YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Brajrajnagar College, Brajrajnagar
• Name of the Head of the institution	Dr. Biswajit Khamari
• Designation	Principal-in- Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06645291356
• Mobile No:	8917345179
• Registered e-mail	bnc.78brjn@gmail.com
• Alternate e-mail	rabinarayan.panigrahi6@gmail.com
• Address	KHALIAKANI
• City/Town	Brajrajnagar
• State/UT	Odisha
• Pin Code	768216
2.Institutional status	
• 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	**Rabinarayan Panigrahi**	
• Phone No.	**06645291356**	
• Alternate phone No.	**8917345179**	
• Mobile	**6371170729**	
• IQAC e-mail address	**bnciqac78@gmail.com**	
• Alternate e-mail address	**rabinarayan.panigrahi6@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)

brajrajnagarcollege.ac.in

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/ACADEMIC-CALENDER.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.6**	**2006**	**02/02/2006**	**02/02/2011**
Cycle 2	**B**	**2.38**	**2015**	**03/03/2015**	**03/03/2020**

6.Date of Establishment of IQAC

08/07/2006

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
NIL	**NIL**	**NIL**	**0**	**0**

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	4	
• 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	View File	
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)

. Conduct of online classes and promotion of blended learning . Awarness programme on the use of e-teaching though webinar . Strengthening of mentoring system . Webinar on enterpreneurship development . Awareness programme on Covid-19 behaviour and safety and security of everybody

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
Covid 19 prevention measure	Senitization of campus and equipment/Monitoring District COVID care centre in the college
Conduct traning programme on use of ICT	National workshop on e-teaching organised
Strengthening blended learning	Done
Conduct of mock-test to acquaint students with on-line examination	Conducted
Department wise value education on-line programme	Programme conducted
Sensitization of students of gender issuse/ Anti ragging /Grievance redressal	Conducted
Formation of COVID care team & thermal Screening at the gate	Conducted
Preparedness for NEP 2020	1) Conducted National Webinar on Decoding NEP 2020- A National Dialogue with Regional and Cultural Aspirations (17/10/2020-18/10/2020) 2) State Level Webinar on
Formation of mentoring groups	Formed
Formation of course wise Whatsapp/E-mail groups for conduct of online classes	Formed
Purchase of text/reference books under OHEPEE	1) Purchased books worth Rs 3,08,535 2) NLIST subscription Rs 5900
Completion renovation of old Academic block	Building Inaugurated
Orientation of NSS/Red Cross volunteers for COVID awareness	Volunteers engaged in plantation/Blood donation/World Aids day etc.
Conduct of webinars on employability/Health &	Webinar conducted on start up ecosystem/Health and

Hygiene/Yoga Practices	hygiene/International Yoga day
Celebration of Commemorative days following COVID-19 guidelines	Competition held following Covid-19 guidelines
Conduct of competetion on constitutional values and ethics	Conducted
Participation of teachers in refresher/Orientation programme	1) Mr. D. K. Sutar, Lecturer in Mathematics on-line FDP on Global Business Foundation Skills by Infosys, BPM Ltd. From 03/11/20 to 06/11/20 online 2) Mrs. Monalisa Dash, Lecturer in Education online FDP on
Submission of proposal for OHEPEE for construction of new Academic building	Draft proposal resolved
Encouraging teachers for research/publication/Seminar-conference	Teachers participated in a number of National and Publish papers
Grant of leave to teachers and staff suffering from COVID-19 positive	Leave granted as per Govt. of Odisha Guidelines

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	02/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**12**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**766**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**217**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**298**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**35**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**41**

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**26**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4938557**
4.3 Total number of computers on campus for academic purposes	**50**

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

The institutiion ensures effective curriculum delivery by adhering to the curriculum prescribed by Sambalpur University in a well plannedand well defined manner. 1. Time Table : Classes are assigned to each department and subject teacher as per the credit alloted to the courses and lesson plan are prepared to cover the syllabus in time. 2. Lesson Plan and Lesson Notes prepared by the teachers are signed by HoDs on weekly basis and get the endorsement of the Principal every month.3. lessons are delivered through lecture modes in respect of theory and practical conducted under the supervision of concerned teachers. 4 Internal Examinations are conductted periodically to assess the perfomance of the students from the chapters covered and they are advised to improve/correct themselves in tutorial classes. 5. ICT enabled teaching has been encouragedduring the pandemicby delivering lessons online through different digital tools like Google Meet, Zoom , Google Classroom etc. Relevant materials like Youtube, Pdf, research article , self prepared notes developed by MHRD, UGC, Swayam and other repositories are shared with the students through WhatsApp group. 6. Tutorial classes are arranged in Time Table to encourage both slow and advanced learners to addresstheir difficulties. 7. To ensure a robust and holistic teaching learing enviornment, programmes,

meetings, camps, lectures are arranged from time to time to promote capacity building , entrepreunership, sportmanship and to imbibe a sense of patriortism and moral responsibilities among the learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Institution adheres to the academic calender prepared by the college at the beginning of the year with reference to the Annual calender issued by Govt. of Odisha in Department of HIgher Education and its affiliating University. The Principal notified the calender for the information of students, staff and stake holders before the start of the academic session specifying the total teaching days available, dates of University examinations, Internal examiantion, admission, form fill-up, Public holidays and possible dates of the upcoming sports and cultural events of the Institution. The teachers are advised to prepare lesson plans accordingly and complete their courses including the internal examinations in a time bound manner. The calender is discussed in the staff council meeting held at the beginning of the session inviting proposals from the HODs and staff for any modification or improvment if any. The teacher prepare their lesson plans as per the calender issued and complete their courses and internal examinations within the prescribed time frame. It also helps the internal committees like sports, cultural, equal opportunity, career counselling, enterpreneurship, placement cells etc. to schedule their programmes of meetings, seminars, camp, workshop etc. within the prescrbed time with out disturbing the teaching environment.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in `C. Any 2 of the above`

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

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

3

File Description	Documents
Any additional information	View File
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)

0

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)	View File

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The institution addresses cross cutting issues of its learners through different ways such as enlightening them through the syllabus in the curriculum in addition to their general subject study. Secondly the institution conducts different program organized under the aegis of different societies like gender sensitization cell, NSS, Red Cross, IQAC, cultural association and other program organized from time to time. Students get a chance to actively participate in such activities like essay, debates elocution etc. to bring theirhidden talent to the fore. The self-defence program, yoga classes, career counselling, induction program all contribute in a big way for a better understanding of the issues around them in the society at the regional, national and global level and that helps the students in building their character and career along side their subject of choice in arts, science and commerce stream. The extra-mural lectures, guest lectures and celebration of national and international commemorative days such as national voter's day,

national unity day, national youth day, Red Cross day, International Yoga Day all amount to a sound character building of the learners inculcating human values, professional ethics and their need for a response to the present environment. In the classroom, through lecture mode, tutorial, seminar and group discussion, the learners get a chance to remain aware about the issues that just donot go with their course of study but are basic to their understanding of the cross- cutting issues that is vital for the growth of the student's mind.

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

145

File Description	Documents
Any additional information	View File
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

A. All of the above

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

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

B. Feedback collected, analyzed and action has been taken

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

480

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

57

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

The institution assess the learning level of the students through periodic test and internal examination. The result of the same is reviewed in the HoD's meeting and steps are taken to enhance the learning level of the students through assigned tutorial classes in the Time Table. Often, the matter is discussed in the parent- techer meeting to ensure 100% attendance of the students for better understanding. In addition, the seminars organised departmentally offer an opportunity for the students to exercise their intellectual calibreand at the same time providesexposure to judge his talent by the teachers. During Pandemic, the college has promoted blended learning, groupdiscussion, webinar etc. to make the students prepare well for the examination. Students who do not fit into established learning leavel of the institution are identified separately by the respective departments, and their encourage to attend to classes regularly. parents are contacted, e-books , e-Journals are rushed through Whatsapp Group for access of study material by the slow learner at ease. The HoDs decide to conduct remedialclasses for doubt clearing with personal care. Students having practical subjects are encouarged to review themselves with the updated material utilitysent to them and lessons imparted.

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

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

Number of Students	Number of Teachers
766	**36**

File Description	Documents
Any additional information	[View File](#)

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

The college believes in holistic approach in terms of academic development of the learners which is acheived through special methodologies such as experiential learning, participative learning and problem solving learning beyond the prescribed curricula. The college conducts a number of programmes throughout the year not just to prepare the students for the examination and build their academic career but also to develop their leadership quality, team work , social service, moral values and ethics as well as patriotism. Seminars, group discussion , Quize , G.K. Competition etc. offer opportunity for the students to experiment with thier ideas and knowledge. Science students are alloted special period for labrotary work and students having projectare assigned with specific topic with field work.The special camp organised by the NSS, Redcross Unit of the college has proved to be greatoccasion for the students to move beyond the campus and be attached with prevailing socio- cultural and economic issues of the people. While working thus with the people problem and government schemes, the students get a chance to develop their problem-solving attitude and how to respond to the differents contemporary issues at the local level. Their representation in differentcouncil help fulfill the goal

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

With the introduction of the CBCS system, ICT technology has become paramount in the educationof teaching learning system and its vital to integrate, although With most of the teaching material in the website , moreover, the prolong pandemic during the year has depraved the students of attending physical classes to bridge the gap between the teacher and students, the college has encouraged ICT as a tool for achieving its productive outcomes. Whatsapp Groups have been formed department wise to teach through Google Meet, Zoom, Youtube Link , various e-resources link are sent to the students for easy access of the study material. The differents ICT Tool used such as digital Camera, Webcam , audio recording Software, Whiteboard and Smartboard.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/06/ICT-enabled-tools.pdf

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

35

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	View File

2.4 - Teacher Profile and Quality

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

37

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	View File

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

5

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

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 college has a continuous Internal Assesment process for the ivaluation of students preformanace. The dates of Internal Assesments are notified in advance through the college calender prepared at the beginning of the year in conformity with the programmes of Sambalpur University, the affiliating body of the Institute. During the current academic session, the physical classes being colsed up due to Covid-19 pandemic, Internal Assessment have often been made in online mode constituting different students groups Hons wise and answers received in pdf have been evaluated by the teachers. In addition to the class tests, Assessment is made in accordence with the performance of students in seminar presentation, group discussion, mentoring and extra curicular activities. In subject having practicals, projects reports and field work assessment is made with regard the proformance of the students in the particular field. The college conducts meeting of the HODs to review the performance of the students and if necessary instructions are issued to the candidates to improved his/her performance. To manage the assessment process robust, one officer in-charge supported by a team of teachers and non-teaching staff has been authorised who prepare the action plan, examination schedules, evaluation of answer scripts, absentee statement etc.

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

Brajrajnagar College, Brajrajnagar

Mechanism to deal with internal examination related grievances is

transparent, time- bound and efficient

1. Grievances are heard by the HODs and concern teachers departmentally.

2. Students/absentees are allowed to take the test in another day fixed by the department.

3. For major problems related grievances the matter is placed before the Grievance Redressal Cell of the college.

4. The Principal monitors all grievances of the students through periodic meetings with the staff and HOD's.

5. Grievances are heard and redressed immediately or with in 3 days depending upon the urgency.

6. A suggestion Box is installed in front of Principal's Office for use by the students without hesitation.

7.An Examination Committee headed by a senior lecturer is operational to look into all Examination related matters including the conduct of internal Examination and uploading of Marks in University Portal.

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

2.6 - Student Performance and Learning Outcomes

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

The College publishes its different programmes to be offered by the students in the college websites under SAMS portal.Students apply for Admissions choosing right streams they want to pursue.At the time of Admission,the Examination Committee supported by Help Desk apprise the students of the details of courses and the outcome there of. Brochures/College Calender are Issued to the students that contains details about the Courses and the requirment for achieving the desired outcome.Induction Programme conducted soon after the Admission are over play a key role to make the students aware about the stated programme and course outcomes. The syllabus containing

all programmes offered by the college is placed in the college websites for the reference of the students, staff and stake holders. The stated programmes at the course outcomes for the particular year viz 2020-21 has also been displayed in the college websites duly endorsed by each teaching department.Due to closer of physical classes in view of COVID-19 pandemic awareness has been created through repeated Programmes(Google Meet) in Online mode. The details in brief are as follow ;

Awareness about Programmes and Course outcome;

1.College website

2.Admission Help Desk

3.Notice Board

4.Induction Programme

5.Brochure/College calender

6.College websites

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The programme out comes and couse out comes of the college are prepared at the beginning of each year in cunsultation with the HODs and concerned subject teachers of the department periodic meetings are held during the year to assess the attainment of the course outcomes and programme outcomes. To achieve the target, often part time resource persons are engaged to complete the syllabus and make the students prepared for their exmiantion and career selection. Internal examination are held periodically the out comes of which is reviewed in the subsequent staff council meeting. The students with below performance are advised to improved in the next exmination throughcollegenotices. Teachers are requested to place requirement of necessary library books which are thought to be relivant for the

refernce of the learners. Special programs are organised from time totime thorugh career counseling, placement cells, NSS, Red Cross, Cultural and sports cells so as to improve the academic performance of the students. Steps are being taken to ensure the best attainment of the course out comes and course out comes in a systematic manner as per feed back received from the students and other stake holdersto achiveacademic excellence.

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

172

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

2.7 - Student Satisfaction Survey

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

http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/Students-satisfaction-Survey-2.7.1.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)

0

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)	View File

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

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

0

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

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

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

8

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)	[View File](#)

3.2 - Research Publications and Awards

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

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

`1`

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](#)

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

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

`0`

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

3.3 - Extension Activities

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

Extension activities play key role in developing leadership and inculcating capacity building skills among the students. This College has a well established tradition of carrying out exttension

activities in the neighbourhood under the aegis of the three units of National Service Scheme sponsored by sambalpur University. As per plan of action drawn by the NSS unit, the college organisers many social out reach programme in the neighbour perticullarly in the adopted villages. The college at the begining of the year conducts a series of Orientation Programmes for the training of NSS volunteers and by inviting resource persons from the locality or from the college itself from teachers interested and having experiences in social activities. such programmes creates a strong impact in sensitising the students to social issues and in the promotion of holistic devlopment. Despite the closure of the physical classes due to COVID-19 pandemic, the college has under taken a few programmes taking students in small groups following COVID-19 protocol issued by Government and health department . The measure initiative where the student have worked in interaction with Government and public on social issues are as follow;

1.world AIDS Day

2.National Unity Day

3.Plantation Drive

4.Blood Donation Camp

5.Webinar and start-up Eco System on interpreneurship

6.Mo College Abhijan with Alumini

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

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

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

1

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

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

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

8

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

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

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

185

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

3.4 - Collaboration

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

0

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

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

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

1

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. Estblished since 1978 with the facilities for teaching in +3 Arts/Sc/Com Streams, the college has made adequate facilities for its teaching learning process keeping in view.the requirment of the students and demand of the latest revised SBCS syllabus including imparting of ICT. With in its limited resources

and often with Government funds the college has made a considerable progress in infrastructor and physical facilities . As of date the college has the following facilities ;

1.Class Rooms with CC Roof,Furniture and Electric facilities

2.Separate Play Ground adjacent to the college building

3.Separate Play Ground with in the Campus for small gathering and Indoor Games

4.Separate SAMS room for Admission of students.

5.Separate Examination Section

6.Girls Common Room with running water facilities

7.Separate laboratories for Science

8.IT Hall for ICT learning

9.Auditorium

10.Library

11.Sports Rooms

12.College Canteen

13.Cycle Stands

14.Departmental Classrooms

15.Girls Hostels

16.Administrative Block

17.Ramp

18.Dustbin

19.Water Conservation

20.Drinking Water

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/4.1.1website.pdf

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

1. **Sports & Games: Conducted under the supervision of a PET.**
    - **There is a Sports advisory committee headed by the Principal**
    - **There exits an Athletic Association headed by Vice President and assisted by other committee members.**
    - **Sports Ground adjacent to the college campus**
    - **Sports room with required equipment.**
    - **Provision for Annual Athletic Meet (except 2020-21 due to COVID-19).**
    - **Provision indoor competition in Carom, Chess, Ludo, etc.**
    - **Provision for Cricket, Volley Ball Match Competition(Inter College)e**
    - **Formation sports team.**
    - **Participation of students in districts, states and University level competition.**
    - **Budgetary provision for Athletic Associations.**

1. **Cultural Activities:**
    - **There is a Cultural advisory committee headed by the Principal.**
    - **Provision for Annual Cultural Competition.**
    - **Provision for Annual Day Celebration.**
    - **Provision for participation of students in University/State/Dist./Inter College level competition.**
    - **Representation of students in Cultural and Dramatic Associations.**
    - **Budgetary provision for Cultural and Dramatic Associations.**
2. **Yoga Centre:**
    - **There is a Yoga Centre in the college.**
    - **A faculty members is the designated officer to look in to the Yoga Classes.**
    - **Yoga Classes is conducted time to time.**
    - **Provision for celebration of International Yoga Day on**

> Jun-21 every year.
> o Invitation of expert in the field of Yoga by the AISHE
>   and Sports and Youth Dept.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/4.1.2website.pdf

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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)

14,33,654

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

4.2 - Library as a Learning Resource

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

- **Library is automated partially.**
- **Books cataloguing- Index complete**
- **Connected with wifi(BSNL)**

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

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

B. Any 3 of the above

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

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)

314435

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

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

I T facilities is one of the most important features of learning under CBCS system. In order to facilitate the students to ICT learning, the college has maintained an IT Laboratory under the control of on IT lecturer. It enables the students opting IT to conduct their practical in the laboratory. In addition, the college has installed computer systems in different sections of the college such as admission, Examination, library, accounts, daily collection, billing and administrative sections. Some department s have separate sets of desktop with Wi-Fi facilities for digital presentation of updated practical experiments. The college annually sets aside a fund in the Annual Budget for constant upgradation of IT Infrastructure including it's WI-FI connection under following heads:

1.purchase of new computers

2.repair and maintenance of system s

3.2 nos of BSNL broad band connection

4.Jio fi dungle for emergency

5.printers in different sections

6.College website maintenance

7.n-list subscription for journals

8.purchase of catridge

9.CCTV connection throughout

10.facility for paperless transactions

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

4.3.2 - Number of Computers

26

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

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)

45,97,959

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)	[View File](#)

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.

The college has a well established procedure for maintenence and utilisation of physical,academic and support facilities likelaboratory, library, sports room, computers,class rooms etc.In the beginning of the year, the Principal forms different committees under his chairmanship to look after the maintenance and utilization of infrastructures. While the cataloguing and distribution is managed by the librarian and his staff, practicals are conducted under the supervision of teachers and demonstrators assisted by laboratory- assistants. There is a special computer cell for teaching purposes with more than 20 computers in working condition under the control of IT lectureres for conducting practicals in ICT . Maintenance of infrastructure is conducted annually with the purchase of new items and replacement of the wornout/ overused items. Tender call notices are given for purchase of laboratories/ library and sports items for a sum exceeding Rs 1,00,00/- duly endorsed by the purchase committees. Bills after pass for payment is placed before the Governing Body the account of which is audited annually by external audit agencies appointed by Govt. of Odisha. The library remains open from 10:00 AM to 5:00 PM on all working days for use by the stakeholders. Adequate number of classrooms are available with electricity and CCTV system for both general and tutorial purposes.

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

147

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

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 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

356

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

356

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)	View File

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	View File
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

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

9

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

1

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)	[View File](#)

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)

Students representation in different bodies as per the established procedures of Govt. is essential for the quality and excellence in Higher Education. The larger students' body of the college is the students union where students leadership is evident in sports, cultural, dramatic, class representatives etc. But, due to the prolonged COVID-19 condition, students election has been stopped for the last 3-4 years as per Govt. of Odisha instruction. However, students representations has been made in the following bodies/council of

1) IQAC

2) Red Cross

3) NSS, Anti- ragging committee etc for smooth functioning of the advisory committees. Besides Departmental Seminar Secretaries/ Asst. Secretaries are nominated by the Principal and HOD to carry out the seminar activities 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

2

File Description	Documents
Report of the event	<u>View File</u>
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

There is a registered Alumni Association operating since long conducting regulars meetings on curricular and extra curricular activities for the development of the college. Due to closer of physical classess on the ground of Covid-19 pandamic no meeting of the Alumni could be held during the years. However, the Alumni have contributed significantly during the year in the implementation of

"Mo College Abhijan" and initiative started by Government of Odisha with the active support of Alumni. The association has resolved to get the Body registered in the process of which has been delayed due to closure of offices and institution on the ground Covid-19 Pandemic. The college is indebtedto some of the notable aluminus who have contributed for widening the knowledge baseof the studentsthrough their extramural lectures , their presence on the different occasion of commomorativedays and their participation in different aspect such as sports, cultural , annual drama , annual function , social outreach programme as a token of kind gesture and inspiration for the students.

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	[View File](#)

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

MISSION

To deepen and extend knowledge about the formation and utilization of human capabilities

VISION

- **Educating students for career success and personal development**
- **Transforming lives and communities through learning**
- **Creating an academic platform for excelling in diverse fields of education**
- **Enhancing the commitment of faculty members, staff, and students of the college**
- **Developing leadership quality among the students**

- Developing collaborative & professional relationships with other institutions focused on the improvement of education.
- Enhancing the effective and efficient management of the College.

VALUES

- Academic excellence and integrity
- Outstanding teaching and learning
- Scholarly research and professional leadership
- Integration of teaching, research, and extension activities
- Individual and collective excellence
- Inclusivity, equity, and social justice
- Lifelong learning

The college leadership aims at fulfilling the mission and vision through interpersonal relationship with students/ staff/ governing body and govt. agencies. The HODs, bursars, faculty non-teaching staff as well as students and alumni are the focus of attention on whose collaborative work future plans are channelized. Moreover signing MOU with RUSA/ OHEPEE is another milestone for improvement of infrastructure, quality and excellence in education.

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.

Utilization of funds: A case study

Proposal: Grant is placed with the Principal by the dealing clerk. Then the sanctioned letter is marked to the concerned clerk and officer in charge for implementation.

Purchase Committee

The matter is placed before the purchase committee. For purchases within one lakh, the items are ordered on receipt of quotation from atleast three established firms having GST. And after receiving due endorsement from atleast three members of the committee, including the accounts bursar. Expenditure exceeding Rs 1,00,000 is placed

through tender in double bid system being duly published in two different local and national newspaper.

Comparative Statement

The accountant prepares the comparative statement and the lowest bidder is placed with supply order.

Stock Entry

The goods on receipt are forwarded to the utility section who certify on the body of the voucher that the goods are received in good condition and as per specification in order. After stock entry the accountant issues either account payee cheque or make online payment directly to the supplier through NEFT/ RTGS.

Cash Entry

After final payment, the expenditure is maintained in the cash register which is audited by the prescribed authority as per norm.

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

Keeping in view the demand of the students and stakeholders Brajrajnagar College, Brajrajnagar, increased its seats from the year 2015 -16. And in order to accomodate the karge number of students on roll the college made strategic or specific plan to increase its infrastructure in addition to its academic performance. As such the college made agreement with DHE (O) to avail fund under RUSA and OHEPEE (a World Bank funded Scheme) to upgrade its infrastructure and academic performance. During the last five years the college has made tremendous progress in the following areas:

Development of Infrastructure:

- Construction of CC road out of CSR fund of MCL IB Valley, Brajrajnagar at an esmitated cost of around Rs. 17 lakh.
- Constructionof 30 seated girls' hostel under RUSA grant at an

estimated cost of Rs. 17 lakh

- Renovation of old academic blocks consisting of 9 classrooms at an estimated cost of Rs. 17 lakh sanctioned under RUSA
- Construction of new SAMS building of 40 x 30 ft with CC roof and electrical fitting for the smooth conduct of e-admission under SAMS
- Upgradation of science laboratory with purchase of computers, chemicals and replacement of furniture under infrastructure development plan of DHE, Odisha
- Proposal submitted for the construction of 2nd library building at an estimated cost of Rs. 25 lakh under infrastructure development scheme, DHE(O)

Future Plan

- Construction of CC bi-lane road from main road to college gate.

Construction of college gate at entry point having double entrance for vehicles and for pedestrians

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
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.

For effective functioning of any educational institutions adherence to internal and external policies, admission set up, appoint procedures and service rules are considered to the most essential part of Administration. Besides the Govt rules and guidelines of the affiliating University, UGC and NAAC, the Governing Body of the college having representation from teaching and non-teaching is the apex body on whose decisions major proposals taken by the college.

So far as academic set up is concerned those officers are appointed such as Administrative Bursar, Accounts Bursar and Academic Bursar to look after the day to day business of the college on behalf of the Principal. The duty constituting staff council meets during the year from time to time to aid and advice the Principal on academic

and extra-curricular matters. HODs are consulted time and again to review the progress made by the Depts and to improve on items if any.

At the beginning of the year, the Principal appoints different officers and forms committees as per procedures to deal with the Grievance Cell, Gender Sensitisation, Equal Opportunity Cell, Sports, Cultural, Students' union, NSS, Red Cross, Admission, Examination, Discipline and many more. decisions are taken and plans are implemented on the recommendations of these committees.

So far as appointment is concerned the Governing Body recruits teachers and staff as per procedures laid down byGovt. of Odisha.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	[View File](#)

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

As an old aided educational institution, under Govt. of Odisha in dept. of higher education, the college has undertaken effective

measures for the welfare of its teaching and non-teaching staff as per Odisha Education Act 1969 and executive orders issued by the Govt. from time to time. The aided members of the staff are included under GIS scheme as a token of self and family protection and subscription is remitted monthly to GPF account of the employees which he or she can avail with interest and draw as per personal needs. The newly recruited employees are covered under National Pension Scheme with 10% employees' contribution and 14% of the gross as govt. share. Employees not covered under the above schemes are registered under EPF whose employer's share is borne by the college with due resolution of the Governing Body. For the temporary employees provisions have been made to cover them under ESI whose employer's share is also borne by the institution. In addition to the above EL, Study Leave, Special Leave etc. are granted to the employees as per norms. Duty leaves are granted for attending seminars, conference, workshop etc. At the Institutional level an employee welfare fund has been created to meet unforeseen expenditure of employees in emergent situations.

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

0

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)	[View File]()

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

0

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

2

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	View File
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

The college maintains the CCRs of the employees annually in a duly prescribed procedures set by Govt. of Odisha in dept. of Higher Education. During the current academic year, self appraisal system

is maintained under HRMS, Odisha portal,where the employees are required to submit their self-appraisal under different heads like books assigned, annual performance and notable contribution rendered by the employee during the year. Employees not having satisfactory performance are re-directed to explain the insufficiency if any, otherwise the same is forwarded by the Reporting Officer, the next higher authority who is the accepting authority of online CCR.

On the basis of self-appraisal system service particulars of the employees are verified and increment sanctioned for the next year. Self appraisal report (CCR) of last five years is forwarded to the prescribed authority each time availing promotions to the next higher grade. The self-appraisal report submitted by the employee with comments from the Principal is preserved insealed cover for future reference.

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 Institution conducts internal and external audits regularly as per the procedure laid down by Dept. of Finance, Govt. of Odisha. At, the college level bills are paid with due endorsement from Accounts Bursar and stock entry certificate from the concerned section. Purchases are done as per the prescribed procedure maintained in the purchase committee. Tender call notices are put up when necessary.

The financial transactions are placed before the GB for approval from time to time and the income and expenditure of the institution is finally audited by local fund audit or firms authorized by Govt. of Odisha. For Audit objection, the person concerned is asked to comply the audit objection. After satisfactory explanation is received the same is complied with the auditory from for settlement. Funds relating to UGC and Central Govt schemes are audited by Chartered Accountants. The statement of expenditure along with details of items collected and utilisation certificates are sent to the funding agencies for final settlement of the bills. In case of

objections, the matter is placed before the Governing Body for needful action and objection relating to cash transactions are reflected in the cash book after due compliance of the notes of audit.

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)

0

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

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

The institution has a strategic plan for the mobilization of funds and optimal utilisation of resources. The college receives grants from the following sources which is utilized as per budget under different Heads.

Salary Grant is received from Govt of Odisha and disbursed to the employees through treasury portal. Registration fee, Affiliation fee, sports fee, social service fee, examination fee etc. are remitted to affiliating University. Recognition fees: remitted to Govt of Odisha. Sports, cultural, library fees are retained in college and utilised through the respective Committees. Development fees:(i)utilised for payment of salary of management staff, contractual and guest faculty. (ii) to bear the employees' share of EPF and ESI (iii) to meet expenditure on repair, renovation, new purchase, contingency etc. (iv) to meet the expenditure on

enhancement of salary/ appointment of contractual staff. (v) to upgrade IT, grant free ship, reimbursement of fee exemption of PWD students.

Grants from RUSA, OHEPEE, DHE:utilised for the purpose for which the grant is received, following the due procedures like open tender, Epm rate etc. Grant under Csr/ local body are directly utilised by the funding agency and the assets are permanently handed over to the college. Savings & Fixed deposit: maintained out of surplus fund to meet unforeseen expenditure.

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 has contributed significantlyfor the promotion of Quality and Isuance by organising IQAC meeting at regular intervals and adopting blended learning during the year hit by COVID-19 pandemic.

1) Regular meetings of IQAC

The IQAC has met at regular intervals- to continue the teaching process of the college in the face of COVID-19 pandemic situation following the guidelines of Govt. issued from time to time. Steps have been taken to form COVID management team, sanitisation of office, classrooms, out campus area- in the safety and security of the stakeholders.

2) Promotion of Blended Learning

The closure of physical classroom activities during the sessions prompted the Institution to adopt and implement blended learning through the following practices.

Formation of subject wise whatsapp groups of students.

Delivery of lessons through Google Meet, Zoom etc.

Formation of online mentoring groups to keep the students informed

about the admission, examination process etc.

Conduct of on-line examination and sending of questions in email database.

e-valuation of answer scripts and uploading of marks in University portal.

Conduct of webinars on e-teaching, entreprenuership, career counselling, NEP etc.

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 Institution reviews its teaching -learning process, structures and methodologies of operation at periodic intervals through IQAC as per norms and recorded the icremental improvement in the following activities during post accreditation period:

Teaching-Learning

- Encouraged teaching staff to avail scholarship under ICSSR
- Encouraged teachers to go under PhD programs of whom 2 have been awarded PhD
- Worked for the promotion of ICT Education by making tie-up with IIT Bombay under Spoken Tutorial Scheme
- Sponsored 2 nos. of teachers to Hyderabad to undergo Master Trainers Training on Communicative English and Entreprenuership inorder to inculcate skills of effective communication and entreprenuerial spirit

Infrastructure

- Upgradation of Science laboratories with purchase of goods and chemicals and replacement of old items with new ones
- Construction of 30 seated women's hostel under RUSA
- Renovation of old academic block at an estimated cost of Rs. 17 lakhs

- **Purchase of Library books worth more than Rs 6 lakhs in two consecutive years**
- **Addition of Computer, fire extinguishers, CCTV and BSNL broadband to the existing infrastructure**

Methodology

- **Introduced Blended Learning by conducting classes through Google Meet, Zoom etc.**
- **Connected with students through Whatsapp, email groups**
- **Supply of study materials to students through pdf, ebooks, YouTube, MOOCs**
- **Access of eresources by teachers through NLIST Institutional subscription**

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	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/06/proceedings-of-IQAC-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
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 that provides co-education has a well defined plan of action for the promotion of gender equity in the campus. As per the guidelines of UGC, the college has formed an eqal Opportunity Cell that meets atleast once in a quarter to oversee the the implementation of Government and institutional schemes meant for women and other categories of students.In addition , the Anti-Ragging Cell remains vigilant to ensure anaragging free atmosphere through out the year.More over, thepreventation of sexual harrashment cell is operative in the institution to oversee the prevention of any sexual harassment to the women students and employees. Moreover, the college has a Gender Sensitization Cell to make the students aware about Gender Equity by arrenging periodic meeting with the stake holders by inviting resourse persons in the area. Separate Girls Common Rooms with running water facility has been facilitated for the girls. The college soon aftervthe admission arranges induction programmes under the care of senior lecturers to convey the code of conduct and moral values required to be maintained in the campus. The different rules, regulations and laws partaining to gender harmony is brought to the knowledge of girls students through the gender sensetization initiative.

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	[View File]()
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 college has adopted the following facilities for the solid waste management. The degradable wastes are decomposed in earthen pits made inside the college campus. While there is a plastic free environment, any items if any is collected in boxes and are handed over to the Municipality at periodic intervals. Though there is no wate recycling system, the college has two connections of water system. The unused water is collected for the purpose of gardening through pipe water system. The IQAC undertakes different awareness programs particularly in the induction program in which students are informed about the need of waste management and make the campus green. The environmental science as an AECC compulsory course help the students in developing sensibility towards making a sustainable ecosystem overcoming the hazards of environmental pollution. The course make the student aware about the hazards of pollution and the laws that are enforcable to tackle the situation. So far as liquid waste management is concerned, the college has developed a water harvesting system in collaboration with local Municipality to harvest rainwater. The college situated in a vast campus of

Ac-13.500 land has a one-third coverage ofplantation to protect it from soil erosion.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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

E. None 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	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

Inclusive environment is the backbone for the successful working of an educational institution. In a full govt aided college, established in 1978, the college has stood under the principle of inclusive environment having tolerance and respect towards different student groups under cultural, regional, linguistic, communal socioeconomic background and other diversities. While the college has recruited staff from time to time giving representation to OBC, SC, ST, women etc., in its admission procedure, the college maintains the percentage of representation as prescribed by govt. of Odisha in the SAMS portal time to time. The SC, ST students are covered under different scholarships scheme introduced by govt. of Odisha and students belonging to physical disability are completely exempted from paying their admission and examination fees. This college being situated in urban set-up always receives students from different cultural and linguistic groups coming from the neighboring states of Odisha. All students irrespective of their linguistic or communal background are allowed admission alike who come under the merit list in SAMS portal. For the development of the students belonging to weaker socio-economic background, the college has set-up a committee under SSG scheme from which a handsome amount is allocated from the college towards scholarship.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
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

Constutional obligation and upholding moral values, rights, duties and responsiblity are key to the development of any educational institution and promotion of academic ambience. The college sensitises its students with the above practices through a broucher annually issued at the the time of admission particularly prescribed in duty for the students how to conduct themselves in the college during their entire period of stay. It briefs about the participation of the students in academic extra curricular, sports, Redcross, NSS and other in and out campus programmes. While the students get an opportunity to work in collaboration with the teachers, government and non-government agencies, their

participation help them building leadership and soprtmanship. The college celebrate national commorate days like Gandhi Jayanti, Voters Day, National Unity Day, International Womens Day, Independence Day, Republic Day, National Youth Day, NSS Day etc. to imbibe a sense of patriotism and a sense of constitutional obligation among the students. On the Constitution Day an oath taking is conducted by all the staff and students to remind all about the constituional duties and opportunities besides students are sensitised about the constitutional values and moral , rights and duties through classroom teaching as prescribed in the syllabus in different courses.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   **C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
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	[View File](#)
Any other relevant information	**No File Uploaded**

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

The Institution celebrates different National and International commemorative days and observes notable events and festivals as part of its holistic educational practices. To imbibe a sense of patriotism and nationalistic feeling among the students the college every year observes the National Constitution Day, Voters' Day, National Unity Day, National Youth Day, Gandhi Jayanti etc. within much fervour by organizing participatory programs among the students. For the attainment of equity and assurance of gender equality, the college celebrates International Women's Day, National Education Day, WorldAIDS Day etc.to inculcate in the students the spirit of gender equality and discrimination on the ground of gender, caste, creed and colour. The National Service Scheme and Youth Red Cross, the two most important units of the college strive towards developing leadership and capacity building among the students by organizing events like Swachhata Pakhwada, Plantation Program, Health Awareness Program, Societal Interactive programs in the neighbourhood on different occasions. Blood donation camps is one such occasion which is being organized every year having a good number of students volunteering to donate blood. Moral values and ethics being the prime strength of education, is inculcated to the students through scheduled Yoga classes, Induction Programs and in observation of Independence Day, Republic Day, Ganesh Puja, Saraswati Puja as a long cherished tradition.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

Brajrajnagar College, Brajrajnagar

Best Practices 1

1. Title: Social outreach, Leadership and Capacity Building.
2. Objective: to make the students aware about the societal issues and develop a sense of Leadership and Capacity Building.

3. The Context: implemented by organizing students from NSS and YRC with the support of motivating teachers and coordinators. Limitations: To choose dedicated volunteers, to contact resource persons.
4. The Practice: Blood Donation, Health Awareness Community Outreach, Special Camp.
5. Evidence of Success: (i) selection of students at the University level intercollege competition pre- republic parade camp, participation at national tracking events, and participation at the district level YRC training camp.
6. Problems encountered and Resources required: inadequate fund.
7. Notes: Student's participation during the current year decreased due to Covid-19 pandemic

Best Practices 2

1. Title: Career counselling and Entrepreneurship.
2. Objective: to make the students informed about different employment opportunity.
3. The Context: implemented through the EDP and career counselling cell inviting experts from different fields.
4. The Practice: conducted as per milestones set by Govt. and plan of action carried out by IQAC. The plan is materialized through career counselling cell, Placement cell, seminar/lectures by experts, Display of banners/posters etc.
5. Evidence of Success: Large participation of students during the last 3.
6. Problems encountered and Resources required: Non-availability of employers and Funding.
7. Notes: IQAC has taken steps to invite companies/ agency for career counselling training with the help of Govt. officials and within the limited resources of the college.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college has well established games and sports culture. The Principal in the beginning of the year forms a Sports Advisory Committee comprising PET and members from the teaching and non-

teaching staff. The sports council prepares an action plan to form different teams in cricket, football, kabaddi and ensures year long practice sessions for the studenst to prepare them for district, University and State level competition. Every year, the students of this college here brought laurels to the Institution with winning prizes. However, due to COVID-19 pandemic, the sports events during the year were severely hampered with the State Govt's restriction on mass gathering and closure of classes. But, as a matter of practice, one Annual Sports Day is observed every year in the college, where both boys and girls show their talents and prizes/ certificates are awarded to the winners in both indoor and outdoor activities.

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

The institutiion ensures effective curriculum delivery by adhering to the curriculum prescribed by Sambalpur University in a well plannedand well defined manner. 1. Time Table : Classes are assigned to each department and subject teacher as per the credit alloted to the courses and lesson plan are prepared to cover the syllabus in time. 2. Lesson Plan and Lesson Notes prepared by the teachers are signed by HoDs on weekly basis and get the endorsement of the Principal every month.3. lessons are delivered through lecture modes in respect of theory and practical conducted under the supervision of concerned teachers. 4 Internal Examinations are conductted periodically to assess the perfomance of the students from the chapters covered and they are advised to improve/correct themselves in tutorial classes. 5. ICT enabled teaching has been encouragedduring the pandemicby delivering lessons online through different digital tools like Google Meet, Zoom , Google Classroom etc. Relevant materials like Youtube, Pdf, research article , self prepared notes developed by MHRD, UGC, Swayam and other repositories are shared with the students through WhatsApp group. 6. Tutorial classes are arranged in Time Table to encourage both slow and advanced learners to addresstheir difficulties. 7. To ensure a robust and holistic teaching learing enviornment, programmes, meetings, camps, lectures are arranged from time to time to promote capacity building , entrepreunership, sportmanship and to imbibe a sense of patriortism and moral responsibilities among the learners.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The Institution adheres to the academic calender prepared by the college at the beginning of the year with reference to the Annual calender issued by Govt. of Odisha in Department of HIgher Education and its affiliating University. The Principal notified the calender for the information of students, staff and stake holders before the start of the academic session specifying the total teaching days available, dates of University examinations, Internal examiantion, admission, form fill-up, Public holidays and possible dates of the upcoming sports and cultural events of the Institution. The teachers are advised to prepare lesson plans accordingly and complete their courses including the internal examinations in a time bound manner. The calender is discussed in the staff council meeting held at the beginning of the session inviting proposals from the HODs and staff for any modification or improvment if any. The teacher prepare their lesson plans as per the calender issued and complete their courses and internal examinations within the prescribed time frame. It also helps the internal committees like sports, cultural, equal opportunity, career counselling, enterpreneurship, placement cells etc. to schedule their programmes of meetings, seminars, camp, workshop etc. within the prescrbed time with out disturbing the teaching environment.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 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

3

File Description	Documents
Any additional information	View File
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)

0

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)	View File

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The institution addresses cross cutting issues of its learners through different ways such as enlightening them through the syllabus in the curriculum in addition to their general subject study. Secondly the institution conducts different program organized under the aegis of different societies like gender sensitization cell, NSS, Red Cross, IQAC, cultural association and other program organized from time to time. Students get a chance to actively participate in such activities like essay, debates elocution etc. to bring theirhidden talent to the fore. The self-defence program, yoga classes, career counselling, induction program all contribute in a big way for a better understanding of the issues around them in the society at the regional, national and global level and that helps the students in building their character and career along side their subject of choice in arts, science and commerce stream. The extra-mural lectures, guest lectures and celebration of national and international commemorative days such as national voter's day, national unity day, national youth day, Red Cross day, International Yoga Day all amount to a sound character building of the learners inculcating human values, professional ethics and their need for a response to the present environment. In the classroom, through lecture mode, tutorial, seminar and group discussion, the learners get a chance to remain aware about the issues that just donot go with their course of study but are basic to their understanding of the cross- cutting issues that is vital for the growth of the student's mind.

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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

145

File Description	Documents
Any additional information	View File
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	A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

480

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

57

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

The institution assess the learning level of the students through periodic test and internal examination. The result of the same is reviewed in the HoD's meeting and steps are taken to enhance the learning level of the students through assigned tutorial classes in the Time Table. Often, the matter is discussed in the parent-techer meeting to ensure 100% attendance of the students for better understanding. In addition, the seminars organised departmentally offer an opportunity for the students to exercise their intellectual calibreand at the same time providesexposure to judge his talent by the teachers. During Pandemic, the college has promoted blended learning, groupdiscussion, webinar etc. to make the students prepare well for the examination. Students who do not fit into established learning leavel of the institution are identified separately by the respective departments, and their encourage to attend to classes regularly. parents are contacted, e-books , e-Journals are rushed through Whatsapp Group for access of study material by the slow learner at ease. The HoDs decide to conduct remedialclasses for doubt clearing with personal care. Students having practical subjects are encouarged to review themselves with the updated material utilitysent to them and lessons imparted.

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

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

Number of Students	Number of Teachers
766	36

File Description	Documents
Any additional information	[View File](#)

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

The college believes in holistic approach in terms of academic development of the learners which is acheived through special methodologies such as experiential learning, participative learning and problem solving learning beyond the prescribed curricula. The college conducts a number of programmes throughout the year not just to prepare the students for the examination and build their academic career but also to develop their leadership quality, team work , social service, moral values and ethics as well as patriotism. Seminars, group discussion , Quize , G.K. Competition etc. offer opportunity for the students to experiment with thier ideas and knowledge. Science students are alloted special period for labrotary work and students having projectare assigned with specific topic with field work.The special camp organised by the NSS, Redcross Unit of the college has proved to be greatoccasion for the students to move beyond the campus and be attached with prevailing socio-cultural and economic issues of the people. While working thus with the people problem and government schemes, the students get a chance to develop their problem-solving attitude and how to respond to the differents contemporary issues at the local level. Their representation in differentcouncil help fulfill the goal

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

With the introduction of the CBCS system, ICT technology has become paramount in the educationof teaching learning system and

its vital to integrate, although With most of the teaching material in the website , moreover, the prolong pandemic during the year has depraved the students of attending physical classes to bridge the gap between the teacher and students, the college has encouraged ICT as a tool for achieving its productive outcomes. Whatsapp Groups have been formed department wise to teach through Google Meet, Zoom, Youtube Link , various e-resources link are sent to the students for easy access of the study material. The differents ICT Tool used such as digital Camera, Webcam , audio recording Software, Whiteboard and Smartboard.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/06/ICT-enabled-tools.pdf

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

35

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	View File

2.4 - Teacher Profile and Quality

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

37

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	[View File](#)

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

5

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

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 college has a continuous Internal Assesment process for the ivaluation of students preformanace. The dates of Internal Assesments are notified in advance through the college calender prepared at the beginning of the year in conformity with the programmes of Sambalpur University, the affiliating body of the Institute. During the current academic session, the physical classes being colsed up due to Covid-19 pandemic, Internal Assessment have often been made in online mode constituting different students groups Hons wise and answers received in pdf have been evaluated by the teachers. In addition to the class tests, Assessment is made in accordence with the performance of students in seminar presentation, group discussion, mentoring and extra curicular activities. In subject having practicals, projects reports and field work assessment is made with regard the proformance of the students in the particular field. The college conducts meeting of the HODs to review the performance of the students and if necessary instructions are issued to the candidates to improved his/her performance. To manage the assessment process robust, one officer in-charge supported by a team of teachers and non-teaching staff has been authorised who prepare the action plan, examination schedules, evaluation of answer scripts, absentee statement etc.

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

Brajrajnagar College, Brajrajnagar

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

1. Grievances are heard by the HODs and concern teachers departmentally.

2. Students/absentees are allowed to take the test in another day fixed by the department.

3. For major problems related grievances the matter is placed before the Grievance Redressal Cell of the college.

4. The Principal monitors all grievances of the students through periodic meetings with the staff and HOD's.

5. Grievances are heard and redressed immediately or with in 3 days depending upon the urgency.

6. A suggestion Box is installed in front of Principal's Office for use by the students without hesitation.

7.An Examination Committee headed by a senior lecturer is operational to look into all Examination related matters including the conduct of internal Examination and uploading of Marks in University Portal.

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

2.6 - Student Performance and Learning Outcomes

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

The College publishes its different programmes to be offered by the students in the college websites under SAMS portal.Students apply for Admissions choosing right streams they want to pursue.At the time of Admission,the Examination Committee supported by Help Desk apprise the students of the details of courses and the outcome there of. Brochures/College Calender are Issued to the students that contains details about the Courses and the requirment for achieving the desired outcome.Induction Programme conducted soon after the Admission are over play a key role to make the students aware about the stated programme and course outcomes. The syllabus containing all programmes offered by the college is placed in the college websites for the reference of the students, staff and stake holders. The stated programmes at the course outcomes for the particular year viz 2020-21 has also been displayed in the college websites duly endorsed by each teaching department.Due to closer of physical classes in view of COVID-19 pandemic awareness has been created through repeated Programmes(Google Meet) in Online mode. The details in brief are as follow ;

Awareness about Programmes and Course outcome;

1.College website

2.Admission Help Desk

3.Notice Board

4.Induction Programme

5.Brochure/College calender

6.College websites

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The programme out comes and couse out comes of the college are prepared at the beginning of each year in cunsultation with the HODs and concerned subject teachers of the department periodic meetings are held during the year to assess the attainment of the course outcomes and programme outcomes. To achieve the target, often part time resource persons are engaged to complete the syllabus and make the students prepared for their exmiantion and career selection. Internal examination are held periodically the out comes of which is reviewed in the subsequent staff council meeting. The students with below performance are advised to improved in the next exmination throughcollegenotices. Teachers are requested to place requirement of necessary library books which are thought to be relivant for the refernce of the learners. Special programs are organised from time totime thorugh career counseling, placement cells, NSS, Red Cross, Cultural and sports cells so as to improve the academic performance of the students. Steps are being taken to ensure the best attainment of the course out comes and course out comes in a systematic manner as per feed back received from the students and other stake holdersto achiveacademic excellence.

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

172

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

2.7 - Student Satisfaction Survey

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

http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/Students-satisfaction-Survey-2.7.1.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)

0

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)	View File

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

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

0

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

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

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

8

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)	View File

3.2 - Research Publications and Awards

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

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

1

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

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

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

0

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

3.3 - Extension Activities

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

Extension activities play key role in developing leadership and inculcating capacity building skills among the students. This College has a well established tradition of carrying out exttension activities in the neighbourhood under the aegis of the three units of National Service Scheme sponsored by sambalpur University. As per plan of action drawn by the NSS unit, the college organisers many social out reach programme in the neighbour perticullarly in the adopted villages. The college at the begining of the year conducts a series of Orientation Programmes for the training of NSS volunteers and by inviting resource persons from the locality or from the college itself from teachers interested and having experiences in social

activities. such programmes creates a strong impact in sensitising the students to social issues and in the promotion of holistic devlopment. Despite the closure of the physical classes due to COVID-19 pandemic, the college has under taken a few programmes taking students in small groups following COVID-19 protocol issued by Government and health department . The measure initiative where the student have worked in interaction with Government and public on social issues are as follow;

1.world AIDS Day

2.National Unity Day

3.Plantation Drive

4.Blood Donation Camp

5.Webinar and start-up Eco System on interpreneurship

6.Mo College Abhijan with Alumini

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

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

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

1

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

8

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

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

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

185

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

3.4 - Collaboration

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

0

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

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

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

1

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. Estblished since 1978 with the facilities for teaching in +3 Arts/Sc/Com Streams, the college has made adequate facilities for its teaching learning process keeping in view.the requirment of the students and demand of the latest revised SBCS syllabus including imparting of ICT. With in its limited resources and often with Government funds the college has made a considerable progress in infrastructor and physical facilities . As of date the college has the following facilities ;

1.Class Rooms with CC Roof,Furniture and Electric facilities

2.Separate Play Ground adjacent to the college building

3.Separate Play Ground with in the Campus for small gathering and Indoor Games

4.Separate SAMS room for Admission of students.

5.Separate Examination Section

6.Girls Common Room with running water facilities

7.Separate laboratories for Science

8.IT Hall for ICT learning

9.Auditorium

10.Library

11.Sports Rooms

12.College Canteen

13.Cycle Stands

14.Departmental Classrooms

15.Girls Hostels

16.Administrative Block

17.Ramp

18.Dustbin

19.Water Conservation

20.Drinking Water

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/4.1.1website.pdf

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

1. **Sports & Games: Conducted under the supervision of a PET.**
   - There is a Sports advisory committee headed by the Principal
   - There exits an Athletic Association headed by Vice President and assisted by other committee members.
   - Sports Ground adjacent to the college campus
   - Sports room with required equipment.
   - Provision for Annual Athletic Meet (except 2020-21 due to COVID-19).
   - Provision indoor competition in Carom, Chess, Ludo, etc.
   - Provision for Cricket, Volley Ball Match Competition(Inter College)e
   - Formation sports team.
   - Participation of students in districts, states and University level competition.
   - Budgetary provision for Athletic Associations.

1. **Cultural Activities:**
   - There is a Cultural advisory committee headed by the Principal.
   - Provision for Annual Cultural Competition.
   - Provision for Annual Day Celebration.
   - Provision for participation of students in University/State/Dist./Inter College level competition.
   - Representation of students in Cultural and Dramatic Associations.
   - Budgetary provision for Cultural and Dramatic Associations.
2. **Yoga Centre:**
   - There is a Yoga Centre in the college.
   - A faculty members is the designated officer to look in to the Yoga Classes.

- ○ **Yoga Classes is conducted time to time.**
- ○ **Provision for celebration of International Yoga Day on Jun-21 every year.**
- ○ **Invitation of expert in the field of Yoga by the AISHE and Sports and Youth Dept.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/05/4.1.2website.pdf

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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)

14,33,654

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

4.2 - Library as a Learning Resource

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

- **Library is automated partially.**
- **Books cataloguing- Index complete**
- **Connected with wifi(BSNL)**

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

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

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)

314435

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

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

I T facilities is one of the most important features of learning under CBCS system. In order to facilitate the students to ICT learning, the college has maintained an IT Laboratory under the control of on IT lecturer. It enables the students opting IT to conduct their practical in the laboratory. In addition, the college has installed computer systems in different sections of the college such as admission, Examination, library, accounts, daily collection, billing and administrative sections. Some department s have separate sets of desktop with Wi-Fi facilities for digital presentation of updated practical experiments. The college annually sets aside a fund in the Annual Budget for constant upgradation of IT Infrastructure including it's WI-FI connection under following heads:

1.purchase of new computers

2.repair and maintenance of system s

3.2 nos of BSNL broad band connection

4.Jio fi dungle for emergency

5.printers in different sections

6.College website maintenance

7.n-list subscription for journals

8.purchase of catridge

9.CCTV connection throughout

10.facility for paperless transactions

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

4.3.2 - Number of Computers

26

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

45,97,959

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)	[View File](#)

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.

The college has a well established procedure for maintenence and utilisation of physical,academic and support facilities likelaboratory, library, sports room, computers,class rooms etc.In the beginning of the year, the Principal forms different committees under his chairmanship to look after the maintenance and utilization of infrastructures. While the cataloguing and distribution is managed by the librarian and his staff, practicals are conducted under the supervision of teachers and demonstrators assisted by laboratory- assistants. There is a special computer cell for teaching purposes with more than 20 computers in working condition under the control of IT lectureres for conducting practicals in ICT . Maintenance of infrastructure is conducted annually with the purchase of new items and replacement of the wornout/ overused items. Tender call notices are given for purchase of laboratories/ library and sports items for a sum exceeding Rs 1,00,00/- duly endorsed by the purchase committees. Bills after pass for payment is placed before the Governing Body the account of which is audited annually by external audit agencies appointed by Govt. of Odisha. The library remains open from 10:00 AM to 5:00 PM on all working days for use by the stakeholders. Adequate number of classrooms are available with electricity and CCTV system for both general and tutorial purposes.

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

147

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

6

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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	D. 1 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

356

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

356

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)	View File

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	View File
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

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

9

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

1

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)	[View File](#)

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)

Students representation in different bodies as per the established procedures of Govt. is essential for the quality and excellence in Higher Education. The larger students' body of the college is the students union where students leadership is evident in sports, cultural, dramatic, class representatives etc. But, due to the prolonged COVID-19 condition, students election has been stopped for the last 3-4 years as per Govt. of Odisha instruction. However, students representations has been made in the following bodies/council of

1) IQAC

2) Red Cross

3) NSS, Anti- ragging committee etc for smooth functioning of the advisory committees. Besides Departmental Seminar Secretaries/ Asst. Secretaries are nominated by the Principal and HOD to carry out the seminar activities 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

2

File Description	Documents
Report of the event	<u>View File</u>
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

There is a registered Alumni Association operating since long conducting regulars meetings on curricular and extra curricular activities for the development of the college. Due to closer of physical classess on the ground of Covid-19 pandamic no meeting of the Alumni could be held during the years. However, the Alumni have contributed significantly during the year in the

implementation of "Mo College Abhijan" and initiative started by Government of Odisha with the active support of Alumni. The association has resolved to get the Body registered in the process of which has been delayed due to closure of offices and institution on the ground Covid-19 Pandemic. The college is indebtedto some of the notable aluminus who have contributed for widening the knowledge baseof the studentsthrough their extramural lectures , their presence on the different occasion of commomorativedays and their participation in different aspect such as sports, cultural , annual drama , annual function , social outreach programme as a token of kind gesture and inspiration for the students.

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	[View File](#)

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

MISSION

To deepen and extend knowledge about the formation and utilization of human capabilities

VISION

- Educating students for career success and personal development
- Transforming lives and communities through learning
- Creating an academic platform for excelling in diverse fields of education
- Enhancing the commitment of faculty members, staff, and

- students of the college
  - Developing leadership quality among the students
  - Developing collaborative & professional relationships with other institutions focused on the improvement of education.
  - Enhancing the effective and efficient management of the College.

VALUES

- Academic excellence and integrity
- Outstanding teaching and learning
- Scholarly research and professional leadership
- Integration of teaching, research, and extension activities
- Individual and collective excellence
- Inclusivity, equity, and social justice
- Lifelong learning

The college leadership aims at fulfilling the mission and vision through interpersonal relationship with students/ staff/ governing body and govt. agencies. The HODs, bursars, faculty non-teaching staff as well as students and alumni are the focus of attention on whose collaborative work future plans are channelized. Moreover signing MOU with RUSA/ OHEPEE is another milestone for improvement of infrastructure, quality and excellence in education.

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.

Utilization of funds: A case study

Proposal: Grant is placed with the Principal by the dealing clerk. Then the sanctioned letter is marked to the concerned clerk and officer in charge for implementation.

Purchase Committee

The matter is placed before the purchase committee. For purchases within one lakh, the items are ordered on receipt of quotation

from atleast three established firms having GST. And after
receiving due endorsement from atleast three members of the
committee, including the accounts bursar. Expenditure exceeding
Rs 1,00,000 is placed through tender in double bid system being
duly published in two different local and national newspaper.

Comparative Statement

The accountant prepares the comparative statement and the lowest
bidder is placed with supply order.

Stock Entry

The goods on receipt are forwarded to the utility section who
certify on the body of the voucher that the goods are received in
good condition and as per specification in order. After stock
entry the accountant issues either account payee cheque or make
online payment directly to the supplier through NEFT/ RTGS.

Cash Entry

After final payment, the expenditure is maintained in the cash
register which is audited by the prescribed authority as per
norm.

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

Keeping in view the demand of the students and stakeholders
Brajrajnagar College, Brajrajnagar, increased its seats from the
year 2015 -16. And in order to accomodate the karge number of
students on roll the college made strategic or specific plan to
increase its infrastructure in addition to its academic
performance. As such the college made agreement with DHE (O) to
avail fund under RUSA and OHEPEE (a World Bank funded Scheme) to
upgrade its infrastructure and academic performance. During the
last five years the college has made tremendous progress in the
following areas:

Development of Infrastructure:

- **Construction of CC road out of CSR fund of MCL IB Valley, Brajrajnagar at an esmitated cost of around Rs. 17 lakh.**
- **Constructionof 30 seated girls' hostel under RUSA grant at an estimated cost of Rs. 17 lakh**
- **Renovation of old academic blocks consisting of 9 classrooms at an estimated cost of Rs. 17 lakh sanctioned under RUSA**
- **Construction of new SAMS building of 40 x 30 ft with CC roof and electrical fitting for the smooth conduct of e-admission under SAMS**
- **Upgradation of science laboratory with purchase of computers, chemicals and replacement of furniture under infrastructure development plan of DHE, Odisha**
- **Proposal submitted for the construction of 2nd library building at an estimated cost of Rs. 25 lakh under infrastructure development scheme, DHE(O)**

Future Plan

- **Construction of CC bi-lane road from main road to college gate.**

Construction of college gate at entry point having double entrance for vehicles and for pedestrians

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
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.

For effective functioning of any educational institutions adherence to internal and external policies, admission set up, appoint procedures and service rules are considered to the most essential part of Administration. Besides the Govt rules and guidelines of the affiliating University, UGC and NAAC, the Governing Body of the college having representation from teaching and non-teaching is the apex body on whose decisions major

proposals taken by the college.

So far as academic set up is concerned those officers are appointed such as Administrative Bursar, Accounts Bursar and Academic Bursar to look after the day to day business of the college on behalf of the Principal. The duty constituting staff council meets during the year from time to time to aid and advice the Principal on academic and extra-curricular matters. HODs are consulted time and again to review the progress made by the Depts and to improve on items if any.

At the beginning of the year, the Principal appoints different officers and forms committees as per procedures to deal with the Grievance Cell, Gender Sensitisation, Equal Opportunity Cell, Sports, Cultural, Students' union, NSS, Red Cross, Admission, Examination, Discipline and many more. decisions are taken and plans are implemented on the recommendations of these committees.

So far as appointment is concerned the Governing Body recruits teachers and staff as per procedures laid down byGovt. of Odisha.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

As an old aided educational institution, under Govt. of Odisha in dept. of higher education, the college has undertaken effective measures for the welfare of its teaching and non-teaching staff as per Odisha Education Act 1969 and executive orders issued by the Govt. from time to time. The aided members of the staff are included under GIS scheme as a token of self and family protection and subscription is remitted monthly to GPF account of the employees which he or she can avail with interest and draw as per personal needs. The newly recruited employees are covered under National Pension Scheme with 10% employees' contribution and 14% of the gross as govt. share. Employees not covered under the above schemes are registered under EPF whose employer's share is borne by the college with due resolution of the Governing Body. For the temporary employees provisions have been made to cover them under ESI whose employer's share is also borne by the institution. In addition to the above EL, Study Leave, Special Leave etc. are granted to the employees as per norms. Duty leaves are granted for attending seminars, conference, workshop etc. At the Institutional level an employee welfare fund has been created to meet unforeseen expenditure of employees in emergent situations.

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

0

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)	View File

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

0

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

2

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	View File
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

The college maintains the CCRs of the employees annually in a duly prescribed procedures set by Govt. of Odisha in dept. of Higher Education. During the current academic year, self appraisal system is maintained under HRMS, Odisha portal,where the employees are required to submit their self-appraisal under different heads like books assigned, annual performance and notable contribution rendered by the employee during the year. Employees not having satisfactory performance are re-directed to explain the insufficiency if any, otherwise the same is forwarded by the Reporting Officer, the next higher authority who is the accepting authority of online CCR.

On the basis of self-appraisal system service particulars of the employees are verified and increment sanctioned for the next year. Self appraisal report (CCR) of last five years is forwarded to the prescribed authority each time availing promotions to the next higher grade. The self-appraisal report submitted by the employee with comments from the Principal is preserved insealed cover for future reference.

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 Institution conducts internal and external audits regularly as per the procedure laid down by Dept. of Finance, Govt. of Odisha. At, the college level bills are paid with due endorsement from Accounts Bursar and stock entry certificate from the concerned section. Purchases are done as per the prescribed procedure maintained in the purchase committee. Tender call notices are put up when necessary.

The financial transactions are placed before the GB for approval from time to time and the income and expenditure of the institution is finally audited by local fund audit or firms authorized by Govt. of Odisha. For Audit objection, the person concerned is asked to comply the audit objection. After satisfactory explanation is received the same is complied with the auditory from for settlement. Funds relating to UGC and Central Govt schemes are audited by Chartered Accountants. The statement of expenditure along with details of items collected and utilisation certificates are sent to the funding agencies for final settlement of the bills. In case of objections, the matter is placed before the Governing Body for needful action and objection relating to cash transactions are reflected in the cash book after due compliance of the notes of audit.

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)

0

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

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

The institution has a strategic plan for the mobilization of funds and optimal utilisation of resources. The college receives grants from the following sources which is utilized as per budget under different Heads.

Salary Grant is received from Govt of Odisha and disbursed to the employees through treasury portal. Registration fee, Affiliation fee, sports fee, social service fee, examination fee etc. are remitted to affiliating University. Recognition fees: remitted to Govt of Odisha. Sports, cultural, library fees are retained in college and utilised through the respective Committees. Development fees:(i)utilised for payment of salary of management staff, contractual and guest faculty. (ii) to bear the employees' share of EPF and ESI (iii) to meet expenditure on repair, renovation, new purchase, contingency etc. (iv) to meet the expenditure on enhancement of salary/ appointment of contractual staff. (v) to upgrade IT, grant free ship, reimbursement of fee exemption of PWD students.

Grants from RUSA, OHEPEE, DHE:utilised for the purpose for which the grant is received, following the due procedures like open tender, Epm rate etc. Grant under Csr/ local body are directly utilised by the funding agency and the assets are permanently handed over to the college. Savings & Fixed deposit: maintained out of surplus fund to meet unforeseen expenditure.

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 has contributed significantlyfor the promotion of Quality and Isuance by organising IQAC meeting at regular intervals and adopting blended learning during the year hit by COVID-19 pandemic.

1) Regular meetings of IQAC

The IQAC has met at regular intervals- to continue the teaching process of the college in the face of COVID-19 pandemic situation following the guidelines of Govt. issued from time to time. Steps have been taken to form COVID management team, sanitisation of office, classrooms, out campus area- in the safety and security of the stakeholders.

2) Promotion of Blended Learning

The closure of physical classroom activities during the sessions prompted the Institution to adopt and implement blended learning through the following practices.

Formation of subject wise whatsapp groups of students.

Delivery of lessons through Google Meet, Zoom etc.

Formation of online mentoring groups to keep the students informed about the admission, examination process etc.

Conduct of on-line examination and sending of questions in email database.

e-valuation of answer scripts and uploading of marks in University portal.

Conduct of webinars on e-teaching, entreprenuership, career counselling, NEP etc.

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 Institution reviews its teaching -learning process, structures and methodologies of operation at periodic intervals through IQAC as per norms and recorded the icremental improvement in the following activities during post accreditation period:

Teaching-Learning

- **Encouraged teaching staff to avail scholarship under ICSSR**
- **Encouraged teachers to go under PhD programs of whom 2 have been awarded PhD**
- **Worked for the promotion of ICT Education by making tie-up with IIT Bombay under Spoken Tutorial Scheme**
- **Sponsored 2 nos. of teachers to Hyderabad to undergo Master Trainers Training on Communicative English and Entreprenuership inorder to inculcate skills of effective communication and entreprenuerial spirit**

Infrastructure

- **Upgradation of Science laboratories with purchase of goods and chemicals and replacement of old items with new ones**
- **Construction of 30 seated women's hostel under RUSA**
- **Renovation of old academic block at an estimated cost of Rs. 17 lakhs**
- **Purchase of Library books worth more than Rs 6 lakhs in two consecutive years**
- **Addition of Computer, fire extinguishers, CCTV and BSNL broadband to the existing infrastructure**

Methodology

- **Introduced Blended Learning by conducting classes through Google Meet, Zoom etc.**
- **Connected with students through Whatsapp, email groups**
- **Supply of study materials to students through pdf, ebooks,**

- YouTube, MOOCs
- Access of eresources by teachers through NLIST Institutional subscription

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	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/06/proceedings-of-IQAC-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
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 that provides co-education has a well defined

plan of action for the promotion of gender equity in the campus. As per the guidelines of UGC, the college has formed an eqal Opportunity Cell that meets atleast once in a quarter to oversee the the implementation of Government and institutional schemes meant for women and other categories of students.In addition , the Anti- Ragging Cell remains vigilant to ensure anaragging free atmosphere through out the year.More over, thepreventation of sexual harrashment cell is operative in the institution to oversee the prevention of any sexual harassment to the women students and employees. Moreover, the college has a Gender Sensitization Cell to make the students aware about Gender Equity by arrenging periodic meeting with the stake holders by inviting resourse persons in the area. Separate Girls Common Rooms with running water facility has been facilitated for the girls. The college soon aftervthe admission arranges induction programmes under the care of senior lecturers to convey the code of conduct and moral values required to be maintained in the campus. The different rules, regulations and laws partaining to gender harmony is brought to the knowledge of girls students through the gender sensetization initiative.

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	[View File](#)
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 college has adopted the following facilities for the solid waste management. The degradable wastes are decomposed in earthen pits made inside the college campus. While there is a plastic free environment, any items if any is collected in boxes and are handed over to the Municipality at periodic intervals. Though there is no wate recycling system, the college has two connections of water system. The unused water is collected for the purpose of gardening through pipe water system. The IQAC undertakes different awareness programs particularly in the induction program in which students are informed about the need of waste management and make the campus green. The environmental science as an AECC compulsory course help the students in developing sensibility towards making a sustainable ecosystem overcoming the hazards of environmental pollution. The course make the student aware about the hazards of pollution and the laws that are enforcable to tackle the situation. So far as liquid waste management is concerned, the college has developed a water harvesting system in collaboration with local Municipality to harvest rainwater. The college situated in a vast campus of Ac-13.500 land has a one-third coverage ofplantation to protect it from soil erosion.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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 with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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	E. None 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	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

Inclusive environment is the backbone for the successful working of an educational institution. In a full govt aided college, established in 1978, the college has stood under the principle of inclusive environment having tolerance and respect towards different student groups under cultural, regional, linguistic, communal socioeconomic background and other diversities. While the college has recruited staff from time to time giving representation to OBC, SC, ST, women etc., in its admission procedure, the college maintains the percentage of representation as prescribed by govt. of Odisha in the SAMS portal time to time. The SC, ST students are covered under different scholarships scheme introduced by govt. of Odisha and students belonging to physical disability are completely exempted from paying their admission and examination fees. This college being situated in urban set-up always receives students from different cultural and linguistic groups coming from the neighboring states of Odisha. All students irrespective of their linguistic or communal background are allowed admission alike who come under the merit list in SAMS portal. For the development of the students

belonging to weaker socio-economic background, the college has set-up a committee under SSG scheme from which a handsome amount is allocated from the college towards scholarship.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Constutional obligation and upholding moral values, rights, duties and responsiblity are key to the development of any educational institution and promotion of academic ambience. The college sensitises its students with the above practices through a broucher annually issued at the the time of admission particularly prescribed in duty for the students how to conduct themselves in the college during their entire period of stay. It briefs about the participation of the students in academic extra curricular, sports, Redcross, NSS and other in and out campus programmes. While the students get an opportunity to work in collaboration with the teachers, government and non-government agencies, their participation help them building leadership and soprtmanship. The college celebrate national commorate days like Gandhi Jayanti, Voters Day, National Unity Day, International Womens Day, Independence Day, Republic Day, National Youth Day, NSS Day etc. to imbibe a sense of patriotism and a sense of constitutional obligation among the students. On the Constitution Day an oath taking is conducted by all the staff and students to remind all about the constituional duties and opportunities besides students are sensitised about the constitutional values and moral , rights and duties through classroom teaching as prescribed in the syllabus in different courses.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

The Institution celebrates different National and International commemorative days and observes notable events and festivals as part of its holistic educational practices. To imbibe a sense of patriotism and nationalistic feeling among the students the college every year observes the National Constitution Day, Voters' Day, National Unity Day, National Youth Day, Gandhi Jayanti etc. within much fervour by organizing participatory programs among the students. For the attainment of equity and assurance of gender equality, the college celebrates International Women's Day, National Education Day, WorldAIDS Day etc.to inculcate in the students the spirit of gender equality and discrimination on the ground of gender, caste, creed and colour. The National Service Scheme and Youth Red Cross, the two most important units of the college strive towards developing leadership and capacity building among the students by organizing events like Swachhata Pakhwada, Plantation Program, Health Awareness Program, Societal Interactive programs in the neighbourhood on different occasions. Blood donation camps is one

such occasion which is being organized every year having a good number of students volunteering to donate blood. Moral values and ethics being the prime strength of education, is inculcated to the students through scheduled Yoga classes, Induction Programs and in observation of Independence Day, Republic Day, Ganesh Puja, Saraswati Puja as a long cherished tradition.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
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.

Brajrajnagar College, Brajrajnagar

Best Practices 1

1. Title: Social outreach, Leadership and Capacity Building.
2. Objective: to make the students aware about the societal issues and develop a sense of Leadership and Capacity Building.
3. The Context: implemented by organizing students from NSS and YRC with the support of motivating teachers and coordinators. Limitations: To choose dedicated volunteers, to contact resource persons.
4. The Practice: Blood Donation, Health Awareness Community Outreach, Special Camp.
5. Evidence of Success: (i) selection of students at the University level intercollege competition pre- republic parade camp, participation at national tracking events, and participation at the district level YRC training camp.
6. Problems encountered and Resources required: inadequate fund.
7. Notes: Student's participation during the current year decreased due to Covid-19 pandemic

Best Practices 2

1. **Title:** Career counselling and Entrepreneurship.
2. **Objective:** to make the students informed about different employment opportunity.
3. **The Context:** implemented through the EDP and career counselling cell inviting experts from different fields.
4. **The Practice:** conducted as per milestones set by Govt. and plan of action carried out by IQAC. The plan is materialized through career counselling cell, Placement cell, seminar/lectures by experts, Display of banners/posters etc.
5. **Evidence of Success:** Large participation of students during the last 3.
6. **Problems encountered and Resources required:** Non-availability of employers and Funding.
7. **Notes:** IQAC has taken steps to invite companies/ agency for career counselling training with the help of Govt. officials and within the limited resources of the college.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college has well established games and sports culture. The Principal in the beginning of the year forms a Sports Advisory Committee comprising PET and members from the teaching and non-teaching staff. The sports council prepares an action plan to form different teams in cricket, football, kabaddi and ensures year long practice sessions for the studenst to prepare them for district, University and State level competition. Every year, the students of this college here brought laurels to the Institution with winning prizes. However, due to COVID-19 pandemic, the sports events during the year were severely hampered with the State Govt's restriction on mass gathering and closure of classes. But, as a matter of practice, one Annual Sports Day is observed every year in the college, where both boys and girls show their talents and prizes/ certificates are awarded to the winners in both indoor and outdoor activities.

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

Brajrajnagar College, Brajrajnagar

Plan of Action for the next Academic Year

1) Infrastructure Development

- **Construction of a wide bilane CC road from main road to college gate with assistance from the local authority**
- **Errection of college gate at the main entrance**
- **Construction of separate laboratory building for Science and IT out of OHEPEE fund**
- **Maintenance of college garden and plantation of trees**

2) Academic Development

- **Coverage of BSNL fibre to all academics and administrative sections**
- **Purchase of latest CBCS books out of OHEPEE grants**
- **Opening of add-on programs on ICT and communicative English**

3) Career Opportunities and Social Outreach programs

- **Strengthening of Career counselling and placement cells with support of District Employment Officer and prospective employers**
- **Preparing students for University and State level competitions under YRC and NSS scheme**

4) Administrative

- **Filling up of vacant post through contractual appointments**