourage financially weaker students to pursue their study.
- To inculcate the values of generosity and a sense of social responsibility among the students.

Expected Outcome:

The expected outcome is that the students from poor background should be able to complete their degrees in flying colour. The beneficiaries should treat the needy with the principle of "Lend a helping hand without discrimination" and "learn to help and get helped".

#### The Practice:

In and around the area of the college the people are mostly depending on agriculture. It is observed that frequent droughts and famines, which have ravaged the rural life throwing the people into miserable conditions of abject poverty. In a situation of such poverty it is difficult for the parents to assist financially their children to pursue education. Therefore the institution takes a step to help those students as per the availability of resource on the part of the institution. The financial support is extended to all deserving poor students to provide relieve from the burden they face. This has been a practice by the institution for several years. There is a committee to trace and verify the genuineness of the student aspirants to get the benefit. The committee is consisting of 04 members of which two are senior faculty members.

#### Challenges:

To implement this practice the institution faces problems in different ways. They are as follows:

1. Verification of financial backwardness of aspirants is a difficult task on the part of the committee.
2. The management has insisted on strict adherence to the rules frame about this fund in spite of the influential section.
3. The institution finds financial constraints in meeting the need of poor students in a large number.
4. A screening process has been followed to shortlist the genuinely deserving aspirins.

#### Evidence of Success:

This practice of helping the needy students greatly helped them to complete their higher education. Every year quite a good number of students got benefited out of this practice. Some of the names are mentioned below:

Sl. No.

Name of the Student

Course

Period of Study

Amount Given

01

Deepa Pradhan

+3 Arts

2020-21

1000.00

02

Durgadevi Samal

+3 Arts

2020-21

1000.00

03

Babita Nayak

+3 Arts

2020-21

1000.00

04

Gayatree Samal

+3 Arts

2020-21

1000.00

05

Shibani Prasad Mishra

+3 Arts

2020-21

3240.00

06

Priyadarshini Samal

+3 Arts

2020-21

1620.00

07

Abinash Swain

+3 Commerce

2020-21

1620.00

08

Purnendu Sekhar Lenka

+3 Commerce

2020-21

1250.00

09

Somanatha Swain

+3 Commerce

2020-21

750.00

10

Trinath Sendha

+3 Arts

2021-22

1200.00

11

Rajashree Barik

+3 Arts

2021-22

1200.00

12

Bandana Hati

+3 Arts

2021-22

1200.00

13

Bhagabata Murmu

+3 Arts

2021-22

2800.00

14

Gayatree Samal

+3 Arts

2021-22

1000.00

15

Babita Nayak

+3 Arts

2021-22

1000.00

16

Baisakhi Swain

+3 Science

2021-22

2470.00

17

Biswajit Lenka

+3 Science

2021-22

1500.00

18

Papi Nayak

+3 Science

2021-22

2800.00

Total

27650.00

Besides the above students there are some other students they get assistance from the institution study materials, books and other accessories at free of cost.

It is pertinent to mention name of the student called Sushanta Kumar Barik who had completed graduation from commerce hailing from a very poor family joined the institution as Junior Clerk in the year 2016 and serving the institution with full dedication.

#### BEST PRACTICES-02

Title of the Practice:

Women Empowerment

The Context:

The institution though a Co-Education system but 60% of the students are girls. Keeping this thing in mind a thrust of academic paradigm and extracurricular sphere provided enough opportunity and space for the girl students. The educational eco systems have been trying to drag more number of girls to the engagement in different activities. In the beginning the women students were not enthusiastic to participate in the deliberations. It is found that some of the parents did not show their interest to send the wards to the college to get involved in different awareness programme. In various genders sensitization programmes organized by the institutions revealed the gender disparities and inequalities. Similarly the various legal protective provisions for women were misunderstood. While organizing self defense training programme for women some of the students showed their disinterest at the initial part to participate in the programme. The institution also subject to criticism by some of the parents that their children were detained in the college beyond working hour.

Objective of the Practice:



- To mentor women students on women specific issues with 01 women teacher as mentor for every 25 students.
- Creating an environment through awareness programme to enable the students to realize their full potential for learning and solving their problems independently.
- To trend them and to make them learn to fight against any sort of physical and mental harassment.
- Organizing debate and discussion on gender equality to enable the students to realize gender sensitization, thus leading to more equality and harmony in family and society.
- Taking effective steps to motivate more number of girls to participate in NSS programme as volunteers to learn about national service scheme.
- Encouraging more number of girl students to represent the institution in different sports event both at Universities and National level.
- Extending financial help to the poor girl students to help them acquire their degrees.

#### Expected Outcome:

By implementing this practice thoroughly delivered some expected outcome by which a good number of girl students got empowered in different walks of life. With vigor prospective some of the women students got training and became trainer for self defence programme and some of them represented the college at national level in sports and national parade.

#### The Practice:

Since 2015 every year around 300 girls get training on Self Defence under the banner of Minister of Youth Affairs & Sports, Govt. of India. The month learns training found to be helpful for the girl students. The trainers for this programme are students of our institution who got formal training & utilized their potential by providing training to the students. The institution organizes various awareness programme on a regular basis for the girl students. Every year the girls from our institutions take part in different sports activities both inter college and inter university as well as national level games.

#### Evidence of Success:

A girl student named Pinakhi Swain; D/O-Niranjan Swain from our

institution had participated in the pre republic day parade camp held at University of Science & Technology from 04th to 13th November, 2018. She also participated in the National Integration Camp (NIC) of the NSS, Regional Directorate, Triwendum under the Ministry of Youth Affaires & Sports, Govt. of India held from 21st to 27th February, 2020 at Marian College, Kuttikkanan (Autonomous), Kerala.

A resident of Mathakaragola village from a very poor background named Sonali Nayak, D/O-Nilambara Nayak completed her graduation from Arts in the year 2005 got elected as Sarapancha of Mathakaragola Grama Panchayat during the year 2016 to 2021. She made the institution proud by serving the locality and needy.

Miss Shradhanjali Biswal product of this institution completed her graduation in the year 2018 in economics is serving the college in the capacity of a lecturer by the help of the management. Another girl student from this institution named Priyanka Dash after completion of her Master in Computer Science she is serving the institution as an IT lecturer.

Mrs. Sandhyarani Swain, D/O-Cornel Buddhimanta Swain a student of this institution has earned good name in the field of social service and recently got elected as a Summiti Sabhya to Bhuban Block.

Mrs. Banita Rout after completing her graduation in 2007 presently serving as a Govt. teacher at Mussa Mallik High School, Baligorad.

Mrs. Manoj Manjari Nayak a graduate from this institution completed her study in the year 1993 and presently serving as a Govt. teacher at Mathakaragola High School, Mathakaragola, Dhenkanal.

Mrs. Reeta Sahu completed her study in the year 2006 and presently serving as employee in District Judge Court, Sambalpur, Odisha.

Mrs. Brajeswari Das got her degree from this institution in the year 2008 got elected as the Vice Chairman of Kamakhyanagar NAC, Dhenkanal.

Mrs. Shubhadra Patra got elected as the Vice Chairman of Bhuban Block who had completed her graduation from this institution in 2000.

Mrs. Priyadarshini Pradhan after completing her graduation in the year 2008 she has become a reputed business person of this locality.

### Problems on the way of best Practices:

The institution faces some of the problems in implementing the best practices which are mostly relating to financial constraint in organizing different awareness programme in a grand way and providing financial help to more number of girls hailing from poor background. Due to financial problems some of the girl students engaged in supporting their family members discontinuing their study. The institution is concerned about these kinds of students and take various steps to generate resource to help the needy girls in completing their education.

Our institution is situated in a rural area and students are mostly from lower middle class and belonging to below poverty line sections of the society. We face problem due to social taboos & restrictions which prevent the girls to participate in various awareness programme mainly on HIV AIDS & Adult education. In this regards they show their unwillingness to take part in open discussions.

These group of students are not given freedom from their family to take part various activities mainly different camps organized by the college like- NSS camps where they need to stay till late hour of the day.

Another drawback which stands as a problem to implement this best practice is that the parents insist the girls to get married early or before completion of their education which ultimately lead to the drop out of the students.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The Institution stands to work in different areas regards to its programme of diversity inclusion and integration to create an atmosphere that facilitates personal commitment to the educational success of the students as one of the thrust area distinctive to its vision. The college has provided tremendous thrust and priority to achieve its goals. The college is situated in a rural area and catering education to cross section of the society hailing from poor

background. Majority of the students are girls and the institution provides ample opportunity to empower them and get established in the society. The college takes effective measures to reach out the girl students to get benefits of different scholarships provided by the Govt. of Odisha. The scholarship section of the college stands committed to make all possible ways so that the girl students get their scholarship to pursue their study. During this COVID-19 pandemic the institution took a special initiative to facilitate them to have access for their scholarship. Another measure steps taken by the institution to provide a self defence training programme for the girls to equip them in order to face and taken any miss happening in their life. In addition to that more number of girls are encouraged to join NSS programme and this is taking place in a successful way.

NAAC

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Our college is an affiliated institution of Utkal University, Vani Vihar, Bhubaneswar, Odisha. Hence curriculum planning is done by Utkal University by taking faculty members of our institution into considerations as board members of Board of Studies. Their expertise have been sought by the esteemed institution. So far implementation of curriculum is concerned & done at our level. As per the advice and instruction of the University different departments and teachers concern implement the curriculum and maintain lessonplan and progress register which is further supervised by the heads of the department and the Principal of the college. The documentation is being done on the attendance of the students to ensure regularity in the discourse of teaching-learning. All effort have been taken to carry out curriculum for the academic benefit of the students. The well planned and documented process has been properly adhered to ensure effective curriculum delivery.

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

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

Our institution is an affiliated institution of Utkal University, Vani Vihar, Bhubaneswar, Odisha. Hence we adhere to the academic calendar as provided by esteemed university in every academic year. All activities including conduct of continuous internal evaluation have been undertaken in this academic year despite of the fact that the institution affected by Covid-19 pandemic. All reformative measures have been applied in conducting classes and evaluation process through digital mode. Our institution conduct Mid-term Internal Examinations for all semesters through virtual mode to ensure continious internal evaluation system in this academic yearas per the guidelines setup by Controller of

Examination, Utkal University, Vani Vihar, Bhubaneswar. The students of end semester were given project work on different themes and essential steps were followed to have the presentation of the project papers through digital mode via Google Meet & Zoom App platforms.

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

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

D. Any 1 of the above

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

## 1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

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

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

Nil

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

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

**1.3 - Curriculum Enrichment**

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

Activities Duration From To

1. Vigilance Awareness Week was observed and awareness pledge under taken through 26.10.2020 01.11.2020

onlinemode along with DEbate and Essay Competition was organised among the students

on the issue of corruption free india through digital mode.

2. A webinar was organised on Value Education & Professional Ethics 12.12.2020 12.12.2020

3. An extemper was organised among the students through online mode on the

topic "Gender Discrimination & Steps to Overcome" 10.01.2021 10.01.2021

4. A talk was arranged for the students on Human values where Mj. Prabhat Kumar Dash 27.01.2021 27.01.2021

Enlightendthe students on the theme.

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

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

13



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

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

225

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

### 1.4 - Feedback System

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

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**352**

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

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

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

**172**

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

## 2.2 - Catering to Student Diversity

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

In this academic year the institution took some measures to assess the learning level of the students through digital platform because of the prevalent situation of Covid-19 pandemic. All concerned departments were given responsibility to form proctorial group and mentoring system by reaching the students through virtual mode to meet the objective instructions of advanced learners and slow learners. In certain cases the concerned proctors took initiative of reaching at the proctorial group's village to find out the problems relating to study and socio economic conditions of the students. After proper analysis of the problems faced by the students the proctors tried effectively to solve them. During this Covid-19 Pandemic situation the institution organised some special programmes through virtual mode to provide proper instructions about how to go about their study namely the slow learners.

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

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

Number of Students	Number of Teachers
645	38

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

Due to Covid-19 pandemic in this academic year the students centric methods have been followed but through online mode. Different digital platforms like Google Meet, Zoom App, sharing materials through WhatsApp, dividing students into different groups, providing E-Question papers to solve, synchronising the students to get involved in group discussions on various important issues have been done effectively witnessing good outcome. To enhance learning experience the institution effectively followed students centric methods through virtual mode where most of the students were encouraged to join. It is pertinent to mention that whenever the situation found to be convenient the offline system of interaction was followed to enrich the students in their instructional objectives.

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

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

In our institutional Teaching and learning process use of ICT tools and E-recourses have become indispensable in coping up with the changing system of education. Out of 38 teachers 25 are using ICT that is LMS and E-resources. We have 06 number of ICT tools and 11 ICT enabled class rooms and 04 smart class rooms which enable the academic mechanism to follow effective teaching learning process. In order to equip the teachers involved in this process we hold 02 orientation programmes not only on how to use ICT but also providing adequate information about how to take effective teaching learning process through virtual mode keeping the Covid-19 pandemic in mind.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

**2.3.3.1 - Number of mentors**

38

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

**2.4 - Teacher Profile and Quality**

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

03

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

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

**2.4.3.1 - Total experience of full-time teachers**

32

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The mechanism of internal assessment has been set up by the institution in conformity with Utkal University, Bhubaneswar as ours is an affiliated institution to Utkal university. In all semester examinations we adopt a very healthy, strong and vigorous assessment process as per the guidelines set up by Controller of Examinations, Utkal University. Before the commencement of End semester examinations we hold Mid term Internal Examinations and the performance of the students at the same count for the final semester exam. In this academic year due to spread of Covid-19 pandemic online examinations were held and the evaluation of the answer scripts was done through online mode. Besides the mid term internal examinations monthly class test system has been followed and the students are encouraged to write their project on different important issues in every alternative 3 months which ultimately give them idea to write the project papers in end semester examinations.

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

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

The institution has got an effective examination cell to conduct the internal examination and any grievances related to that has been solved by the examination team. In this academic year since we conduct all online examinations there are some issues relating to network and in solving that the students were allowed to appear offline examinations with strict adherence to Covid-19 pandemic guidelines. All the examinations both internal and external were conducted with utmost transparency and within the stipulated time. To hold internal examinations the question pattern as provided by the university is followed by the institution. The students are given due instruction before the examination and all the transparency is maintained during the course of examination.

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

## 2.6 - Student Performance and Learning Outcomes

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

The Programme and course outcome has been widely published for the students to make them aware through notice board and institutional website. In this academic year of 03 programmes a total number of 183 students appeared the university examination and 159 students got success of which 47 got distinction in different honours subjects. 03 students came in the merit list of the university examination earning position 2nd in Education, 04th in English and 5th in Philosophy. The meritorious students were felicitated and their performance got published in different local dailies and social media making various stake holders aware of their achievements and about programmes offered by our institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

After the publication of the result for the End Semester for the year 2020-21 the outcome of course and programme were evaluated by the institutions. In this academic year in Arts-91 students appeared the exam of which 86-passed & 54 students got 1st class with Distinction and 05 Students couldnot make it. All the honours subject performed well like Economics- 13 pass out of 15, History-23 pass out of 23, English-01 out of 01, Education-20 pass out of 20, Philosophy-04 pass out of 08, pol.Sc- 11 pass out of 11 and Odia-13 pass out of 13 appear. In Commerce a total number of 31 students appear and 19 could get through. In Science 51 students appeared in total of which 14 appeared inPhysics honours and 14 passed, 11 in Chemistry 11 pass, 14 appeared in Mathematics honours and 14 pass, 04 appeared and 04 pass, Zoology 08 appeared and 08 pass. In total 36 students got 1st class with distiction in the university examination. After proper eveluation it has been suggested to improve the standard of the students by applying different methods of teachinglearning. The commerce faculty members have been instructed by the authority to do the needfull.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

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

**163**



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

## 2.7 - Student Satisfaction Survey

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

<http://mathakaragolacollege.in/wp-content/uploads/2021/02/student-satisfaction-survey.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

800000

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

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

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

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

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

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

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**3.2 - Research Publications and Awards**

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

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

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

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

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

02

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

The institution under the banner of NSS, YRC and BS&G under took various activities in the neighborhood community to sensitise the community people on different issues like cleanness, AIDS, Covid-19 and some other infectious disease during this year in strict adherence to Covid-19 guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

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

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

**NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

20

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

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

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

250

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

**3.4 - Collaboration**

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

03

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

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

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

03

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate classrooms for teaching learning process. There are 60 rooms which includes 05 laboratories for science and 01 computer lab having 30 number of computers. There is separate toilets for the girls and boys students, well equiped staff common rooms, separate and independent honours rooms, library, reading room , conference hall , canteen and rooms in administratative building. However the available infrastructure adequately sufficing the teaching learning needs for the students and teachers. Recently a new building 03 tire building has been constructed and used for class room purpose. The college has separate rooms for NSS, YRC, BSG & an independent room has been allowed for sports section. The SAMS functions independently

having all required facilities with necessary computers. There are 05 well furnished laboratories for Science stream with advanced equipments to provide best opportunity for the students. The computer lab with 30 number of computers having internet connections is kept open for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://mathakaragolacollege.in/">http://mathakaragolacollege.in/</a>

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

Our institution has got a cultural pental for holding cultural activities, there is 01 gymnasium having some advanced instruments. The institution has got 01 yoga centre and 01 hall for indoor games. We have a big play ground to conduct differents sports & games in outdoor. The institution has different sections viz cultural committee to ensure happening of cultural activities and for which the institution has created a good name in the field of sports in university and national level. To hold cultural activities the cultural hall has got the facility of PA system with other electronics oppertunities. There is a regular yoga practice in our institution with a yoga teacher that makes the students and faculties to get involved in such activities.

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

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

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

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

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

2968625

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

The library is automated since 2016 through integrated library management system (ILMS) with the software SEESPL partially. This is regularly updated and being kept for easy accessibility of the students.

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

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-

B. Any 3 of the above

**ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

1,00742.00

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

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

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

22 & 10

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

The IT facilities available in the institutions got updated



frequently by the IT experts every year. In this year the computers , CCTV, Keyan projector and other projectors were updated. Due to Covid pandemic students attended online classes through Google Meet, Zoom App and other E- platforms have been updated to make the process convenient for meeting the academic need of the students.

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

#### 4.3.2 - Number of Computers

30

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

2968625

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

Maintenance and Utilizing physical academic and support facilities need proper procedure and policies. Policies and procedures are inalienable part of every institution. Our Institution has been taking constructive measures for maintaining utilizing physical, academic, Sport facilities, laboratory, library, Computers through proper procedure and policies. The College has its own laboratory facility which is maintained by the respective department regularly. The college has 60 class rooms with proper electric facilities and has been maintained by the college administration. The college has 30 numbers of computers with internet facilities and regular attention being given for maintaining and upgrading the machine. Our institution has a library which extends its facilities for teaching staffs and student communities. There is a regular purchase of books from college developmental fund to strengthen the library is also done with automation so far the undergraduate course is concerned. Library is kept open during the college hours and accession register, stock registers, issue registers are maintained meticulously under the guidance of Librarian and other staff members. There is a well furnished study room for faculty members as well as for the students providing access to periodicals, journals and various news papers. The study room also empowered with various competitive based materials for the students. There is a separate register for the staff embers which records numbers of staff members visit the library and use the books. The college has got a computer lab with 30 computers which are kept open for students to get access to study materials. The college is also a part of online admission process under student academic management system (SAMS) of Government of Odisha. The college has got a very good sports field where regular inter college sports activities take place providing ample opportunity to quite a good number of students of the college to get represented at University level and National level games. In the

year 2020 the college has not received any financial assistant. There are 6 class rooms with LCD projector facilities to take digital class and all these classes have been maintained by college authority on a regular basis. The college is also having a conference hall where various activities are organized by different departments. The hall is equipped with advanced sound system. The college is having Anti Women's harassment shell which hold regular meeting to spread information among the girls students making them aware in this regards.

The maintenance of Physical as well as academic infrastructure is done on a regular basis in accordance with the established system and procedures. The College ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the College as per the requirements in the interest of students.

- **Laboratory:** Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.
- **Maintenance of laboratories** are as follows: - The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.
- **Library:** - The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library Committee and Principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- **Sports:** - Regarding the maintenance of sports equipment the College sports in charge is deputed.
- **Computers:** - Centralized computer laboratory established to enrich the students. Software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements. Internet Enabled campus. Open access journals facilities are available.
- **Classrooms:** - 1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and fixtures. 2. Administrative officers will take in charge for student's academic requirements. Additionally, there is Lab. Instructors in every department, who maintains the stock register by physically verifying the items round the year.

3. Department wise annual stock verification is done by concerned Head of the Department. 4. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge. 5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 6. College campus maintenance is monitored through regular inspection. 7. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee. 8. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 9. Updating of software's is done by lab assistants. 10. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 11. Regular maintenance of the Air Conditioner and water purifier is done regularly. 12. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

149

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

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

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

**18**

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

15

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

15

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

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

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

<b>05</b>	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>16</b>	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
<b>0</b>	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	

0

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

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

The institution has adopted one of its important policies to facilitate the students and provide them opportunity to get represented in administrative, co-curricular and extracurricular activities. The college has a student council consisting of students from all different streams. The council mostly functions for the benefit of the students and members from the council get represented on Academic and administrative bodies and represent the interest of the student community through participation. The members of student community play a vital role in regulating and managing different activities take place in college. Their opinions in regards to different academic activities are taken in to account by the institutional authority. Though the college doesn't encourage direct election of the student body but through nomination of students to the council meet various demands and needs of the students. The following activities of student council need their mention- 1. In this academic year the student council organized 02 numbers of virtual meeting to discuss various problems of the student community like- Restoration of Wi-Fi in the campus, construction of hostel. 2. The members of student community joined various awareness programmes organized by extension wings of the college, especially Swachh Bharat Avijana, AIDS Awareness and awareness on Covid-19 pandemic. 3. 65 numbers of student donated Blood participating in a blood donation camp organized by NSS & YRC of our college. So far the cultural programmes are concerned students from different stream form their groups to organize various cultural programmes like singing, dancing, acting and performing fancy dress competitions. The institution ensure maximum involvement of students in cultural



programmes and extracurricular activities. In this academic year 05 number of students represented the college in a district level competition in World Expo-2021.

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

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

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

0

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

### 5.4 - Alumni Engagement

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

The Alumni association of Mathakaragola College, Mathakaragola has been registered under the Societies Registration Act-(XXJ of 1860) bearing Regd. No.DKL 6718/16 of 2015-16 on Dt.18-March-2016. The Alumni association was established on date 06.10.2013. The members of the society are not blood related and adults. It is established to take steps for all round development of institutions catering educational values and co curricular activities without any anti Governmental religion oriented activities. Sri. Bijaya Kumar Barik was nominated unanimously as the President and Sri. Sirish Kumar Baral has been nominated as Vice President and Sri.Tapan Kumar Swain as General Secretary,

Miss Banita Rout as Asst. Secretary, Sri. Pradip Kumar Nayak as Treasurer and Miss Puja Priyadarshini Behera and Sri. Jagabandhu Behera as members. The Alumni consisting 7 executive members has been trying constantly to accomplish the set objectives. The members of alumni are fairly in touch with all activities of the college. The college has developed the data based by taking the information about all the old students. During the formation of IQAC two members from Alumni got nominated to IQAC.

The role of alumni association found to be more effective since this academic year after the lanching of Mo College Abhijan project by Govt. of Odisha. Since 21st. December. 2020 the involvement of the alumni in the process of the development of the institution is significant. The alumni have been in frequent touch with the institution and contributing financially as well as physically for the growth of the institution.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The institutional vision and mission are set up to take the institution to the height of academic glories by fulfilling the enshrined objectives in its constitution. The vision of the institution is to transform our college into one idle place of learning where the students get ample opportunity to become idle citizens with total commitment to human values, social responsibility and institutional performance. For this leadership of our college has given emphasis on the policy of

decentralization, participation and effective involvement in policy formulation and implementation. Keeping objective in note the institution is being governed through different committees based on democratic values and decision making procedure. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action. The leadership of the Mathakaragola College, though periodical review meetings of various committees constituted for bringing improvement in the governance of the College activities monitored and brought substantial improvements. • The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the College Authority bodies such as Academic Council and Executive Council for further implementation. Such steps gave clear goals and mission to the stake holders and brought a positive culture of belongingness among the faculty members, resulted innovation and vast improvements in the Institutional Governance. • Admissions in our College are done through the SAMS Admissions System through online mode. • The Institution adopted service rules and financial rules as applicable to our institution as per Govt. policies. The General Financial Rules have been adopted and successfully implemented. The Institution conforms to the minimum audit standards prescribed. Accounts of the Institution are audited regularly by the office of the Local Fund Audit. Decentralization Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal to fulfill the vision and mission of the institution. Involvement of all staff members under the guidance and chairmanship of the Principal of our college are deployed in different committees relating to academic and administrative functioning of the institution.

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

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

Our Institution functions with some of the visions and missions to fulfil the values and aspirations enshrined with its constitution since the inception. The democratic way of functioning of any institution gets reflected through decentralization and participation. Democratization and participation are contrivances on which an institution must stand to accomplish its desired goals. Our institution is not an exception to this aspects. Our Institution stands on the principle of participation and decentralization. The institutional mechanism practices delegating authorities and providing operational autonomy to all functionaries to work towards decentralization and participation. We give unflinching emphasis on practices of decentralization and participation with a vigour positivity. The practices of decentralization and participative management during this academic year may be reflected as follows. 1. Being the Govt. aided institution at the principal level all the academic and all the operational decisions based on policy to be implemented by the principal, that has been delegated by the Governing Body. Principal takes the administrative help from bursars of different branches in implementing policies by formulating common working procedure with the help of Head of the departments and faculty members. 2. In meeting the procedure and principle of decentralization faculty members are given representation in various committees/cells and allowed to conduct various programmes to expose and explore their potential. They are encouraged to develop leadership skill by being in charge of various Academic cocurricular and extra curricular activities. They are also given freedom to organise various events and activities related to seminar, carrier counselling and other activities. For decentralization different committees are formed like Admission Committee, Building maintenance Committee, Discipline Committee, Examination Committee, Internal Quality Assurance Cell, Grievance Redressal Cell, Library Committee, Student Welfare Committee, Purchase Committee etc. Decentralization is realized by giving power to the faculties taking decisions in different matters. With due process responsibilities have been delegated and decentralized to meet the objectives and principles of the institutional setup. All efforts have been made to ensure decentralization and participation in managing the institution. Though the current academic year has been badly affected the academic paradigm of our institution still we have not deviated from our goal. All essential steps were taken to ensure online classes as one of the basic missions

of our institution is to reach at our students. Since ours is a college situated at rural area we ensure involvement of community people in various activities. In this year we organised some awareness program on covid -19 where people from nearby village were involved and that fulfils our vision of taking the community people into account in various activities.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The deployment of institutional strategic and perspective plan has been considered vital in the process of growth of the institution. The management i.e Governing Body of our institution is responsible and accountable for its function and discharge of duties as per the rules and stipulations framed by the Govt. time to time. The management members discharge their functional responsibilities through the Principal of the college as the Ex-Officio Secretary of the Body. In its regular settings and through resolutions on circulation discuss, debate on the matters presented by the principal or any other matter that comes up during course of the meeting. The Governing Body has control over the employees through appointment, regularisation of service, sanction of different kinds of leaves and through maintenance of CCR. The Principal is the Ex-Officio, Chairman of all committees, bodies, societies constituted with regard to quality policy and plans. His valuable guidance, administrative and financial assistance influences the total mechanism working on institutional strategic and perspective plan effectively. He calls meetings of all bodies to guide, govern and assess their timely performances and guide their vision for effective deployment of institutional strategic and perspective plan. The faculties and their potential have been effectively deployed by the principal for fulfilling the set goals.

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

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

The institution functions by adopting participatory managerial principles to ensure progress through different practices. The flow of information is always from lower level to higher level. Information received from student feedback and information available in self appraisal forms of teachers help the authority to plan properly. Annual parents teachers meet strengthens the bond of parents with the institutions. Annual Alumni meet facilitates the hold of the alumni for their contribution to the growth of the college. In statutory bodies such as Governing Body and Academic Council, Experts from various fields are members and they contribute towards the development of the institution. At the outset of each academic year, a self mapping exercise is conducted for the staff. This exercise exposes the strength and challenges of each of the personnel to draw a potential map which gives insight to the management for the distribution of responsibilities. So far the policies are concerned the institution follow the guidelines and instructions and implement those as given by the Govt. of Odisha, Dept. of Higher Education. The administrative setup functions as per the policies formulated by the Govt. The policies relating to various aspects have been carried out by different committees and councils. The administrative bursar under the guidance of Principal of the institution visualise and effectively implement the policies regarding the administration. The holistic implementation of policies are done by the cocurricular activities carried out by various councils and committees like college development committee, purchase committee, building committee, admission committee, examination committee, committee for IQAC, grievance redressal cell, internal audit committee, evaluation committee, finance committee, career council cell . anti ragging cell, library committee, anti women harassment cell, research committee, discipline committee, student welfare committee, resource generation committee and planning forum. So far the

appointment is concern the institution follows procedures set up by Govt. of Odisha and the Governing Body of the college including the principal cum secretary follow fair procedure for fulfilling the essential criterias provided by UGC for appointment of teaching faculties. Being the Govt. Aided college the staff members are appointed through the procedure of selection done by the State Selection Board. The service rules are applied as per policy and procedures set up by Govt. of Odisha.

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

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

A. All of the above

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

**6.3 - Faculty Empowerment Strategies**

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

The instituion ensures all welfarestic measures for the teaching and non teaching staff as per the Govt.norms. For non-teaching staff members rehabilitation and other schemes are followed as per the Govt. guidelines. All the employees have been given the benefits of EPF where the institution contributes the required share for the employees since the implementation of the measures

by the Govt. for our institution. Despite of Covid-19 pandemic situation the measures for teaching and non-teaching staff has remained uninterrupted.

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

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

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

12

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

05



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

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

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

**03**

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

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

The performance appraisal report is an important document. It provides the basic and vital inputs for the further development of an officer. In our institution PAR is being submitted by the Grant in Aid and State Selection Board lecturers every year as

per the Govt. guidelines. To appraise, the reporting authority of our institution under take the duty of filling up the form with a high sence of responsibility and then put for the reviewing authority. In this system the overall qualities of the officer including area of streangth and lesser streangth and his / her attitude towards weaker sections and overall numerical grading on the basis of waightage given in the provided formats. This PAR is the way of confidential reporting submitted through HRMS. This is a regular procedure followed and implemented in our institution every year.

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

#### 6.4 - Financial Management and Resource Mobilization

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

Conduct of Audit in our institution is an important function. We hold a regular annual audit which have been done by 02 different wings of audit system mainly Internal Audit and Govt. Audit or District Audit Officer or Local Fund Audit. All expenses of our institution are audited by the Internal Audit or District Audit Officer of Dhenkanal. The audit team has been deputed by AG of Odisha from time to time to do the needfull. They do the TEST CHEKING of various types of accounts relating to funds received from Govt. and different sourses. They audit the stock registers and conduct audit of library and other administrative segments related to income and expenditure. During this year 2020-21 the audit was done by the District Audit Officer and the Accounts Review Report Approval Certificate has been issued in favour of Mathakaragola College, Mathakaragola, Dhenkanal. The Audit objections if any are given in the general remarks is appropriately settled by Public Accounts Committee, Govt. of Odisha. In this year the accounts review was made by checking Cash Book, General Ledger, Subsidiary Ledger, Registers, Serially Numberd Vouchers, Bank Reconsilliation Statement, Bank Statement and other records.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

Being a rural based institution Mathakaragola College caters Education to the students from various sections of the society mostly the poor and needy. However mobilisation of funds has been proved to be a big challenge for the institution. The tuition fees collected from the students in the form of college development fees is the only regular source of resource mobilisation. Some steps have been initiated to procure financial help from the Alumnies of the college for the development purpose. the funds mobilised have been spent mostly infrastructure maintenannce, providing salary to the management staffs, purchase of books and journals for the library, organising seminars, workshops, symposiums, sports activities and cultural activities. Some amount is utilised in beautification of college campus like plantation and up keeping of the trees.

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

## 6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. Some of the significant contributions are : 1. Amidst Covid-19 pandemic the IQAC took significant initiative and organised a programme to hold corona antigen test among the students on 12.02.2021. 2. In this academic year number of physical classes were very less compared to virtual classes. IQAC contributed significantly to ensure regular online classes meeting the need of the students. All the semester students were oriented and attended online classes on a regular basis. A committee was constituted for all streams by being headed by the senior most teacher of respective streams. 3. In this academic year a virtual system was implemented to get feedback from different stakeholders viz students and parents. After getting the feedback proper analysis was done and accordingly action was taken to meet the lacking of the institution. 4. As a part of examination reform the students were supplied with their internal answer scripts and this have been displayed and a thorough discussion was held with the students on the answers and their doubt have been made clear. This step was undertaken to ensure transparency in the examination process. 5. As part of its institutionalization of the quality assurance strategies and process different webinars were organised some of them are mention here. A National Webinar was organised by IQAC in collaboration with The Institute of Chartered Accounts of India on the topic "Impact of Covid-19 on Indian & Global Economy" on Dt. 26.09.2020. A National Webinar was organised by the Dept. of Pol. Sc in collaboration with IQAC on the topic "Indias Response to Covid-19: A Soft Power Prospective on Dt. 10.12.2020". A National webinar was organised by the Dept. of Physics in collaboration with IQAC on the topic "Nano Structure for Drugs Delivery Application" on Dt.26.12.2020. An International webinar was organised by the dept. of Zoology in collaboration with IQAC on the topic " Science in the Era of Infectious Disease" on Dt.

10.04.2021. A National Voters Day was observed to spread the message among the newly enrolled voters about importance of casting votes and its other aspects. A National webinar on the topic Students Research Engagement & Intellectual property Right Practicess was held on Dt.22.07.2021. A Career counselling programme was organised in collaboration with Khan Study Group (KSG, New Delhi) on the topic "Preparing Yourself for Academic Pursuit Through Simple Method" on Dt. 12.08.2021. 6. With an initiative of IQAC, Distribution of Masks was done as the part of Covid vaccination awareness programme held on 15th April, 2021. 7. Mo College Abhijan portal was lunched with a grand function held on 21st March, 2021. 8. A Blood Donation camp was organised in collaboration with NSS, Mathakaragola College on 24th September, 2021 where 65 units of Blood collected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The IQAC as the pivot organ of the institution keeps monitoring the institute involvement in preparing responsible citizen for future by providing a highly conducive teaching learning environment. While implementing different programmes and programme outcomes for each course IQAC ensures preparation of lesson plan and deliver the contents accordingly. The teaching learning process has improved to a great extent with use of ICT facilities. Teachers are equipped with digital knowledge to deliver the contents through powerpoint presentations, model display, role play, experimentation, video play and industrial visits, projects, cultural fest, seminars, workshop etc, are proved to be empowering the teaching learning process. IQAC through discussions and recommendation identifies need of improvement towards teaching learning and prepares a plan of action for upcoming session. Specific format prepared by IQAC are used to collect information from HOD's of different departments, faculty members, office, library, extension wings and other segments. Based on reports collected incremental improvement in

quality is identified, and lacunae, if any, are addressed by IQAC, the college administration and management.

Among various steps as per the recommendation of the NAAC PEER team in its first cycle and as the post cycle activities number of computers increased from 15 nos. to 30 nos during 2016 to 2020. In addition to this the IQAC takes initiative by monitoring the teaching learning process continuously the heads of respective departments provide information and report to the principal regarding classroom lectures by the faculty members and the principal also pay surprise visit to different classes to get instant feedback from the students. The students are made expose to group discussion, Q & A session, individual interaction, participatory method of debate and discussion and seminars. The submission of the assignment by the students, discussing content beyond syllabus organisation of international and national webinars, institution industry interaction, regulating proper proctorial system, steps to improve the average and poor students and organising career counselling programme to rebuilt the confidence of the student. The discussions carried out by the students helps in identifying the knowledge based and outcome based education. Regular industrial visit further helps in enhancing the skills of the students to meet the industrial needs.

The IQAC has started the productive and interactive based activity where students are engaged to enhance their knowledge in different domains keeping how to go about with a better career prospective in mind. Apart from the lectures in the class room they are given opportunity to participate discussing real world problems related to different issues. In its another step the IQAC identified the low performing students and nurtured them by conducting remedial classes and counseling,

The IQAC organised career counseling programme through online mode and some of the companies have been invited to provide opportunities to the students in the field of employment. 12 students got opportunity to get placement in different sectors. The bad effect of COVID-19 Pandemic restricted the sphere of opportunity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p>A. All of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

The concept of gender equity is off paramount important for every social set up. It revolves around realisation of fareness of treatment for both women and men according to their respective needs. This may include equall treatment or treatment that is different but which is considered equivalent in termsa off rights, benefits, obligations and oppertunities. Education if not based on equality is not true education. To ensure gender equiy we need education which must seriously focus on promoting the equal participation of women and men in making decissions, reducing enrolment gap between women's and men's access, giving

equality in learning process educational outcomes and external results to provide equal benefits for both sexes.

Women are not subordinate but coordinate part of the society. They play pivotal role in shaping the society. It is pertinent that girls are future homemaker and nation builder of every society. Their safety is a top priority at every strata of society, therefore, college campus no exception. In the present context safe and supportive campus is both an obligation and a challenge for college administrator and students. Gender equity in education it means that male's and female's have equal opportunities in terms of economic, social, cultural and political developments. Our institution stands with a clear vision to ensure gender equity by taking some measures.

#### 1. Safety & Security.

It is improper to expect gender equity in any society or institution without their safety & security. Our institution have CCTV camera facilities inside the campus and in all class rooms, library and reading room. 24 hours CCTV surveillance is maintained in the college campus. We got 44 CCTV cameras placed at different places in the campus from the main gate till the corner of the campus. Which prevent any sort of anti social activities. All remain cautious of the surveillances.

#### 2. Visitor Register.

Our institution has got a practice of maintaining visitor register and every entry and exit recorded duly. This system helps in prevent the entry of antisocials inside the campus.

#### 3. Female Guard.

We have female guards to keep an eyes on the movement of girls inside the campus. They help in catching the outsiders in to the campus.

#### 4. Common Rooms.

There are separate common rooms for the girls in our institution providing various facilities. There are also number of lady attendant to regulate girls common room.

#### 5. Anti Womens Harrasment Cell.



The anti women harrasment cell of our college functions for protection of girls from any kind of harrasment. Prof. Swapnita Rout, Senior L:ecturer leads the committee where Prof. A. Mishra, Prof. P M Dash, Prof. S Dehury, Prof. A Mahamansingh and Prof. R Khuntia are active members of this committee. The committee keeps a strong watch and listens the grievences of girls on address those complaints.

#### 6. Celebration of International Women's Day.

On a regular basis our instituion celebrate international women's day on 8th March every year. In this occasion various activities takes palce to make the girl students aware of their rights, liberties and justice.

#### 7. Women Empowerment Cell.

This cell of our college functions with a clear vision to inculcate the sense of knowing about the power and exercisingthe same at the need of the hour. The cell consisting of 07 memebers from women faculty and 07 members from girl students.

#### 8. Female Staff.

Despite of being a coeducatio system our institution is enriched with more number of female staff and number of girl students always supersede the boys. It is said that ours is a women college in spirit but coeducatinal institution in structure.

#### 9. Separate NSS Unit.

We have got a separate NSS unit for the female and the female volunteers participate actively in various activities undertaken by the institution.

#### 10. Self Defence Training Programme.

Our institution holds self defence training programme for the girlstudents every year under the guidelines provided by The Govt. of Odisha. In this training programme girl students are given training by the experts and they are equiped with necessary skills to protect themselves from any kind of aggression.

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

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

This institution has a system for waste management where we collect, treat and dispose the solid wastes. This is done through a complete process. We mainly collect the garbage dumped by the students and staff members of different departments in their respective places. However by doing so we can reduce and prevent ourselves from the problems of wastes heap up. The process of managing the solid waste by not allowing them to get disposed in unregulated dumps help us protecting from serious health problem, safety and environmental consiquenses.

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

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	A. Any 4 or All of the above
<ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	

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

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

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

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

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

C. Any 2 of the above

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

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

Our institution stands to take initiatives in providing an

inclusive environment as one of its standing principles. The institutional efforts in this regard has been ensured through different cultural programmes like: Drama, Play and Street Act on the theme of regional, linguistic, communal, socio economic and other diversities. Every year the institution observe different national days including Womens Day, Rastriya Ekata Divas, Pararkrama Divas, Matruvasa Divas, Sadbhabana Divas where different awareness programmes are held to teach the students tolerance and harmony. Every year during the annual function specific programmes are kept to have proper interaction among students hailing from diversified groups on the basis of region, culture, language, socio economic standard and gender. Over the year the institution has been encouraging different departments to hold functions like:- feast, farewell party, celebrating Ganesh and Saraswati Pujas in order to develop harmony among students and the staff members. In due course various activities were arranged to sustained an inclusive environment.

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

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

The institution bears different motto by which students and employees are sensitised to the institutional obligations, values, rights, duties and responsibilities as citizen of the nation. To inculcate the idea on values, rights, duties and responsibilities the institution organise different programmes on a regular basis. Vigilance Awareness Week is observed from 26th October to 1st November and during this period all the staff members have been sensitised on the issue of corruptions and its dangerous consequences. All the staff members remains present on the day to take the pledge to make the society corrupt free by not getting involved in giving and taking bribes. Every year on 25th January the institution observe National voter's Day where young voters got educated about the right to vote and importance of franchise in a democratic system. They are also given information and knowledge about how to exercise their vote without being influenced by money and other things. It is pertinently discussed that each and every citizen must remain

responsible to ensure free and fair electoral system. International Womens Day is observed on 8th March every year to educate the students on values to respect the women in all field and women are informed about their rights, freedom and oppertunities. As ours is a co-educational institution through this kind of programmes and seminars, debates, group discussions the students get educated on values regarding how to respect and assist the girl student's in the institution and women at large in the society. Every year on 26th November the constitution Day is observed in the institution where the preamble of the constitutionread out and every word of its have been thoroughly discussed and the students are educated on the constitutional obligations, rights and duties towards the nation.

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

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

A. All of the above

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

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

It has been a convention in our institution to celebrate National and International commemorative days on a regular basis. We celebrate the Republic Day and Independence Day in a grand way by organising various cultural programmes as a mark of remembrance to the Indian freedom fighters. Every Year on March 8, International Women's Day is celebrated and the best women faculty has been awarded as the mark of respect and recognition to the potential of women section of the society. The National Youth Day has been observed on January 12, where values, principles and virtues for character building has been inculcated in to the minds and hearts of the youth to commemorate the spirit and contribution of Swami Vivekananda to the cause of nation building. The Rastriya Ekata Divas is observed on 31st October every year to commemorate and celebrate the magnificent contribution done by Sardar Vallabhbhai Patel towards unification of nation and educate the young students about his life history. On 1st December the AIDS Day, is observed and various awareness programmes take place to educate the young students on various aspect of AIDS and HIV. The Teacher's Day is celebrated on 5th September every year to commemorate the glory of Sarbapalli Radha krishnan and pay homage to great teacher of the society. Prarkrama Divas is observed and celebrated on 23rd January to remember the martyrs of Mother India and to spread the message of Nationalism. International Yoga Day is celebrated every year on 21st June to educate the students and faculty members on the benefit of Yoga and how to remain fit physically and mentally.

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

## 7.2 - Best Practices

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

7.2.1: Describe two best practices successfully implemented by

the Institution as per NAAC format provided in the Manual.

#### BEST PRACTICES-01

##### Title of the Practice:

Financial help to the poor and needy students by the institution

##### The Context:

Equal access to education for students is the hallmark of educational policy discourse. Depriving of education due to financial constraint found to be clear discrimination in the existing setup. Keeping this thing in mind the institution takes a sincere strive to locate the students from the weaker section of the society and provide them financial assistance to continue their study. It is observed that some of the students are from interior rural belt and don't have support from the family to continue their study. With the institutional initiative this practice has been successfully implemented by the institution.

##### Objective of the Practice:

- To support financially a deserving poor students without any discrimination in the basis of caste, creed or gender.
- To encourage financially weaker students to pursue their study.
- To inculcate the values of generosity and a sense of social responsibility among the students.

##### Expected Outcome:

The expected outcome is that the students from poor background should be able to complete their degrees in flying colour. The beneficiaries should treat the needy with the principle of "Lend a helping hand without discrimination" and "learn to help and get helped".

##### The Practice:

In and around the area of the college the people are mostly depending on agriculture. It is observed that frequent droughts and famines, which have ravaged the rural life throwing the people into miserable conditions of abject poverty. In a situation of such poverty it is difficult for the parents to assist financially their children to pursue education. Therefore



the institution takes a step to help those students as per the availability of resource on the part of the institution. The financial support is extended to all deserving poor students to provide relieve from the burden they face. This has been a practice by the institution for several years. There is a committee to trace and verify the genuineness of the student aspirants to get the benefit. The committee is consisting of 04 members of which two are senior faculty members.

#### Challenges:

To implement this practice the institution faces problems in different ways. They are as follows:

1. Verification of financial backwardness of aspirants is a difficult task on the part of the committee.
2. The management has insisted on strict adherence to the rules frame about this fund in spite of the influential section.
3. The institution finds financial constraints in meeting the need of poor students in a large number.
4. A screening process has been followed to shortlist the genuinely deserving aspirins.

#### Evidence of Success:

This practice of helping the needy students greatly helped them to complete their higher education. Every year quite a good number of students got benefited out of this practice. Some of the names are mentioned below:

Sl. No.

Name of the Student

Course

Period of Study

Amount Given

01

Deepa Pradhan

+3 Arts

2020-21

1000.00

02

Durgadevi Samal

+3 Arts

2020-21

1000.00

03

Babita Nayak

+3 Arts

2020-21

1000.00

04

Gayatree Samal

+3 Arts

2020-21

1000.00

05

Shibani Prasad Mishra

+3 Arts

2020-21

3240.00



06

Priyadarshini Samal

+3 Arts

2020-21

1620.00

07

Abinash Swain

+3 Commerce

2020-21

1620.00

08

Purnendu Sekhar Lenka

+3 Commerce

2020-21

1250.00

09

Somanatha Swain

+3 Commerce

2020-21

750.00

10

Trinath Sendha

+3 Arts

2021-22

1200.00

11

Rajashree Barik

+3 Arts

2021-22

1200.00

12

Bandana Hati

+3 Arts

2021-22

1200.00

13

Bhagabata Murmu

+3 Arts

2021-22

2800.00

14

Gayatree Samal

+3 Arts

2021-22

1000.00

15



**Babita Nayak**

**+3 Arts**

**2021-22**

**1000.00**

**16**

**Baisakhi Swain**

**+3 Science**

**2021-22**

**2470.00**

**17**

**Biswajit Lenka**

**+3 Science**

**2021-22**

**1500.00**

**18**

**Papi Nayak**

**+3 Science**

**2021-22**

**2800.00**

**Total**

**27650.00**

Besides the above students there are some other students they get assistance from the institution study materials, books and other accessories at free of cost.

It is pertinent to mention name of the student called Sushanta Kumar Barik who had completed graduation from commerce hailing from a very poor family joined the institution as Junior Clerk in the year 2016 and serving the institution with full dedication.

#### BEST PRACTICES-02

##### Title of the Practice:

Women Empowerment

##### The Context:

The institution though a Co-Education system but 60% of the students are girls. Keeping this thing in mind a thrust of academic paradigm and extracurricular sphere provided enough opportunity and space for the girl students. The educational eco systems have been trying to drag more number of girls to the engagement in different activities. In the beginning the women students were not enthusiastic to participate in the deliberations. It is found that some of the parents did not show their interest to send wards to the college to get involved in different awareness programme. In various genders sensitization programmes organized by the institutions revealed the gender disparities and inequalities. Similarly the various legal protective provisions for women were misunderstood. While organizing self defense training programme for women some of the students showed their disinterest at the initial part to participate in the programme. The institution also subject to criticism by some of the parents that their children were detained in the college beyond working hour.

##### Objective of the Practice:

- To mentor women students on women specific issues with 01 women teacher as mentor for every 25 students.
- Creating an environment through awareness programme to enable the students to realize their full potential for learning and solving their problems independently.
- To trend them and to make them learn to fight against any sort of physical and mental harassment.
- Organizing debate and discussion on gender equality to enable the students to realize gender sensitization, thus leading to more equality and harmony in family and society.
- Taking effective steps to motivate more number of girls to

participate in NSS programme as volunteers to learn about national service scheme.

- Encouraging more number of girl students to represent the institution in different sports event both at Universities and National level.
- Extending financial help to the poor girl students to help them acquire their degrees.

#### Expected Outcome:

By implementing this practice thoroughly delivered some expected outcome by which a good number of girl students got empowered in different walks of life. With vigor prospective some of the women students got training and became trainer for self defence programme and some of them represented the college at national level in sports and national parade.

#### The Practice:

Since 2015 every year around 300 girls get training on Self Defence under the banner of Minister of Youth Affairs & Sports, Govt. of India. The month learns training found to be helpful for the girl students. The trainers for this programme are students of our institution who got formal training & utilized their potential by providing training to the students. The institution organizes various awareness programme on a regular basis for the girl students. Every year the girls from our institutions take part in different sports activities both inter college and inter university as well as national level games.

#### Evidence of Success:

A girl student named Pinakhi Swain; D/O-Niranjan Swain from our institution had participated in the pre republic day parade camp held at University of Science & Technology from 04th to 13th November, 2018. She also participated in the National Integration Camp (NIC) of the NSS, Regional Directorate, Triwendum under the Ministry of Youth Affaires & Sports, Govt. of India held from 21st to 27th February, 2020 at Marian College, Kuttikkanan (Autonomous), Kerala.

A resident of Mathakaragola village from a very poor background named Sonali Nayak, D/O-Nilambara Nayak completed her graduation from Arts in the year 2005 got elected as Sarapancha of

Mathakaragola Grama Panchayat during the year 2016 to 2021. She made the institution proud by serving the locality and needy.

Miss Shradhanjali Biswal product of this institution completed her graduation in the year 2018 in economics is serving the college in the capacity of a lecturer by the help of the management. Another girl student from this institution named Priyanka Dash after completion of her Master in Computer Science she is serving the institution as an IT lecturer.

Mrs. Sandhyarani Swain, D/O-Cornel Buddhimanta Swain a student of this institution has earned good name in the field of social service and recently got elected as a Summiti Sabhya to Bhuban Block.

Mrs. Banita Rout after completing her graduation in 2007 presently serving as a Govt. teacher at Mussa Mallik High School, Baligorad.

Mrs. Manoj Manjari Nayak a graduate from this institution completed her study in the year 1993 and presently serving as a Govt. teacher at Mathakaragola High School, Mathakaragola, Dhenkanal.

Mrs. Reeta Sahu completed her study in the year 2006 and presently serving as employee in District Judge Court, Sambalpur, Odisha.

Mrs. Brajeswari Das got her degree from this institution in the year 2008 got elected as the Vice Chairman of Kamakhyanagar NAC, Dhenkanal.

Mrs. Shubhadra Patra got elected as the Vice Chairman of Bhuban Block who had completed her graduation from this institution in 2000.

Mrs. Priyadarshini Pradhan after completing her graduation in the year 2008 she has become a reputed business person of this locality.

Problems on the way of best Practices:

The institution faces some of the problems in implementing the best practices which are mostly relating to financial constraint in organizing different awareness programme in a grand way and providing financial help to more number of girls hailing from



poor background. Due to financial problems some of the girl students engaged in supporting their family members discontinuing their study. The institution is concerned about these kinds of students and take various steps to generate resource to help the needy girls in completing their education.

Our institution is situated in a rural area and students are mostly from lower middle class and belonging to below poverty line sections of the society. We face problem due to social taboos & restrictions which prevent the girls to participate in various awareness programme mainly on HIV AIDS & Adult education. In this regards they show their unwillingness to take part in open discussions.

These group of students are not given freedom from their family to take part various activities mainly different camps organized by the college like- NSS camps where they need to stay till late hour of the day.

Another drawback which stands as a problem to implement this best practice is that the parents insist the girls to get married early or before completion of their education which ultimately lead to the drop out of the students.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The Institution stands to work in different areas regards to its programme of diversity inclusion and integration to create an atmosphere that facilitates personal commitment to the educational success of the students as one of the thrust area distinctive to its vision. The college has provided tremendous thrust and priority to achive its goals. The college is situated in a rural area and catering education to cross section of the society hailing from poor background. Majority of the students are girls and the institution provides ample oppertunity to empower them and get established in the society. The college takes effective measures to reach out the girl students to get benefits of different scholarships provided by the Govt. of Odisha. The

scholarship section of the college stands committed to make all possible ways so that the girl students get their scholarship to pursue their study. During this COVID-19 pandemic the institution took a special initiative to facilitate them to have access for their scholarship. Another measure steps taken by the institution to provide a self defence training programme for the girls to equip them in order to face and taken any miss happening in their life. In addition to that more number of girls are encouraged to join NSS programme and this is taking place in a successful way.

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

### 7.3.2 - Plan of action for the next academic year

The future plan of action for the next academic year which has been chalked out by the IQAC are following:

1. The foundation stone of the girls hostel has been laid and it is being planned to continue the construction work with expected rhythm in coming days.
2. The college will work on to sign more number of MoU with other institutions.
3. More number of seminars, workshops and intellectual interaction are to be organize on intellectual property rights and to have capacity building programe for the faculties.
4. To encourage more number of teaching staff to pursue the research work in order to strengthen research culture.
5. To expand the Gym where more number of students can be accommodated.
6. Looking at the Covid-19 Pandemic situation the need for expansion of online classes, development of E-Content & virtual mode of interaction have been felt so the IQAC plans to equip the faculty members in this regards.
7. The college is well known for its achievements in the field of sports therefore the IQAC plans to increase the participation of students in different sports activities both State & National level. However the effectiveness of this plan of action depends on Covid-19 Pandemic situation.
8. The IQAC plans to continue with the remedial and proctorial classes for the students both in online and physical mode as per the convenience of the situation.

9. It is planned to organize more number of career counseling programmes for the students both on virtual and physical mode. In addition to this the students will be encouraged to take part in different employment drive organized by various agencies both government and private.

NAAC