

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2015-16



GOVT. COLLEGE SUNDARGARH

Sundargarh, Odisha-770002

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2012-13) :-

I. Details of the Institution

1.1 Name of the Institution :-

1.2 Address Line 1 :-

Address Line 2 :-

City/Town :-

State :-

Pin Code :-

Institution e-mail address :-

Contact Nos. :-

Name of the Head of the Institution: :-

Tel. No. with STD Code: :-

Mobile

Name of the IQAC Co-ordinator: :-

Mobile: :-

IQAC e-mail address: :-

1.3 NAAC Track ID (For ex. MHCOGN 18879) :-

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: :-

Web-link of the AQAR: :-

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 71 | 2005 | 5 YEARS |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

26.07.2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI(Phys Edu)

TEI (Edu) Engineering Health Science Management

Others(Specify)

.

1.11 Name of the Affiliating University (*for the Colleges*)

Sambalpur University, Jyotivihar,
Burla, Sambalpur

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc **NIL**

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2.IQACComposition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

No.

06

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC -Total Nos

International

National

State Institution

Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. The college has been declared as Model College by the Department of Higher Education, Govt. of Odisha.
2. Weekly Seminars are organised by all departments with the monitoring of IQAC.
3. Capacity Building classes are held.
4. Automation of college library is in progress.
6. College Website is designed and registered.
7. Wi-fi is installed in the whole college building.
8. Campus placement drive is actively functioning.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|----------------|---------------|
| Annexure – I | Annexure – II |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

Management

Syndicate

Any other body

Provide the details of the action taken

- 1 Proposal is sent to UGC to organise two numbers of State level Seminar jointly by the department of (i) Economics, History, Political Science and (ii) Geology, Physics, Botany Zoology which is approved by UGC to conduct on 15,16 July and 11,12 Aug.2016 respectively.
2. A letter was sent to the Executive Engineer, P.W.D. to prepare the master plan of the new construction of three hundred bedded hostels separately for boys and girls and renovation work of the existing infrastructure.
- 3.Proposal with plan and estimate has been send to the District Collector for the construction of a mini Stadium in front of the College from the phripheral development fund.
4. Proposal with plan and estimate has been send to the *WODC* for construction of Auditorium inside the college campus.
5. The proposal for a Basket Ball Court installation in the UGC Hostel for boys is on the process.
6. Proposal has been sent to the Department of Higher Education, Govt. of Odisha to increase the Hons seats in Commerce from 24 to 32.
7. A letter is communicated to SC, ST Development Council for a study room in Ladies' Hostel and for an activity room in the college.
8. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.
7. The college web site is being continuously updated.
8. Automation of library is in progress.
9. Proposal has been sent to NCTE for opening of B.Ed. which has been approved to function during the academic session 2017-18.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 02 | | | |
| UG | 03 | | | 02(FSQC) |
| PG Diploma | | | | |
| AdvancedDiploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 05 | | | |
| Interdisciplinary | 02(FSQC) | | | |
| Innovative | | | | |

- 1.2 (i) Flexibility of the Curriculum: CBCS/**Core/Elective option** / Open options
(ii) Pattern of programmes: (CBCS to be followed in the academic session 2016-17)

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | Nil |
| Trimester | Nil |
| Annual | 05 |

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Not applicable

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 22 | 10 | 12 | - | |

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| 12 | | 10 | | - | | - | | 22 | 26 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | - | - | - |
| Presented papers | - | - | - |
| Resource Persons | - | - | - |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. CAI (Computer Assisted Instruction) is adopted by most of the teachers in form of Power Point presentations, use of LCD Projector and use of Internet.
2. Some of the class rooms are equipped with LCD Projectors which are used for class room teaching, the department of Geology has a smart class room, there is a language laboratory
3. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.
4. Remedial Classes are regularly conducted to facilitate the learning process of the students of backward castes namely SC, ST & Minorities.
5. Special group classes for the bright and gifted students are arranged by different departments for their academic excellence.
6. Seminars are organised on weekly basis to provide a research base to the learning process.
7. Group discussion and subject oriented quiz competitions, academic projects are organised to teach life skills and to develop examination taking skills of the students along with development of their cognitive skill.
8. Extra mural lectures are organised to provide value added education.

2.7 Total No. of actual teaching days during this academic year

216

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

1. Regular Surprise Tests & Monthly Tests are conducted to adopt Continuous Comprehensive Evaluation (CCE) process.
2. A question Bank with a good number of expected & relevant questions from all the subjects is developed and available in the library for all students. It consists of essay type, short answer type and objective type questions to orient students with pattern of examination.

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/

14

Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

84%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------------------|-----|------|------|--------|
| | | Distinction % | I % | II % | Pass | Pass % |
| UG | 302 | 45 | 29 | 37 | 23 | 44.37 |
| PG | 75 | <i>Yet to be declared</i> | | | | |
| | | | | | | |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Evaluation of Teaching & Learning processes is monitored through examination result, result of unit test and monthly test.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | 02 |
| Summer / Winter schools, Workshops, etc. | |
| Others,(NCC) | 01 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 05 | 03 | Nil | Nil |
| Technical Staff | 04 | 08 | Nil | 04 |

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

A research committee of the college is functioning under the monitoring and guidance of IQAC for development of research climate in the college. IQAC monitors the seminar, orientation, refresher course of the members and provides suggestion for further academic improvement. Internet facility is accessed to all faculty members.

3.2 Details regarding major projects: Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects: NIL

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|----------------|
| Number | | | | 10 (Proposals) |
| Outlay in Rs. Lakhs | | | | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: NIL

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No.Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.12 No of Conferences organized by the Institution.

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | | | 05 |
| Sponsoring agencies | | | | | College |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations –NIL- International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year -Nil

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| | | | | | | |

3.18 No. of faculty from the Institution who are Ph.D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) -Nil

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

- A Road Rally was conducted on AIDS Awareness on World AIDS Day.
- One Awareness Programme was organised on water conservation.
- Plantation programme was done on regular basis.
- One awareness programme was organised on International Women's Day
- A Programme on vigilance awareness was held.
- Observation of World Disabled Day.
- A Programme on Rights of Disadvantaged Group was organised.
- Financial help was made to the Hudhud Disaster affected people by the Staff Club.
- National Youth Day was observed.
- World Human's Rights Day was observed.
- Education Day was observed.
- A Cycle Rally for awareness of Road Safety was conducted.
- Communal Harmony Week was observed with different social programmes and competitions were organised.
- Awareness programme on Dengue (Road rally)
- Active citizenship film show
- Swachhata Divas celebration on 2nd October every year
- NSS day was celebrated

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|--|---------------|----------------|-----------|
| Campus area | 154 Acres | Nil | | 154 Acres |
| Class rooms | 35 | Nil | | 35 |
| Laboratories | Sc.-12/ SAMS-01/ Computre- 02 | Nil | | 15 |
| Conference Halls | 01 | Nil | | 01 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | Rs.3000000/- | | |
| Others | | | | |

4.2 Computerization of administration and library

1. e-Admission process is made mandatory for +3 & +2 admission.
2. e-Administration is facilitated through Additional Information Sheet annexed with e-Admission form.
3. College website is registered & functioning.
4. Salary through e-billing process is continuing.
5. Internet access to the institution for administrative (through use of e-Space) purpose.
6. Office, A/C Section, Examination Section, Principal's Office & Library are equipped with computers and other accessories.
7. Library automation process is in progress.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|-------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 33692 | | 258 | | 33950 | |
| Reference Books | 30158 | | | | 30158 | |
| e-Books | | | | | | |
| Journals | 25 | | | | 25 | |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------------|------------------------------|------------------------------------|
| Existing | 21 | 02 | 05 | | | Computerized | 06Departments have computers | 08 Departments have LCD Projectors |
| Added | 06 | | 00 | | | | | |
| Total | 27 | | 05 | | | | | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. The institution is accessed with Internet Connections.
2. Most of the departments are supplied with Laptops which makes the faculty members able to adopt ICT in teaching learning process.
3. Some of the departments have OHP, LCD, Amplifier, MIC & Speakers which facilitates teaching in the respective departments. There is the provision of a conference hall and some class rooms equipped with LCD Projector that makes class room teaching, inter disciplinary seminars, extra mural classes more accessible to the students.
4. The Institution adopts e-Admission, e-Governance, e-Administration & e-billing for smooth administration of the institution.
5. There is the provision of Students Academic Management System (SAMS) Room and Two computers Labs to facilitate technological service for the Institution.
6. Two of the ministerial staffs have attended the HRMS Training.
7. Library automation will be completed soon.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Capacity Building classes are organised.
2. Remedial classes are held for academic improvement of students of under privileged group.
3. Spoken English classes were held for soft skill development of the students under Equal Opportunity Centre.
4. Special Group classes are organised by some of the departments to facilitate learning of students having both high & low academic progress.
5. Career counseling and personality development classes were organized by experts.
6. Student Support wings like NCC, NSS, YRC, are vibrant in the institution under the guidance and monitoring of IQAC.

5.2 Efforts made by the institution for tracking the progression

Learner centred teaching, computer assisted instruction, special group class, Remedial Coaching class, Soft Skill Development class, Capacity Building class, Extra Mural classes, Inter Disciplinary Seminars are organised for students' progression. Continuous Comprehensive Evaluation (CCE) method is adopted for tracking the progression.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1384 | 178 | | |

(b) No. of students outside the state

23

(c) No. of international students

Nil

| Men | No | % | Women | No | % |
|-----|-----|-------|-------|-----|-------|
| | 749 | 47.95 | | 813 | 52.04 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|-----|-----|-----------------------|-------|-----------|-----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 746 | 184 | 484 | | 04 | 1414 | 839 | 197 | 463 | 63 | 05 | 1562 |

Demand ratio 158%

Dropout 2.1%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Since the institution is a Govt. College, no provision for coaching for competitive examination is there. However a carrier counselling cell is functioning and some carrier counselling programs are conducted through the cell. One financial education workshop is conducted during the session by the Hi-tech personnel. A carrier based talk on financial planning was organised. Importance of spoken English in carrier building is established by *Lieutenant* Ajit Kumar Barla, ANO, NCC. Regular display of advertisements regarding career prospects is made in the career corner display board.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. A "Financial Education Workshop" was organised by HDFC, Sundargarh, Personals.
2. A talk on "Financial Planning" was delivered by Sri Tribikram Sutar, BM, IDBI, Sundargarh
3. A discussion on importance of spoken English in career building was conducted by Lieutenant Ajit Kumar Barla, ANO, NCC.

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|--|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 05 | 160 | 30 | 48(so far as information is available) |

5.8 Details of gender sensitization programmes

- A. The following programmes are organised for gender sensitization on different occasions.
 1. A human chain was organized to prevent declination of sex ratio in India. On the same day Debate and Essay competitions was organized in English and odia on the same topic.
 2. A meeting is organised "Save the Girl Child".
 3. World Women Day was celebrated.
 4. An awareness programme was conducted on "Value the Girl Child".
 5. Two workshops was organized on girl trafficking from local area.
- B. An anti sexual harassment cell is functioning in the institution.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level
No. of students participated in cultural events
State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|------------------------------------|-----------------------|
| Financial support from institution | SSG-14, SAF-09 Half-freeship-35 | 4150/- 2106/- |
| Financial support from government | 1. PMS – 646 2. Medhabruti – 13 | 3193729/- 130000/- |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

The institution has the following provision for redressing grievances of the students.

- | |
|--|
| <ol style="list-style-type: none"> 1. Anti Ragging Cell 2. Regular Health Check Up 3. Grievance Redressal Cell 4. Anti Sexual Harassment Cell 5. SC/ST Cell |
|--|

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

Affirming and building its heritage

- Govt.College, Sundargarh educates to empower its students.
- Govt.College, Sundargarh avows to make its students assert themselves.
- Govt.College, Sundargarh aims at full flourishing of its student's potential.

Our Mission:

Govt.College, Sundargarh, an exclusive institution of higher education dedicated to the task of caring education, is a sought after destination of students from all strata especially from the under privileged section of tribal and minor communities. Striving ahead after completing its golden jubilee in 2008, the college rededicates itself to the mission it has always stood for:

- To equip, to enable, to enrich and to enlighten the students.
- To equip students with necessary skills making them self-reliant in every sphere of life.
- To enable students to realise and hone their inherent potentials, thereby lead dignified lives.
- To enrich students by preparing them to become active role models in nation building.
- To enlighten students for their harmonious growth amidst diversities of identities and existence.

Specific Objectives :

1. To provide Inclusive Education.
2. To preserve Tribal culture and heritage of Western Odisha.
3. To Train students in employable life skills.
4. To Develop personality and character through value added teaching.

6.2 Does the Institution has a management Information System

NO

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. 13 Nos. of teaching faculties of the Institution are members of Board of Studies of the Affiliating University. They take active part in the curriculum structure, curriculum construction, curriculum revision and change of curriculum through their valuable and judicious suggestion in the BOS meeting.
2. Feedback from the students are collected by the teachers regarding the content of curriculum and placed before the affiliating university.

6.3.2 Teaching and Learning

1. Inclusive Pedagogy is adopted by the faculty members to cope the individual difference among the students.
2. CAI (Computer Assisted Instruction) is adopted by most of the teachers in form of Power Point presentations use of LCD Projector and use of Internet.
3. Some of the class rooms are equipped with LCD Projector which is used for class room teaching.
4. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.
5. Remedial Classes are regularly conducted to facilitate the learning process of the students of backward castes namely SC, ST & Minorities.
6. Special group classes for the bright and gifted students are arranged by different departments for their academic excellence.
7. Seminars are organised on weekly basis to provide a research base to the learning process.
8. Subject oriented quiz competitions & Group discussion and academic projects are organised to teach life skills and to develop examination taking skills of the students along with development of their cognitive skill.
9. Extra mural lectures are organised to provide value education.

6.3.3 Examination and Evaluation

1. Some of our faculty members are in the Board of Examiners in the affiliating University to give their valuable suggestion regarding examination reforms and evaluation process.
2. Continuous Comprehensive Evaluation (CCE) process is followed through monthly tests & surprise test and competitions on different non-scholastic area.
3. A question Bank with a good number of relevant and expected questions from all the subjects is developed and available in the library for all students.
4. Scores on monthly tests are displayed on the notice board and recorded properly.

6.3.4 Research and Development

1. A research Committee is functioning in the college.
2. All the teachers are encouraged to undertake minor and major Research Projects under UGC. Two members of teaching faculties have been awarded with Ph.D.
3. Departmental Seminar activities are made compulsory.
4. Proposal is sent to UGC to organise two numbers of State level Seminar jointly by the department of (i) Economics, History and Political Science (ii) Geology, Physics, Botany and Zoology.
5. Departments are encouraged to conduct content oriented research base seminars in their department.
6. Internet facility is accessed to all the faculty members and students as well for academic project for research purpose.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Quality improvement is made to the institution by addition of White board & green board in the classrooms with traditional chalk board. Classrooms are well equipped with LCD Projectors. Library automation process is on the process. Many of the departments are equipped with Laptops and Projectors. The Institution is accessed with Internet Connection. The Institutional building extension work is going on and construction of a separate academic block is nearly to be completed.

6.3.6 Human Resource Management

Teachers are encouraged to attend the faculty development programmes like refresher course, orientation programme, HRD programme, and the like. Assignment of co-curricular activities is made on the basis of teachers' ability and area of interest. Common Minimum Standard (CMS) is followed for effective Human Resource Management.

6.3.7 Faculty and Staff recruitment

Since this is a Govt. institution regular faculty are recruited by the Govt. only. However,

1. Institution has hired retired teachers to provide quality education to the students.
2. Guest Faculties are engaged in classroom teaching to meet the vacancy of regular teaching faculty as per Govt. norm.
3. Contractual teachers are appointed as per the rules of the Govt.
4. Faculty exchange programme is initiated.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

1. e-Admission process is adopted for admission into different streams.
2. A counselling session is made for Honours and other electives selection in each stream.
3. e-Administration is facilitated through "Additional Information form" during the admission process.

6.4 Welfare schemes for

| | |
|-------------|----------------------------------|
| Teaching | Staff Club, GPF, GIS |
| Nonteaching | Festival advance, GPF, GIS |
| Students | Financial ✓, Help Throu, G & SAF |

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|-----------------------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | A.G. Office Govt. of Odisha | Yes | IQAC |
| Administrative | Yes | A.G. Office Govt. of Odisha | Yes | IQAC |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

1. Study Materials are distributed to the needy students.
2. Financial support to some poor students at the time of necessity.
3. Academic feedback for learning improvement of the students.
4. Interaction with the students and faculty members regarding scholastic, non-scholastic & social activities of the institution.

6.12 Activities and support from the Parent – Teacher Association

The parents are invited to give suggestions for the development of curricular and Co-curricular activities in the college through the PTA meetings. The Parent Teacher Association took special measure in giving special coaching to the bright & poor students.

6.13 Development programmes for support staff

1. Two of our Clerks dealing with accounts have attended HRMS trainings conducted at the Collectorate, Sundargarh.
2. Sri Ajit Kumar Barla one of the faculty member was undergone training for ANO as NCC Lieutenant.
3. Smt.J.P.Kindo, Jr.Clerk, cleared the departmental accounts examination.
4. Smt.S.Nayak, Asst.Librarian, has passed the M.Lib. examination.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Regular plantation programme is done in different occasions.
2. Regular campus cleaning programme.
3. Use of Dustbins.
4. Involvement of NCC and NSS unit in different awareness programmes to make the campus eco friendly.
5. Initiative is taken to keep the campus polythene free.
6. One awareness programme is conducted on water conservation.
7. Botanical garden of the college is proposed to be renovated.
8. A Seminar was organised on Bio-Diversity Conservation to make students aware about the environmental concepts.
9. Initiatives are taken to aware the students for transboundary pollution due to mining and industry.

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

1. Principal's address and interaction with the students at the beginning of the session to develop motivation and perseverance among the students towards education.
2. Self-Defence training is mandatory for all Girl students.
3. Value added education through extra moral classes.
4. Continuous comprehensive evaluation (CCE).
5. e-billing process.
6. e-Admission and e-Administration

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Proposal is sent to UGC to organise two numbers of State level Seminar jointly by the department of (i) Economics, History and Political Science (ii) Geology, Physics, Botany and Zoology.
2. A letter was sent to the Executive Engineer, P.W.D. to prepare the master plan of the new construction and renovation work of the existing infrastructure.
3. The proposal for a Basket Ball Court installation in the UGC Hostel for boys is on the process.
4. Proposal has been sent to the Department of Higher Education, Govt. of Odisha to increase the Hons seats in Commerce from 16 to 32.
5. A letter is communicated to SC, ST Development Council for a study room in Ladies' Hostel and for an activity room in the college.
6. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.
7. The college web site is being continuously updated.
8. Automation of library is likely to be completed.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Empowering all girl students through free, mandatory self-defence training.
2. Empowering all students through communicative English classes for the global job market.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. Regular plantation programme is done in different relevant occasions.
2. Functioning of waste water management system.
3. Regular campus cleaning programme.
4. Use of Dustbins.
5. Involvement of NSS wing in different programmes to make the students aware about environmental protection.
6. Pamphlets containing message "Say No to Crackers", "Don't Waste Water", "Keep your Campus Clean" are posted at different place of student's attention.
7. Initiative is taken to keep the campus polythene free.
8. One awareness programme is conducted on water conservation.
9. A Seminar was organised on Bio-Diversity Conservation to make students aware about the environmental concepts.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC ANALYSIS

Strength

- Most peaceful, un-politicized and conducive academic environment
- Well qualified, sincere, hardworking, supportive faculty members
- Talented hard working students having lot of interest in academic and co-curricular activities
- Healthy value system
- Innovative teaching-learning and evaluation method
- A very strong N.C.C team which promotes team work, sportsman spirit and leadership qualities
- Strong community outreach programmes and vibrant co-curricular activities
- Participatory management in the true democratic spirit
- Consistent academic result, securing top ranks in the university
- Language lab for development of communicative English
- Wi-Fi campus

Weakness

- Insufficient infrastructural and library facility
- Shortage of human resource
- Poor communication skill of students in English

Opportunity

- More number of class rooms to be equipped with audio visual and LCD projector
- Total computer literacy of students to be achieved
- Personality development, communicative English class to be made more regular
- Creating avenues for more research work
- Industry academic relationship to be made more strong
- Installation of INFLIBNET

Challenges

- Making provision for auditorium to conduct seminars, conferences and meetings
- Opening of self-financing courses
- MOU with industries
- Affiliation to other universities

Criterion-I: Curricular Activities

1. Follow up action will be made for opening of some Add-on and self financing courses.
 - a. Add-on courses - P.G. in Geology,
Hons. in Hindi,
Hons. in Computer Science
 - B. Self financing Courses – Bachelor of Education (B.Ed.)
2. Departments will submit departmental profile as per NAAC guidelines.

Criterion-II: Teaching Learning Evaluation

1. Teachers shall adopt learner centered, activity based and interactive technique.
2. More remedial coaching shall be engaged for the academic progress of the under privileged group of students.
3. Continues adopting CCE pattern for evaluation of student's achievement through monthly test, surprise test and competitions on different non scholastic traits.
4. Teacher made learning materials shall be supplied to students to facilitate learning.

Criterion-III: Research, Consultancy and Extension

1. National/State level seminars shall be organized.
2. Each Department shall apply for at least one minor research project.
3. Initiatives shall be taken to conduct research training programmes to develop research skills among the new researchers.
4. Steps shall be taken for Industry Institution collaboration.

Criterion IV: Infrastructure and Learning Resources

1. An Auditorium, a new Boy's Hostel, a new Girl's Hostel and a mini stadium shall be constructed.
2. Provision of more computers with printer and Xerox machines shall be made in Library.
3. INFLIBNET provision will be made.
4. Faculty members shall be instructed to provide hands on materials and teacher made learning materials to the students.

Criterion V: Student support and progression

1. Weekly capacity building classes shall be continued.
2. Soft skills development programme shall be continued under Equal Opportunity Education Centre.
3. Special group classes and remedial classes shall be engaged.
4. Training on life skill learning shall be conducted.

Criterion VI: Organization and Management

1. College Governing body shall meet at least twice a year.
2. Computer Training Programme shall be organized for the faculty members
3. IQAC meetings shall be conducted more frequently.
4. Steps shall be taken for Wi-fi campus and installation of CC TV camera.
5. Common Minimum Standard (CMS) shall be followed to its maximum possible extent.


Criterion VII: Best Practices

1. More community awareness and development programmes will be undertaken.
2. More steps shall be taken to make the campus eco-friendly.
3. More weightage shall be given to self-defence training for girls.

Kishore Kumar Dash
Signature of the Coordinator, IQAC 21-7-2015.
Name: Dr. K.K.Dash

Jasinta Kindo
Signature of The Chairperson, IQAC 21-7-15
Name: Smt. Jasinta Kindo

8. Plan of the Institution for the next year.

|  <h1 style="text-align: center;">Common Minimum Standard</h1> <h2 style="text-align: center;">Department of Higher Education, Government of Odisha</h2> <p style="text-align: center;">For Govt./Non-Govt. (Aided & Block Grant) Junior/Degree/Autonomous Colleges of the State</p> | |
|---|---|
| Sl# | Items |
| 1 | Common Academic Calendar prescribed by Govt. followed |
| 2 | Time table prepared as per the Govt. guidelines |
| 3 | Lesson plan as per syllabus prepared by teachers |
| 4 | Progress Register maintained by teachers properly as per Govt. guidelines |
| 5 | Students' Attendance |
| (a) | Students' Attendance Register maintained properly |
| (b) | Name of the students, who have less than 75% attendance upto the end of every month is notified on the college notice board |
| (c) | Post card messages being sent to the parents of students securing less than 75% attendance |
| 6 | Remedial classes for students conducted |
| 7 | Special guidance for aspirants provided |
| 8 | At least 180 teaching days in a year planned |
| 9 | Monthly test conducted in conformity with the lesson plan |
| 10 | Subject wise question bank made available to students |
| 11 | Seminars for Hons./P. G./M. Phil students / Group discussions for +2 students conducted at frequent intervals |
| 12 | Library Facility |
| (a) | Sufficient text books are available in the library |
| (b) | Sufficient reference books are available in the library |
| (c) | Sufficient journals are available in the library |
| (d) | Library is being used by Teachers / Students |
| 13 | Required equipment and chemicals as per syllabus are available in laboratories |
| 14 | Internet facility is available in the college |
| 15 | Teachers' profile |
| (a) | Teachers are staying for minimum five hours in the college during working days |
| (b) | All teachers assigned classes on every working day |
| (c) | Teachers taking not less than 25 periods per week (Including remedial and Special classes) |
| 16 | Undertaking |
| (a) | Undertaking given by teachers not to engage themselves in private tuition / coaching |
| (b) | Is any teacher engaging him/herself in private tuition/coaching |
| 17 | Time schedule as prescribed in the employees' charter (SANKALP) is strictly followed by the ministerial staff of the college. |
| 18 | Campus Update |
| (a) | Students' common room is available and in proper condition |
| (b) | Cleanliness of Campus is maintained |
| (c) | Potable drinking water is available |
| (d) | Boys' and Girls' toilets are available |
| (e) | Running water supply to the toilets is available |
| 19 | Leave register of staff is maintained |
| 20 | Cash book & DCR are properly maintained |
| 21 | Stock Registers are maintained |
| 22 | Anti-ragging cell / sexual harassment cells are functioning |
| 23 | Career counselling for students is conducted |
| 24 | Extra curricular activities |
| (a) | NCC wing functioning properly |
| (b) | NSS wing functioning properly |
| (c) | Youth Red Cross wing functioning properly |
| (d) | Rovers & Rangers wing functioning properly |
| 25 | Other activities |
| (a) | Annual sports organised |
| (b) | Essay & Debate competitions conducted |
| (c) | Other cultural competitions conducted |
| <i>Today's Call- Education for All!</i> | |

GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2014-15

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1. Common Academic Calendar : 2014-15

| SI # | Subject | Time Line |
|------|--|---|
| i. | Reopening of College after Summer Vacation of 2013-14 | 23.06.2014 |
| ii | Admission + 2, 1 st Year + 3, 1 st Year | 07.07.2014 to 30.07.2014 14.07.2014 to 05.08.2014 |
| iii. | Commencement of Classes +2, 2 nd year +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +2, 1 st Year +3, 1 st Year P.G. 1 st Year | 26.06.2014 - do - - do - - do - 01.08.2014 07.08.2014 To be notified by respective Colleges/Dept. |
| iv | College Students' Union Election | Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt. |
| v. | Puja Vacation | 01.10.2014 to 08.10.2014 |
| vi | Test / Semester End Examination + 2, 2 nd Year +3, 1 st year +3, 2 nd Year +3, 3 rd Year P.G. 1 st year P.G. 2 nd Year | 2nd Week of December, 2014 - do - - do - - do - - do - - do - |
| vii | X- Mass Holiday | 25 th December 2014 |
| viii | Annual Sports / Cultural Week | 05.01.2015 to 20.01.2015 |
| ix | Filling up of forms for CHSE(O) / University Exam | As notified by CHSE(O) / Concern University / Autonomous Colleges |
| x | Commencement of CHSE(O) / University Exam | As notified by CHSE(O) / Concern University / Autonomous Colleges |
| xi | Annual College Examination for +2 1 st year classes | 3 rd week of April, 2015 onwards |
| xii | Publication of Result AHS Exam – 2015 +3 1 st +3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year | Before 10 th June -2015 Within 45 to 60 days from the date of last Theory Examination |
| xiii | Total No. of Holidays | 72 days, excluding Sundays |
| xiv | Total No. of Reserve Holidays | Maximum 2 days |
| xv | Total No. of Teaching Days | Minimum 180 days |
| xvi | Summer Vacation | 11 th May to 18 th June 2015 |

(N.B : - The above time line may be modified by the Government as and when required)

2. Admission:

- (i) All admission into +2 and degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- (ii) As per Govt. letter No. 27546 dt. 14. 09.2009 and Letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are Blind and use Braille for studies / hearing impaired and dumb/ Orthopedically handicapped with disability of more than 75%.

3. Time Table:

Time table shall be prepared by each college as per the following guidelines and uploaded in e-space:

| Sl. No. | Subject | |
|---------|---|--|
| i | Duration of one period of general class | 45 Min |
| ii | Duration of one period of practical class | 3 × 45 Min (3 periods) |
| iii | No. of students in a section | 128 |
| iv | No. of Students in a Practical group +2 Class +3 Class | Maximum 32 16 |
| v | No. of general classes in each subjects of + 2 stream : English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/ Basic Computer Education No. of practical classes per week for each group No. of General / practical classes per week in +3 / P.G classes | Weekly = 04 periods & Yearly Minimum 80 periods Weekly = 01 periods & Yearly 30 periods Weekly= 01 practical period & Yearly minimum 20 periods As prescribed by concern universities |

- vi. One teacher shall be allotted maximum 25 periods per week, provided that, additional posts shall be admissible only as per the work load and yardstick prescribed for Govt./Non-Govt. colleges .
- vii. All teachers shall be assigned classes on every working day of a week.
- viii. Names of teachers should be reflected in the time table against respective classes allotted.

4. Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the department.
- ii. Progress of syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register". A model format for printing progress register was annexed as "Annexure A" in the letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the Principal on last working day of every month.

5. Students' Attendance:

- i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- ii. The common practice of maintaining students' attendance as given below:

A format for the same is given below:

| Roll no. | Name | 02.09.13 | 03.09.13 | 04.09.13 | 05.09.13 |
|---------------------------|--------------|----------|----------|----------|----------|
| 1A11001 | A. Mohanty | 1 | 2 | 3 | 4 |
| 1A11002 | P. K. Panda | 1 | X | 2 | X |
| 1A11003 | G.M. Marandi | 1 | 2 | X | 3 |
| Full Signature of Teacher | | | | | |

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- iv. Students' attending less than 75% classes up to the end of each month shall be warned through a notice, notified in the college notice board specifying the % of attendance.
- v. Parents of such students should be intimated by registered post at the end of September and December of each year.

6. College Examination / CHSE, University Exam and Question Bank:

- i. CHSE (O)/University question & answer scripts patterns should be followed in Annual and Test Examinations conducted by colleges.
- ii. The valued answer scripts should be preserved till CHSE (O)/University examination of the same admission batch.
- iii. Subject wise question bank for +2, +3 and P.G. classes may be made available to student. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- iv. For +2 classes Question Bank will be developed by CHSE (O).
- v. Necessary steps be taken for safe custody of question papers / answer scripts of CHSE / University Exams.
- vi. Eligible staff members, those who are regular employees of govt. colleges or GIA/Block Grant employees of non-govt. colleges shall be given preference for appointment as invigilators / examiners / other exam duties in CHSE / Univ. Exams.

A common assignment programme for such duties shall be notified by the concern Principal and intimate the same to all concern properly.

7. Conducting Departmental Seminars :

- i. Seminars on Honors subjects may be conducted at the end of every week/month.
- ii. The participation of the concern students' in the seminar is mandatory.

8. Library, Laboratory and Common Infrastructure Facilities:

- i. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- ii. The separate laboratories for +2, +3 and PG classes of practical subjects should be well equipped with required furniture, equipment and chemicals etc. as per syllabus.
- iii. Library books, furniture, equipment and chemicals shall be preferably purchased at the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund) be maintained with articles in alphabetical order. The stock register shall be updated at the end of academic session.
- iv. Regular govt. or GIA/Block Grant non govt. college employees shall be the custodian of assets of the concern dept.

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without sufficient reason. No fees shall be enhanced, once the process of admission for an academic session is announced.

- x. Subject combinations as per university rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum number of students are accommodated in minimum no. of subjects.
 - xii. In case of Block grant employees of Non-Govt. aided colleges, common principle shall be adopted for all such employees while extending EPF benefit and college share of salary above block grant amount sanctioned by the Govt.
 - xiv. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extra-curricular committee / H.O.D. of the Dept. etc. as the case may be shall be mandatory.
 - xv. No additional remuneration shall be paid to teaching and non-teaching staff, except Admissible for NSS/NCC/CHSE or University exam etc.
- 11. Co-curricular and Extra Curricular Activities:**
- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
 - ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused.
 - iii. All records related to above shall be properly maintained.
 - iv. All the teaching staff of the college, those who are regular employees of govt. colleges / aided employee of non-govt. colleges shall be assigned co-curricular and extra curricular duties in different teams headed by senior most of the team and others as members.
 - v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
 - vi. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee etc. should be constituted along with teams for other co-curricular and extra curricular activities.
 - vii. Special attention should be given for discipline and security of hostel and college campus of women's college.
 - viii. Activities affecting security and privacy of students in hostel and college campus women's college shall be strictly prohibited.
- 12. Preservation of records & assets:**
- i. A master data base register to enlist all the registers, records, files used and by different departments, library, office etc. shall be maintained.
 - ii. The master database register and G.B. resolution books shall be kept by the Principal only in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
 - iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
 - iv. Annual stock verification of office/Library/Departments should be conducted at the end of the Session.
- 13. Updation of data through on-line SIP, CIP, CMS formats**
- i. As per Govt. Letter No. 23733 dt. 26.09.2012, data should be updated regularly in respect of teaching and non teaching staff, infrastructure financial position of the college and fulfillment of CMS norms.

6

13. UGC Grant and NAAC Accreditation

- i. Every Govt. degree college or non-govt. aided degree college should pursue to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be utilized properly with due procedure and utilization certificate should be issued in time.
- ii. It has been made mandatory by the UGC of every degree college. Steps should be taken for NAAC accreditation by the govt. and non govt. degree colleges for NAAC accreditation and subsequent re-accreditation.
 - iii. Every HE institution must have its own "Internal Quality Assurance Cell"(IQAC) ,Equal Opportunity Cell and Placement Cell.

Additional Secretary to Govt.

**Government of Odisha
Department of Higher Education**

No. 38 HE/Dated 02/01/2015

From, **VIII-HE-COOD-PG-0033/14**

Sri Durga Prasad Behera, I.A.S
Additional Secretary to Govt.

To

The Principals
All Govt./Non Govt. (Aided/ Block Grant/Unaided)/Self Financing/
Autonomous Colleges of the State

Sub: Implementation of Common Holiday List – 2015.

Madam/Sir,

I am directed to say that in order to bring uniformity in observing holidays, the following "Common Holiday List" shall be strictly followed in all Govt./Non Govt. (Aided/Block Grant/Unaided)/Self Financing/Autonomous Colleges under Higher Education Department, Odisha, during the calendar year 2015. Any deviation to this shall be viewed seriously.

| Common Holidays List For The Calendar Year 2015 | | | | |
|---|---|-----------------------------|-----------------------|-----------------------------------|
| Sl. No. | Occasion | Date | Day | No. of holidays excluding Sundays |
| 1 | New Years Day | 01.01.2015 | Thursday | 1 |
| 2 | Makar Sankranti | 14.01.2015 | Wednesday | 1 |
| 3 | Netaji Jayanti | 23.01.2015 | Friday | 1 |
| 4 | Saraswati Puja | 24.01.2015 | Saturday | 1 |
| 5 | Republic Day | 26.01.2015 | Monday | 1 |
| 6 | Maha Sivaratri | 17.02.2015 | Tuesday | 1 |
| 7 | Panchayat Raj Divas | 05.03.2015 | Thursday | 1 |
| 8 | Holi | 06.03.2015 | Friday | 1 |
| 9 | Shree Ram Navami | 28.03.2015 | Saturday | 1 |
| 10 | Utkal Divas | 01.04.2015 | Wednesday | 1 |
| 11 | Good Friday | 03.04.2015 | Friday | 1 |
| 12 | Maha Visuva Sankranti / Dr.B.R. Ambedkar Jayanti | 14.04.2015 | Tuesday | 1 |
| 13 | Summer Vacation | 11.06.2015 to 18.06.2015 | Monday to Thursday | 34 (Excluding 5 Sundays) |
| 14 | Shree Gundicha/Id-UI-Fitre | 18.07.2015 | Saturday | 1 |
| 15 | Independence Day | 15.08.2015 | Saturday | 1 |
| 16 | Rakhi Purnima | 29.08.2015 | Saturday | 1 |
| 17 | Janmashami | 05.09.2015 | Saturday | 1 |
| 18 | Ganesh Puja | 17.09.2015 | Thursday | 1 |
| 19 | Nuakhai | 18.09.2015 | Friday | 1 |
| 20 | Idul-Juha | 24.09.2015 | Thursday | 1 |
| 21 | Gandhi Jayanti | 02.10.2015 | Friday | 1 |
| 22 | Mahalaya | 12.10.2015 | Monday | 1 |
| 23 | Puja Vacation | 19.10.2015 to 27.10.2015 | Monday to Tuesday | 9 (Excluding 1 Sunday) |
| 24 | Kali Puja | 10.11 2015 | Tuesday | 1 |
| 25 | Diwali | 11.11.2015 | Wednesday | 1 |
| 26 | Bada Osha | 24.11.2015 | Tuesday | 1 |
| 27 | Rasa Purnima | 25.11.2015 | Wednesday | 1 |
| 28 | Prathamastami | 03.12.2015 | Thursday | 1 |
| 29 | X-Mas Day | 25.12.2015 | Friday | 1 |
| 30 | Reserve Holidays | | | 2 |
| Total number of Holidays | | | | 72 |



TRIBAL AREA CERTIFICATE

COLLECTORATE, SUNDARGARH

(Genl. & Misc. Section)

No. 1190 / dt. 25/4/15

Certified that the Government College, Sundargarh comes under the jurisdiction of Tribal Sub-Plan area as per Tribal and Rural Welfare Deptt. Resolution No. 32692/ITDP/(SP) 89/75 (PT.II) TRW. Dt. 14.11.1975.


Addl. District Magistrate,
Sundargarh
Addl. District Magistrate
SUNDARGARH



BOARDER AREA CERTIFICATE

COLLECTORATE, SUNDARGARH

(Genl. & Misc. Section)

No. 1189 / dt. 25/4/15

Certified that the Government College, Sundargarh located in the district headquarters is about 40 Kms(airdistance from the boarder of the Jharkhand State and 35 Kms (airdistance)from the boarder of the Chhatisgarh State.


Addl. District Magistrate,
Sundargarh
Addl. District Magistrate,
SUNDARGARH

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |
