



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

BRAJRAJNAGAR COLLEGE

- Name of the Head of the institution

DR. BISWAJIT KHAMARI

- Designation

PRINCIPAL

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

06645291356

- Mobile No:

8917345179

- Registered e-mail

bnc.78brjn@gmail.com

- Alternate e-mail

rabinarayan.panigrahi6@gmail.com

- Address

KHALIAKHANI

- City/Town

BRAJRAJNAGAR

- State/UT

ODISHA

- Pin Code

768216

2.Institutional status

- Type of Institution

Co-education

- Location

Urban

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **SAMBALPUR UNIVERSITY**
- Name of the IQAC Coordinator **RABINARAYAN PANIGRAHI**
- Phone No. **06645291356**
- Alternate phone No. **8917345179**
- Mobile **6371170729**
- IQAC e-mail address **bnciqac78@gmail.com**
- Alternate e-mail address **rabinarayan.panigrahi6@gmail.com**

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

<http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/08/AQAR-2020-21.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/10/Academic-Calendar-2021-22.pdf>

5. Accreditation Details

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

6. Date of Establishment of IQAC

08/07/2006

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
World Bank	OHEPEE	DHE, ODISHA	2021 - 22	4171500

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1) Preparation for submission of IIQA (third cycle) 2) Conducted health check up program 3) Blended Learning 4) Tie-up on Student-faculty exchange 5) Conduct of webinar on NEP 2020

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

Plan of Action	Achievements/Outcomes
1) Placement Opportunities	Two meetings conducted
2) Career Counselling Program	Program Organised
3)Yoga Initiative	Annual Yoga Camp, International Yoga Day
4)Blended Learning	Classes Conducted both in offline and online mode
5) Voters' Literacy Awareness	Program continued for new voters
6) Skill Development Initiative	Conducted program on Spoken Tutorial, Basic Communication Skills, Enterprenuership, e-teaching, Use of Technology in higher Education
7) Regular Conduct of IQAC meeting, departmental seminars, GD and doubt clearing classes	Regular meetings held
8) Submission of SSR for third cycle	Steering Committee formed for SSR preparation
9) Optimal Utilization of funds under RUSA and OHEPEE	Fund Utilized
10) Technical Upgradation of Existing Library	Installed KOHA

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	12/12/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	BRAJRAJNAGAR COLLEGE
• Name of the Head of the institution	DR. BISWAJIT KHAMARI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06645291356
• Mobile No:	8917345179
• Registered e-mail	bnc.78brjn@gmail.com
• Alternate e-mail	rabinarayan.panigrahi6@gmail.com
• Address	KHALIAKHANI
• City/Town	BRAJRAJNAGAR
• State/UT	ODISHA
• Pin Code	768216
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• Location	Urban
• Financial Status	UGC 2f and 12(B)
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• Name of the IQAC Coordinator	RABINARAYAN PANIGRAHI
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• if yes, whether it is uploaded in the Institutional website Web link:	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/10/Academic-Calendar-2021-22.pdf				
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6.Date of Establishment of IQAC			08/07/2006		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
World Bank	OHEPEE	DHE, ODISHA	2021 - 22	4171500	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	12/12/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	19/01/2023

15.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 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.

16.Academic bank of credits (ABC):

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.

17.Skill development:

Skill development, self-reliance and achievement of a 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 development.

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

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 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 scriptures 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.

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

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-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.

20.Distance education/online education:

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 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 Pathshala, Inflibnet, JSTOR etc.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1	779
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	212
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	263
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Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	37
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	41
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	56.61
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	28
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The institution ensures effective curriculum delivery by adhering to the curriculum prescribed by Sambalpur University in a well planned and well defined manner. 1. Time Table : Classes are assigned to each department and subject teacher as per the credit	

allotted to the courses and lesson plan are prepared to cover the syllabus in time. 2. Lesson Plan and Lesson Notes prepared by the teachers are signed by HoDs on weekly basis and get the endorsement of the Principal every month. 3. lessons are delivered through lecture modes in respect of theory and practical conducted under the supervision of concerned teachers. 4 Internal Examinations are conducted periodically to assess the performance of the students from the chapters covered and they are advised to improve/correct themselves in tutorial classes. 5. ICT enabled teaching has been encouraged during the pandemic by delivering lessons online through different digital tools like Google Meet, Zoom, Google Classroom etc. Relevant materials like Youtube, Pdf, research article, self prepared notes developed by MHRD, UGC, Swayam and other repositories are shared with the students through WhatsApp group. 6. Tutorial classes are arranged in Time Table to encourage both slow and advanced learners to address their difficulties. 7. To ensure a robust and holistic teaching learning environment, programmes, meetings, camps, lectures are arranged from time to time to promote capacity building, entrepreneurship, sportsmanship and to imbibe a sense of patriotism and moral responsibilities among the learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/10/master-time-table-21-22.pdf

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

The Institution adheres to the academic calendar prepared by the college at the beginning of the year with reference to the Annual calendar issued by Govt. of Odisha in Department of Higher Education and its affiliating University. The Principal notified the calendar for the information of students, staff and stakeholders before the start of the academic session specifying the total teaching days available, dates of University examinations, Internal examination, admission, form fill-up, Public holidays and possible dates of the upcoming sports and cultural events of the Institution. The teachers are advised to prepare lesson plans accordingly and complete their courses including the internal examinations in a time bound manner. The calendar is discussed in

the staff council meeting held at the beginning of the session inviting proposals from the HODs and staff for any modification or improvement if any. The teacher prepare their lesson plans as per the calender issued and complete their courses and internal examinations within the prescribed time frame. It also helps the internal committees like sports, cultural, equal opportunity, career counselling, entrepreneurship, placement cells etc. to schedule their programmes of meetings, seminars, camp, workshop etc. within the prescribed time without disturbing the teaching environment.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/10/Academic-Calendar-2021-22.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****2**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**84****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****36**

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

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

The institution addresses cross cutting issues of its learners through different ways such as enlightening them through the syllabus in the curriculum in addition to their general subject study. Secondly the institution conducts different program organized under the aegis of different societies like gender sensitization cell, NSS, Red Cross, IQAC, cultural association and other program organized from time to time. Students get a chance to actively participate in such activities like essay, debates elocution etc. to bring their hidden talent to the fore. The self-defence program, yoga classes, career counselling, induction program all contribute in a big way for a better understanding of the issues around them in the society at the regional, national and global level and that helps the students in building their character and career along side their subject of choice in arts, science and commerce stream. The extra-mural lectures, guest lectures and celebration of national and international commemorative days such as national voter's day, national unity day, national youth day, Red Cross day, International Yoga Day all amount to a sound character building of the learners inculcating human values, professional ethics and their need for a response to the present environment. In the classroom, through lecture mode, tutorial, seminar and group discussion, the learners get a chance to remain aware about the issues that just don't go with their course of study but are basic to their understanding of the cross-cutting issues that is vital for the growth of the student's mind.

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

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

263

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

480

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

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

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

96

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

2.2 - Catering to Student Diversity

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

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

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
779	37

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With the introduction of the CBCS system, ICT technology has become paramount in the education of teaching learning system and it is vital to integrate, although with most of the teaching material in the website, moreover, the prolonged pandemic during the year has deprived the students of attending physical classes to bridge the gap between the teacher and students, the college

has encouraged ICT as a tool for achieving its productive outcomes. Whatsapp Groups have been formed department wise to teach through Google Meet, Zoom, Youtube Link , various e-resources link are sent to the students for easy access of the study material. The different ICT Tool used such as digital Camera, Webcam , audio recording Software, Whiteboard and Smartboard.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

37

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

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

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

4

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

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

2.4.3.1 - Total experience of full-time teachers

37

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

2.5 - Evaluation Process and Reforms

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

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

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Brajrajnagar College, Brajrajnagar

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient 1. Grievances are heard by the HODs and concern teachers departmentally. 2.

Students/absentees are allowed to take the test in another day fixed by the department. 3. For major problems related grievances the matter is placed before the Grievance Redressal Cell of the college. 4. The Principal monitors all grievances of the students through periodic meetings with the staff and HOD's. 5. Grievances are heard and redressed immediately or with in 3 days depending upon the urgency. 6. A suggestion Box is installed in front of Principal's Office for use by the students without hesitation. 7.An Examination Committee headed by a senior lecturer is

operational to look into all Examination related matters including the conduct of internal Examination and uploading of Marks in University Portal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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

- 1.College website
- 2.Admission Help Desk
- 3.Notice Board
- 4.Induction Programme
- 5.Brochure/College calender
- 6.College websites

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

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

The programme outcomes and course outcomes of the college are prepared at the beginning of each year in consultation with the HODs and concerned subject teachers of the department. Periodic meetings are held during the year to assess the attainment of the course outcomes and programme outcomes. To achieve the target, often part-time resource persons are engaged to complete the syllabus and make the students prepared for their examination and career selection. Internal examinations are held periodically the outcomes of which are reviewed in the subsequent staff council meeting. The students with below performance are advised to improve in the next examination through college notices. Teachers are requested to place requirement of necessary library books which are thought to be relevant for the reference of the learners. Special programs are organized from time to time through career counseling, placement cells, NSS, Red Cross, Cultural and sports cells so as to improve the academic performance of the students. Steps are being taken to ensure the best attainment of the course outcomes and course outcomes in a systematic manner as per feedback received from the students and other stakeholders to achieve academic excellence.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

129

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://brajrajnagarcollege.ac.in/wp-content/uploads/2023/04/2.7.1-Students-Satisfaction-Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****2**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****0**

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****4**

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities play key role in developing leadership and inculcating capacity building skills among the students. This College has a well established tradition of carrying out extension activities in the neighbourhood under the aegis of the three units of National Service Scheme sponsored by Sambalpur University. As per plan of action drawn by the NSS unit, the college organises many social outreach programmes in the neighbourhood particularly in the adopted villages. The college at the beginning of the year conducts a series of Orientation Programmes for the training of NSS volunteers and by inviting resource persons from the locality or from the college itself from teachers interested and having experiences in social activities. Such programmes create a strong impact in sensitising the students to social issues and in the promotion of holistic development. Despite the closure of the physical classes due to COVID-19 pandemic, the college has undertaken a few programmes taking students in small groups following COVID-19 protocol issued by Government and health department. The major initiative where the students have worked in interaction with Government and public on social issues are as follows:

- 1) Swachhata Pakhwada
- 2) Special Puja NSS Camp
- 3) International AIDS Day
- 4) Covid Vaccination Camp

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

3

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

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

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

6

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

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

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

1863

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****2**

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****1**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

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

revised SBCS syllabus including imparting of ICT. With in its limited resources and often with Government funds the college has made a considerable progress in infrastructure and physical facilities. As of date the college has the following facilities ;

1. Class Rooms with CC Roof, Furniture and Electric facilities
2. Separate Play Ground adjacent to the college building
3. Separate Play Ground with in the Campus for small gathering and Indoor Games
4. Separate SAMS room for Admission of students.
5. Separate Examination Section
6. Girls Common Room with running water facilities
7. Separate laboratories for Science
8. IT Hall for ICT learning
9. Auditorium
10. Library
11. Sports Rooms
12. College Canteen
13. Cycle Stands
14. Departmental Classrooms
15. Girls Hostels
16. Administrative Block
17. Ramp
18. Dustbin
19. Water Conservation
20. Drinking Water

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

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

1. Sports & Games: Conducted under the supervision of a PET.

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

2. Cultural Activities:

- There is a Cultural advisory committee headed by the Principal.

- Provision for Annual Cultural Competition.
- Provision for Annual Day Celebration.
- Provision for participation of students in University/State/Dist./Inter College level competition.
- Representation of students in Cultural and Dramatic Associations.
- Budgetary provision for Cultural and Dramatic Associations.

3. Yoga Centre:

- There is a Yoga Centre in the college.
- A faculty members is the designated officer to look in to the Yoga Classes.
- Yoga Classes is conducted time to time.
- Provision for celebration of International Yoga Day on Jun-21 every year.
- Invitation to expert in the field of Yoga by the AISHE and Sports and Youth Dept.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://brajrajnagarcollege.ac.in/wp-content/uploads/2022/11/Infrastructure.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****4.97**

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Library is automated partially.****Books cataloguing- Index complete****Connected with wifi(BSNL)**

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

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

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

383473

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

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

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

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

4.3 - IT Infrastructure

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

I T facilities is one of the most important features of learning under CBCS system. In order to facilitate the students to ICT learning, the college has maintained an IT Laboratory under the control of on IT lecturer. It enables the students opting IT to conduct their practical in the laboratory. In addition, the

college has installed computer systems in different sections of the college such as admission, Examination, library, accounts, daily collection, billing and administrative sections. Some department s have separate sets of desktop with Wi-Fi facilities for digital presentation of updated practical experiments. The college annually sets aside a fund in the Annual Budget for constant upgradation of IT Infrastructure including it's WI-FI connection under following heads:

- 1.purchase of new computers
- 2.repair and maintenance of systems
- 3.2 nos of BSNL broad band connection
- 4.Jio fi dungle for emergency
- 5.printers in different sections
- 6.College website maintenance
- 7.n-list subscription for journals
- 8.purchase of catridge
- 9.CCTV connection throughout
- 10.facility for paperless transactions

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

26

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution		B. 30 - 50MBPS
File Description	Documents	
Upload any additional Information	View File	
Details of available bandwidth of internet connection in the Institution	No File Uploaded	
4.4 - Maintenance of Campus Infrastructure		
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)		
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)		
File Description	Documents	
Upload any additional information	No File Uploaded	
Audited statements of accounts.	View File	
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File	
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.		
The college has a well established procedure for maintenance and utilisation of physical,academic and support facilities likelaboratory, library, sports room, computers,class rooms etc.In the beginning of the year, the Principal forms different committees under his chairmanship to look after the maintenance and utilization of infrastructures. While the cataloguing and distribution is managed by the librarian and his staff, practicals are conducted under the supervision of teachers and demonstrators assisted by laboratory- assistants. There is a special computer cell for teaching purposes with more than 20 computers in working condition under the control of IT lectureres for conducting practicals in ICT . Maintenance of infrastructure is conducted annually with the purchase of new items and replacement of the		

wornout/ overused items. Tender call notices are given for purchase of laboratories/ library and sports items for a sum exceeding Rs 1,00,000/- duly endorsed by the purchase committees. Bills after pass for payment is placed before the Governing Body the account of which is audited annually by external audit agencies appointed by Govt. of Odisha. The library remains open from 10:00 AM to 5:00 PM on all working days for use by the stakeholders. Adequate number of classrooms are available with electricity and CCTV system for both general and tutorial purposes.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

160

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

28

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

87

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

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

31

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

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students representation in different bodies as per the established procedures of Govt. is essential for the quality and excellence in Higher Education. The larger students' body of the college is the students union where students leadership is evident in sports, cultural, dramatic, class representatives etc. But, due to the prolonged COVID-19 condition, students election has been stopped for the last 3-4 years as per Govt. of Odisha instruction. However, students representations has been made in the following bodies/council of 1) IQAC 2) Red Cross 3) NSS, Anti- ragging committee etc for smooth functioning of the advisory committees. Besides Departmental Seminar Secretaries/ Asst. Secretaries are nominated by the Principal and HOD to carry out the seminar activities of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

5

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

There is an Alumni Association operating since long conducting regulars meetings on curricular and extra curricular activities for the development of the college. During the current year two numbers of meetings of the Alumni was on differnet matters of academic improvement, Also, the Alumni have contributed significantly during the year in the implementation of "Mo College Abhijan" and initiative started by Government of Odisha with the active support of Alumni. The association has resolved to get the Body registered in the process of which has been delayed due to closure of offices and institution on the ground Covid-19 Pandemic. The college is indebted to some of the notable aluminus who have contributed for widening the knowledge base of the studentst through their extramural lectures , their presence on the different occasion of commomorative days and their participation in different aspect such as sports, cultural , annual drama , annual function , social outreach programme as a token of kind gesture and inspiration for the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

MISSION

To create a teaching-learning environment conducive to acquisition of higher knowledge, skill and experience.

VISION

Educating students for career success and personal development
 Transforming lives and communities through learning
 Creating an academic platform for excelling in diverse fields of education
 Enhancing the commitment of faculty members, staff, and students of the college
 Developing leadership quality among the students
 Developing collaborative & professional relationships with other institutions focused on the improvement of education.
 Enhancing the effective and efficient management of the College.

VALUES

Academic excellence and integrity
 Outstanding teaching and learning
 Scholarly research and professional leadership
 Integration of teaching, research, and extension activities
 Individual and collective excellence
 Inclusivity, equity, and social justice
 Lifelong learning
 The college leadership aims at fulfilling the mission and vision through interpersonal relationship with students/ staff/ governing body and govt. agencies. The HODs, bursars, faculty non teaching staff as well as students and alumni are the focus of attention on whose collaborative work future plans are channelized. Moreover signing MOU with RUSA/ OHEPEE is another milestone for improvement of infrastructure, quality and excellence in education.

File Description	Documents
Paste link for additional information	http://brajrajnagarcollege.ac.in/the_college/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership and decentralization of power is visible in the following practices:

- Conduct of staff council, IQAC meeting and organization of value-based awareness programmes.
- Strengthening of N.S.S and Y.R.C for leadership and capacity building.
- Celebration of commemorative days with active participation of students, teachers and advisors.

- Formation of the Grievance Cell, Gender Sensitization Cell, Anti Ragging Cell, Sexual Harassment Cell, Career Counselling Cell, Entrepreneurship Cell, Equal Opportunity Cell as per UGC guidelines.
- 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 exposing the students to different career prospects.
- Making proctorial classes and mentor-mentee relationship more effective with engagement of 35 numbers of teachers.
- At the beginning of academic session, all the staff members are assigned responsibilities as Coordinator/Head/Chief/Member of different committees or associations like IQAC, UGC, RUSA, etc.
- Appointment of Administrative, Accounts and Academic Bursars for financial transactions.
- Staff Council Secretary to monitor the day-to-day functioning and take important decisions in staff council in academic and professional matter.
- The Examination In-charge and Controller of CBCS shoulder the overall responsibilities of the Terminal, Internal, and Semester exams as per UGC and the university guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Development of Infrastructure: Construction of CC road out of CSR

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

Future Plan

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

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

Wi-fi Campus

Opening of Multi-disciplinary Courses

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

So far as academic set up is concerned those officers are

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

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://brajrajnagarcollege.ac.in/organogram/
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

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

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

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

5

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

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

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

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

Salary Grant is received from Govt of Odisha and disbursed to the employees through treasury portal. Registration fee, Affiliation fee, sports fee, social service fee, examination fee etc. are remitted to affiliating University. Recognition fees: remitted to Govt of Odisha. Sports, cultural, library fees are retained in college and utilised through the respective Committees.

Development fees:(i)utilised for payment of salary of management staff, contractual and guest faculty. (ii) to bear the employees' share of EPF and ESI (iii) to meet expenditure on repair, renovation, new purchase, contingency etc. (iv) to meet the expenditure on enhancement of salary/ appointment of contractual staff. (v) to upgrade IT, grant free ship, reimbursement of fee exemption of PWD students.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has contributed significantly for the promotion of Quality and Assurance by organising IQAC meeting at regular intervals and adopting blended learning during the year due to COVID-19 pandemic.

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

Celebration of International Yoga Day.

National Webinar on Transformative Reforms under NEP 2020: Skill, Entrepreneurship Development and Employment: Challenges and Opportunities

National Webinar on Transformative Reforms under NEP 2020: Use of Technology in Higher Education

Student-Faculty Exchange Programme with Ram Tahal College, Ranchi

Industrial Linkage with HCL Limited, Noida

Registration of Students in Spoken Tutorial under IIT Bombay

Started Self Developed Course on Basic Communication Skills

Conducted three days Annual Yoga Camp

Mass Health Check-up Program on World AIDS Day

Post-COVID Awareness Online Webinar

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

Teaching-Learning

- Encouraged teaching staff to avail scholarship, participate in FDP and register under PhD program of whom 1 has been awarded PhD
- Worked for the promotion of ICT Education by making tie-up with IIT Bombay under Spoken Tutorial Scheme.
- Sponsored 2 nos. of teachers to Kolkata to participate in the MOE's IIC Regional Meet.
- MOU signed with Ram Tahal Choudhury College, Ranchi
- Conducted one Student-faculty exchange program

Infrastructure

- Upgradation of Library with KOHA software
- Construction of Academic Building worth 1.66 cr. Under OHEPEE
- Purchase of latest Library books as per CBCS syllabus
- Addition of Computer, fire extinguishers, CCTV and BSNL broadband to the existing infrastructure under RUSA

Methodology

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

- Analysis of feedback on students, teachers, alumni, parents, employers
- Analysis of program outcome and course outcome
- Review through HOD meeting, staff council and IQAC set up
- Internal Academic Audit

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution that provides co-education has a well defined plan of action for the promotion of gender equity in the campus. As per the guidelines of UGC, the college has formed an equal Opportunity Cell that meets atleast once in a quarter to oversee the the implementation of Government and institutional schemes meant for

women and other categories of students. In addition, the Anti-Ragging Cell remains vigilant to ensure an anti-ragging free atmosphere throughout the year. Moreover, the prevention of sexual harassment cell is operative in the institution to oversee the prevention of any sexual harassment to the women students and employees. Moreover, the college has a Gender Sensitization Cell to make the students aware about Gender Equity by arranging periodic meeting with the stakeholders by inviting resource persons in the area. Separate Girls Common Rooms with running water facility has been facilitated for the girls. The college soon after the admission arranges induction programmes under the care of senior lecturers to convey the code of conduct and moral values required to be maintained in the campus. The different rules, regulations and laws pertaining to gender harmony is brought to the knowledge of girls students through the gender sensitization initiative.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has adopted the following facilities for the solid

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

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

greening the campus are as follows:	
1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies	A. Any 4 or all of the above
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of reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
<p>Inclusive environment is the backbone for the successful working of an educational institution. In a full govt aided college, established in 1978, the college has stood under the principle of inclusive environment having tolerance and respect towards different student groups under cultural, regional, linguistic, communal socioeconomic background and other diversities. While the college has recruited staff from time to time giving representation to OBC, SC, ST, women etc., in its admission procedure, the college maintains the percentage of representation as prescribed by govt. of Odisha in the SAMS portal time to time. The SC, ST students are covered under different scholarships scheme introduced by govt. of Odisha and students belonging to physical disability are completely exempted from paying their admission and examination fees. This college being situated in urban set-up always receives students from different cultural and linguistic groups coming from the neighboring states of Odisha. All students irrespective of their linguistic or communal background are allowed admission alike who come under the merit list in SAMS portal. For the development of the students belonging to weaker socio-economic background, the college has set-up a committee under SSG scheme from which a handsome amount is allocated from the college towards scholarship.</p>	

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The

B. Any 3 of the above

Code of Conduct is displayed on the website
There is a committee to monitor adherence to the Code of Conduct
Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

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

Day, Republic Day, Ganesh Puja, Saraswati Puja as a long cherished tradition.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice: 1

1. Title: Mass Prayer.

2. The context: Introduced mass prayer as decided in staff meeting and approved in G.B.

3. Objective: To share the joys and woes of individuals and feel compassionate as responsible citizens.

4. The Practices- The prayer starts at 10.45 in chorus. It ends with Shanti Patha and thought of the Day. Important announcement and moral value lesson are given by the principal and the faculty.

5. Obstacles Faced - To bring all the students and staff under one session at a particular time.

6. Impact: Has inspired students to take the lead in singing and shared their ideas on the thought of the day in a single forum.

Best Practice: 2

1) Title - Student's Satisfaction Survey and Faculty Satisfaction Survey.

2) The Context - to assess and evaluate the outcomes through proper feedback.

3) Objectives - To evaluate and assess the outcomes of teaching learning and cocurricular activities including students support services through a structured feedback system.

4) The Practice- Feedback collected and analysed by IQAC annually.

5) Obstacles - to convince the students to give their opinion independently.

6) Impact - Enabled the institution to adopt, revise and supplement action plan

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

7.3 - Institutional Distinctiveness

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

The college has a well established games and sports culture. The Principal in the beginning of the year forms a Sports Advisory Committee comprising PET and members from the teaching and nonteaching staff. The sports council prepares an action plan to form different teams in cricket, football, kabaddi and ensures year long practice sessions for the studenst to prepare them for district, University and State level competition. Every year, the students of this college havebrought laurels to the Institution with winning prizes. However, due to COVID-19 pandemic, the sports events during the year were severely hampered with the State Govt's restriction on mass gathering and closure of classes. But, as a matter of practice, one Annual Sports Day is observed every year in the college, where both boys and girls show their talents and prizes/ certificates are awarded to the winners in both indoor and outdoor activities. This year the college team represented kabaddi in Sambalpur University, Athletic Meet at L.N. College, Jharsuguda, Cricket tournment at Neelashaila College, Rourkela and won the RunnersUp prize in kabaddi at the Odisha state inter-university competition held at Maharaja Sriram Chandra Bhanja Deo University, Baripada on dt. 04.03.2022.

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

7.3.2 - Plan of action for the next academic year
<p>1) Opening of PG classes</p> <p>2) Opening of Interdisciplinary Certificate Courses</p> <p>3) Provision of wifi campus</p> <p>4) Extension of Digital Library</p> <p>5) Promotion of ICT Education</p>