



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **BRAJRAJNAGAR COLLEGE**

**BRAJRAJNAGAR COLLEGE, BRAJRAJNAGAR AT/PO- BRAJRAJNAGAR DIST-  
JHARSUGUDA ODISHA**

**768216**

**brajrajnagarcollege.ac.in**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Brajrajnagar College, Brajrajnagar, as a premier higher education institution in western Odisha since its establishment 1978 marches ahead with an objective to promote higher education to socially and economically backward students and caters to the need of the poor. It provides under graduate programmes in Arts, Science and Commerce (initially both in pass and honours, but since 20018-19 all the seats have been converted to honours). The college is located on a lush green campus of 12 acres where the infrastructure mostly includes classroom, laboratories, library etc. The college has been recognised by UGC under 2f and 12b since 1990. Being an affiliated college to Sambalpur University, it mostly follows the guidelines, curriculum and syllabus of Sambalpur University. Besides, it responds to guidelines of Higher Education Department, Government of Odisha, Bhubaneswar.

The college was the first in the district to undergo NAAC Assessment in 2005 and it was accredited C++. The peer team during their visit in the first cycle in September 2005 pointed out some deficiencies and the college administration has tried its best to fulfil those deficiency to undergo the second cycle assessment in December 2014 (again first in the district) and was accredited “B”. Certainly, both Cycles of Assessment and Accreditation boosted the morale of the staff for bringing a qualitative and quantitative change in the overall presentation and performance of the college.

Today, by virtue of being a RUSA- funded and World Bank assisted institution, it enjoys many financial grants both for infrastructural and academic development to cater to the needs of students of present generation. Further, it avails infrastructural grants from state Govt. for the enrichment of library and laboratories.

With its present strength and weaknesses, opportunities and challenges, the Principal along with staff members initiated for going for third cycle assessment as early as possible. Further, with NEP 2020 in mind the college has adopted new ideas and avenues for the students for development of their skill with an objective of ensuring outcome-based education. Seminars, Workshop, Faculty and Students Exchange Programmes, Smart Classroom are token gestures for NEP 2020 preparedness in this initiative.

### **Vision**

The institution being a citadel of learning proceeds with the vision of human capital formation to cater to the needs of the society and the country by preparing a class of ethically and intellectually sound and committed citizens to shoulder the responsibility of a progressive nation. For the purpose, through the time-tested, challenges, weaknesses and accomplishments, the institution has prepared a vision document with the following milestones to achieve garnering the support of the Governing Body, students, staff and all these stakeholders associated with the institution.

- To transform the society through education, employment generation, empowerment of woman and strengthening the morale fibre of the students.
- To build up a sense of cultural and patriotic obligation.
- To promote leadership, qualities through the activities in NSS and Redcross.
- To make students as a means of social change.

- To awaken the students with social sour spots.
- To bring an end to social maladies and superstitions
- To help the students realise the importance of a healthy, eco-friendly and sustainable environment and garner the emphatic contribution of the masses.
- To instil a concern for the institution even after their departure.
- To develop a passion for ICT learning and re-orient skills in keeping tune with NEP 2020
- To engender a love for creativity and social service.
- To promote scientific temper and develop inquisitiveness among the students.
- To develop self-respect and respect for others.
- To promote and practices healthy practises in the institution.
- To instil a sense of self-reliance and employability

The vision document has been symbolically embedded in the emblem of the institution where it speaks Sa Vidya Ya Bimhuktya meaning liberation through education.

### **Mission**

- To create a teaching-learning environment conducive to acquisition of higher knowledge, skill and experience.
- To incorporate the latest development in education through co-curricular arrangements to help them keep pace with the changes in time.
- To develop keen personnel through vocational and entrepreneurial education
- To enable the students with ICT learning
- To make them capable of utilizing their skill in changing environment.
- To train the students with empathy, sympathy, love, friendship and faith in God.
- To help the students realise the benefits of outcome-based education.
- To help the students understand the meaning and importance of NEP 2020.
- To make the institution a learning ground of humanity and citizenship.
- To make the students innovative, creative and contributive to the society.
- To make the students acquainted with various socio-economic, political issues and think of its solution.
- To help the students realise the importance of gender-based equality and respect human rights.
- To realise the importance of self-employment and self-reliance.
- To accumulate interdisciplinary and multidisciplinary approach to curriculum.
- To ensure administration through democratic decentralization

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- This is a leading institute imparting education in UG Programme in Science, Arts and Commerce streams with all the sanctioned strength in Honours.
- It has experienced faculties with seven Readers and four Doctorates.
- It makes education accessible to all those who cherish.
- It caters to the need of the poor and underprivileged section of the society.
- It provides a peaceful, friendly and apolitical academic environment.
- It is located far of the town, being far from dean and bustle of the town the campus is safe

uninterfering.

- The institution has a well-formed approved GB, having the approval of Higher education, Govt. of Odisha. The president Gb along with members thoroughly scrutinize, advise and guide the Principal for a better delivery of administration. The staff members are supporting, hardworking, sincere and united.
- The institution has good infrastructure. It enjoys the support of RUSA grants, OHEPEE World bank Assistance and State Government Assistance. It also enjoys the peripheral grants of MCL.
- Transparent admission is ensured by SAMS.
- Transparency in accounts is maintained by the Accounts Bursar and the Internal Audit Committee.
- Academic vigilance is ascertained by the Academic Bursar and his team.
- Day today administration and discipline is taken care of by administrative Bursar and along with the discipline committee.
- Academic atmosphere in the college is ensured under the strict vigilance of Academic Bursar and the committee.
- The Anti-ragging Cell and gender sensitisation Cell, Grievance Redressal Cell, Equal Opportunity Cell and SSG Committee looks after the problems of the students in the campus and grievances are redressed at the college level.
- NSS and Redcross are vibrant.
- Self-Defence training programme for girl students.
- Parents- teachers meeting to garner their supports
- The support of old students in all the activities of the college
- It has a well- furnished 30 seated girls hostel,constructed with RUSA funds.
- It possessess 13.50 Acres of land. The Alienation is in process as per Govt.guidelines.
- The area under possession of the institutiion is full of trees,flora and fauna.
- The Governing Body has already approved for the opening of PG classes in English,Odia,Education,History and Chemistry. But lack of ROR is an impediment.

### **Institutional Weakness**

- The institute primarily being undergraduate, fails to support and aspire research activities. However, it is limited
- The institution encourages research activities among the staff.
- Shortage of both teaching and non-teaching staff is great hindrance for ensuring smooth functioning academic administration.
- Poor communication skill of the students (poor communication in English mostly conversant in Vernaculars)
- Industrial linkage not up to expectation for employment generation.
- The institution mostly accommodates the choice of average students.
- Inadequate job opportunities.
- The institution being affiliated to Sambalpur University is restricted to familiarize to new courses.
- Inadequate funds to manage the beautification of the campus.
- A huge chunk of development is spent on towards the guest faculties.
- Studment admitted mostly hail from rural area and poor socio-economic back ground.
- The students with below average input.

### **Institutional Opportunity**

- The institution enjoys the privileges of having the highest number of students in the district with 70% girls.
- With RUSA fund and IDP assistance the college updates its requirements like LCD Projector, smart class room, laboratories, renovation work, IT laboratories, library, library room etc.
- With a strong motivation for art culture, song and drama among the students the institution can be developed with a centre for performing arts
- Having industries all around the institution the industrial linkages can be increased.
- Some add on Courses and Certificate Courses can be opened and students can be encouraged to have access to it.
- Students can be motivated to enjoy the privileges e-library, e- resources, Swayam, national digital library apart from the limited stock of the institutional library.
- The Faculty and Students Exchange programme can be on regular basis.
- E learning Resources can be better garnered for the benefit of the students
- Computer literacy among the students and staff can be better encouraged
- Seminars and National seminar, and workshop, discussion can be organised for better delivery
- Needs to secure the more financial assistance from IB Valley orient nearby MCL
- It needs to encourage make the most of girl's hostels

### **Institutional Challenge**

- Construction of a Boys' Common room with governmental or private assistance
- Strengthening library and construction a good library with a well equipped study room
- Provision of Wi-fi Campus for students and staff.
- Signing of MoU with good Institute for better acceptability of the institution
- To make the students more employable
- To make Career Counselling Cell and Placement Cell more effective including more self-financing and Certificate courses in the curriculum
- Ensuring Rights of Record (RoR) of the college
- Making the best use of human resource or ensuring a clean and green campus.
- Making the students practically innovative through regular orientation.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Brajrajnagar College, Brajrajnagar, Dist-Jharsuguda, Odisha is being affiliated to Sambalpur University, Sambalpur, adopts the syllabus, examination schedule, curriculum design and evaluation system as per the regulation of the University. The CBSE pattern of education implemented by the University in 2016-17 which is further planned properly in the academic calendar finalized by the College Academic Council. The Master Timetable is prepared taking in view of teaching hours and availability of teachers and classrooms. The Departmental Timetable is abstracted from the Master Timetable allotting each class to individual teachers. The distribution of classes is made keeping in view of coverage of courses. The Higher Education Department Circular of Common Minimum Standard framework and model teaching method are also taken into account for designing lesson Plan and imparting curriculum. The college provides **education in Commerce, Physics, Chemistry, Zoology, Botany, Math, English, Odia, Political Science, History, Economics, Education subjects** at Honors level in Arts, Science & Commerce disciplines.

The teachers adopt suitable teaching method lesson as per the need of slow, marginalized and advanced learners. Normally the lecture-cum-demonstration method, interaction, and face-to-face discussion, storytelling, acting and e-teaching devices are adopted for transmission of lesson. The course work is supervised by the Heads of the Department, Academic Bursar and the Principal of the college who verify and **countersign the lesson plan, lesson delivery and progress register** prepared by each faculty member of the Departments. Except normal academic activities, the Academic Council comprising various departments, IQAC and Governing Body of the college review the lesson work progress, students' performance rate, course and learning outcomes. **Their suggestions for analysing and explaining the courses further through remedial, special, tutorial and experimental classes are arranged as required.** The students' feedback analysis works as a boosting factor to improve curriculum implementation. A student has to cover Core Courses, Skill Enhancement Courses, Generic Electives, Ability Enhancement Courses and Discipline Specific Electives in six semesters covering 2600 marks in 3 years' degree courses. The students are taught Add-on Programs, Computer Courses, Language Courses, Value Aided-Moral-Teaching and Leadership Courses. The students are taught methodology of project work, practical project paper in their respective laboratories.

### **Teaching-learning and Evaluation**

The college gets benefit of favorable absorption of sanctioned roll strength by new entrants. The Students' Academic Management System Portal managed by Higher Education Department, Government of Odisha controls admission of students, scholarship, filling up forms and enrolment for semester examinations, etc. The students are to apply online by themselves to avail all facilities such as students help and representation, etc. The college authorities recommend their applications for action. The students are categorized as slow and advanced learners as per their performance in the classes and the previous result records. Accordingly, their learning methods are determined and teaching aids are provided. Academic Council and IQAC keep vigilant watch on the improvement of students and bridge courses, remedial, proctorial, tutorial classes are arranged. The students are given class assignments and unit tests are conducted. The midterms are conducted before the examinees appear semester examinations. The students' performance in class examinations are discussed and tips for better performance are suggested. The students-friendly methods are adopted including audio-visual session, PPT and online classes during covid-19 pandemic isolation through WhatsApp, google meet, google classroom, YouTube and zoom. Notes and hand-outs are also provided to needy learners. The final year students are guided to prepare their project papers. The students are counseled to participate in cultural meet, study tour, workshops and seminars and motivated for University position, better performance, progression to higher studies and placement. The students are engaged in extension activities, social service, internal audit, plantation work and literary activities. They attend Add-on programmes, moral teaching and value-added classes. The latest teaching software along with chart, models, MCQ sheet, chalk and talk methods are adopted as necessary in the classes. High speed wi-fi facilities are available in the campus for e-learning. Question Banks are prepared and solved previous exam answer-sheets are supplied by teachers. The examination-related grievances are promptly complied. The course/programme outcomes are reviewed in the IQAC, Academic Council and departments. Any deficiencies are fortified with strategies at institutional and departmental level. The college has signed MOUs in National Level, students exchange and training programmes Innovations and Extension being an Under-Graduate institution.

### **Research, Innovations and Extension**

The College has a little scope for research activities. However, the faculty members undergo Ph.D. projects and have been awarded the degree. The students are given chance to show their innovative idea in cultural

programmes, paper presentation in seminars and participation in workshops. They are offered project papers in their Final Semester Syllabus. They **contribute their writings in the College Magazine ANWESHA** and the Wall Magazine. The students also participate in group discussion and interaction in lesson-work. The training programmes like voters' awareness, social work, citizen's rights and duties, women empowerment, etc. are conducted in which the Resource Persons present observation and analysis for new ideas of the participants. The college conducts various welfare programmes through NSS, YRC, Rover and Ranger groups. These extension activities relate to awareness programme, social-work, health and hygiene programmes, works of environment protection, developing skills for social activism, tips for team spirit, volunteerism and equal opportunities. The institution believes in all-round development of learners and improvement of health in body, mind and spirit. The units working for the cause of social welfare in the institution prepare schedule for annual activities and take up plantation work, blood donation camps, health camps, rallies, road-shows, health-alert activities in which individual student has unique opportunity to expose himself/herself in an innovative way. Moreover, the scope of students contact with public gives them the knowledge of ground reality and they get outreach knowledge on social justice, human values, roles and responsibilities of a good citizen. The college conducts numbers of seminars, webinars and symposium on literary, intellectual, environmental and current affairs in which the participation of students as well as staff members become much beneficial. The college celebrates a number of national and commemorative days, cultural competitions, quiz, debates and talent hunt programmes in which the learners get the chance of showing their talent and innovative ideas. The college has signed MOUs with institutions for joint effort and collaboration in academic and extension activities.

### **Infrastructure and Learning Resources**

The learning supports and institutional infrastructure are the asset of the nation. Its scope and quality promote ranking of the institution. The College has sufficient infrastructure to accommodate its academic, administrative and support service activities **and possesses 26 departmental classrooms** (Science and Humanities Blocks), **6 laboratories**, Library, digital reading room, Computer Lab, Language Lab for promotion of students' soft-skills, wi-fi Campus, **classrooms have projectors** and Internet facilities, well-furnished canteen and a very good looking ornamental garden. The college has **established IQAC in the year 2006** and it has forged close touch with various sections, departments, cultural wings, laboratories, and library and welfare wings. Its role in determination of quality parameter and planning for development of the institution is praiseworthy. The college provides adequate cultural, sports, yoga and gymnastic facilities to its stakeholders. These co-curricular wings work with professional experts. The playfield of the college can accommodate the games like football, cricket, valley-ball, kabadi, khokho, track and field events. The ornamental garden at the frontage provides round-about-path-way which is a quite useful run-way for regular practice of the athletes. The college maintains its website and software and costly assets with regular renewal and AMC. The college library has been automated. The textbooks and reference books are borrowed for home reading as well as library reading. **The digital library with 2 units of computer with internet connectivity** and Online Public Access Catalogue (OPAC) provide opportunity of Web sources. Moreover, the college library as a subscriber of N-List, titles of Journals, magazines and newspapers also provide better scope of sources of learning. The building used as Science Block constructed out of College Funds has safety-belt for water circle and fire-extinguisher. **All the laboratories are well-ventilated and fitted with fire extinguishers.** The Administrative Block is fully automated and official business is taken up online. The campus is under CC Camera surveillance. The Biometrics Attendance has been used for staff attendance.

## Student Support and Progression

The college believes in students' welfare. So different schemes of scholarship, free-ship and merit awards are available for students. The students are awarded to recognize their merit. The photographs of the awardees and successful students are displayed to inspire the students of the institution in general. The students' representation is given priority in different wings, departments, IQAC, Cultural Association and service wings like NSS and YRC. The students' feedback system is very effective and the students' views are taken into consideration for quality improvement. The college provides career counseling and coaching for the pass-out students. Moreover, Bridge Courses are arranged for new entrants. Some students get awards for their merit positions, **cultural talent as well as merit in sports at institutional level as well as by other organizing colleges and universities**. The career counseling and online training have been provided to the students for proper choice of higher studies as well as job opportunities. The students are guided to obey rules and regulations for transaction of library books, using laboratories, language lab, canteen and their progression. Some of the pass-out students get placement and some are promoted to higher studies in every academic session. The college takes care of its student capital. They are engaged in various cultural, intellectual exposure and extension programmes of the college. They are given the task of leadership, volunteer ship, anchoring, event management and catering, etc. The college provides mentoring system to its stakeholders for proper guidance in pursuit of studies. The students are counseled to prepare notes, compose writing, prepare for competition examinations and jobs. **The college has an Alumni Association**. It has been **functioning since 2005**. The function of the Alumni Association is controlled by its bylaws. The Executive Council of the Alumni Association is an executive body and its regular sessions look into the matter related to college development and contributes towards all round development of the college.

## Governance, Leadership and Management

The College functions on a democratic structure. Its governance is graded into different cadres and functionaries. All its functions relate to fulfillment of vision and stick to its mission for college development and quality education maintenance. It looks into holistic development, power decentralization and dissemination. With broad objectives, the college authorities strive for taking up social responsibilities, community development by educating the young for shaping the nation's future. In wide knowledge spectrum, the college believes in latest version of learning, research and novelty of ideas. The college runs under the rules of the Government in their Department of Higher Education of the State. The Principal Secretary to the Department is the Supreme Executive who communicates the rules and regulations to run the institution as its apex policy-maker in the organogram of the institution and the power structure. The Director of Higher Education acts as communicator of Government policies and liaising officer between the Government and his immediate authority Regional Director. The Governing Body of the college acts as the sole tribune of day-to-day function of the college in which the Principal acts as the Head of the Institution and Chief Executive to implement the decision of the Governing Body. The Principal is assisted with IQAC, Staff Council and Academic Council in overall functions of the Institution. Various Committees play great role in policy-making of the Institution. The Administrative Bursar, Accounts Bursar, Academic Bursar, senior officials and HODs frame policies for day-to-day function of the college. The college office with different sections with assistants at the bottom and Head Clerk as Sectional Head carries on college administrative functions. Every proposed action-plan is verified by sectional heads and officers before the same is executed. The College has solid administration structure in which the committees, departments, management, parents have share. The peers view administration internal audits, academics, committees' reviews and feedback of the stakeholders that strengthen quality maintenance in administration and reformation. The effective function of IQAC initiated new practices and healthy custom in the college like implementation of the Quality Circle.



## Institutional Values and Best Practices

Brajrajnagar College, Brajrajnagar is committed to community development. It has taken many fruitful steps to maintain discipline, gender equity and equal opportunity in the campus to forge good relationship among students and teachers. It organizes sensitization and awareness programs in which **code of conduct, protocol and professional ethics are discussed**. The voluntary organizations, moral education experts and industrial executives are invited to present their noble thoughts and feelings in seminars, workshops, webinars and symposium. **Sexual harassment and ragging** of the weaker group has been prohibited in the college as bad nature and evil practice. The College prepares Action-Plan to take up various socialization, awareness and sensitization activities for staff and students. Accordingly, such days as Voters' Day, International Yoga Day, Teachers' Day, International Women's Day, Youth Day, NSS Day, AIDS Awareness Day, Annual Day, Republic Day, Independence Day, etc. are observed in the college. In these functions invitees, resource persons, students and teachers are given chance to expose their views and observations. The system creates moral strength, healthy atmosphere and models of good behavior in the campus. India stands for unity in diversities. The College makes the students aware of their civic responsibilities, constitutional obligation, duties and rights as citizens of the country. The constitutional rules, human rights chapters and social customs etc. are the themes of discussion themes in many of our seminars and discussions. We aspire our stakeholders realize the values of liberty, equality and fraternity. They are to respect the unity and integrity of the nation and cement a feeling of friendship and brotherhood among all. We want to provide a state of inclusion, tolerance and harmony in spite of social, cultural, lingual, communal differences among its stake-holders. We want to promise healthy practices prevailing in the physical, mental, cultural, social, educational, environmental, behavioral and technical environment in the campus. We give priority to outward and inward cleanness of the associates working in its surroundings. The cultural values, human values and inborn qualities of its stakeholders are never thwarted away in ignorance. We respect each and every person realize their strength and weakness and try to prevail peace and prosperity in the campus. We try to avoid selfishness, egotism, discrimination and scorn among us and encourage to cultivate spirit to sacrifice and service in our mind and spirit. We believe in **protection of environment. We give importance to greenery, rain-water harvesting, drainage and alternative energy**. We adopt certain best practices like inter-disciplinary support, quick services, instant help, moral education, students' welfare, students' exposure, participation and representation. We want to provide tips for social service, self-help, vocationalization of education, earn & learn method for the students. We always give emphasis on good manners, shaping career, social welfare and awareness of all. The college plans for its bright future. It wants to improve its physical, academic, infrastructure, environmental and intellectual strength. We want to use the latest educational devices to patch up the gap between upward and backward classes and amenities of urban differences.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	BRAJRAJNAGAR COLLEGE
Address	Brajrajnagar College, Brajrajnagar At/Po- Brajrajnagar Dist-Jharsuguda Odisha
City	BRAJRAJNAGAR
State	Orissa
Pin	768216
Website	<a href="http://brajrajnagarcollege.ac.in">brajrajnagarcollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Biswajit Khamari	06645-291256	9861427879	-	bnc.78brjn@gmail.com
IQAC / CIQA coordinator	Rabinarayan Panigrahi	06645-291456	6371170729	-	rabinarayan.panigrahi6@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Orissa	Sambalpur University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	24-01-1991	<a href="#">View Document</a>
12B of UGC	24-01-1991	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	NATIOANAL ASSESSMENT AND ACCREDITATION COUNCIL
Date of recognition	03-03-2015

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Brajrajnagar College, Brajrajnagar At/Po- Brajrajnagar Dist-Jharsuguda Odisha	Urban	13.55	6900.837

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	36	HIGHER SECONDARY	English	32	10
UG	BSc,Chemistry	36	HIGHER SECONDARY	English	31	10
UG	BSc,Mathematics	36	HIGHER SECONDARY	English	32	21
UG	BSc,Botany	36	HIGHER SECONDARY	English	16	11
UG	BSc,Zoology	36	HIGHER SECONDARY	English	16	12
UG	BCom,Commerce	36	HIGHER SECONDARY	English	96	84
UG	BA,English	36	HIGHER SECONDARY	English	16	15
UG	BA,Odia	36	HIGHER SECONDARY	Oriya	48	37
UG	BA,Political Science	36	HIGHER SECONDARY	English,Oriya	48	37
UG	BA,History	36	HIGHER SECONDARY	English,Oriya	48	21
UG	BA,Economics	36	HIGHER SECONDARY	English,Oriya	32	8
UG	BA,Education	36	HIGHER SECONDARY	English,Oriya	64	45

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				17			
Recruited	0	0	0	0	7	1	0	8	10	6	0	16
Yet to Recruit	0				6				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	9	12	0	21
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				24
Recruited	11	1	0	12
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	8	1	0	9
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	8	0	0	8
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	0	2	0	4
M.Phil.	0	0	0	0	3	0	8	2	0	13
PG	0	0	0	2	1	0	2	2	0	7
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	0	0	4
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	10	0	15
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	294	0	0	0	294
	Female	485	3	0	0	488
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	10	18	21	23
	Female	17	38	30	37
	Others	0	0	0	0
ST	Male	7	13	7	7
	Female	12	24	21	21
	Others	0	0	0	0
OBC	Male	27	19	17	10
	Female	23	26	15	19
	Others	0	0	0	0
General	Male	39	39	70	70
	Female	60	77	109	112
	Others	0	0	0	0
Others	Male	4	1	5	5
	Female	6	8	3	9
	Others	0	0	0	0
Total		205	263	298	313

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The institution has adopted the vision and the mission of the college, embrace the spirit of NEP2020 and resolved to enthuse the spirit of holistic growth through structural, regulatory changes in the learning
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	<p>process and enrichment. Its direct impact is seen in the provision of multidisciplinary and interdisciplinary programme in the everyday curriculum. It's a clear departure from the traditional set up. The present system aims at ensuring skill enhancement of the students eventually leading to its focus on outcome-based education for every student will get an opportunity for individual employment. Thus, space for more opportunity and employability of the students can be used for creating a student friendly atmosphere in the college. Thus, a great shift is stressed in the purpose of higher education where quality is more stressed than quantity. Thus, the motto of NEP 2020 for establishing a vibrant, socially engaged and cooperative communities and happy culture, innovative and productive society as a common goal. The idea can be executed through a more participative and interactive classroom, workshop, seminar, symposium and discussion. Sometimes Professor with expertise with different areas invited to college to awaken and enkindle the scope of reskilling and off skilling to keep space with update development around the world. With a view to keep the students prepared for a better future initiative is taken to give better/larger/better exposure to Swayam (where from free online courses have been chosen). During Covid-19 pandemic the institution organises a national webinar on "Decoding NEP 2020 — a National dialogue with National and Cultural Aspiration". Further, the college organised a two days workshop on blended learning on dt.17.10.2020 to 18.10.2020 to bring home to the students the purpose of NEP 2020.</p>
2. Academic bank of credits (ABC):	<p>The institutions being affiliated to Sambalpur university, it is mostly guided by the course curriculum of S.U and the programmes are offered as per university guidelines. Presently, after the adoption of CBCS pattern the students are given the option to choose courses according to their choices (Some time Interdisciplinary) and finally after assessment in different semester they are given credits CGPA and the credits taken together, they are awarded a grade OGPA. Keeping in line with instruction, the institution has to wait for university guidelines to offer more programmes and confer credits.</p>
3. Skill development:	Skill development, self-reliance and achievement of a

	<p>healthy progressive nation NEP 2020 stresses on skill as the sine qua non of national progress it is realised as a prime necessity for the students for the purpose the institution needs assess their skill and provide space and scope for off skilling and reskilling. In this direction the college has signed MoU with college HEIs in an out the state to undergo faculty and student exchange programme. It has also tried to keep association with leading companies like HCL, Wipro, TPWODL for ensuring placement opportunities for its students. Further, the institution encourages the career Counselling Cell and Placement Cell to be more effective to make the students conversant with entrepreneurship development and wide variety opportunity for employment. The faculties during their interaction with the students in the proctorial classes and mentoring process stress on exploring the hidden talents and inert and inherent skill of the students and hence steps are taken to promote, encourage, inspire the students for the blossoming of the skill some students put their ability athletic, sports, social service leadership, songs, art, drama, mountaineering etc. The faculty are always watchful and careful to give their best possible direction to the boarding talents. Thus, the college provides a natural space for learning, participating and developing a true competitive spirit for excellence. Recently, enough some students have come out successfully in the recruitment drive by initiated by some companies under the aegis of placement Cell of the institution. The students being poor in communication skill, spoken English Course being developed by the college itself and students are invited to make the most of the programme with a minimum subscription, even the institution in collaboration with IIT Mumbai has ventured to impart ICT skill to both the faculties and the students equally on the international day of Yoga , and some other occasion the yoga gurus are invited to train the students with different asanas its skill and the importance in life. In and nutshell the institution beautifully makes an orientation of teaching-learning and skill</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The institution in the process of delivering the programmes selected by the university realises the importance of integrating the Indian knowledge system with the language, culture using online courses. The sincere passion of the institution in this</p>

	<p>direction is reflected in the increased of Honour seats in Odia, Education. Further, the creativity of regional poets, novelists and their oeuvre are discussed, alluded in the classroom teaching and seminars. So that students can develop a love for their own heritage. Every meeting that is organised in the institution begins with an Invocation, Sanskrit chanting, Vedic Mantra (Sometime chorus) and ends with Vande Utkal Janani, or the National Anthem. Teachers' day is beautifully celebrated both at the institutional level and departmental level to inculcate the Guru- Sisya relationship among the students and make them aware of antique Indian culture of Asramas. Gangadhar Meher Jayanti is celebrated to commemorate the contribution of a local poet who has stood the challenges of time and proved his creativity to attract the readers at large. The role of the Odia poet for the promotion of universal brotherhood, love faith in God and realise the beauty and nectar in suffering and despair really proves the greatness of the poet and skill to learn the art of living. The institution has introduced a Mass Prayer in Odia with an aim to instill a love for the language, faith in God, efficacy of prayer, connecting oneself to the Almighty and eventually thinking of a value-based society. Followed by prayer, both the faculty and students are encouraged to participate in the Thought of the Day. Anyone can quote saying from the illustrious of sons of India, their saying, Preaching from the Gita, Bible, any scripts and any creativity, any literary master convincingly for the understanding of the students. The value-based quotes are intended to awaken this students to build a progressive, noble career for the wellbeing of society. During covid-19 online seminars were organised to connect with the students and keep them mentally engaged and participative in making of their career.</p>
5. Focus on Outcome based education (OBE):	<p>NEP 2020 stresses on outcome-based education. It aims at delivering all the programmes such a way that in the making of the students in an effective and productive way to be really useful to the society soon after they complete their education. Practically, the New Education Policy intends to instil a clear sense of departure from the traditional system of education for the educated bachelors and postgraduates were considered to be liability for the society. The present education system centrally focusing on outcome-</p>

	<p>based education tries to shape all the educated students an asset for the society. Because of the futility and failure of the traditional pattern that resulted in the despair and delusion of the students, the present system tries to create instil a hope and create a spirit of sense of self -reliance, self-confidence, patience to compete and learn to live in failure and success equally. The students today are allowed to undertake two/ three programmes in an integrated manner with a view to make the most of the time energy, talent and the potentialities of the students. The institution simply works as a promoter, caterer, supporter and faculties are simply aides to provide the opportunities for the development. The basic communicative skill required for the purpose has to be ensured in this direction. The institution has evolved one short term Spoken English Course and offered the programme with minimal contribution. The students from all the three streams were benefited in the programme and Certificate have issued after the successful completion of the course. Entrepreneurship development programmes has been organised inviting the experts from NIT, district level Officer to explain meaning of entrepreneurship programme and benefit of adopting this programme. Entrepreneurship skill is encouraged among the students so that they can become job givers rather than Job Seekers. Career Counselling Cell, and the Placement Cell, sincerely organise awareness meeting and Placement Cell with an initiative to recruit, the skilled, potentially talented of the college for the better employment opportunities. As per guidelines from Central and State govt. the institution includes programmes like Fit and Run, keep Fit.</p>
6. Distance education/online education:	<p>Basically, the education was mostly physical, direct, classroom oriented and interactive with necessary eye contact and communication but with the changes in time and the scenario the test and temperament has undergone a sea change and today education breaking the convention and confinement of the closed door, spaced and exclusive teaching phenomenon, a classroom has been imagined beyond the spacio-temporal assignment. today the students can enjoy as many numbers of classes anywhere at any time without any schedule and without any attachment/physical contact. Online mode of teaching/Distance Education has become a blessing</p>

in disguise, a tool to fathom the frontiers of a education beyond the limitation of time and space. The online mode has succeeded to create a passion for learning. It has made the students inquisitive, passionate initially they are bookish and bound up. But today they are fanciful imaginative innovative, creative. They like to soar the unlimited the expanse of knowledge and gather efficiency to compete excel and prove unique in the competition of life. Covid 19 pandemic, though fatal and obstructive in many ways, it proved to be a boon to show a ray of hope in darkness. It prompted the intelligence here to find out a way that can sustain and assert continuity in teaching learning process despite physical obstruction, possibly the online classroom and the records of the magnitude of online seminars and webinars and classes organise during the period were far from imagination, far from imagination and credibility. Today at both at university level and institutional courses programmes, and libraries have become inclusive so that a student can any corner access into the National Digital Library or any other library around the world can be accessible with simple click. the process of enrichment and the availability of knowledge has become handy, the institution the play the pivotal in making the students adaptable to the novelty in the curriculum and help them realise the beauty of online Courses like Swayam, epg Pathsala, Infflibnet, JSTOR etc.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
779	766	879	1003	1113

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 35

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	34	34	35

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
56.61	60.31	75.68	61.67	38.30



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

##### Response:

Brajrajnagar College, Brajrajnagar is affiliated to Sambalpur University, Jyoti Vihar, Burla, Odisha for imparting UG Honours in three years degree Courses in Arts, Science and Commerce since 1981 till 2015 the institution adopted the traditional syllabus for both pass and Honours in Arts, Science and Commerce. However, the curriculum changed with effect from 2016, introducing Choice Based Credit System (CBCS)., Thereafter in 2018-19 academic Session, the institution preferred to convert all the pass subjects into Honours. The prescribed Common Model Syllabus was introduced in conformity with the UGC guidelines and uploaded in the college website for the information of the students.

The college has formed a well- planned Academic Team consisting of the Academic Bursar and some other senior faculties to prepare the academic calendar reflecting the examination dates and other miscellaneous academic activities like internal Examinations, Seminars and Symposia. They also prepare a master time-table accommodating the students of different semesters. The time table is displayed on the notice board, uploaded on the website and also circulated among students through WhatsApp Group.

The faculties prioritize the timely completion of the syllabus and the satisfaction of the students as per their lesson plan. Apart from the regular classes, faculties take extra classes and tutorial classes, remedial and doubt clearing classes.

Education is imparted through lectures, discussions, practical classes, power point presentation, projectors and by supplying study materials.

The college encourages the faculty and the students to bring out their creativity in the form of articles for the wall Magazine and Annual Magazine. The college collects the feedback from the students to assess them in their studies. The collected feedback is scrutinized and accordingly the college takes necessary steps for the improvements of student's academic performance.

The Institution adopts Continuous Internal Evaluation System (CIE) as per norms. Internal Assessment is conducted well before the commencement of the Semester examinations. The CBCS Controller of the college along with his team members prepare a program for the Internal Assessment Examination. The students are notified at least a week before the commencement of Internal Examination. The marks secured by the students are duly uploaded by the DEOs with the monitoring of the HODs for onward transmission to the University through Internal Marks Entry Portal. The Institution conducts unit test, Home Assignments, project, Group Discussion, Paper Presentation etc. to develop critical thinking and analytical



skills among the students.

This Institution commits itself to comply to the Academic calendar through Academic Audit conducted by Academic Audit Committee.

As usual faculties of different departments are assigned with valuation duty by the Controller of Sambalpur University in nearby central valuation zones. But during Covid pandemic online examination was conducted for different semesters in 2020-21. Even valuation of different papers was done in the college level and marks thereof were uploaded for the publication of result by the University. At times the institution has also conducted valuation zone and faculties of nearby colleges were engaged in valuation duty for onward transmission of valued answer script to the university.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 2

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 4.45

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
72	0	130	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

##### Response:

##### Environment:

The Institution adheres to the curriculum prescribed by Sambalpur University to enkindle an awareness regarding environment, gender, human values, professional ethics and sustainability. The topics in the syllabus of Environment Studies encourage the practical necessities of maintaining ecological balance. The students are encouraged for plantation and shoulder responsibility to take care of saplings for future environmental stability and sustainability. The students observe Vanmahotsav Week. The NSS volunteers motivate their friends to plant more trees in vacant spaces. Sometimes the volunteers also outreach the nearby villages and make the villages conscious regarding their responsibility and duty to plant and take care of trees. The Institution also adopts plans like water harvesting project in collaboration with Brajrajnagar, Municipality. At present in the college provides an eco-friendly atmosphere to the students because of the presence of nearly 5000 trees in the campus.

The Institution on roll consists of a good number of girls. In order to boost them physically and psychologically, the college has adopted Self-Defense Program as per Govt. of Odisha guidelines. The college has formed a Self-Defense cell headed by Dr. R.P.Mohanty. There is a continuous training program throughout the year where the girls are trained by one expert in groups.

Nearly 250 girls are trained every year. Besides, the Institution also maintains a Sexual Harassment Cell headed by Mrs. Padmini Tripathy. The Cell aims to provide security to girls and aims at providing a learner- friendly atmosphere.

The Gender Sensitization Cell headed by Mrs. Padmini Tripathy, aims to sensitize both the male and the female learners in the College.

The Institution adheres to the Govt. guidelines and maintains RTI Cell to reduce the grievances sought by people. The RTI Officer responds to the RTI queries within the specified time limits. Records of such receipt and redressal is maintained for reference.

##### Human Rights/ Moral and ethical values:

The course structure of Sambalpur University suits to the needs of the students to develop consciousness of moral and ethical values. The topics in all the subjects like Odia, English, Political Science etc.have elements of Human Rights and gender equality.

Educational Psychology has concepts like mental health, adjustment mechanism, to cope up with stress. Talks and speeches by efficient and experienced Guests, and staff members inspire the students to connect their lives to morality and spirituality to enrich their invaluable future endeavour.

Chapters like Feminist criticism, feminism, eco-criticism, ethic and values, environmental Science etc. are designed to awaken the students with their role in making of a value-based society with equality, fraternity, environmental stability with an assurance to maintain the dignity of all. All the special days NSS Day, Redcross Day, Voters Day etc. are observed under the aegis of NSS, Junior Redcross of the college. Cultural programmes are also arranged with a view to imbibe the glorious past of our nation.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 33.89

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 264

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 58.13

##### 2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
311	205	266	300	313

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
480	480	480	480	480

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

**Response:** 37.92

##### 2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
96	46	93	79	88

##### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
212	212	212	212	212

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 22.26

## 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 using ICT tools

**Response:**

The institution deliberately encourages the students for participative learning as per the guidelines of OHEPEE and department of higher education government of odisha, with the introduction of NEP 2020 teaching learning process has become more outcome based. The students being the target group of the whole curriculum and the programs intend to re orient their skill so as to re-skill and up-skill them for making them skilled manpower to fit to the needs of time. With this aspiration the institution has adhered to the guidelines of the university and adopted research methodology and project work as a part of 6th semester curriculum. All the students of 6th semester in arts, science and commerce stream are motivated to prepare a project reflecting their innovative ideas and newness in thoughts and submit it for evaluation .In this process they complete their work under the guidance of one faculty member of the department. Such innovation and research work is also carried out in labs of science faculties- physics, chemistry, botany, zoology, education and IT, where the students get an opportunity to verify their theoretical knowledge and exchange their novel ideas with their teachers.

Teaching learning process can be best exacted when the students sincerely participate and interact with the teachers in their classrooms. The faculties in the process of curriculum delivery that is teaching as per syllabus try to give their best. But sometimes the dull learners cannot cope with the teachers, hence they take doubt clearing classes/ tutorial classes. The space helps the poor learners to clearly communicate their doubts and get it clarify. Further departmental seminars, debate, essays and other cultural competition encourage the students to be more participative to make the most of the programs.

The institution has also organized innovation and entrepreneurship training on 24-11-2019 and webinars on start up eco system and skill, entrepreneurship under NEP 2020 during covid-19 restrictions with a view

to encourage leadership and the pleasure of participation among the volunteers in NSS and YRC , they are encouraged to participate in the camp and contribute their thoughts and deeds to make the camp successful. Both the volunteers and the students are encouraged and actively participate on Observation on commemorative days(national and international) like national voters day and electoral awareness to get them enlisted in their electrical role for better participation in the democratic setup . It also inculcates a spirit of patriotism and the values of national obligations among the students. The institution has successfully organized the blood donation camp in support with old students and contributed to the district blood bank. Even organizing three day district level YRC camp was a real achievement to induce a passion for sharing ,giving. The institution also encourages students to be participative in their laboratories. The practical experiences in physical and biological science are a good source of motivation for the students . The enrollment of the students in quantitative mathematics and logical thinking in SEC-2 is a real boost to their innovative ideas.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 93.51

#### 2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
37	37	37	37	37

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

### 2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 18.5

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	6	6	6	7

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

#### Response:

The institution prepares the mechanism of internal/ external assessment keeping in view the guidelines of department of higher education government of odisha and sambalpur university , jyoti vihar Burla. The common minimum standards , a guideline issued by the higher education department for all degree colleges help the institution to prepare the academic calendar at the beginning of every academic session. The faculties and the students abide by the guidelines . The circular regarding the CIE( Continuous Internal Examination) on the basis of CBCS syllabus help the teacher prepare their questions and adopt evaluation mechanism as per guidelines .The question pattern contains both MCQs and 2-5 marks question after evaluation the papers are given to the students to show them their deficiencies and make necessary corrections through discussion . The internal marks secured by the students are uploaded in the examination portal of the university with utmost care under the supervision of the subject teachers. Sometimes if the faculty desires , he can take surprise test to help them prepare for the real internal examination. The external examination for the students of fifth semester is notified by the controller of sambalpur university accordingly the principal if he desires can become the superintendent of the external (semester ) examination or he can assign the duties to some other senior faculties. Under abstract and vigilance supervision of invigilators and CCTV surveillance the examination is conducted . After the publication of the result by the university , the result is communicated to all the students and the institution has scared to distribute the provisional mark sheet from certificate. In case of any grievance at any point of time the students are guided and help by the +3 dealing assistance. The students are guided to give an application to principal in writing and grievance. The principal takes immediate action for a time bound redressal grievance. If necessary, he can invite the meeting with the internal institutional controller, +3 dealing assistance 2-3 senior staffs and take their suggestion for a judicious and reasonable redressal . The principal communicate this message either on mail or by phone to the controller for an early solution. According to his advice steps are taken . Mostly the problems are shorted out to ease the burden of the students.

Even during practical examination the skills , methodology depth of understanding is tested by the external and the internal examiner(preferably a faculty member). The demonstration and the laboratory assistant assist the students to conduct practical examination during the entire examination. Transparency is maintain during the verification of records and submission of marks.

Recently with the introduction of project work for all the 6th semester students to make them innovative, creative and explorative. The students are asked to prepare a dissertation on their chosen area. The faculties in charge evaluate the projects objectively emphasis is given both to the understanding and the expression .The projects are preserved in the departments for future reference.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

#### Response:

Programme outcomes offered by the institution and the course outcome of the institution are clearly displayed in the college website. After the second cycle of NAAC Assessment the college has successfully installed an institutional website (brajrajnagarcollege.ac.in ) to accommodate the detailed information about the programme , duration and outcome. The institution being affiliated to the university , it gets and renews it's subject affiliation for all th Honours programmes and for all the sanction strength to enable the students to persue different programmes available in the college. Display of the information regarding the availability of programmes help the students choose their course according to their specific inclination . The institution follows the guidelines of programme outcomes of Sambalpur University which is prepared,rectified and approved by the board of studies members and the academic council under the supervision of the vice-cancellor and the comptroller of examination. Some of the senior faculties of different subjects are invited to participate in the discussion/deliberation on course outcomes and programme outcomes and finalized the options in the CBCS Syllabus.

Brajrajnagar college being an under-graduate institution offering programmes in 12 Honours Subjects and GE according to the choice of the students. The CBCS Syllabus should to the need of the students in the present generation to practically materialize their expectation. In every academic session before the commencement of the classes the students are clearly elaborated by some senior faculties with the provisions in the programmes and the options available to them. Depending on their interest,choice and aptitude, they cling to different programmes. In many ways CBCS supports the present students a great deal to specify their career and determine their persuades. Apart from Honours and GE the students are also expose to SEC and AECC. Our institution being World Bank funded has provisions of Communicative English in SEC-1 and Quantitative Aptitude and Logical Thinking in SEC-2 and AECC programmes with EVS,M.I.L(Odia) and Alternative English. The institution encourages all the students to give a good performance for their interest and for the interest of the institution. The successful students in the University Examination are given warm felicitation. Even students succeeding in different district level competitions/ and in the University level competition are also felicitated in the mass prayer session. Besides, during the celebrations of National days and Awareness camps the contribution of old students and present students also give a favourable direction to the programme outcomes in the college. The



participation of the old students create a sense of right and satisfaction to eulogise and admire the introduction and the implication of the programme outcomes for motivating the students for a better end.

The programmes indeed helps the students to go for higher education to get good employments according to their choice.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.2 Pass percentage of Students during last five years

**Response:** 50.6

#### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
129	174	100	119	73

#### 2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
222	245	232	312	165

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.52

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 6.5

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	6.50

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

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

**Response:**

All through the institution has emphasized on innovation and exploration of novelties among the students and the staff. for the purpose it has taken initiatives to create a conducive ecosystem to encourage both the students and the staff to aspire for experiment and achieve the newness in their targeted areas. The faculties members in their own provide a students a congenial ecosystem for innovation so that transfer of knowledge does not become idle and the student do not become indolent rather they are always encouraged to utilize the ecosystem for their benefit to accomplish the novelties in different programmes.

- The institution as per UGC guidelines encourages the teachers to go for Refresher Courses and Orientation Courses to receive the update knowledge in different programmes.
- Being an undergraduate college, though the institution cannot facilitate direct facilities for research activities for the faculties still it encourages the staff to go for Ph.D. programme in different universities according to their choice for development of personal skill and to contribute the larger interest of the institution. In the process three faculties in English, Education and History respectively have been awarded Ph.D. recently after the second cycle of NAAC Accreditation. Some more have registered for this programme.
- As per guidelines of Sambalpur University the six semester students have been asked to write down their innovation in a dissertation. The process is compulsory for all the students in the six semesters

for all the streams.

- In all the streams the students are asked to take Skill Enhancement Course (SEC) as per university guidelines. In this programme they study Communicative English and Quantity & Logical Thinking. In addition to that recently Environmental Science the Ethics and Values have been incorporated in the +3 Programme to help them become innovative.
- As a World Bank Funded college, the college has organized different programmes on entrepreneurship development
- The college has evolved one Communicative English and Personality Development to develop the fluency among the students
- The college has adopted one Spoken English Programme in collaboration with IIT Mumbai.
- The students are encouraged to be innovative and creative during their participation in their seminar, discussion.
- With the introduction of ICT and smart classroom, the students and faculties are asked to go for PPT Presentation.
- With the opening of Career Counselling Cell and Placement cell, the students are encouraged to participate in various Placement programme (where various firms are invited for recruitment) and to prove their talents.
- The institution encourages the student and staff to exploit the e-learning resources like Infilibnet, Enlist, Sodhganga, Epg Pathsala etc. to make their writings more creative.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### ***3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 4

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years**

**Response:** 0.03

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.11

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

The extension activities are carried out in the neighborhood community is mostly taken up by the NSS wing of the college along with YRC Volunteers. The programme coordinators, the volunteers along with some like-minded faculties mostly contribute to the outreach programmes and extension activities.

- The institution with an aim to cater holistic development of the students organizes activities like Plantation Programme, Blood Camp. Road Safety Awareness, Swachh Bharat, Campus Cleaning Programme etc. to create awareness regarding various social issues.
- It organizes special camp during winter or puja for week in the nearby adopted village Khaliakani to create awareness regarding atrocities on women, health care, educating girl child, cleanliness, afforestation etc.
- The institution also organizes voters awareness meeting in the locality to enlist new voters and create consciousness among the existing voters.
- The NSS unit along with the YRC organizes such camp in the campus to sensitize the students to enlist them in the voters list and go for voting to exercise their rights.
- It organizes cleanliness programme in nearby hospital in local PSC in Khaliakani and ponds area of adopted village of Khaliakani.
- On different occasion volunteer participate with the villagers and create consciousness towards literacy and hence, urge their parents guardian to send their children to school.
- The NSS Wing coordinated by senior Lecture Mr. Bikram Padhan and assisted by Dr. R.P Mohanty and Mr. Ajaya Deep, monitor all the programmes smoothly keeping the villagers of the adopted villages associated to all these activities.
- The institution organizes inter college YRC Camp for three days. Here Volunteer exchange their ideas and interact with each other.
- The students/volunteer are motivated to sharp for pleasure as a mark national obligation.
- Very often the volunteer go on march inside the adopted village, pada yatra) and directly communicate the message to the villagers on different themes.
- NSS and YRC work hand in hand in the fulfillment of the mission and vision of the college.
- The institution also organizes the faculty exchange programme and students exchange programme as a token of extension activities.

In the last five years both the institution and the student have been benefited a lot in course of participating in all these activities that is awareness cam observation, the association of the villagers had taught the students some hints of social life and their challenges. They learn to share and extend their helping hand in solving their problems. In the process the beauty of community life and their rearing as responsible citizen for the future are instilled in them. They get connected to the social issues and motivated to face the challenge thereof. They become more social and inclusive and the villagers become more adaptive tom own the college both as a necessity and contributive to the fulfillment of their goal. Undoubtedly as a higher education it makes them educationally enlighten but beyond, they carry on torch of tolerance, brotherhood, love sympathy, charity and unity for the making of healthy society.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

The institution certainly motivates all the students to be a part of NSS or YRC and the learn the beauty of giving in life. In other words, the motto of service is inculcated in every mind and pursue service as a passion. Apart from studies, the institution has more recruited more than 100 volunteer in two wings one for the boys and another for the girls. Each unit officially consist of 50 volunteers, unofficially many students in all the voluntary activities like Campus Cleanliness, Programme, Blood Donation, Voters Day Programme etc. and the outreach programme carried out nearby locality. In course of participating in activities the volunteers are encouraged to excel to contribute for recognition and awards. The motivation, recognition awards works in them. It allures them and boosts them to heartily contribute and sensitize for a better and greater achievement.

Some remarkable achievement in this process are volunteer participation mountain trekking camp at Shimla and some students participating at national parade.

- One volunteer named Kalyani Nag participated in the pre-republic parade camp in 2021 in Assam, organized by Government of India, Ministry of Youth Affairs.
- Another volunteer Sonalika Panda participated in the inter college Mega NSS camp 2019.
- Suman Sahu participated Mega NSS camp 2019.
- Suman Sahu participated in the Prabasi Bharatiya Diwas, national Integration Camp at Banares Hindu University in UP in 2019.
- Sonalika Panda participated in East Zone Pre -Republic parade in 2019

The institution and the locality feel proud of the volunteer in day today engagement and activities in Outreach programmes and awareness programmes and in itself works like a recognition and satisfaction.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

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

Response: 20

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	6	6	5

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:**

**Response: 3**

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

The college has adequate infrastructure and physical facilities like classroom, laboratories, ICT facilities as per the requirement of the university and need of the students to facilitate the smooth conduct of cultural activities, yoga and academic activities. The location of the college provides a pollution free and green and clean environment to pursue the academic programme. The college campus spreads over an area of 13.550 acres. The total built up area is 6900.8378 metre square. There are in total fourteen departments, out of which 12 departments have been provided separate room for conducting their Honours classes. However, there are six spacious room to conduct compulsory classes and it accommodates 128 students. All the rooms have proper lights and ventilation with comfortable desk and benches, recently with RUSA Funds, the departmental rooms have been renovated and repaired. They are well equipped to facilitate a smooth teaching-learning programme in the college. Two rooms have been equipped with LCD Projector where students and faculties are encouraged for PPT Presentation. There is also BSNL Broadband Connectivity to the main administrative building, Principal Office, SAMS room, library, IQAC, Accounts Office etc. with RUSA funds a 30seated girls' hostel has been created to provide hostel facilities to the outside girl students. Water purifiers and coolers are located in different point (administrative building, girls common room, Teachers' Common) to provide filtered water to staff and students. The safety and security of staff and students, and for smooth invigilation during examination CCTVs, surveillance system has been installed. The department of Physics, Chemistry, Botany, Zoology and mathematics provided with well-equipped laboratories. The institution has also availed grant for the science laboratories to update the existing ones. Recently, as World Bank Funded institution it has availed OHEPEE grants to the tune of 1.6 crores for the construction of well-equipped laboratories for degree classes and a well-equipped laboratory for IT. The college has a well-furnished library of nearly 11000 (eleven thousand) books. The library section is maintained by one assistant librarian (DP Post), Library attendant (DP post), one junior staff. The library digitalisation and automation is in the process. They issue books to the students. Bonafide students avail facilities from the lending library. The separate toilets are there for both boys and girls. The boys' common room has been demolished. However, the institution manages to accommodate the boys in one other room in their leisure. However, separate girls' common room help the girls students to relax in leisure. The institution also maintains one college canteen to provide fresh and qualitative hygienic food at an affordable cost. The college has its own 25.kv transformer with an uninterrupted power supply.

The institution organizes cultural fest and athletic meet and sometimes helps the students to participate in the inter college, Kabbadi, and football tournament, university level quiz, essay competition to boost their sportsmanship and creativity. The cultural unit of the college is very active and vibrant. They organize various competitions and students are encouraged to participate in large numbers. Yoga is also encouraged among the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

**Response:** 14.76

##### 4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.97	14.97	15.66	0.72	6.87

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

**Response:**

The institutional library contributes a lot to the teaching-learning process. It encourages a love for books among the students and the faculties. The faculties can take books according to their choice to a maximum number of fifteen books whereas all other staff can take five books in maximum. Initially, the college procured books out of its development funds. Keeping in view the needs of the students, the HoDs recommend the library committee for the procurement of new books. The library Committee and the Purchase committee sit for a discussion regarding the availability of funds on the requirement of books and finally place the requirement before the Principal for a approval. After approval Order is placed to the reliable firms quoting the lowest price. Recently, with the provision of OHEPEE funds the college has procured a good number of books through tender process. Now the total books come to nearly 11000 (eleven thousand) for the degree students. Every bonafide students/faculties can take books for a period of fifteen days. they can also use books in reading room. The library remains open in all the working days.

Apart from the availability of physical books in the shelf these days. The institution also accesses to E-resources in library for the use of students and the staff. E-resources are obtained through Inlibnet, Sodhganga, EPG Pathshala, and the digital national Library. The students and the staff can access into the

digital library and e- resources according to their necessities. For the purpose computers, printers and photocopy facilities are available in the library. To make the books easily accessible, proper classification cataloguing of books have been made and students have been asked to choose their preferred books. Recently, library automation process is going on and soon after the competition of the automation. students should be further guided to select their own choice in new method.

Apart from providing the need based academic support from the library from 10:00 am to 5:00 pm in all working days, students are also provided with question bank and syllabus on demand. With the support of infrastructural grant, a new library building in the process of construction. Soon after the construction work is over the books will be shifted to the new library building. The overall functioning of library is scrutinized by a Library Committee consisting of five members. The entire process is frequently supervised by the librarian and the members of the library committee. Though a good number of books have been procured with the help of OHEPEE grant still every year certain amount of funds from the Development Fund is used for the procurement of books and journal. With the completion of the automation process using Integrated Library Management System (ILMS) students can more easily find out their chosen books may be text or reference. The library maintains a visiting register both for the faculties and the student. A Suggestion Box near the principal's office sometimes receives suggestion regarding the upgradation of management of library.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

##### Response:

IT 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 an 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 departments have separate sets of Desktops 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 its WI-FI connection under following heads:

- purchase of new computers
- repair and maintenance of systems
- 3 nos. of BSNL broad band connection
- Jio Wi-Fi dongle for emergency
- printers in different sections

- College website maintenance
- N-list subscription for journals
- purchase of cartridge
- CCTV connection throughout
- facility for paperless transactions
- 30 computers with Windows 7 operating system
- Battery backup
- Projectors
  
- Anti-virus for 26 computers

To keep pace with the present changes in the academic ambience, the plans for its infrastructural equipment are given top priority. Effective teaching-learning mechanism shall be futile in the absence of an updated IT Infrastructural equipment. Particularly, during the COVID-19 pandemic it has stopped. The administration to rely more on internet service during this period where physical meeting and interaction almost disrupted and denied, the faculties and the students thought of managing their queries and quench their thirst in online mode. Hence, dependent on internet connectivity, video conferencing, role of LCD Projector, uninterrupted power supply became the more dependable media for the students even for fulfilling their academic needs. Students were encouraged to optimize the e-resources such as Soddhganga, Inflightnet, epg pathsala etc. The institution with an objective to meet the needs of the time, it has provided laptop to many faculties and Desktop in almost in all the section like admission, library, accounts and administrative bursar, +2 Section, +3 section and IT lab. Though there were fifty computers presently, 30-35 computers are in functional and all the desktop in different section also running well. The institution makes budgetary provision repair /procure the new one if necessary to the needs of time.

Today with the university guidelines, six semester students in all the streams are required to furnish one project paper with dissertation. Even practicals are necessary in the department of mathematics. Therefore, in almost all the science dept have computer for their students. The institution has also provided BSNL facilities for administrative efficiency. In future the college is optimistic to procure some more computers and facilitate Wi-Fi for students' general use.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2 Student – Computer ratio (Data for the latest completed academic year)

**Response:** 29.96

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

**Response:** 26

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

**Response:** 9.75

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
15.97	3.03	5.73	2.63	1.18

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 18.33

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
160	151	175	159	187

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

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#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** B. 3 of the above

#### File Description

#### Document

Upload supporting document

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Institutional data in the prescribed format

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Institutional data in the prescribed format

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#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 17.56

##### 5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
87	356	354	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** B. Any 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

#### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 5.2

##### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
61	10	10	5	1

##### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
263	298	313	390	410

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 100

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	0	0

**5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 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 last five years**

**Response:** 1

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**



*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response: 2**

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	3	3	3

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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

**Response:**

The old students of the college extend their support both financial and in terms of support services in the name of alumni association. Their presence leaves an indelible in the hearts of the present students with a mark of obligation for their alma mater. The association of old students really boosts the morale of the institution. Their presence itself is a source of strength and inspiration for the students and the institution. The program co-coordinator of the college has tried his best to contact and coordinate old boys of different stream and different session to a part of the association. Whenever any program is organized in

the institution, they are invited and their suggestion are sought for. Even during the celebration and observations Nationals Days they play an active role. Even during the blood donation camp they donate and be a part of the program through they have not yet contributed financially still the institution is hopeful for a better day, because they have developed a positive inclination for the college, a passion to serve and a zeal to support in various ways. May be because of their poor economic background, they fall short of financial support. But their moral support and their interest to stand by the institution in all its moments of achievement and challenges is really remarkable. Fortunately a good number of old students have come along the way of supporting this growing institution. Initially the institution faced many challenges but today after two cycle of NAAC accreditation, the institution has availed RUSA grand and World Bank assistance some time it also avails infrastructural grant from higher education department government of Odisha for infrastructural development in the campus.

Inspite of all the achievements achieved so far, the institution still yearns for economics support of old boys association however little it may be. Equally the association has not yet being registered. However there is a desire to get it registered at the earliest. The institution is thankful to the initiative of some of the leading members to finalize the executive committee and send it to the designated authority for registration at their end.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

The institution has been aspiring a holistic development of the students by providing a plenty of opportunities for their integral development to face the challenges of life. The programme and activities of the institution are so meticulously delivered that students realise their responsibility for the college, society and the nation as a whole.

**All the activities and policies are guided by the following Mission.**

- To create a vibrant academic ambience that encourages a spirit of learning, love for knowledge innovation, experimentation and creativity.
- To explore the hidden talent and encourage dynamic curricular experience.
- To promote a civil sense and enkindle social values to help them connect to the society around them.
- To promote a pollution free & drug free soothing space for growing of every individual.
- To create space for a value based and outcome based education.
- To motivate everybody, students/parents/guardians/alumni to contribute to their optimum to build a better institution, society and nation.

**Action Plans**

- Making staff council powerful, IQAC more vigilant to effectively materialize and execute plans.
- Organize value-based awareness programmes to help them connect them to the society.
- Making N.S.S, Y.R.C, more active.
- Celebration of various days (events) like Education Day, Flag Day, Constitution Day, Aids Day, Afforestation Day to create true consciousness and make the students feel more responsive and responsible.
- Activating the Grievance Cell, Gender Sensitization Cell, Anti Ragging Cell, Sexual Harassment Cell its function with pace.
- Making the Academic environment lively with the support of a standard library, upgraded smart classroom, well equipped laboratories.
- Organizing Departmental Seminars, Workshops, Internal and Annual Examinations as per university guidelines and making the Evaluation system more transparent.
- Facilitating career counselling cell, placement cell and expose them to Employment opportunities.
- To keep pace with the mission and vision, the Principal decentralizes the power and responsibility among the faculties.
- Making proctorial classes and mentor/proctors more effective.

At the beginning of the academic session all the staff members are assigned responsibilities as Coordinator/Head/Chief/Member of different committees or associations like IQAC, UGC, RUSA.

Examination committee, Dramatic, Cultural and Athletic Association for their proper functioning. Administrative, Accounts and Academic Bursar are appointed to guide and support the Principal in administrative, financial and academic field respectively. One senior member is assigned as Staff Council Secretary to monitor the day-to-day functioning and take important decisions in staff council whenever necessary.

The chief of Exam Committee and the Controller of CBCS shoulder the overall responsibilities of the Terminal Internal, and Semester exams as per UGC and the university guidelines.

Senior faculty members are assigned with the task of monitoring and active functioning of Anti-ragging cell, Equal Opportunity cell, Career Counselling cell Entrepreneurship cell, Grievance cell for the benefit and betterment of academic career of students.

In brief Principal, Staff and Students work in collaboration and make a collective effort for the overall success of all assignments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

#### Response:

The functioning of the institution in terms of policies, administration, appointment and service rules are in unison with the guidelines and instructions prescribed by Department of Higher Education, Odisha and Sambalpur University, Jyotivihar, Burla. At institutional level Governing Body plays a vital role in materializing the policies. It is the apex in approving plans , policies purchases and procurement of the college.

As per the guidelines, President, Governing Body is an educationist approved by Government of Odisha, Higher Education Department. The Principal acts as Ex-Officio Secretary. Two senior most faculties and one senior non-teaching member represent the Governing Body. Apart from this one SC/ST member, one member from minority community, two women members and two parents (one male and one female) of the enrolled students becomes the approved members of the Governing Body.

The G.B. looks after the internal and external issues academic and non-academic activities. It makes a bridge between the institution and Higher Education Department. All the resolutions and steps taken by G.B. are accepted by the Higher Education Department and Government.

The administration and execution of day-to-day functioning are under the supervision of the Principal. He takes decisions to keep harmony, discipline and academic environment healthier. Major events are communicated and approved by G.B. before they are executed.

IQAC Coordinator, Accounts Bursar, Academic Bursar, Controller of Examinations are assigned to look after the Administrative and Academic affairs of the institution. The IQAC Coordinator plans and executes the decision approved in the meeting in respect the qualitative development of the college. Various Student Support Services like NSS, YRC, Athletic Association, Cultural Association, Dramatic Association stay active throughout the session for all extension and extracurricular activities.

All the heads of various departments and heads of different units sincerely collaborate with the Principal in minute details of the institution.

All the teaching and non-teaching management staff are recruited and appointed with the approval of Governing body satisfying all other essential criteria.

Guest faculties are appointed after genuine interview to mitigate the work load in various departments.

Service books of all the staff members are duly maintained and updated and being kept ready for onward transmission. Above all, the authority takes all necessary steps for the salary of his staffs to be paid in time.

The institution has been following the prospectus and criteria of U.G.C., RUSA, WORLD BANK to fulfill its financial requirement as inevitable for all its Physical and quality progress. The institution avails financial benefit from MLA, MP LADS fund. The institution takes the support of M.C.L. The institution utilizes its own development fund according to its capacity.

The construction of new Academic Blocks, SAMS building, Library building, new Science Laboratory, Girls Hostel, and Girls common Room, Ladies and Gents toilets all are the living example of giving physical form of all strategic plans undertaken during the last five years.

All the construction works, extension of infrastructure and other beautification of the surroundings of the campus are accomplished in steps following the strategic and well calculated perspective plans.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

**Response:**

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. of Odisha 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 exigency situations.
- After the unexpected death of a member of the service personnel, a job offer is made to one of the family members.
- Staff quarters
- Kitchen
- Brajrajnagar College provides a healthy and conducive ambience that is beneficial to the increasing productivity and outcome-based education. Apart from the classrooms, facilities such as the air-conditioned staff common room, administrative office, and IT department provide a healthy working space.
- Teaching employees are eligible to issue fifteen books and non-teaching staff can take five books.
- Brajrajnagar College organises webinars, seminars, workshops, and FDPs for faculty enrichment and a healthy academic environment.
- The employees are felicitated on their achievement by the management of the Institution
- Meetings are organized by the Staff Council in the College to discuss matters concerning the welfare of the teaching and non-teaching staff.
- Farewell ceremony is organized by the college for the retired staff on their superannuation.
- In the event of a medical emergency, both teaching and non-teaching employees help the needy.
- Faculties are encouraged to participate for Faculty Development Programme and other capacity

building programmes by the authority of the college.

- Faculties are encouraged to go for search activities and to participate in orientation and Refresher Courses.

The institution maintains the CCRs of the employees annually in a duly prescribed procedures set by Govt. of Odisha in dept. of Higher Education. During every 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. On the basis of self-appraisal system service particulars of the employees are verified and the same is forwarded by the Reporting Officer to the accepting authority.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 6.94

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	4	4	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

**Response:** 17.17

#### 6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	33	8	2	5

### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
26	23	24	24	27

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

#### Response:

The college is fully aided by Govt. of Odisha and scheduled under section 2(f) & 12B of the UGC Act 1956. It is eligible to receive full grants under various schemes of UGC, RUSA for new construction, renovation, equipment and Infrastructure Development Grants from Govt. of Odisha, Higher Education Department. Being an accredited institution first in 2005 and second in 2014, today it is eligible to receive grants from World Bank funded OHEPEE scheme for new civil construction, equipment and Library etc. (non-civil funds). Besides, the college largely depends on the development fund collected from the students during Admission & Re-admission. Apart from these the college receives grants from local Municipality, MCL IB valley, MCL Orient Area for upgradation, renovation and construction of new roads and buildings to fulfill the needs of the students and provide them an academic ambience.

Keeping in view the growing number of students and maintaining academic discipline, a great chunk is utilized towards the payment guest faculties and faculties under Management Post.

Indeed, the great strength of the institution is its ability to maintain a transparent and update accounting of funds (both receipt and expenditure). It is continuously monitored & scrutinized by its Internal and External Audit system. The everyday income of the college (collected through fees and fines) is mentioned in the DCR and entered in the Cash Book. The amount collected thereof is deposited in the college Account every day. Two of the faculties have been assigned to scrutinize the DCR every day and give his counter signature.



Internally, all the procurements in the institution routes through a note sheet from the concerned officials, Jr. Accountant, Sr. Accountant, Accounts Bursar, Administrative Bursar and finally with the approval of the Principal, the procurements/payment in respect of everyday contingent expenditure is given through cheque. However, for bulk payment/purchase, the approval of the purchase committee is binding.

The approximate yearly income-expenditure statement of the institution is discussed in the G.B and hence, steps are taken for developmental activities like construction, renovation or salary hike.

The yearly transaction is audited by one agency from the Govt. affiliated to Local Fund Audit. The report is submitted for the approval of District LFA for final settlement. Keeping pace with the new guidelines of the Govt/ World Bank funded OHEPEE scheme, adoption of CAPA has become compulsory for the institution. Thus, the resources are clearly reflected in the accounting details of the institution.

As per guidelines an update entry in the CAPA is maintained with the entries of receipt, payment and freezing date. In this respect the Accounts Bursar +3 and Accounts Bursar +2 play a key role to assist the office of the Principal.

Usually, the institution prepares a tentative budget in each financial year with a team of senior staff members along with Principal and get it approved with Governing Body. All the records and voucher related to expenditure are placed for scrutiny and verification of internal audit. Discrepancy is pointed out by Audit is complied.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

### Response:

IQAC dedicates itself in injecting quality in every activities of the institution. The central theme of NEP2020 and its vision to make education outcome based and help the students and the institution realise 'skill' as the central thrust of education. IQAC has been formed as per guidelines with Principal as ex-officio Chairman and the senior most members as IQAC Coordinator. Every year before the academic session starts the IQAC plans and prepares its vision to executes during the year. And periodically, it also assesses, analyses, evaluates the achievement of the plans and the lapses in its execution. In a nutshell, it has contributed significantly the institutionalizing the quality because NEP 2020 has forced the institution to realise that in the modern academic competitive scenario the institution has to adhere to quality or get perished in the current of times. There can be no substitute of quality. With this objective in view IQAC

has ensured the following methodologies for certifying improvement in teaching- learning process, infrastructure and methodologies. During the post accreditation period.

#### Teaching-Learning

- Encouraged teaching staff to avail scholarship under ICSSR
- Encouraged teachers to go under PhD programs of whom two have been awarded PhD
- Worked for the promotion of ICT Education by making tie-up with IIT Bombay under Spoken Tutorial Scheme.
- Sponsored two number of teachers to Hyderabad to undergo Master Trainers Training on Communicative English and Entrepreneurship in order to inculcate skills of effective communication and entrepreneurial spirit
- Represented two faculties to attend ICC Regional Meet at Guru Nanak university, Kolkata sponsored by Ministry of Education, Government of India.
- Encouraged blended learning during Covid-19 through Google Meet, Zoom etc.
- Encouraged mentor-mentee relationship among the faculties and students.
- Introduction of Tutorial and remedial classes.
- Realise the importance of Suggestion Box as per OHEPEE guidelines
- Monitoring the grievance Redressal cell
- Incorporate mass prayer and Yoga in the curriculum for development of ethics among students.

#### 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.
- New construction of laboratories building with OHEPEE funds with an estimates funds 1.6 corers.
- Construction of interconnecting road with MCL funds inside the campus
- Construction of new SAMS building with funds from MCL Orient Area.

#### Methodology

- Purchasing the procurement of journal in the library for the students.
- Making valuation internal answer scripts and uploading of mark in university Portal effective.
- Conduct of webinar on E-teaching, entrepreneurship, career Counselling and NEP.
- Making Covid Management team and sensitization office, classroom for the safety and security of stakeholders during covid 19
- Connected with students through WhatsApp Group, email groups
- Supply of study materials to students through pdf, eBooks, YouTube, MOOCs
- Access of e-resources by teachers through NLIST Institutional subscription

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

**Response:** B. Any 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

This being a co-educational institution, the administration has to play an important role in ensuring gender equity in the campus. As much as 70% of the strength consists of girls. Hence, the gender sensitization Cell in the college becomes active enough to create an awareness among the students regarding the safety and security of all the students soon after their admission. Even in the induction ceremony steps are taken to persuade both the boys and girls to maintain discipline by engaging themselves in their classes as per routine.

Keeping in view the safety and security of the student, a security guard has been appointed on outsourcing from 8:30Am to 4:30pm to scrutinize the entry of students in a disciplined manner. The students of both +2 (Junior) and +3 (Degree) come in uniform and I-Card hanging on their neck. The security guard verifies the identity Card of the students and allows them to the campus. For the boys and the girl students, there are separate common room. The institution has sufficient number of toilets both for boys and girls and equally for Sirs and the madams. The campus is always under the close vigil and scrutiny of the Discipline Committee. Any untoward incident is immediately handled with the help of members in the discipline committee. Further, Self-Defense training programme for girls and distribution of Khushi (napkin) are also steps taken for gender equity. Regular intervals to both boys and girls are organised to guide them in the path of righteousness. In extramural lectures, hints of morality and humanitarian outlook are instilled for better life. The girls' common room have adequate physical amenities like magazine, newspaper, indoor games and Aquaguard facilities are ensured. As a whole the gender equitable education is intended to empower girls and promote development of life skills like self-management, communication, negotiation, critical thinking and adaptability. Even the CBCS Syllabus includes gender equity and sensitization in various subjects and it enables the students to tackle discriminatory gender norms. Celebration of festivals, events and days (both National and International) in the institution help the boys and girls to interact and understand each other better for the making of a healthy, friendly and peaceful campus and help them realise their obligation for the society and the country. Mostly, the institution observes the national festivals like Independence Day, Republic Day, Foundation Day of the college, Birth and Death anniversary of illustrious of both national and local personalities such as Gandhi Jayanti, Rastriya Ekta Diwas, Literacy Day, Kargil Vijaya Diwas, Human Rights Diwas, Hindi Diwas, International Day of Non-Violence, International Yoga Day, Constitution Day, Swachhata Pakhwada Day, World Environment Day, Martyr Day, Voters Day etc. The celebration help the students realise their role and participation in the making of a healthy united nation. Further, it aims to instil spirit of patriotism among the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**7.1.2 The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

The students of the institution mostly belong to the rural area. They are socially and economically backward and naïve. However, some students belong to the MCL employees' ward and some other are from business classes. The institution takes the best effort to take care of academic and non-academic activities among the diversified section. The process begins with admission where the SAMS accommodates the interest of all the categories and names of the selected students are published for admission into the different programmes of the college. Further, during the induction ceremony all the students are persuaded and encouraged to develop tolerance and harmony and be a part of inclusive environment where SC, ST, OBC, SEBC and girls and boys irrespective of cultural, regional, linguistic, social and socio-economic difference can assemble, interact and assimilate their ideas and ideology for strengthening institutional unity and eventually inculcating them an institutional pride. Everyday the students from all the streams assemble in the mass prayer and realise the beauty and message of unity and faith in God, where every heart learns to include one another and embrace the suffering for the others for

the cause of humanity. It also bridges the differences and build a healthy relationship. Apart from the various activities stated above the associations and societies in parallel invite the student's participation in cultural athletic, and dramatic activity. Here also they feel the importance of association and unity. In course of teaching in the classes, the adoption and accommodation three language formula to encourage them to articulate freely and fearlessly. The provision of tutorial class and mentoring system initiated by the institution are also models of connecting the students and the teachers.

Besides, inculcating in them the beauty of equality, fraternity and unity, the students are also made aware of their duties, rights and constitutional obligation for the betterment of society in particular and the nation at large. The institution in itself presenting a model of efficient governance through democratic decentralization becomes an example for the students for their intellectual, social economic and political commitment. During the observation of the Constitution Day, the Flag Day and the Voters Day, the students are highlighted with the significance of the Constitution and their national obligation in the capacity of being future citizens of the country. In the national Unity Day (Birth anniversary of Sardar Patel), the students take a pledge of unity. During the Voters Day, the students eligible for voting are encouraged to enroll in the Voters List and consolidate the democratic process. Indeed, the institution works like a training ground to be an honest, dedicated, active citizen of India. The institution in collaboration with the local administration organises different awareness programme to arouse the spirit of democratic values, ideals among the youth and their political rights and responsibilities. All the guidelines of ministry of human resources and Development (MHRD), Delhi and the State government, Higher Education Department, in this direction are also faithfully executed the larger interest of students and the institution.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Format of Presentation

##### 1. First Best Practice

1. **Title of the Practice-** Introduction of Mass Prayer for the Students, Faculties and Staffs
2. **The context that required the initiation of the practices –** The new education policy emphasizes on outcome based education. Hence, the college administration has taken steps to upgrade their skills and inculcate a sense of obligation and self confidence. Therefore the principal and the staffs thought of introducing a mass prayer for the students and staffs. At a particular time, preferably at 10.45 a bell will be rung to inform all the students of the mass prayer. They will stand in line in the

campus and pray in chorus. It was decided in the staff meeting, approved in the G.B. and introduced.

3. **Objective of the Practice-** The primary objective of the practice is to purge the dirt in their hearts and show them a path in darkness to make them realize the efficacy of prayer and share the joys and woes of individuals in the communities and feel compassionate and be responsible citizens in future. In brief, the institution aspires to humanize them.
4. **The Practices-** The practice started almost one and half year ago. All the staff members have taken the best care for the arrangement of the prayer session. Soon after the bell is rung, both teaching and non-teaching staff take care to help the students stand in line. Utmost discipline is maintained during the session. Four to five girls initiate the prayer in chorus followed by the students. Care has been taken to select a secular prayer in our local language . The prayer ends with a Shanti Patha. Recently, Thought of the Day is followed by a mass prayer. Since the adaptation, the practice has been continuing with zeal and passion, faith and discipline. It works like a motivation. Sometimes the principal or the faculty in charge of various assignments makes some important announcement for the students. Thus, the practice has succeeded to motivate, persuade to gain over the students. For the institution, today the practice seems to be indispensable and timely.
5. **Obstacles Faced if any and Strategies Adopted to Overcome them-** The institution has faced obstacles during its introduction. Some staff members were apprehensive of unfortunate consequences. The principal consulted the higher officials, resolved in staff meeting, informed the governing body and introduced the practice. Today when we look back to the days of challenges and struggles and compare the moment of present day satisfaction, joy and satiety prevails among the staff. Any practice with its novelties must confront obstacles but the convincing persuasion and motivation behind the efforts of a seeker always leads them to success.
6. **Impact of the Practice-** Any practice good or bad eventually has results to follow .Hence the practice of mass prays has beautifully shaped the youthful and growing minds of the students. Being youthful the juvenile delinquencies must find an outlet in their character. Initially, the institution has felt the ugly spectacles of their youthful spirit, but in the today's scenario there is a tremendous change .
7. **Resources Required** – Geo-tag photographs and video of mass prayer attached.

#### b) **Second Best Practice**

1) **Title of the Practice-** Ensuring Student's Satisfaction Survey and Faculty Satisfaction Survey.

2) **The Context that Required the Initiation of the Practice-** The institution after completing two cycles of accreditation in 2005 and the second in 2014 and further it being an institution with 2(f) and 12(b) , it has availed RUSA funds and OHEPEE assistance . As per OHEPEE guidelines, the institution has adopted the practice of student's satisfaction survey and faculty satisfaction survey. The whole mechanism of ensuring the survey, starting from the creation and circulation of feedback form among the students to the scrutiny and compliance to the shortcomings, the IQAC plays a pivotal role.

3) **Objectives of the Practice-** The primary objective behind the feedback system is to explore the suppressed discontentment among the students and the faculties, so that the weaknesses traced out and suggested can be rectified eventually leading to the satisfaction of the staff and the students. The institution practically aims at resolving all the discrepancies and anomalies in the delivery of the curriculum.

4) **The Practice-** The IQAC prepare the feedback form and circulate among the students of different departments under the guidance of the HODs and timely collect them for making a thorough scrutiny of

their suggestions and grievances. The feedback form so collected is placed before the academic committee for verification and executing the steps to redress the grievances/ suggestion hinted through the feedback form. IQAC has also succeeded to ensure quality through this mechanism. The academic committee in consultation of the HODs verify the feedback forms respectively in respect of departments. The feedback form practically points out weaknesses either the delivery mechanism in the classes or their requirements associated with curricular, co-curricular and extra-curricular activities of the college. The student's feedbacks are indeed parameters of proving their involvement and association.

**5) Obstacles Faced If Any Strategies Adopted to Overcome Them-** The institution faces many hindrances to execute the feedback system as per OHEPP guidelines. The IQAC needs to change the strategies to overcome the obstacles. The first in the process is the poor standard of the students. For the purpose, the faculties sometimes adopt bi- lingual or at times resort to vernacular medium to help them understand. The institution has introduced doubt clearing classes to clarify their pending doubts. The students are also encouraged in the mentoring groups to bridge the gap between faculties and students. It eventually leads to the making of a student friendly academic ambience.

**6) Impact of the Practice-** The students have conveyed their grievances and suggestions for up gradation and the faculties have equally traced out the weaknesses among the learners. In future the students can better accommodate to the learner friendly delivery of the faculties, suitably orient their skill and as aspired in the NEP 2020.

**7) Resources Required-** Upload mentoring group

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

All the institutions are bound to abide by the guidelines and directives of the central government and the State government. Being a citadel of learning imparting higher education that is U.G Programme in all the streams Arts, Science and Commerce with Honours, the institution has marched ahead with discipline and commitment to have the highest Seats and highest number of students in the district and thus occupies the pride of place in the floor of higher education. Apart from the curriculum, the institution has adopted NSS and Youth Red Cross, two vibrant and proactive wings to organise a plethora of eye-catching programmes and undertake extension activities and outreach programmes like Blood Donation and Blood Grouping Camp, Awareness Camp in the institution and nearby village and observed various days of national and international importance along with the district administration and the support of former students. Through



the process the volunteers are helped to learn the beauty of leadership and pleasure of working together, sharing and the concept of humanity like love, empathy, sympathy.

NSS in Brajrajnagar College consists of nearly more than 150 volunteers to officially cater to the functionality of three wings. The programme officers motivate the volunteers to organise awareness camps and outreach programmes for social awareness and community development. They like to participate/represent in the National/State/University level programmes and contribute their best to bring laurels for the institution.

From 18th. to 24th. January 2019 three participants from this institution- Gautam Yadav, Suman Sahu and Nitu Manoharan participated in the National Integration Camp at BHU Baranasi. The Volunteers of this college namely Gautam Yadav, Deepak Yadav, Rahul Sharma, Md.Sahid Raja, Satya Prakash Goswami, Kisan Yadav, Subham Mehto, Suman Sahu, Sonalika Panda and Nitu Manoharan participated in the Inter College Mega NSS camp in 2019 at DS Degree College Loida Sambalpur and proved their excellence. Even some volunteers namely Gautam Yadav, Sonalika Panda and Nitu Manoharan participated in the East Zone Pre-Republic Day Parade Camp 2019 at regional Directorate of NSS Kolkatta West Bengal from 8th.to 17th.November 2019. A volunteer name Rahul Sharma joined the Pre-Republic Day Camp at Bhubaneswar in 2020-21. A girl volunteer Kalyani Nag represented Girls NSS unit of this college to participate in Pre-Republic Camp in Kokrajhar, Assam in2021-22.

The institution equally coordinates and executes the Self-Defence training programme for girls. a directive of Higher Education department in the light of Odisha State Youth Policy 2013. The directives intend to secure the girl students on the face of rising cases of atrocities and empower women to keep them pace with the development in the present scenario. The programme equally enables them to defend against any type of physical assault. It builds self-confidence so that they can contribute to their own development and shape their own destiny. Every year nearly two hundred girls get trained in the skill of self defence. But the institution maintains its distinction in this field by creating two Master Trainers Miss Nitu Manharan and Miss Nagma Manharan, who have been chosen as master trainers to train in the nearby colleges. In return they earn a little pocket allowance from the government. In 2020-21 two girls represented the State level Self Defence 'REACT' programme.

Another distinction that aids a feather to its cap is the creative manifestation of the local problems by some artist may be a faculty or a student. On a day specially dedicated to the Dandapani Kala Mandap a Drama/One-Act Play is staged by the artist, both male and female of this institution. The artistic ingenuity and the catching delivery touched all the hearts in the audience. The Drama that mostly begins with a theme from folk culture enthuses the audience further by introducing problems of the locality like displacement, early marriage, superstition, poverty, economic stringencies and its effect on the students or else the problems of illiteracy in voting problems. The Last play staged before pandemic-19 was exemplary it staged the theme of the poem Grama Patha written by our 1st.Principal Dr.B.C.Nayak who was a member of Kendra Sahitya Academy and president of Odia Sahitya Academy. On the occasion the Ex-Vice Chancellor of Sambalpur University Prof. D.R.Nayak, the chief guest of this occasion was moved to tears by the evocative real stick presentation of the play. In brief the approach of infotainment through the stage craft. Really proves the credit and distinction of the institution to stage the script written by its own staff and students.

The practices initiated by the institution thrust upon the holistic development of the children with inclusiveness, embracive, and adaptability. It strives to reach its goal through the following practices and principles — educational practices, collaborative practices, supplementary aids, community involvement,

education for sustainable development, prioritized outcome-based education and a successful outreach programme. The faculties complete their curriculum and record progress in the register. The convincing delivery in the classes, doubt clearing in tutorial classes, personal connectivity during mentor -mentee relationships, behaving like an aide in the remedial classes for the poor learners and making the best possible efforts to act, interact and assimilate in the seminar and discussion makes the education contributive to the students. Equally the process of mentoring bridges the gap between the teacher and the students. The institution equally assigns the faculties to carry out different activities through different cells and committees. The Cell like Grievance Redressal Cell, Gender Sensitization Cell, Anti-Ragging Cell, Career Counselling, Placement cell, SSG Association, Cultural Association, Planning and Coordination Committee, Library Committee etc. strive to support the differently abled, unprivileged, economically and socially backward and deprived students to achieve their goals in life. Further, all the grievances brought forward to the notice of the Principal are carefully analysed. The principal either directly communicates to the higher authorities and tries for its solution or makes a written request for the redressal. Sometimes the result related problems are settled with the help of the Controller, Sambalpur University. The internal problems are settled in the presence of senior faculties.

<b>File Description</b>	<b>Document</b>
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Despite the challenges the institution makes the best use of its strength and opportunities and marches ahead in the direction of its vision and mission with the motto “If Winter comes can Spring be far behind”

### **Concluding Remarks :**

The institution learns from its failures and weaknesses. It has evolved with the recommendation of peer team members in last two assessment in 2005 and 2015. It has struggled hard to mitigate its shortcomings and achieve the targeted vision with a practical and well-coordinated approach under the capable leaderships of Principals and active monitoring guidance of the Governing Body. All through the institution realises the importance of the students. It makes use of all its resources for the benefit of students. The faculty are well engaged. The dearth in faculties is met out of the college fund by recruiting Management Staff and Guest faculty. A great chunk of college development fund is utilized for this purpose. However, much of its aspiration is fulfilled by the financial assistance from RUSA, OHEPEE World Bank Assistance, Infrastructural Grants, and the Cooperative benevolent gesture of the local MCL through its CSR activities. Sometimes a relief is assured by MLA and MP fund and Municipality assistance. The institution devotes all that it has to fulfil the dreams of the students, guardians and the locality eventually making it a centre of excellence for the satisfaction of the staff and the students.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Number of Add on /Certificate/Value added programs offered during the last five years</b></p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :2</p> <p>Remark : DVV has made the changes as per shared certificates.</p>																				
1.2.2	<p><b>Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</b></p> <p>1.2.2.1. <b>Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>84</td> <td>0</td> <td>133</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>72</td> <td>0</td> <td>130</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per 1.2.1</p>	2021-22	2020-21	2019-20	2018-19	2017-18	84	0	133	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	72	0	130	0	0
2021-22	2020-21	2019-20	2018-19	2017-18																	
84	0	133	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
72	0	130	0	0																	
3.1.1	<p><b><i>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</i></b></p> <p>3.1.1.1. <b>Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>6.50</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	1	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	6.50
2021-22	2020-21	2019-20	2018-19	2017-18																	
0	0	0	0	1																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
0	0	0	0	6.50																	
3.3.2	<p><b>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</b></p>																				

**3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	0	1	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	0	0	0

3.4.3

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	9	8	6	8

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	6	6	5

**5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has select B. 3 of the above as per shared report by HEI.

**5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**

**4. Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : DVV has select B. 3 of the above as per shared report by HEI.

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)****5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
14	0	427	417	487

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	3	3	3

Remark : DVV has made the changes as per shared reports by HEI.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b>            Answer before DVV Verification : 44            Answer after DVV Verification : 35</p>																				
1.2	<p><b>Number of teaching staff / full time teachers year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>37</td> <td>35</td> <td>34</td> <td>34</td> <td>35</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>35</td> <td>34</td> <td>34</td> <td>35</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	37	35	34	34	35	2021-22	2020-21	2019-20	2018-19	2017-18	35	35	34	34	35
2021-22	2020-21	2019-20	2018-19	2017-18																	
37	35	34	34	35																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
35	35	34	34	35																	