Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**BRAJRAJNAGAR COLLEGE**
Name of the head of the Institution	**Dr.Sachidananda Boxi**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06645242156**
Mobile no.	**9437118825**
Registered Email	**bnc.78brjn@gmail.com**
Alternate Email	**oum.sbhoi@rediffmail.com**
Address	**Khaliakani**
City/Town	**Brajrajnagar**
State/UT	**Orissa**
Pincode	**768216**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Srikara Bhoi**
Phone no/Alternate Phone no.	**06645242173**
Mobile no.	**9237002699**
Registered Email	**bnciqac.78@rediffmail.com**
Alternate Email	**oum.sbhoi@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.brajrajnagarcollege.ac.in/aqar2015-16

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.brajrajnagarcollege.ac.in/aqar

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**66.6**	**2006**	**02-Feb-2006**	**02-Feb-2011**
2	**B**	**2.38**	**2015**	**03-Mar-2015**	**03-Mar-2020**

6. Date of Establishment of IQAC	**08-Jul-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Faculty Orientation on	**09-Jul-2016**	**35**

curriculum delivery	1	
workshop on equal opportunity	24-Sep-2016 1	125
Orientation on value education	14-Jan-2017 1	60

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**60000**
Year	**2014**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Continuous internal assessment through assignment, seminars, symposia Formation of Proctorial groups. use of technology in the teachinglearning process Remedial coaching classes for low achievers Conduct of Seminars

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1.Systematic lesson plan for each subject 2.Remedial coaching for st/sc/obc and minority students 3. At least 4 seminars for each Dept. 4.Provision of protorial classess 5.Appointment of contractual teachers against vacant post. 6.Adequate purchase of Laboratory equipments. 7.Feedback from stake holders 8.Celebration of national days. 9.Promotion of sports and culture and selfdefence training for Girls. 10.Promotion of environmental awareness,Yoga,Moral Education through NSS. 11.Construction of additional class rooms	1.Courses completed in time. 2. Coaching imparted for weaker section. 3.Departmental seminar conducted. 4.Continuous assessment by the mentors. 5.Feedback analysed. 6.Conducted SelfDefence for Girls students. 7.Celebrated National Day. 8.Annual sports ,annual Function and annual Drama conducted. 9.YOGA classess conducted. 10.Campus cleanliness programme organised by NSS.

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	**30-Aug-2017**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2017**
Date of Submission	**01-Mar-2017**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**SAMS for centralized admission of students. HRMS for salary and service particulars of both teaching and non teaching staff of the college. Besides EPF subscription of the employees is remitted through the modules developed by State Employee Provident Fund organization.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college adheres to the curriculum prescribed by Sambalpur University for delivery of course materials in both theory and practical subjects . The classes are reflected in the College Time-Table, Lesson plans are prepared by the respective subject teachers according to the teaching hours available to them. Seminars are organized to expose the students to the core-value of the topics taking students, teachers and by inviting External experts in some cases. Steps are taken to organize Equal Opportunity work shop, Gender Sensitization programme, self defense training for girls, Annual Sports. For capacity building and leader ship, representations of students are ensured through the elected body of students union , where they participate in the academic and administrative affairs of the college for promotion of equity and excellence . Steps have been taken to create question banks by the departments to acquaint the students with the possible areas of study and make them prepare well for the Examinations. The college calendar prepared in the beginning of every academic year helps the students understand the time-frame of different programmes and make them prepared to meet the academic needs during the year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Pass/Hons	01/06/2016
BCom	Pass/Hons	01/06/2016
BSc	Pass/Hons	01/06/2016

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback system has been introduced through structured method. Students are given SSS format in each department before the end of the courses and the responses are evaluated by a committee of senior faculty to redress the grievances of students and take necessary step to bridge the academic gap in teaching learning. Feedback from parents, Alumni is taken in repeated intervals with regards to the support services for the students and facilities for infrastructure, library and administrative set up. The valued responses from the stake holders are initially analyzed by the principal in subsequent staff council meetings and actions taken as per the limited recourses of the college. Items requiring financial matters and employment of new faculty etc. are forwarded to the Governing Body of the college for approvals.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Eng./Odia/Pol.Sc./Hist/Eco/Edn	256	422	243
BCom	Com.Pass/Hons	96	140	96
BSc	Phy,Chem. Botany. Zoology,It	128	139	101
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
No Data Entered/Not Applicable !!!					

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
36	24	2	1	0	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a well defined proctorial system for mentoring of the students in the teaching-learning set up under the supervision of a chief tutor , selected from the faculty of senior staff. Students are grouped into a batch of 32 each and are placed under the control of a teacher-mentor. The proctorial class meets once in a week as per the allotted time-table and discuss about the over all well being of the students. Proctors are advised to keep track of the students with regard to their attendance, academic interest, co-curricular activities, sports and games etc. Steps are also taken to inculcate human values, patriotic feelings, socio- environmental awareness, community service, leadership training, fellow-feeling, in overall creating an atmosphere of man making with all round development of the students to which the proctors pay maximum emphasis. The proctors ensure that the students under his/her group develop a healthy awareness by engaging himself with the different programs of the institution and develop in him or her a healthy physic and mind.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1121	36	31.13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	36	5	9	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Pass/Hons	3rd.Year	28/02/2017	17/05/2017
BCom	Pass/Hons	3rd.Year	28/02/2017	17/05/2017

BSc	Pass/Hons	3rd.Year	28/02/2017	17/05/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college adopts a continuous evaluation system for the students by conducting Periodic, Half Yearly and Annual Examination. Seminars are conducted by the respective departments from time to time on the key areas of the subject taught inviting students, teachers and often with external experts. The HODs is evaluate the progress of the courses in Departmental meeting and ensure timely completion of the syllabus . Remedial classes and extra classes are conducted department wise to fill the gap of the low achievers. For the over all performance of the students, mentors have been appointed to assess the performance of the students in class as well in the examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar of the college is prepared at the beginning of each academic year focusing on the academic activities of the institution to acquaint the students with the academic programmes to be taken up during the year. The calendar mainly high lights on the numbers of teaching days , expected schedule of examination , celebration of national and international days , programs for extracurricular activities and holidays in between . The printed copies of the calendar is distributed to the students at the time of admission and to the staff for their reference. All the cultural programs along with the sport of the college is reflected in the calendar for the reference of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.brajrajnagarcollege.ac.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Pass/Hons	117	99	84.61
UG	BCom	Pass/Hons	54	15	27.7
UG	BSc	Hons/Pass	46	29	63.04

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.brajrajnagarcollege.ac.in

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Major Projects	**730**	**ICSSR,NEW DELHI**	**6.5**	**520000**

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	2	4
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Health Check up	CHC,Brajrajnagar	6	40
Voters Day	Jharsuguda Dist.Office	7	55
Blood Donation Camp	Sambad, Dist.Blood Bank	11	60
Natioan Educatioan Day	DLC,Jharsuguda	25	50
NSS SPECIAL CAMP	SAMBALPUR UNIVERSITY	3	50
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	Govt.of India	Voters Day	7	55
NSS	Dist.Health Deptt.	Aids Awareness	6	86
YRC	The Sambad,Blood	Blood Donation	11	60

	Bank,JSG			
NSS	Dept.of Forest	Plantation	8	40
YRC	RED CROSS	Leadership Trainning Camp	15	150
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3.6	3.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8380	3294550	120	24000	8500	3318550
Reference Books	3460	1261250	40	10000	3500	1271250
Journals	6	3500	0	0	6	3500
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	42	1	2	3	6	6	36	2	0
Added	1	0	0	0	0	0	0	2	0
Total	43	1	2	3	6	6	36	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2.5	2.5	3	3

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college adopts a defined policy for the maintenance and utility of physical infrastructure. The construction works is done by registered contractor or Govt. agencies with the approval of GB of the college or of the sanctioning

authority. The academic activities are managed by the principal aided by the staff council , administrative , academic and accounts bursars. Different committees are formed to look after grievance redressal cell , Anti ragging cell etc. The college has facilities for separate laboratory in science stream for conduct of practicals .Library is kept open from 9 AM to 5 PM for reading as well as lending purposes to students and staff. There is facility for indoor and outdoor games under the control of a PET and a sports council . There is computer facility for degree students and all sections like admission ,examination and accounts with internet connection. Besides class rooms, there is an auditorium in the college for conduct of meetings and seminars. There is a separate provision for boys common room and girls common room with the facilities for electricity there on.

HTTP://WWW.brajrajnagarcollege.ac.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	01/09/2016	210	Career Counselling
Yoga Campus Programme	14/11/2016	50	Cultural Association
Leadership Trainning	25/01/2017	110	NSS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Drama	College	25
Dance	College	45
Athletic	College	350
Essay/Debate	College	40
Drawing	College	24
[View File]()		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a student's union with representatives from all classes with President, Vice- President, Gen- Secretary, Dramatic Secretary and Athletic Secretary as the key functionaries with the Principal as the head and one senior most teacher as the advisor to the respective council. A budget is allocated each year annually to meet the expenditure of the students union and other bodies. The student representatives being governed by a separate bye-law, work for the development of the college particularly belonging to academic and cultural matters. Few students also represent the NSS/YRC units of the college. When, the students union is not in function, general opinion of the students

are taken in meetings before the implementation of any new scheme or programme.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

16

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The principal being the key functionary executes all plans and actions with regard to academic and administrative matter. One administrative bursar, one accounts bursar and one academic bursar have been appointed by the principal to look into matters on his behalf. All the important files move through them and reach the concerned clerical section for compliance. All financial matters requiring government concurrence are sent to the governing body for approval. 2. There is a duly constituted staff council in the institution to assist the principal in academic, curricular and extracurricular activities. Different committees have been formed to look into the grievances of the student, student union, equal opportunity cell, anti- ragging cell, career counseling cell, Red Cross and NSS taking teachers from all disciplines. All decisions with regard to academic matters are taken in consultation with these committees.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Being an affiliated college of Sambalpur University, the college imparts teaching as per the prescribed syllabus introduced by the University from time to time. However some senior teachers are often nominated to the syllabus committees of the University where they initiate reforms and changes in the upcoming syllabus as per feedback received from our students.
Teaching and Learning	Teaching is imparted mostly through lecture-cum- discussion method. Separate laboratories are available for the conduct of practicals in science

	and arts stream. There has been a constant endeavour to broaden the grasp of students through periodic seminar and extempore lecture.
Examination and Evaluation	Before the final University examinations students are required to take monthly test and term examination to be eligible for filling up forms. While they are evaluated by the lecturers at the college level, the evaluation of the final examination and award of grade is done by the University where our faculties participate as per assignments.
Research and Development	Since it is a UG college there is no research cell. However teachers pursuing MPhil or PhD are granted study leave to complete their programs. Teachers are also allowed to attend the different refresher and orientation programs conducted by academic staff colleges in the universities of India to augment their interest in the field of research.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a central library to meet the academic needs of the students and staff. Books are issued as per a scheduled routine made by the college. The students can borrow books on text and references or can read them sitting in the library.
Human Resource Management	This college has a well established and defined administrative and academic section to look after the business of the employees and the students. There is a systematic record of files of service particulars, accounts and students matter under the custody of a clerk and supervised by bursars. The library and sports are managed by a librarian and a PET respectively under the principal as the controlling authority.
Industry Interaction / Collaboration	The local industrial sector is often invited to enlightened the students on entrepreneurship and to inculcate scientific temper among the students.
Admission of Students	SAMS (Student Academic Management System) of Govt. of Odisha . Higher Education Deptt conducts the whole process of admission of students into 3 classes annually through a centrally monitored mechanism for the state of Odisha where students with the cut off marks are allotted seats in the college. The system provides

	representation of SC, ST, OBC, Minorities and PWD in accordance with the reservation criteria fixed by the state government.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	9	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF,EPF	GPF,EPF	SSG,Post-Matric Schoolarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

> The institutional accounts is regularly audited by Local Fund Audit , the authorised agencies of Govt. of Odisha annually . So far as the funds from UGC and Central Govt. , the accounts are audited by the registered charter accountant as per the provision of the respective sanctioning authority. At the college level , the accounts bursar supervises the whole transition and prepares the balance sheet at the end of the year with the approval of the principal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DLC	Yes	IQAC
Administrative	Yes	RDE	Yes	GB

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

> 1. To seek advice on infracture development 2. To promote students support service 3.To ensure regular attendance of the students and discipline

6.5.3 – Development programmes for support staff (at least three)

> 1. Drinking water facility 2.ICT 3. Library facilities

6.5.4 – Post Accreditation initiative(s) (mention at least three)

> 1.Conduct of Seminars by the Dept. 2. Use of ICT in academic and offices 3.Career Counselling Prg.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Work shop on excellence and equity in higher education	07/07/2016	07/07/2016	07/07/2016	80

| 2016 | Role on ICT | 09/11/2016 | 09/11/2016 | 09/11/2016 | 40 |

View File

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence	18/10/2017	31/12/2017	250	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Awareness programme for environmental enrichment and pollution control in the locality.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Scribes for examination	Yes	3
Rest Rooms	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	17/12/2016	1	small savingfor SSG	MOTIVATION	27

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	05/09/2016	05/09/2017	67
YOGA	15/09/2016	15/09/2017	120

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Collection of used polythene 2. Dumping of garbage 3.Weeding of wild bushes 4. Plantation 5. Water Harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Personal counselling of students through wellcome meeting after each admission batch. 2.Arrangement of special prizes for students scoring highest marks.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.brajrajnagarcollege.ac.in/aqar

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Conduct of seminar and workshop by the respective deptt.2. Assessment of students performance through periodic tests. 3. Conduct of workshop and yoga camp on gendersension and environmental awareness programme 5. inculcating human values among the students through a number of programme along side class room teaching.

Provide the weblink of the institution

http://www.brajrajnagarcollege.ac.in/aqar

8.Future Plans of Actions for Next Academic Year

In order to ensure equity and excellence in Higher Education, the IQAC adopts the following as the action plan for the next academic year. Steps will be taken to provide internet connection facility in the office set up as well as in all departments. The existing college library shall be developed with digitalization system for better excess of students to e-Library and smooth management of distribution and cataloguing of books through LMS. Keeping in view the large numbers of students admitted in the college Surveillance camera shall be installed in all class rooms and office rooms as a token of safety measure. Importance shall be given for development of physical infrastructure such as construction of additional classrooms . The Dept. of Biological Science shall be encouraged to start a Botanical garden from the next academic year.

2.6.1- Program outcomes, program specific outcomes and cores outcomes for all program offered by the institution.

Brajrajnagar College, Brajrajnagar in the district of Jharsuguda and affiliated to Sambalpur University offers Teaching in the following broad disciplines.

+3 Arts – Pass/Hons

(i)   Hindi/Odia(MIL)
(ii)   English
(iii)   History
(iv)   Political Science
(v)   Economics
(vi)   Education
(vii)   Odia

+3 Commerce – Pass/Hons

(i)   Financial Accounting
(ii)   Business Law
(iii)   Corporate Law
(iv)   Management Accounting
(v)   Auditing
(vi)   Principle of Management
(vii)   Specialized Accounting
(viii)   Income Tax Law & Practice

+3 Science – Pass/Hons

Physical Science

(i)   Physics
(ii)   Chemistry
(iii)   Mathematics

Biological Science

(i)   Botany
(ii)   Zoology

STUDENTS' SATISFACTION SURVEY
BRAJRAJNAGRAR COLLEGE, BRAJRAJNAGAR

STUDENTS' FEEDBACK

Students are required to fill the questionnaire and submit it to their mentor or HOD for follow up action at this end & to take remedial measures for improvement/ rectification in teaching- learning process.

Name   : ....
Roll No.   : ....
Department : ....
Year   : ....
Please rate the following activities/ processes/ facilities in 1 to 5 point scale.
Please tick (√) the appropriate box to indicate your answer/ choice (1 Minimum & 5 Maximum).

	1	2	3	4	5
1. Teaching quality :					
2. Practical / laboratory work:					
3. Examination & evaluation:					
4. Co-curricular activities:					
5. Teacher's interpersonal relationship:					
6. Guidance & mentoring:					
7. Safety and Security Measures:					
8. Departmental seminar:					
9. Campus Cleanliness:					
10. Library Facility:					
14. Sports and Games:					
15. Grievances Redressed System:					

Any other suggestions for the improvement in quality initiative:

_____
_____
_____

Full Name signature
Date

Feedback result and analysis (2016-17)

- 100% students are satisfied with the teaching learning, physical facilities and support services.
- 10% students have suggested for connection of internet facilities.
- 5% students have suggested for construction of a more spacious boys common room.

ANNEXURE

Academic Calendar

Sl.No.	Subject	Time line
01	Reopening of the college after summer vacation	25.06.2016
02	Admission +3Ist.Year(Arts/Sc./Com.)	10.7.2016 to 10.08.2016
03	Commencement of the Class	
	+3 IInd. Year	26.06.2016
	+3 IIIrd Year	26.06.2016
	+3 Ist. Year	07.08.2016
04	College Students' Union Election	As per the date to be fixed the Govt.
05	Puja Vacation	28.09.16 to 06.10.16
06	Monthly Examination	Last week of each month till Dec.
07	Test Examination	2nd.Week of Dec.2016
08	X-Mass holiday	25th.Dec.
09	Annual Sports/Cultural Week	05.01.2017 to 20.01.2017
10	Filling up of Forms for University Exams.	As notified by Sambalpur University
11	Commencement of University Exam.	As notified by Sambalpur University
12	Publication of result	With in 45 to 60 days from the date of last Theory Exam.
13	Total number of Holidays	72 days , excluding Sundays
14	Total number of Reserve Holidays	Two Days
15	Total number of Teaching Days	180 Days
16	Summer Vacation	11th. Of May to 18th.June-2017

4.4.2- Procedure and policies for maintaining and utilizing physical, academic and support facilities

The college adopts a defined policy for the maintenance and utility of physical infrastructure. The construction works is done by registered contractor or Govt. agencies with the approval of GB of the college or the sanctioning authority. The academic activities are managed by the principal aided by the staff council, administrative , academic and accounts bursar . Different committees are formed to look after the grievance redressal , anti ragging cell etc. The college has facilities for separate laboratory in science stream for conduct of practical. Library is kept upon from 9 AM to 5 PM for reading as well as lending proposes to students and staff. There is facility for indoor and outdoor games under the control of a PET and a sports council . There is computer facility for degree students and all sections like admission , examination and accounts with internet connection. Besides class rooms, there is an auditorium in the college for conduct of meetings and seminars. There is separate provision for boys common rooms and girls common rooms with the facilities of electricity and running water there on.

(7.2.1)   **AQAR OF BRAJRAJNAGAR COLLEGE BRAJRAJNAGAR**

Two Best Practices

Brajrajnagar College, Brajrajnagar , one of the premier Institutions of the district, imparting education at +3 degree level adopts the following two best practices since its inception keeping in view the socio- economic background of the students and their standard of learning at the entry level.

1. Welcome ceremony for fresher's after each admission batch.

   ➢ To acquaint the students with the syllabus and different support services including the use of library.

   ➢ To encourage students to participate in various co-curricular activities.

   ➢ To develop an interest in Sports and Games and encourage sportsman spirit.

   ➢ To develop interpersonal relationship with the teachers and staff and help create an academic ambience.

   ➢ To know the teachers and staff and their subject taught.

   ➢ To ensure Equal Opportunity and respect the laws of the Land including the academic regulations of the College.

2. Arrangement of Special Prizes for Students scoring highest marks in Last Examinations and felicitation of faculty & staff.

   ➢ To encourage students for the pursuit of excellence in higher learning and to develop a competitive spirit among them, the college felicitates the students scoring ranks/ highest marks in the last examinations on special occasions as fixed by the college from time to time.

   ➢ To felicitate the faculty and staff each academic year for outstanding performance in duty and also on Superannuation of services.

(7.3.1) AQAR OF BRAJRAJNAGAR COLLEGE BRAJRAJNAGAR 2016-17
INSTITUTIONAL DISTINTIVENESS

Brajrajnagar College, Brajrajnagar in the Dist. Of Jharsuguda adopt the following practices as been distinct to iys Mission and Vision and for the promotion of quality education in this area,It aims at achieving its target :

I) Through regular conduct of seminer and work shop by respective department.

II) Assessment of students performance through periodic test.

III) Creating awareness through YOGA, General Sensitization and Environmental enrichment programme.

IV) Inculcating human values through mentoring and guidance .

V) Developing Leadership and entrepreneurship through constant counseling.