YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT COLLEGE, SUNDARGARH
• Name of the Head of the institution	DR. LALIT RANJAN SAHU
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7008836900
• Mobile no	7008836900
• Registered e-mail	lsahu71@gmail.com
• Alternate e-mail	govcolsng@gmail.com
• Address	GOVT COLLEGE SUNDARGARH RANGADHIPA SUNDARGARH 770002
• City/Town	SUNDARGARH
• State/UT	Odisha
• Pin Code	770002
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Sambalpur University**
• Name of the IQAC Coordinator	**Dr. (Smt). Kumadini Routray**
• Phone No.	**7815050905**
• Alternate phone No.	**9040184639**
• Mobile	**7815050905**
• IQAC e-mail address	**govcolsng@gmail.com**
• Alternate Email address	**govcolsng@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://govtcollegesundargarh.ac.in/pdf/aqar2020_21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://govtcollegesundargarh.ac.in/pdf/64c26b6b7d3ef.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.55**	**2016**	**02/12/2016**	**01/12/2021**
Cycle 1	**B**	**71.00**	**2005**	**28/02/2005**	**28/02/2010**

6.Date of Establishment of IQAC | **26/07/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**OHEPEE**	**Central Govt-State Govt.**	**2021-22**	**3341000**
Institutional	**DMF**	**Central Govt.-State Govt.**	**2021-22**	**340493**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
Proposal for opening of new PG courses.
ICT training to staff members.
Placement awareness programme.
Organisation of Vanmahotstav.
Conduct of Webinar.

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
Conduct of Webinar	A webinar was conducted on the topic of Ground Water on 22.6.2021 in association with CGWDB.
Organisation of Vanmahotsav.	A Vanmahotsav was organised on 01.07.2021- 07.07.2021.
Cleanliness programme .	A cleanliness programme was organised on 27.8.2021 on the occasion of 'Azadi ka Amtit Mahotsav
Felicitation of Safai workers.	The safai workers of the Municipality were felicitated on 28.9.2021 for their noble contribution to the society.
Health Check-up	A health check-up camp for the students and staff members was organised in the College Campus by the Rotary Club of Sundargarh on 29.9.2021.
Swatch Bharat Abhiyan	A cleanliness proramme was launched by the NSS wing on 02.10.2021 in association with NYK, Sundargarh.with
Campus selection	A campus recruitment drive was undertaken by ICICI, Bank Sundargarh Branch on 04.03.2022.
Tobacco Awareness Programme	A tobacco awareness programme was undertaken in the College on 13.05.2022.
Conduct of Webinar	A webinar was conducted on the topic 'Nasocomial Infections: Therapeutics and Prevention' on 23.07.2021 in association with AIPH, University, Bhubaneswar.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	15/02/2023

15.Multidisciplinary / interdisciplinary

The multidisciplinary/interdisciplinary approach enables an individual to approach a problem through different perspectives with the help of allied disciplines. In order to implement this concept, the institution allows the students to opt for an elective paper termed as GE (Generic Elective) other than the core subject. The purpose of GE is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The Institution offers two papers each in two GE subjects or four papers in one GE subject.Besides, the student have to study AECC-I(Environmental Studies) and AECC-II(Language/MIL paper) as compulsory subjects in 1st and 2nd semesters repectively. These papers are taught by the teaching faculty of science departments and the Language departments respectively. The SECC-I and SECC-II courses like Communicative English and Quantitative Aptitude and Logical Thinking respectively are taught by faculty from English and faculty from Commerce/Mathematics departments. The multidisciplinary approach ensures flexibility of choice which empowers the students to enhance their communicative skill and logically thinking.

16.Academic bank of credits (ABC):

This institution is a non-autonomous college affillited to the Sambalpur University.The University has not yet implemented ABC for its constituent colleges.

17.Skill development:

The skill enhancement courses in an educational institution enable the students to tap into their capabilities, develop real-life skills, problem solving techniques, communication skills and improve employability. The institution offers Skill Enhancement Courses (SECC) i.e Communicative English (SECC-I) and Quantitative and logical thinking (SECC-II).

05-08-2023 03:33:52

Communicative English: This course aims to improve the language and communication skills of the students. The main purpose of this paper is to strengthen the language competency of the students. A good command over the English language gives an edge over the one's competitors.

Quantitative and logical thinking: The main intent of this paper is to strengthen the quantitative & logical thinking of the students. A good understanding of Quantitative Aptitude and Logical Thinking gives an advantage in the competitive examinations.

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

As an affiliating college under Sambalpur University, we have adopted the model syllabus approved by the University. At present there is no provision for imparting online courses for Indian languages.

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

In order to attain the outcome based learning, each of the departments has formulated the POs, PSOs and COs to monitor the academic performance and progress of the students in terms of continuous assessments .

20.Distance education/online education:

The study centre of IGNOU and OSOU(Odisha State Open University) are operating from the campus of this institution.Two of the facculty members have been appointed as Co-ordinators of the study centres.Some other faculty members of the institution have been registered as academic counsellors.Some students of this institution have enrolled themselves in the add-on courses offered by these Universities.

Extended Profile

1.Programme

1.1   **15**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1650**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **738**

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

File Description	Documents
Data Template	View File

2.3   **710**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **44**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **51**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	1650
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	738
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	710
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	44
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	51

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	62
4.2 Total expenditure excluding salary during the year (INR in lakhs)	39.72
4.3 Total number of computers on campus for academic purposes	75

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

Govt. College, Sundargarh which is affiliated to the sambalpur University has adopted the CBCS pattern of Syllabus at the Undergraduate level. This institution runs 04 programmes in the form of Arts, Science, Commerce and Teacher Education with 15 undergraduate courses in different subjects while it provides teaching facilities in 08 PG subjects. The institution follows the CBCS syllabus as approved by the Sambalpur University. An academic calendar is prepared by the institution at the beginning of each academic year in conformity with the guidelines of the Department of Higher Education. The academic calendar is circulated among the faculty and the students to apprise them of the scheduled academic as well as co-curricular activities. A master Time Table is prepared by the OIC, Time Table in consultation with the Academic Bursar which is circulated among all the HODs for implementation. On the basis of the syllabus and time table, the faculty members prepare Lesson plan-cum Progress register. The teachers follow a blend of traditional teaching methods along with PPT presentation,

syllabus based video sharing and by use of projectors.

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

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

The institution has a well planned academic calendar which is made available to the students at the beginning of the academic session. The calendar includes dates of Form fill-up, internal assessment ,Term End examinations and co-curricular activities. The mentors played a key role in guiding the students on the online mode of Examinations. The students appeared at the online Examinations from a place of their comfort. The results were published in due time as per the DHE, Govt. of Odisha guidelines.

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

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   **A. All of the above**

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

6

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

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

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

00

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

00

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

Govt. College,Sundargarh seeks to achieve the objective of producing responsible citizens by facilitating the students with sound knowledge, basic skills and human values so that they can change the stereo typed mindsets and attitudes of the society. In order to fulfill this goal, The Yuba Sanskar , Ethics and Values, Ability Enhancement Compulsory Courses such as Enviornmental Studies and Disaster Management (AECC) and Language courses have been introduced in UG 1st and 2nd Semester. Similarly, Skill Enhancement Compulsory Courses (SECC) such as Communicative English and Quantitative aptitude and Logical Thinking have been introduced in UG 3rd and 4th Semesters respectively. Generic Elective (GE) subjects are also offered as an interdisciplinary course for the first four semesters of UG courses. In some PG subjects Enviornmental Science , Disaster Management and Women Empowerment courses that integrate cross cutting issues relating to environment and sustainability and gender issues .In order to put the classroom teaching into practice, some outreach programmes on gender sensitizations, professional ethics, human values and environmental sustainability are organised.

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.	<u>View File</u>

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

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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**
Institutional Data in Prescribed Format	<u>View File</u>

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

374

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

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

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 students admitted during the year

610

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

236

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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

This institution has an effective mentoring system to cater to the need for Academic and personal guidance of the students. A mentor is assigned with 20-25 students as mentees in the beginning of the

academic session to look into their academic and other aspects. On the basis of marks secured in internal assessment and over all academic performances, slow and advanced learners are identified. Some extra classes are organised for the slow learners, so that they can cope-up with the academic challenges. Class notes in the form of soft copy, pdfs and handouts are shared to the students for better understanding about the text. In case of advanced learners, efforts are made to prepare them for different entrance examinations for higher studies,such as NET,GATE, JAM, OSSTET and OTET etc.

File Description	Documents
Paste 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
1650	43

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

This institution practicses a teaching metodology that emphasis on a learner-centric approach that encompasses a shift of focus from the teacher to the students. The teachers in their respective departments facilitate learning by allowing each individual to actively participate at their personal level so as to grasp the lessons at their own pace. the teachers make use of PPT presentation, LCD projectors, language lab , project work, field tours , industrial visits and internship programmes for experiential and participative learning.Some of the departments use problem solving metodologies for enhancing the learning experience. departmental seminars and project work are conducted regularly as a mesure of participative learning.

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

The Institute has adopted a mechanism for promoting the application of Information and Communication Technology for effective curriculum delivery. To support ICT based learning some ICT compatible rooms have been developed.The College has a well equipped computer lab for imparting practical teaching in Mathematics. It also has a functional Language Lab for the students enrolled for language programmes. The Library of the College has a stock of nearly 67,000 books to cater to the needs of the students and the teachers. Some of the departments are provided laptops, desktops, printers and LCD projectors. Some of the classrooms are equipped with wall mounted LCD projectors and smart board for teachers to use during teaching. The faculty members of the institution use various ICT tools such as PPT, video clippings and sharing links on e-content to expose the students to advanced knowledge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

43

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

2.4 - Teacher Profile and Quality

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

44

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

44

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

2.5 - Evaluation Process and Reforms

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

The institution follows an internal assessment mechanism which is fair and transparent in the conduct of examinations and evaluation. The institution strictly follows the guidelines of the affiliating University. As per the CBCS pattern of syllabus, the institution conducts Continuous Internal Assessment for the academic evaluation of the students. The time schedule of the internal assessment is guided by the affiliating University which is reflected in the academic calendar of the institution. The internal assessment consists of 20 marks for non-practical and 15 marks in case of practical subjects respectively. The internal assessment is conducted once in a semester for each paper.

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 internal assessment results are shared with the students and thereperformance is discussed. any grivances related to the internal assessment are promptly dealt with by the faculty concerned in consultation with the HOD.

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

05-08-2023 03:33:53

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

This institution offers six programme comprising of 04 in UG and 02 in PG.Each UG programme has 14 core papers, 04 DSE papers, 04 GE papers and 04compulsory papers. whilein PG, there are 20 papers. In case of Teacher Edcation programme, there is provision for 22papers. The programme and course outcomes for each core paper have been clearly defined andthe institution has proided a link for programmeand course outcomes for all programmes offered and the same has been shared with all the teachers and students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://govtcollegesundargarh.ac.in/pdf/64b11a63f2a0d.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The attainment of Program Outcomes and Course Outcomes are assessed by using various parameters throughout the academic year. The department records the performance of the students with the help of the specified course outcomes through a continuous evaluation process. The department conducts internal tests, viva voce and project evaluation etc. The programme outcomes are assessed by the End Semester Univerity Examination. This is an effective indicator in order to evaluate the level of attainment of Program Outcomes and Course Outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

452

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	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)

https://govtcollegesundargarh.ac.in/pdf/64c35ca9313e6.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)

00

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

00

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**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an eco-system for transfer of knowledge by adopting different methods such as interactive method, project and field work method, computer assisted method, experiential method etc. Teaching and learning activities are made more effective by these practices. Some of the faculty members use the conventional chalk and talk method while some others use ICT tools such as PPT, LCD projectors and lecture videos on YouTube to make learning effective.

The project work prescribed for DSE-IV paper is intended to kindle interest in the subject and provide the students the opportunity for innovative thinking. Some departments go on field tours and industry visits as a part of their curriculum. Field study enables the students to bridge the gap between theoretical knowledge and practical experience that involves collection of data from various sources which requires observation and interviewing of people.Field tours, industry visits and internship are also a part

of the PG curriculum.

ICT enabled teaching includes class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

05-08-2023 03:33:53

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

01

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

00

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

3.4 - Extension Activities

3.4.1 - 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 college organizes a number of extension activities and social outreach programmes to promote the spirit of community service by sensitizing the students towards community needs. The students of our college actively participate in various social service activities. The college effectively runs NSS, YRC and NCC units through which various outreach activities are conducted. The NSS and YRC units of the college organize cleanliness programmes , plantation drives , Environmental awareness, Aids awareness, Blood donation camp, Health check up camp, etc. The NCC unit of the college comes under 9th(O)BN, Rourkela. It aims at developing patriotism, leadership, discipline, character building and the spirit of adventure. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness

etc.

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

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

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

00

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

3.4.3 - 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

3.4.3.1 - 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

00

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

6

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)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

00

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	**No File Uploaded**

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 Govt. College, Sundargarh is located on the outskirts of the town and is spread over a sprawling area of 124 acres of land on which the plinth area of the main building and the new annex buildings are 4935.41 Sq. mts and 1470.71 Sq.mts respectively. The institution has adequate physical infrastructure to run the academic programmes and administrative work. The Classrooms, Laboratories and Seminar Halls are well equipped with necessary infrastructure.. Besides the buildings, the college has two spacious playgrounds of about 8 acres each for sports activities. The college has a total of 13 laboratories for the departments with a practical component in the curriculum including a language lab . A computer lab hs been set up with 60 nos. of Desktops. Some class rooms are equipped with ICT facilities. A well-furnished computerized administrative office is functioning in the College. A spacious and well maintained garden along with a botanical garden have been developed with a number of diverse plant species.

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

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

The college has played a proactive and supportive role in providing sports amenities for the students. Two spacious

playgrounds of about 8 acres each are available for conducting the sports activities in the college. The college provides infrastructural facilities for outdoor games such as Volleyball, Basketball, Kabbadi, Football, Hockey,Cricket and Kho-Kho Sports. The students participate in all University level sports activities and competitions. The College also has Gym facilities for the students. Te practice of Yoga is also encouraged for physical and mental fitness. The International Yoga Day is celebrated in an open space inside the campus.

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.

10

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)	<u>View File</u>

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)

33.41

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

4.2 - Library as a Learning Resource

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

The institution has a well furnished library where 66,949number of text and reference books for the students and staff for different disciplines. The books are issued to the students of each semester. The students can borrow a maximum of 02 books at a time. Newspapers in English and Odia are available in the library. The library is provide with a Computer and a Xerox machine. There is a proposal for library automation for its smooth functioning.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **E. None of the above**

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

`0.45`

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

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

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

`137`

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

4.3 - IT Infrastructure

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

The institution provides IT facilities for a qualitative improvement in the teaching-learning process as well as smooth and efficient official work. A computer lab has been established with 60 nos. of computers which are used for academic purposes, training, conduct of online examinations and online evaluation of answer scripts.Interactive smart boards have been installed in 5 rooms for facilitaing ICT enabled teaching.05 Computers as well as printers and Xerox machines have been installed in the college office for carrying out official activities. Broadband internet connectivity with Wi-fi is avilable in the institution.

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

4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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)

37.66

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

There is a provision for maintenance of the physical, academic and support facilities such as laboratory expenses for which we receive govt. grant. The account record of the expenditure is kept with the Account Section. The maintenance of the laboratories is

supervised by the HODs of the departments concerned.

The requirement and list of library books to be procured is given by the HODs of different departments. The librarian prepares a consolidated list of the library books to be procured during the financial year and places the same before the Purchase Committee for procurement in consultation with OIC, library. To keep the library up-to-date, for space saving and to ensure the latest collection of relevant books, weeding out of outdated and out of course materials is needed at regular intervals. In this regard, the library committee takes necessary action. For classroom infrastructure management, the office administration takes the necessary decisions.

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software and CCTV are in place.

The Athletic Association looks after the maintenance of the sports ground and sports equipment. The Association organizes various sports events for students at intra and inter-college level.

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

448

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

5.1.2 - Number of students 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

00

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

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

`00`

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

`00`

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

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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

60

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

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

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

13

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 unive rsity/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 provides for students' representation in various activities under the active supervision of the OICs/VPs of different associations. The Studentrepresentatives takeactive part in various extra-curricular activities ranging from different competitions to the Annual Day celebration. They also participate in the Annual Athletic Meet. The institution has NSS, NCC and YRC which take initiative on various activities and social outreach programmes. Various awareness campaigns such as Swatch Bharat Abhiyan, Vigilance Awareness week, Campus cleaning and Blood Donation Camp are some of the programmes organised by these units. A student representative is also included in the IQAC as a member on behalf of the student community of the college to ventilate the grievances of the students in the IQAC meetings. This institution also has an Alumni Association which is actively working for the overall development of the academic environment of the college.

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

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

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

341

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)	<u>View File</u>

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

In an institution, the alumni play a vital role as stakeholders in the progress and development of the alma mater with their knowledge , experience and expertise. They form an important component of the vision and developmental process in an institution. The alumni members interact with the institution from time to time to share their ideas and vision and implementation of the same for the benefit of the students. Govt. College, Sundargarh has a functional alumni association with 122 members at present. The Association has been playing an important role to promote a close relationship between the institution and its alumni and among the alumni themselves. The alumni are also connected to the institution through the 'Mo-College Abhiyan', a flagship programme of the Govt. of Odisha .

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 vision of this institution is to empower the youth, especially those belonging to the poor and underprivileged sections of the society through quality education and to develop the institution into a centre of academic excellence.

The mission of the institution includes the inculcation of moral, social and humanistic values in the students as a part of holistic education and to motivate them towards community service.

In order to realize the vision and mission, the College Administration has undertaken several initiatives in consultation with different stakeholders for a qualitative improvement in the Academic and Administrative domains.The Principal, as the head of the institution, is instrumental in policy making and its execution in consultation with the IQAC, the Bursars and all HODs. With a view to delivering the optimum pedagogical outcomes, the faculty and supporting staff are encouraged and motivated to upgrade their professional skills and build a healthy and conducive work culture.

A number of social outreach programmes are conducted by the NSS, YRC and NCC units of the institution to instill moral, ethical and philanthropic values in the students.

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.

The concept of decentralization and participative management is amply reflected in the academic and administrative spheres. All members of the staff contribute to the functioning of the institution with their active participation.

The day-to-day functioning of academic activities of the institution is guided by the Common Minimum Standard (CMS) of the Department of Higher Education, Govt. of Odisha. To help in the above mentioned areas, the Principal assigns charges to the Academic Bursar who supervises the academic activities of the college. For smooth running of the administrative affairs, the principal gives the charge to a senior faculty member as Administrative Bursar. Similarly, the charge of the Accounts Bursar is assigned to a faculty member with sound knowledge in the field of Accounts. The Accounts Bursar carries out the smooth functioning of the Accounts matters of the college. Besides the above duties, the senior faculty member of the department is given the charge of HOD who coordinates all the departmental affairs with students and the college Authority. Some faculty members are given the charges of OIC in exam section, Scholarship section and other sections. Some of them are given the charges of V.Ps in different students' associations.

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 Institute's quality policy is conveyed through its vision and mission statements. The plans and policies are designed in line with its objectives. Efforts are made to empower the students with

essential academic knowledge and skills through innovative teaching-learning methods such as pdfs, PPTs , e-content and handouts , seminars, project evaluation, Lab demonstrations, industrial visits and internship. In order to inculcate social and ethical values, social and outreach activities are conducted through the NSS,YRC and NCC wings of the college.

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 Principal plays a pivotal role in the overall supervision and administration of the college. The Administrative, Academic and Accounts Bursars are assigned the responsibility to assist the Principal in proper implementation of different institutional plans and policies. At the departmental level, the HODs are entrusted with the responsibility of managing and overseeing the academic work of the department. In Science Departments, the HODs are supported by Demonstrators, Lab assistants and storekeepers. Some faculty members of the institution have been assigned different extracurricular and co-curricular assignments for smooth management of the College.

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 inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

This institution has provision for welfare schemes for the teaching faculty such as Leave benefits, medical and retirement benefits are available. The retirement benefits include pension to all superannuated teachers appointed before 2004 and NPS for those appointed after 2004. Gratuity and encashment of earned leave and maternity leave are also provided to the employees. Duty leave to attend and perform official work and study leave benefit for pursuing research work are also available. Staff quarters for some teaching staff.

The Non-teaching members are provided with Leave benefits, medical benefits and retirement benefits. The retirement benefits include pension to all superannuated teachers appointed before 2004 and NPS for those who appointed after 2004. Gratuity and encashment of earned leave, maternity leave. Advances for important festivals, all employees are included under Group insurance scheme. Staff quarters for some non-teaching staff.

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

00

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)	**No File Uploaded**

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

2

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)	<u>View File</u>

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

3

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

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

An annual performance appraisal of the teaching and non-teaching staff of the institution is made.The Govt. of Odisha has a system for processing the e-PAR (Performance Appraisal Report) on the HRMS portal with respect to Group-A and B officers. All teaching faculty members are eligible to upload the PAR online at the end of each financial year to the Reporting Authority (Principal, Head of the Institution).After giving remarks, the said PAR is transferred to the Higher authorities for record of their impressions. The hierarchy of the Govt. officers involved for the process is Appraise, Reporting Autority, Reviewing Authority and the Accepting Authority.

In case of non-teaching staff the Head of the institution is the final authority for giving the impression on CCR.

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

The A.G and Departmental audit of Department of Higher Education, Govt. of Odisha conduct the external financial audit from time-to-

time for all the financial transactions and records of the College. As far as the internal audit is concerned, a team comprising of some members of the teaching staff undertake the audit relating to stock and store verification of each departments, college accounts, the accounts of Sports, NCC, NSS as well as the Hostels headed by the Accounts Bursar of the college.

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

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

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

00

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

All the financial aspects of the institution are governed by prevailing government regulations. Before any financial decision is taken, a meeting of the finance committee is held to estimate the expenditure relating to their respective areas of operation. The development committee is the central body which identifies the needs and requirements of the institution, and resolved to allocate funds for various activities of the college. The purchase committee is the internal body responsible for supervising the process of purchase by obeying the financial rule of the Government.

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

The IQAC plays the role of a catalyst in policy making and implementation in this institution. It makes continuous effort to upgrade the college infrastructure and support facilities to meet the standards of higher education and growing needs of the students. It assesses and suggests quality enhancement in academics. The guidance of the IQAC has been reflected in the sphere of conducting ICT based online classes, online examinations, webinars, social outreach and extension activities. In this academic year, the IQAC met thrice.

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

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

The IQAC reviews the teaching-learning process and the learning outcomes periodically through feedbacks from its stake holders. The feedbacks received are analyzed and steps for improvement are considered. The IQAC encourages the faculty members to use ICT tools during teaching. The IQAC proposes for green practices to maintain an eco-friendly campus through activities such as Plantation drives, Plastic Eradication and cleanliness of the College campus. The IQAC advises the College Administration to enrich ICT infrastructure in the administrative work of the College.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution provides necessary facilities to the students and the women staff members to ensure gender equityin terms of their safety and security.The institution makes efforts to sensitize the students and the staff on issues like gender, social harmony and tolerance and ensures utmost vigilance for the safety, security and protection of the girl students in order to enable them to pursue their educational endeavors.

As a part of this initiative, the institution has installed CC -TV cameras at key places in the campus and also in some of the class rooms for a round the clock vigilance. The institution has

different committees such as Anti-Ragging Committee, Students' Grievance Committee and Anti-sexual Harassment Committee to ensure the maintenance of a disciplined, decent and moral atmosphere within the campus. The institution recognizes the importance of counseling for the students for their academic progress as well as mental and emotional well being. In order to achieve this objective, the mentoring system has been put in place to cater to their psychological and emotional needs.

The Girl students are provided ample opportunities to participate in social outreach and extension activities through the NSS,YRC and NCC units of the institution.

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

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

D. Any 1 of the above

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

The institution seeks to ensure a clean, healthy and congenial environment on the campus. In order to realize this goal, the College Administration ensures the implementation of a

comprehensive waste management plan. The college has dustbins placed at some strategic locations for collection of biodegradable and non-biodegradable waste and the same is emptied into the mobile container operated by the Sundargarh, Municipality. The plastic usage is prohibited on campus so as to create a plastic-free zone. The hazardous chemicals and the toxic substances released from the laboratories are also disposed of in an eco-friendly manner.

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

C. Any 2 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

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**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

D. Any 1 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-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).

This institution believes in the motto 'unity in diversity' which is reflected in the diversity of the students admitted in the college in terms of their socio-cultural and religious background. Our students respect the different religions, languages and cultures. They greet and wish each other at different cross cultural festivals. The institution celebrates a unique form of cultural fest known as 'Khuel-Jatra' to get the students acquainted with the ancient culture and traditional practices of the region. Through this activity, the students develop the virtues of tolerance and harmony towards cultural, regional, linguistic, communal and socioeconomic diversities.

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

This institution believes in holistic and inclusive education for all. It celebrates Constitution Day on 26th November every year to promote the constitutional values and highlights the rights and duties of all citizens of our nation. In the beginning of the event, the preamble of the constitution is read out followed by lectures on constitutional values, rights, duties and responsibilities of citizens. At the end an oath is administered

by the Head of the Institution.

In Post-graduation, a paper on Research Methodology has been included as a part of the curriculum with an objective to acquaint the students with ethical practice in research.

Every year the YRC unit of the College organizes blood donation camp in association with DHH, Sundargarh. In which the students are motivated to donate blood for the noble cause of service to mankind.

The Road Safety programmers are also held to create awareness about the importance of obeying the rules of road safety.

The Institution celebrates Republic Day and Independence day. The celebration is attended by Students as well as the teaching and non-teaching Staff. These occasions are celebrated with flag hoisting and singing of the National Anthem.

The students and staff members participate in plantation programmes and Vanmahotsav organised by NSS unit of the College to create awareness among the students for a healthy and sustainable environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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   B. Any 3 of the above

organized

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

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

This institution celebrates national and international commemorative days, events and festivals as a part of instilling nationalism and patriotism among the students and staff. This institution celebrates these events to commemorate and pay tribute to our great national leaders.

International Yoga Day : The institution celebrates on 21st June every year to spread the message of healthy living through the practice of Yoga.

Independence Day: The institution celebrates Independence Day every year on 15th of August, to mark the independence of India from the British rule.

Gandhi Jayanti : The institution celebrates every year on 2nd October to practise the ideology of the Father of the Nation and inspire the students to follow the Gandhian philosophy of truth, non-violence, honesty and simplicity.

World Aids Day : The institution celebrates 'World Aids Day' on 1st December to create awareness and spread the message of the dreaded disease and so support for the people infected with HIV.

National Voters Day: The institution celebrates National Voters' Day on 25th January to encourage the young voters to participate in the process of Nation building.

Republic Day: The institution celebrates Republic day on 26th January every year to mark the adoption of Indian constitution as

well as the rights and duties of the citizens. The celebration includes the hoisting of national flag and spreading a warm message of nationalism.

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	<u>View File</u>
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.

This institution undertakes several initiatives as Best Practices with a view to maintaining a clean and green campus and inculcating moral, ethical and humanitarian values in the youth.

- The environment has come to play an increasingly important role in recent times. Environment sustainability is a major global issue today. Therefore, it is incumbent upon all responsible citizens to be aware of environmental degradation and its consequences. In this context, it becomes imperative for educational institutions to maintain a clean, green and environment friendly campus. In order to achieve this objective, this institution follows 'green initiatives' as a best practice.
- The objective of the institution is to bring about a holistic development of the students through academics as well as inculcation of ethical and moral values. In order to achieve this goal, the institution conducts different social outreach and extension programmes as a best practice.

File Description	Documents
Best practices in the Institutional website	https://govtcollegesundargarh.ac.in/pdf/64bcd7f7762ee.pdf
Any other relevant information	**Nil**

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 is driven by its motto 'Enter here to learn, go forth to serve', which acts as a stimulus for the students as well as the faculty. It aims at intellectual, social, physical and emotional development of the students in conformity with its credo of holistic education for all.

- Social skills are nurtured through various activities organised by the institution. The students are exposed to a diverse range of social issues through the NSS and YRC programmes organised from time to time. These activities inculcate the spirit of service and co-operation among the students.
- The institution promotes physical and sports activities among the students by organizing Annual Athletic Meet which enables them to develop physical fitness, self-confidence, team work, sportsman spirit and mental strength.
- The institution implements the curriculum designed by Sambalpur University through a well-planned teaching-learning process. The classroom teaching is delivered with the help of modern technology as far as possible.

The emotional health of the students is given due attention at this institution. The mentoring system is in place to ensure the students' contact with the faculty at regular intervals.

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

Govt. College, Sundargarh which is affiliated to the sambalpur University has adopted the CBCS pattern of Syllabus at the Undergraduate level. This institution runs 04 programmes in the form of Arts, Science, Commerce and Teacher Education with 15 undergraduate courses in different subjects while it provides teaching facilities in 08 PG subjects. The institution follows the CBCS syllabus as approved by the Sambalpur University. An academic calendar is prepared by the institution at the beginning of each academic year in conformity with the guidelines of the Department of Higher Education. The academic calendar is circulated among the faculty and the students to apprise them of the scheduled academic as well as co-curricular activities. A master Time Table is prepared by the OIC, Time Table in consultation with the Academic Bursar which is circulated among all the HODs for implementation. On the basis of the syllabus and time table, the faculty members prepare Lesson plan-cum Progress register. The teachers follow a blend of traditional teaching methods along with PPT presentation, syllabus based video sharing and by use of projectors.

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

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

The institution has a well planned academic calendar which is made available to the students at the beginning of the academic session. The calendar includes dates of Form fill-up, internal assessment ,Term End examinations and co-curricular activities. The mentors played a key role in guiding the students on the online mode of Examinations. The students appeared at the online Examinations from a place of their comfort. The results were published in due time as per the DHE, Govt. of Odisha

guidelines.

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

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

A. All of the above

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

6

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

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

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

00

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

00

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

Govt. College,Sundargarh seeks to achieve the objective of producing responsible citizens by facilitating the students with sound knowledge, basic skills and human values so that they can change the stereo typed mindsets and attitudes of the society. In order to fulfill this goal, The Yuba Sanskar , Ethics and Values, Ability Enhancement Compulsory Courses such as Enviornmental Studies and Disaster Management (AECC) and Language courses have been introduced in UG 1st and 2nd Semester. Similarly, Skill Enhancement Compulsory Courses (SECC) such as Communicative English and Quantitative aptitude and Logical Thinking have been introduced in UG 3rd and 4th Semesters respectively. Generic Elective (GE) subjects are also offered as an interdisciplinary course for the first four semesters of UG courses. In some PG subjects Enviornmental

Science , Disaster Management and Women Empowerment courses that integrate cross cutting issues relating to environment and sustainability and gender issues .In order to put the classroom teaching into practice, some outreach programmes on gender sensitizations, professional ethics, human values and environmental sustainability are organised.

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

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

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
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**
Institutional Data in Prescribed Format	View File

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

374

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

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 students admitted during the year

610

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

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

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

236

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

2.2 - Catering to Student Diversity

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

This institution has an effective mentoring system to cater to the need for Academic and personal guidance of the students. A mentor is assigned with 20-25 students as mentees in the beginning of the academic session to look into their academic and other aspects. On the basis of marks secured in internal assessment and over all academic performances, slow and advanced learners are identified. Some extra classes are organised for the slow learners, so that they can cope-up with the academic challenges. Class notes in the form of soft copy, pdfs and handouts are shared to the students for better understanding about the text. In case of advanced learners, efforts are made to prepare them for different entrance examinations for higher studies,such as NET,GATE, JAM, OSSTET and OTET etc.

File Description	Documents
Paste 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
1650	43

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

This institution practicses a teaching metodology that emphasis on a learner-centric approach that encompasses a shift of focus from the teacher to the students. The teachers in their respective departments facilitate learning by allowing each individual to actively participate at their personal level so as to grasp the lessons at their own pace. the teachers make use of PPT presentation, LCD projectors, language lab , project work, field tours , industrial visits and internship programmes for experiential and participative learning.Some of the departments use problem solving metodologies for enhancing the learning experience. departmental seminars and project work are conducted regularly as a mesure of participative learning.

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

The Institute has adopted a mechanism for promoting the application of Information and Communication Technology for effective curriculum delivery. To support ICT based learning some ICT compatible rooms have been developed.The College has a well equipped computer lab for imparting practical teaching in Mathematics. It also has a functional Language Lab for the students enrolled for language programmes. The Library of the College has a stock of nearly 67,000 books to cater to the needs of the students and the teachers. Some of the departments

are provided laptops, desktops, printers and LCD projectors. Some of the classrooms are equipped with wall mounted LCD projectors and smart board for teachers to use during teaching. The faculty members of the institution use various ICT tools such as PPT, video clippings and sharing links on e-content to expose the students to advanced knowledge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

44

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

44

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

2.5 - Evaluation Process and Reforms

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

The institution follows an internal assessment mechanism which is fair and transparent in the conduct of examinations and evaluation. The institution strictly follows the guidelines of the affiliating University. As per the CBCS pattern of syllabus, the institution conducts Continuous Internal Assessment for the academic evaluation of the students. The time schedule of the internal assessment is guided by the affiliating University which is reflected in the academic calendar of the institution. The internal assessment consists of 20 marks for non-practical and 15 marks in case of practical

subjects respectively. The internal assessment is conducted once in a semester for each paper.

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 internal assessment results are shared with the students and thereperformance is discussed. any grivances related to the internal assessment are promptly dealt with by the faculty concerned in consultation with the HOD.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

This institution offers six programme comprising of 04 in UG and 02 in PG.Each UG programme has 14 core papers, 04 DSE papers, 04 GE papers and 04compulsory papers. whilein PG, there are 20 papers. In case of Teacher Edcation programme, there is provision for 22papers. The programme and course outcomes for each core paper have been clearly defined andthe institution has proided a link for programmeand course outcomes for all programmes offered and the same has been shared with all the teachers and students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://govtcollegesundargarh.ac.in/pdf/64b11a63f2a0d.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The attainment of Program Outcomes and Course Outcomes are assessed by using various parameters throughout the academic year. The department records the performance of the students with the help of the specified course outcomes through a continuous evaluation process. The department conducts internal tests, viva voce and project evaluation etc. The programme outcomes are assessed by the End Semester Univerity Examination. This is an effective indicator in order to evaluate the level of attainment of Program Outcomes and Course Outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

452

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**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)

https://govtcollegesundargarh.ac.in/pdf/64c35ca9313e6.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)

00

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

00

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**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an eco-system for transfer of knowledge by adopting different methods such as interactive method, project and field work method, computer assisted method, experiential method etc. Teaching and learning activities are made more effective by these practices. Some of the faculty members use the conventional chalk and talk method while some others use ICT tools such as PPT, LCD projectors and lecture videos on YouTube to make learning effective.

The project work prescribed for DSE-IV paper is intended to kindle interest in the subject and provide the students the opportunity for innovative thinking. Some departments go on field tours and industry visits as a part of their curriculum. Field study enables the students to bridge the gap between theoretical knowledge and practical experience that involves collection of data from various sources which requires

observation and interviewing of people.Field tours, industry visits and internship are also a part of the PG curriculum.

ICT enabled teaching includes class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

`01`

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

`00`

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

3.4 - Extension Activities

3.4.1 - 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 college organizes a number of extension activities and social outreach programmes to promote the spirit of community service by sensitizing the students towards community needs. The students of our college actively participate in various social service activities. The college effectively runs NSS, YRC and NCC units through which various outreach activities are conducted. The NSS and YRC units of the college organize cleanliness programmes , plantation drives , Environmental awareness, Aids awareness, Blood donation camp, Health check up camp, etc. The NCC unit of the college comes under 9th(O)BN, Rourkela. It aims at developing patriotism, leadership, discipline, character building and the spirit of adventure. The

NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness etc.

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

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

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

00

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

3.4.3 - 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

3.4.3.1 - 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

00

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

`6`

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)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

`00`

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

`00`

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	**No File Uploaded**

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 Govt. College, Sundargarh is located on the outskirts of the town and is spread over a sprawling area of 124 acres of land on which the plinth area of the main building and the new annex buildings are 4935.41 Sq. mts and 1470.71 Sq.mts respectively. The institution has adequate physical infrastructure to run the academic programmes and administrative work. The Classrooms, Laboratories and Seminar Halls are well equipped with necessary infrastructure.. Besides the buildings, the college has two spacious playgrounds of about 8 acres each for sports activities. The college has a total of 13 laboratories for the departments with a practical component in the curriculum including a language lab . A computer lab hs been set up with 60 nos. of Desktops. Some class rooms are equipped with ICT facilities. A well-furnished computerized administrative office is functioning in the College. A spacious and well maintained garden along with a botanical garden have been developed with a number of diverse plant species.

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

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

The college has played a proactive and supportive role in providing sports amenities for the students. Two spacious playgrounds of about 8 acres each are available for conducting the sports activities in the college. The college provides infrastructural facilities for outdoor games such as Volleyball, Basketball, Kabbadi, Football, Hockey,Cricket and Kho-Kho Sports. The students participate in all University level sports activities and competitions. The College also has Gym facilities for the students. Te practice of Yoga is also encouraged for physical and mental fitness. The International Yoga Day is celebrated in an open space inside the campus.

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.

10

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)	View File

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

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

33.41

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

4.2 - Library as a Learning Resource

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

The institution has a well furnished library where 66,949number of text and reference books for the students and staff for different disciplines. The books are issued to the students of each semester. The students can borrow a maximum of 02 books at a time. Newspapers in English and Odia are available in the library. The library is provide with a Computer and a Xerox machine. There is a proposal for library automation for its smooth functioning.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

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

0.45

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

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

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

137

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

4.3 - IT Infrastructure

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

The institution provides IT facilities for a qualitative improvement in the teaching-learning process as well as smooth and efficient official work. A computer lab has been established with 60 nos. of computers which are used for academic purposes, training, conduct of online examinations and online evaluation of answer scripts.Interactive smart boards have been installed in 5 rooms for facilitaing ICT enabled teaching.05 Computers as well as printers and Xerox machines have been installed in the college office for carrying out official activities. Broadband internet connectivity with Wi-fi is avilable in the institution.

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

4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 – 50MBPS

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)

37.66

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

There is a provision for maintenance of the physical, academic and support facilities such as laboratory expenses for which we receive govt. grant. The account record of the expenditure is kept with the Account Section. The maintenance of the laboratories is supervised by the HODs of the departments concerned.

The requirement and list of library books to be procured is given by the HODs of different departments. The librarian prepares a consolidated list of the library books to be procured during the financial year and places the same before the Purchase Committee for procurement in consultation with OIC, library. To keep the library up-to-date, for space saving and to ensure the latest collection of relevant books, weeding out of outdated and out of course materials is needed at regular intervals. In this regard, the library committee takes necessary action. For classroom infrastructure management, the office administration takes the necessary decisions.

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software and CCTV are in place.

The Athletic Association looks after the maintenance of the sports ground and sports equipment. The Association organizes various sports events for students at intra and inter-college level.

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

448

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

5.1.2 - Number of students 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

00

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

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

00

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

00

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

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

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**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

60

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

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

government examinations)

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

13

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 provides for students' representation in various activities under the active supervision of the OICs/VPs

of different associations. The Studentrepresentatives takeactive part in various extra-curricular activities ranging from different competitions to the Annual Day celebration. They also participate in the Annual Athletic Meet. The institution has NSS, NCC and YRC which take initiative on various activities and social outreach programmes. Various awareness campaigns such as Swatch Bharat Abhiyan, Vigilance Awareness week, Campus cleaning and Blood Donation Camp are some of the programmes organised by these units. A student representative is also included in the IQAC as a member on behalf of the student community of the college to ventilate the grievances of the students in the IQAC meetings. This institution also has an Alumni Association which is actively working for the overall development of the academic environment of the college.

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

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

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

341

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)	[View File](#)

5.4 - Alumni Engagement

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

In an institution, the alumni play a vital role as stakeholders in the progress and development of the alma mater with their knowledge , experience and expertise. They form an important component of the vision and developmental process in an institution. The alumni members interact with the institution from time to time to share their ideas and vision and implementation of the same for the benefit of the students. Govt. College, Sundargarh has a functional alumni association with 122 members at present. The Association has been playing an important role to promote a close relationship between the institution and its alumni and among the alumni themselves. The alumni are also connected to the institution through the 'Mo-College Abhiyan', a flagship programme of the Govt. of Odisha .

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 vision of this institution is to empower the youth, especially those belonging to the poor and underprivileged sections of the society through quality education and to develop the institution into a centre of academic excellence.

The mission of the institution includes the inculcation of moral, social and humanistic values in the students as a part of holistic education and to motivate them towards community service.

In order to realize the vision and mission, the College

Administration has undertaken several initiatives in consultation with different stakeholders for a qualitative improvement in the Academic and Administrative domains.The Principal, as the head of the institution, is instrumental in policy making and its execution in consultation with the IQAC, the Bursars and all HODs. With a view to delivering the optimum pedagogical outcomes, the faculty and supporting staff are encouraged and motivated to upgrade their professional skills and build a healthy and conducive work culture.

A number of social outreach programmes are conducted by the NSS, YRC and NCC units of the institution to instill moral, ethical and philanthropic values in the students.

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.

The concept of decentralization and participative management is amply reflected in the academic and administrative spheres. All members of the staff contribute to the functioning of the institution with their active participation.

The day-to-day functioning of academic activities of the institution is guided by the Common Minimum Standard (CMS) of the Department of Higher Education, Govt. of Odisha. To help in the above mentioned areas, the Principal assigns charges to the Academic Bursar who supervises the academic activities of the college. For smooth running of the administrative affairs, the principal gives the charge to a senior faculty member as Administrative Bursar. Similarly, the charge of the Accounts Bursar is assigned to a faculty member with sound knowledge in the field of Accounts. The Accounts Bursar carries out the smooth functioning of the Accounts matters of the college. Besides the above duties, the senior faculty member of the department is given the charge of HOD who coordinates all the departmental affairs with students and the college Authority. Some faculty members are given the charges of OIC in exam section, Scholarship section and other sections. Some of them are given the charges of V.Ps in different students'

associations.

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 Institute's quality policy is conveyed through its vision and mission statements. The plans and policies are designed in line with its objectives. Efforts are made to empower the students with essential academic knowledge and skills through innovative teaching-learning methods such as pdfs, PPTs , e-content and handouts , seminars, project evaluation, Lab demonstrations, industrial visits and internship. In order to inculcate social and ethical values, social and outreach activities are conducted through the NSS,YRC and NCC wings of the college.

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 Principal plays a pivotal role in the overall supervision and administration of the college. The Administrative, Academic and Accounts Bursars are assigned the responsibility to assist the Principal in proper implementation of different institutional plans and policies. At the departmental level, the HODs are entrusted with the responsibility of managing and overseeing the academic work of the department. In Science Departments, the HODs are supported by Demonstrators, Lab assistants and storekeepers. Some faculty members of the institution have been assigned different extracurricular and co-curricular assignments for smooth management of the College.

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 inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

This institution has provision for welfare schemes for the teaching faculty such as Leave benefits, medical and retirement benefits are available. The retirement benefits include pension to all superannuated teachers appointed before 2004 and NPS for those appointed after 2004. Gratuity and encashment of earned leave and maternity leave are also provided to the employees. Duty leave to attend and perform official work and study leave benefit for pursuing research work are also available. Staff quarters for some teaching staff.

The Non-teaching members are provided with Leave benefits, medical benefits and retirement benefits. The retirement benefits include pension to all superannuated teachers appointed before 2004 and NPS for those who appointed after 2004. Gratuity and encashment of earned leave, maternity leave. Advances for important festivals, all employees are included

under Group insurance scheme. Staff quarters for some non-teaching staff.

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

00

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)	**No File Uploaded**

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

2

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

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

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

3

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

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

An annual performance appraisal of the teaching and non-teaching staff of the institution is made.The Govt. of Odisha has a system for processing the e-PAR (Performance Appraisal

Report) on the HRMS portal with respect to Group-A and B officers. All teaching faculty members are eligible to upload the PAR online at the end of each financial year to the Reporting Authority (Principal, Head of the Institution).After giving remarks, the said PAR is transferred to the Higher authorities for record of their impressions. The hierarchy of the Govt. officers involved for the process is Appraise, Reporting Autority, Reviewing Authority and the Accepting Authority.

In case of non-teaching staff the Head of the institution is the final authority for giving the impression on CCR.

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

The A.G and Departmental audit of Department of Higher Education, Govt. of Odisha conduct the external financial audit from time-to-time for all the financial transactions and records of the College. As far as the internal audit is concerned, a team comprising of some members of the teaching staff undertake the audit relating to stock and store verification of each departments, college accounts, the accounts of Sports, NCC, NSS as well as the Hostels headed by the Accounts Bursar of the college.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

`00`

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

All the financial aspects of the institution are governed by prevailing government regulations. Before any financial decision is taken, a meeting of the finance committee is held to estimate the expenditure relating to their respective areas of operation. The development committee is the central body which identifies the needs and requirements of the institution, and resolved to allocate funds for various activities of the college. The purchase committee is the internal body responsible for supervising the process of purchase by obeying the financial rule of the Government.

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

The IQAC plays the role of a catalyst in policy making and implementation in this institution. It makes continuous effort to upgrade the college infrastructure and support facilities to meet the standards of higher education and growing needs of the students. It assesses and suggests quality enhancement in academics. The guidance of the IQAC has been reflected in the sphere of conducting ICT based online classes, online

examinations, webinars, social outreach and extension activities. In this academic year, the IQAC met thrice.

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

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

The IQAC reviews the teaching-learning process and the learning outcomes periodically through feedbacks from its stake holders. The feedbacks received are analyzed and steps for improvement are considered. The IQAC encourages the faculty members to use ICT tools during teaching. The IQAC proposes for green practices to maintain an eco-friendly campus through activities such as Plantation drives, Plastic Eradication and cleanliness of the College campus. The IQAC advises the College Administration to enrich ICT infrastructure in the administrative work of the College.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution provides necessary facilities to the students and the women staff members to ensure gender equity in terms of their safety and security. The institution makes efforts to sensitize the students and the staff on issues like gender, social harmony and tolerance and ensures utmost vigilance for the safety, security and protection of the girl students in order to enable them to pursue their educational endeavors.

As a part of this initiative, the institution has installed CC-TV cameras at key places in the campus and also in some of the class rooms for a round the clock vigilance. The institution has different committees such as Anti-Ragging Committee, Students' Grievance Committee and Anti-sexual Harassment Committee to ensure the maintenance of a disciplined, decent and moral atmosphere within the campus. The institution recognizes the importance of counseling for the students for their academic progress as well as mental and emotional well being. In order to achieve this objective, the mentoring system has been put in place to cater to their psychological and emotional needs.

The Girl students are provided ample opportunities to participate in social outreach and extension activities through the NSS,YRC and NCC units of the institution.

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

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

D. Any 1 of the above

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

The institution seeks to ensure a clean, healthy and congenial environment on the campus. In order to realize this goal, the College Administration ensures the implementation of a comprehensive waste management plan. The college has dustbins placed at some strategic locations for collection of biodegradable and non-biodegradable waste and the same is emptied into the mobile container operated by the Sundargarh, Municipality. The plastic usage is prohibited on campus so as to create a plastic-free zone. The hazardous chemicals and the toxic substances released from the laboratories are also disposed of in an eco-friendly manner.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**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	**C. Any 2 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: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**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	D. Any 1 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-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).

This institution believes in the motto 'unity in diversity' which is reflected in the diversity of the students admitted in the college in terms of their socio-cultural and religious background. Our students respect the different religions, languages and cultures. They greet and wish each other at different cross cultural festivals. The institution celebrates a unique form of cultural fest known as 'Khuel-Jatra' to get the students acquainted with the ancient culture and traditional practices of the region. Through this activity, the students develop the virtues of tolerance and harmony towards cultural, regional, linguistic, communal and socioeconomic diversities.

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

This institution believes in holistic and inclusive education for all. It celebrates Constitution Day on 26th November every year to promote the constitutional values and highlights the rights and duties of all citizens of our nation. In the beginning of the event, the preamble of the constitution is read out followed by lectures on constitutional values, rights, duties and responsibilities of citizens. At the end an oath is administered by the Head of the Institution.

In Post-graduation, a paper on Research Methodology has been included as a part of the curriculum with an objective to acquaint the students with ethical practice in research.

Every year the YRC unit of the College organizes blood donation camp in association with DHH, Sundargarh. In which the students are motivated to donate blood for the noble cause of service to mankind.

The Road Safety programmers are also held to create awareness about the importance of obeying the rules of road safety.

The Institution celebrates Republic Day and Independence day. The celebration is attended by Students as well as the teaching and non-teaching Staff. These occasions are celebrated with flag hoisting and singing of the National Anthem.

The students and staff members participate in plantation programmes and Vanmahotsav organised by NSS unit of the College to create awareness among the students for a healthy and sustainable environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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	B. Any 3 of the above

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

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

This institution celebrates national and international commemorative days, events and festivals as a part of instilling nationalism and patriotism among the students and staff. This institution celebrates these events to commemorate and pay tribute to our great national leaders.

International Yoga Day : The institution celebrates on 21st June every year to spread the message of healthy living through the practice of Yoga.

Independence Day: The institution celebrates Independence Day every year on 15th of August, to mark the independence of India from the British rule.

Gandhi Jayanti : The institution celebrates every year on 2nd October to practise the ideology of the Father of the Nation and inspire the students to follow the Gandhian philosophy of truth, non-violence, honesty and simplicity.

World Aids Day : The institution celebrates 'World Aids Day' on 1st December to create awareness and spread the message of the dreaded disease and so support for the people infected with HIV.

National Voters Day: The institution celebrates National Voters' Day on 25th January to encourage the young voters to participate in the process of Nation building.

Republic Day: The institution celebrates Republic day on 26th January every year to mark the adoption of Indian constitution

as well as the rights and duties of the citizens. The celebration includes the hoisting of national flag and spreading a warm message of nationalism.

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	[View File](#)
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.

This institution undertakes several initiatives as Best Practices with a view to maintaining a clean and green campus and inculcating moral, ethical and humanitarian values in the youth.

- **The environment has come to play an increasingly important role in recent times. Environment sustainability is a major global issue today. Therefore, it is incumbent upon all responsible citizens to be aware of environmental degradation and its consequences. In this context, it becomes imperative for educational institutions to maintain a clean, green and environment friendly campus. In order to achieve this objective, this institution follows 'green initiatives' as a best practice.**
- **The objective of the institution is to bring about a holistic development of the students through academics as well as inculcation of ethical and moral values. In order to achieve this goal, the institution conducts different social outreach and extension programmes as a best practice.**

File Description	Documents
Best practices in the Institutional website	https://govtcollegesundargarh.ac.in/pdf/64bcd7f7762ee.pdf
Any other relevant information	Nil

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 is driven by its motto 'Enter here to learn, go forth to serve', which acts as a stimulus for the students as well as the faculty. It aims at intellectual, social, physical and emotional development of the students in conformity with its credo of holistic education for all.

- Social skills are nurtured through various activities organised by the institution. The students are exposed to a diverse range of social issues through the NSS and YRC programmes organised from time to time. These activities inculcate the spirit of service and co-operation among the students.
- The institution promotes physical and sports activities among the students by organizing Annual Athletic Meet which enables them to develop physical fitness, self-confidence, team work, sportsman spirit and mental strength.
- The institution implements the curriculum designed by Sambalpur University through a well-planned teaching-learning process. The classroom teaching is delivered with the help of modern technology as far as possible.

The emotional health of the students is given due attention at this institution. The mentoring system is in place to ensure the students' contact with the faculty at regular intervals.

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

7.3.2 - Plan of action for the next academic year

- 1.To install Interactive panel in some class rooms as an ICT initiative for the conduct of classes.

- 2.To open PG courses in some subjects in which PG teaching facilities are not available.

- 3.Conduct of more webinars/seminars.

- 4. To conduct placement programmes.

- 5. Strengthening the mentoring system.

 6. Digitialization of library.

 7. Upgradetation of college website.