YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   DHENKANAL MAHILA MAHAVIDYALAYA

- Name of the Head of the institution   DR. RAMACHANDRA MALLA

- Designation   Asst. Prof. in Education cum Principal I/C

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   06762225373

- Mobile No: 7008266406

- Registered e-mail   dklmahilamahavidyalaya@gmail.com

- Alternate e-mail   iqacdhenkanalmahilamahavidyalaya@gmail.com

- Address   At - Deula Sahi, Near Balaram Mandir

- City/Town   Dhenkanal

- State/UT   Odisha

- Pin Code   759001

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated College

- Type of Institution   Women

- Location   Urban

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Rama Devi Women's University, Bhubaneswar**

- Name of the IQAC Coordinator **Vijayeta Priyadarshini**

- Phone No. **06762225373**

- Alternate phone No.

- Mobile **9437138464**

- IQAC e-mail address **dklmahilamahavidyalaya@gmail.com**

- Alternate e-mail address **iqacdhenkanalmahilamahavidyalaya@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://www.dhenkanalmahilamahavidyalaya.org/

4.Whether Academic Calendar prepared during the year? **No**

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

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.5	2006	25/05/2006	21/05/2011
Cycle 2	B+	2.61	2016	02/12/2016	01/12/2021

6.Date of Establishment of IQAC **24/07/2021**

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
Higher Education	Library Books, Equipment, Lab expences, Electricity, Telephone, Water Charges, Laboratory Equipment, Other Contingency, RRT, Guest faculty remuneration, Travel allowances, Other miscellaneous, Medicine.,	Govt. of Odisha	2021 - 2022	8125221

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　　1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?　　No

- 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　　No

during the year?

- If yes, mention the amount

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

1. Connecting with students through WhatsApp groups to provide proper supervision and guidance. 2. The NSS (National Service Scheme) and YRC (Youth Red Cross) units were reinvigorated and actively involved in various significant activities. 3. In order to enhance the academic resources available to the students, the process of selecting books for the seminar library was initiated. This initiative aimed to curate a collection of relevant and insightful books that would support research, academic discussions, and intellectual growth among the students and faculty.

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. To create WhatsApp/Email groups were for each Honours group, ensuring that the number of students in each group did not exceed 32. Designate the Heads of each department to monitor the conduct of classes as needed and periodically assess students' progress within their respective groups. 2. To ensure regular communication and information sharing with students through these groups. Important updates, announcements, and resources should be shared promptly to keep students well-informed. 3. Encourage active participation and engagement within the groups by facilitating discussions, sharing relevant educational materials, and encouraging students to ask questions and seek clarification. 4. Emphasize the importance of maintaining a respectful and inclusive environment within the groups,	1. The whatsapp group created by the every department and conduct classes as usual through google meet/ zoom whenever necessary.

promoting constructive interactions and discouraging any form of inappropriate behavior. 5. Monitor the groups regularly to ensure compliance with the established guidelines and address any issues or concerns promptly. 6. Continuously evaluate the effectiveness of the WhatsApp/Email groups as a communication and learning tool and make necessary adjustments or improvements based on feedback from students and faculty members.	
2. To encourage faculty members to use ITC tools regularly in teaching-learning-evaluation process.	2. The participants also highlighted the importance of utilizing various educational tools to enhance the learning experience of the students. These tools included sharing PowerPoint presentations, delivering video lectures, and providing notes in PDF format, among others. The aim was to ensure that students could access and benefit from these resources to support their studies. Furthermore, it was agreed upon to familiarize the students with e-PG Pathshala, Massive Open Online Courses (MOOCs), and the website of the institution's Open State University (OSOU). By introducing students to these platforms, they would have access to a wide range of additional learning materials and resources to supplement their academic pursuits. The intention was to promote self-directed learning and enable students to explore diverse

	topics and expand their knowledge beyond the confines of traditional classroom settings.
3. To encourage Teachers to take part in professional development courses.	3. Teachers were actively encouraged to enhance their professional development by attending orientation or refresher courses organized by the Teaching Learning Centre (TLC), which operates under the Ministry of Human Resource Development (MHRD). These courses aimed to provide teachers with valuable insights, strategies, and tools to enhance their teaching practices and keep them updated with the latest advancements in education.

13. Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021 - 2022	19/01/2023

15.Multidisciplinary / interdisciplinary

The college operates using a multidisciplinary approach within the framework of a CBCS curriculum. This approach incorporates

core courses within their own discipline, elective courses from other disciplines, as well as Environmental Studies (EVS) and literature. Adopting a multidisciplinary teaching method exposes students to diverse learning experiences that cater to their individual needs. This approach enables them to make informed choices regarding the subjects they wish to study and the benefits they can gain from them. As a result, students comprehensively understand how various disciplines contribute to their overall knowledge. Moreover, this approach encourages students to think holistically, allowing them to recognize the significance of studying subjects that they may not have initially favoured.

16.Academic bank of credits (ABC):

The Academic Bureau Center (ABC) will have various roles, including managing students' academic accounts, verifying their academic credits, securely storing these credits, facilitating their transfer or use, and promoting the concept of academic credits among stakeholders. With the implementation of NEP-2020, ABC, as the affiliating college, will collaborate with Rama Devi Women's University to create and integrate an Academic Bank of Credits (ABC) for students, potentially linking it with schemes like NPTEL, SWAYAM, and V-Lab. The stored credits will provide students with greater academic and career choices, enhancing their educational and professional flexibility.

17.Skill development:

The institution motivates students to explore online skill-based courses available on platforms such as SWAYAM, among others. In addition, various initiatives have been implemented to enrich their learning experience:

1. Promote experiential learning: Students are encouraged to engage in hands-on activities, internships, or practical projects that provide real-world experiences relevant to their academic field.

2. Facilitate collaboration: Emphasis is placed on promoting group projects, discussions, and teamwork to enhance collaboration and the exchange of ideas among students. This is achieved through assignments, seminars, or workshops conducted in groups.

3. Support research and innovation: Students are encouraged to undertake research and explore innovative ideas within their

areas of interest, fostering a spirit of curiosity and intellectual exploration.

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

1. Indian language courses: The institution offers courses (Core, Generic Elective, and Compulsory) that are taught in Indian languages, allowing students to actively engage with the subject matter in their native language. This approach facilitates a deeper comprehension and appreciation of the content, particularly for students who have a stronger command of their mother tongue.

2. Integration of Indian cultural aspects: The curriculum incorporates Indian cultural elements, traditions, and practices through the inclusion of case studies, examples, and projects. These educational materials highlight the diverse and rich heritage of Indian culture, enabling students to develop a greater understanding and connection to their cultural roots.

3. Exploration of traditional knowledge systems: Students are encouraged to explore traditional knowledge systems through various activities such as debates, essays, painting, and quiz competitions. These interactive engagements provide opportunities for students to delve into and learn from the wealth of traditional knowledge available, fostering a deeper appreciation for indigenous wisdom and practices.

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

Outcome-Based Education (OBE) is an instructional approach that revolves around the proficiency of students. In OBE, the primary focus is on students' ability to achieve predetermined outcomes, while teachers take on the essential roles of facilitators and mentors. Implementing OBE effectively involves integrating a variety of teaching and learning strategies as well as diverse activities to ensure successful learning. Moreover, valuable feedback from students plays a crucial role in refining the curriculum.

1. Assessment for Progress: Continuous assessments were employed

throughout the learning journey to assess student advancement and ensure alignment with the desired outcomes. These assessments included formative evaluations, quizzes, projects, and presentations.

2. Engagement in Active Learning: Students were encouraged to participate in active learning strategies, such as group discussions, case studies, problem-solving activities, and hands-on experiments. These approaches fostered student involvement and deepened their understanding of the subject matter.

3. Utilization of Technology: Technology tools and online resources were utilized to enhance the learning experience. This encompassed virtual simulations, multimedia presentations, educational applications, and online discussion forums.

4. Integration of Culture: The curriculum was enriched through the integration of Indian knowledge systems, languages, and cultural elements. This was achieved by incorporating Indian language resources, integrating traditional practices, and commemorating Indian festivals and events.

5. Promotion of Collaborative Learning: Collaborative learning experiences, including group projects and peer-to-peer learning, were promoted to cultivate teamwork, communication skills, and a sense of community among students.

20.Distance education/online education:

The College presently doesn't provide education in distance mode at any level. However, classes were taken in online mode and blended mode during the current session as and when required.

Extended Profile

1.Programme

1.1   **16**

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

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

2.Student

2.1   **654**

Number of students during the year

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

2.2   **112**

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   **209**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **34**

Number of full time teachers during the year

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

3.2   **17**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**16**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**654**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**112**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**209**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**34**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	17

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8.09548 Lakhs
4.3 Total number of computers on campus for academic purposes	20

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

Our college functions as an affiliated institution under RamaDevi Women's University, which holds the responsibility for curriculum planning. However, we, as a college, actively take proactive measures to ensure the effective implementation of the curriculum designed by the university. Our action plan focuses on familiarizing students with the updated syllabus and examination pattern, which follows the Choice-Based Credit System (CBCS) model. Each department advises its teachers to create an academic calendar, lesson plans, and daily progress reports. These documents are overseen by the department heads and the college Principal.

To ensure comprehensive coverage of the syllabus, teachers organize doubt-clearing sessions and facilitate weekly student seminars within their respective departments. At the end of the academic year, teachers submit their lesson plans and progress

reports to the IQAC. These documents undergo supervision by the Principal. Additionally, each department prepares a question bank to familiarize students with the structure and format of the questions asked during the end-of-term examinations.

To foster a harmonious student-teacher relationship and create a supportive learning environment, teachers conduct proctorial classes. Through these comprehensive measures, we strive to ensure the successful implementation of the university-designed curriculum and promote effective teaching and learning experiences for our students.

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

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

The purpose of this plan was to ensure that the institution strictly followed the academic calendar, particularly with regard to the implementation of Continuous Internal Evaluation (CIE).

1. The academic calendar has been developed in alignment with the schedule provided by the RamaDevi Women's University and the Higher Education Department at the start of the academic year. Every effort is made to strictly adhere to the calendar for conducting examinations and other related activities. However, the calendar may be subject to modification in case of unforeseen circumstances or urgent requirements.

2. Once finalized, the academic calendar was effectively communicated to all stakeholders, including faculty members, students, administrative staff, and relevant departments. The academic calendar included specific dates and timelines for the administration of Continuous Internal Evaluation. Periodic reviews and revisions of the academic calendar and CIE plan were conducted, taking into account feedback, emerging trends, and any modifications in university regulations.

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

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

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	View File

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

16

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

1. **With the aim of incorporating subjects like environmental ethics, human values, and personal ethics into the curriculum, the college has implemented various measures to transform classroom teaching into a comprehensive program. These initiatives have been taken to ensure that students receive a well-rounded education that extends beyond academic knowledge.**

2. **The college has actively organized numerous outreach programs focusing on mental health, equality rights, and**

other relevant topics. Both the departments and the NSS unit have played a significant role in raising awareness among students and impacted communities.

3. Additionally, ethics and professional values are imparted to students across all undergraduate programs. Gender-related courses are particularly emphasized in the humanities and social sciences faculty (Political Science - GE -1, DSE - IV, Home Science -DSE -3). Furthermore, environmental issues and the importance of environmental protection are integrated into the curriculum across all programs. As part of the ability enhancement course for undergraduate students, the college provides education on environment and sustainability (EVS). Students are sensitized to the challenges of environmental pollution and resource degradation, while also being trained to practice waste management and adhere to the principles of reduce, reuse, and recycle (RRR).

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

16

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

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

158

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **E. None of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **E. Feedback not collected**

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

256

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

68

File Description	Documents
Any additional information	View File
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

After students are admitted, they participate in an orientation meeting where they receive an overview of the curriculum, information about extension activities, and details about available scholarships. Particular attention is given to supporting slow learners, and remedial classes are organized to address their needs. The college also prioritizes the development of soft skills and communicative English among students. Additionally, advanced learners are identified after the midterm examinations, and they are provided with opportunities to explore various scopes and opportunities. Teachers regularly offer career counselling to guide students in their future endeavours. For slow learners, the college conducts remedial and doubt-clearing classes, while advanced learners are given different assignments by their teachers. Special remedial classes are arranged specifically for slow learners, and advanced learners have access to training courses and exposure visits to enhance their knowledge and skills.

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

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

Number of Students	Number of Teachers
654	**34**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The college places great emphasis on a student-centric approach to teaching and learning, employing various effective methods such as experiential learning, participative learning, and problem-solving learning. By adopting these approaches, the college ensures a more engaging and impactful learning process for students. Recognizing that different students have diverse learning styles and preferences, the college embraces a wide range of teaching and learning methods.

At the UG level, several courses incorporate both theoretical and practical components, fostering a holistic approach to learning. To encourage participative learning and problem-solving skills, students' seminars are organized for each program, where students deliver seminar lectures. This platform enables them to actively engage with the subject matter and develop their presentation and communication skills.

Additionally, each program includes project components aimed at training students in research methodologies and providing them with hands-on experience in solving real-world problems. These projects allow students to delve deeper into their chosen field of study, apply theoretical concepts to practical scenarios, and develop critical thinking and problem-solving abilities.

Language students at the college benefit from interactive learning sessions designed to enhance their language skills. These sessions go beyond traditional lectures and encourage active participation and engagement. Students are provided with opportunities to practice and improve their spoken English through various activities, such as group discussions, role-plays, debates, and presentations.

Leveraging the potential of information and communication technology (ICT), the college utilizes tools like PowerPoint presentations, LCD interactive boards to enhance the learning experience.

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

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

In addition to conventional teaching approaches, the faculty members at this institution have embraced the integration of IT-enabled learning tools to enhance the learning experience. These tools include PowerPoint presentations, video clippings, audio systems, and online sources, which provide students with diverse and interactive learning materials. The faculty members actively engage students in the classroom through various interactive teaching methods, such as research paper presentations, seminars, debates, group discussions, and assignments. These methods foster student participation, critical thinking, and collaborative learning.

To promote independent learning, the institution has established a dedicated computer laboratory equipped with internet connectivity. This facility enables students to access online resources, conduct research, and engage in self-directed learning activities.

Furthermore, during the challenging period of the COVID-19 pandemic, the institution successfully transitioned to online classes using platforms like Zoom and Google Meet.

In particular, the English Department has a specialized Language Lab that leverages ICT-enabled tools to enhance students' communication skills. This dedicated space provides students with interactive language learning activities, pronunciation exercises, and listening comprehension tasks, helping them improve their language proficiency.

To ensure the faculty members stay updated with the latest advancements in their respective fields, they actively participate in webinars, workshops, and other professional development opportunities conducted in virtual modes. This commitment to continuous learning allows them to incorporate the latest trends and practices into their teaching methodologies, benefiting the students' educational experience.

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

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

20

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

2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
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

8

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

139

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.

This institution upholds transparency and robustness in its internal assessment mechanism, ensuring fairness and accuracy in evaluating students' progress and performance. Regular assessment is conducted using various modes to comprehensively gauge students' understanding and knowledge.

The college follows the common minimum standards prescribed by the Department of Higher Education (DHE), Government of Odisha. As an affiliated institution to RamaDevi Women's University, it adheres to the university's examination and evaluation dates. Internal examinations are held at the college level, and the marks obtained by students are sent to the university for final grading.

The assessment process aligns with the guidelines set by RamaDevi Women's University, which include a unitary syllabus introduced by the DHE. Internal assessments consist of mid-term

or internal examinations conducted for 20 marks (15 marks for subjects with practical papers) within a specified duration. In addition, class tests are regularly administered by departments to assess students' performance after completing chapters or units.

Transparency is a guiding principle of the internal assessment mechanism. Clear guidelines and assessment criteria are provided to students, ensuring fairness and impartiality. Assessment tasks are designed to be objective, reliable, and unbiased, allowing students to be evaluated fairly based on their individual performance.

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

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

The institution also maintains fairness and impartiality throughout the grievance redressal process. An unbiased committee, consisting of faculty members and administrative staff, is formed to review and address grievances. This committee carefully examines the complaint, considers all relevant factors, and takes appropriate actions based on the findings. The actions may include conducting re-evaluations, providing additional opportunities for students to present their cases, or taking corrective measures to rectify any errors or discrepancies in the examination process.

The institution values transparency and ensures that students are kept informed about the progress and outcome of their grievances.The College has a dedicated Examination Cell to ensure fair and impartial treatment of all students, including assessment and evaluation grievances. Addressing any examination-related complaints is given top priority, and all grievances are resolved within seven days of application submission. The valuation process begins on the day of the test, and students have access to their valued answer scripts. Any discrepancies are promptly handled by teachers to maintain the examination's effectiveness while the subject matter is still fresh in their

minds. Thanks to the transparent system in place, the college has not received any examination-related complaints so far.

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

2.6 - Student Performance and Learning Outcomes

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

In addition to the emphasis on stated Programme Outcomes (POs), the institution recognizes the importance of continuous improvement and quality enhancement. It actively seeks feedback from students, faculty, and other stakeholders to evaluate the effectiveness of the teaching and learning process in achieving the desired outcomes.

The institution has established a robust feedback mechanism, such as surveys, focus group discussions, and individual consultations, to gather input and perspectives from students and faculty members. This feedback is then carefully analyzed and used to identify areas of improvement and make necessary adjustments to the curriculum, instructional strategies, and assessment methods.

Furthermore, the institution encourages a culture of reflection and self-assessment among both teachers and students. Teachers regularly engage in professional development activities, such as workshops, seminars, and training programs, to enhance their pedagogical skills and stay updated with the latest educational practices. They reflect on their teaching practices and make modifications as needed to better align with the stated Programme outcomes.

Similarly, students are encouraged to reflect on their learning experiences, identify areas for improvement, and actively participate in their own learning process. They are provided with opportunities for self-assessment, self-reflection, and self-directed learning, enabling them to take ownership of their academic growth and development.

By fostering a shared understanding of stated Programme outcomes

and promoting a culture of continuous improvement, the institution ensures that its educational programs are designed to meet the needs and aspirations of students, preparing them for success in their chosen fields.

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 college has implemented a comprehensive and continuous evaluation system to assess the course outcomes, programme outcomes, and programme-specific outcomes. This evaluation process involves various assessments, including class tests, presentations, mid-semester evaluations, and end-semester examinations. These evaluations provide a holistic view of student's performance and progress throughout their academic journey.

To support students' development and growth, each student is assigned a teacher mentor who closely monitors their outcomes and provides appropriate guidance and support. This mentorship helps students stay on track and make improvements in areas where they may be struggling.

Both internal assessments and end-term examinations are conducted for each course, ensuring a comprehensive evaluation of students' understanding and mastery of the subject matter. The college strives to announce the results of these assessments within a minimal timeframe to provide timely feedback to students.

Overall, the college's continuous evaluation system, teacher mentorship, and consideration of market demands contribute to a comprehensive and dynamic approach to assessing students' performance and ensuring their readiness for future opportunities.

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

2.6.3 - Pass percentage of Students during the year

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

197

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

2.7 - Student Satisfaction Survey

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

http://www.dhenkanalmahilamahavidyalaya.org/

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

0

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

3.2 - Research Publications and Awards

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

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

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

3

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

3.3 - Extension Activities

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

The college actively promotes the overall development and personal growth of its students by encouraging their active engagement in extension activities facilitated by organizations like NSS and YRC. Each unit of these organizations consists of dedicated volunteers, totalling 50 students. These activities encompass a diverse range of initiatives, including campus cleaning, raising awareness about AIDS, organizing plantation drives, conducting COVID-19 awareness campaigns, providing yoga training sessions, managing fire safety programs, and engaging in community service.

The student volunteers wholeheartedly embrace their roles and

firmly believe in their moral duty to contribute to society and the environment. They actively participate in various social service activities, which help them gain awareness about crucial issues such as women's rights, access to information, women's empowerment, and educational challenges in underprivileged areas. These programs instil in the students a strong sense of responsibility, accountability, integrity, and human values, all of which are in line with the institution's vision and mission.

Notably, the volunteers enthusiastically take part in regular campus cleaning drives, demonstrating their commitment to the Swachh Bharat (Clean India) initiative and ensuring a clean and healthy college environment.

Through their active involvement in these extension activities, the students gain valuable opportunities for personal growth, skill enhancement, and the development of a sense of social responsibility. They become more aware of pressing societal issues and are inspired to contribute positively towards the betterment of society.

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

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

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

1

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

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

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

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

320

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the 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

570

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution possesses inadequate infrastructure and physical facilities to accommodate all departments and facilitate an effective teaching and learning process. It encompasses a campus area measuring 9.814 Acres. The college offers undergraduate courses in Arts, Physical Science and Biological Science. To provide practical training and hands-on exposure, practical sessions are conducted in various specialized groups.

Classroom Facilities: The total area of the building measures 10131.31 square meters. The college boasts a total of 17 classrooms, out of which 2 are ICT-enabled, including a Smart Classroom. Additionally, the campus features a Language Lab, a

SAMS Lab, an Auditorium, and study rooms.

Moreover, the college is equipped with well-maintained
laboratories, a playground, two hostels, staff quarters, a
canteen and multiple washrooms. These facilities cater to the
diverse needs of the students, faculty, and staff, promoting a
conducive learning and living environment within the
institution.

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

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

The institution is well-equipped with facilities for cultural
activities, yoga, sports, and games, ensuring the holistic
growth of students. It places a strong emphasis on providing
necessary infrastructure and learning resources to support
students' overall development. The institution offers ample
facilities for both indoor and outdoor sports and cultural
activities. A spacious multipurpose hall equipped with an
auditorium and other amenities allows students to organize and
participate in recreational, co-curricular, and cultural events.

Outdoor sports facilities include a playground and court for
badminton, providing students with opportunities for physical
activity and team sports. Indoor games such as chess, carrom,
and table tennis are also available to engage students in
leisure activities. Additionally, an open pedal within the
campus serves as a venue for open competitions and cultural
activities.

Special classes on self-defence are organized for female
students.

To promote overall well-being, the institution has established
an NSS unit for facilitating enabled students to actively
participate in community service activities and cultivate a
sense of inner balance and mindfulness.

The available sports infrastructure is optimally utilized for

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physical education lectures and practice sessions, ensuring that
students benefit from well-rounded physical education
experiences.
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File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

0

File Description	Documents
Upload any additional information	*View File*
Upload audited utilization statements	**No File Uploaded**
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 automation is under process.

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

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

E. None of the above

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

0.25 Lakh

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

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

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

0 (No Librarian/Asst. Librarian/ Jr. Librarian were in position)

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

4.3 - IT Infrastructure

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

The college has embraced technology to enhance the learning experience and streamline administrative processes. The college has installed Wi-Fi facilities across its campus. Some classrooms are equipped with ICT-enabled facilities, including portable LCD projectors, which facilitate interactive and multimedia-based teaching.

The college has also digitized various administrative procedures such as the admission process, salary management, and scholarship distribution.

Additionally, the college has a website that serves as a platform to provide necessary information to students, faculty, and other stakeholders.

During the lockdown period, when in-person classes were not feasible, the institution swiftly transitioned to online teaching methods. Platforms like Zoom and Google Meet were utilized to conduct virtual classes, ensuring that students could continue their education remotely.

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

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.69065 lakh

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has established robust systems and procedures to effectively maintain and utilize its physical, academic, and support facilities, including laboratories, libraries, sports complexes, computers, classrooms, and other facilities.

Three personnel on a contractualbasis maintain cleanliness and upkeep of physical infrastructure.

For laboratories, the institution ensures that necessary equipment, instruments, and materials are available for practical sessions. Departments maintain their own stock books.

The computer lab is regularly updated and maintained to ensure its smooth functioning. Adequate numbers of computers are provided for students.

Classrooms are well-equipped with necessary infrastructure, including projectors and interactive boards, to facilitate effective teaching and learning.

Any major repair work is carried out by professionals from outside the college.

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

298

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)	<u>View File</u>

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

0

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)	<u>View File</u>

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

E. none 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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<u>View File</u>
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

17

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	<u>View File</u>

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

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

government examinations) during the year

`0`

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

5.3 - Student Participation and Activities

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

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

`0`

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

Election for the College Union was not held for the session 2021-22as per the order of DHE, Govt. of Odisha.

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

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

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

3

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

The Alumni Association of the college plays a vital role in fostering a strong connection between the institution and its former students. The association aims to encourage active engagement and interest in the activities and progress of the Alma Mater. It also seeks to provide assistance for the all-round development of the college and promote friendly relations among its members.

Membership to the association is open to any past student who has studied at least one academic year in the college. This includes not only outgoing students but also the management, patrons, and other individuals associated with the college. Currently, the association has 47 members who contribute to the development of the institution by providing valuable feedback, guidance, and counseling to current students.

Under the initiative called "Mo College Abhijan" introduced by the Higher Education Department of the Government of Odisha, a platform is provided to the alumni to offer their services for the betterment of their college.The active involvement of the alumni through the Alumni Association and the Mo College Abhijan

initiative is instrumental in enhancing the college's growth and development. Their contributions, in the form of guidance, support, and active participation, greatly benefit the students and the institution as a whole.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college fosters a culture of participative management, wherein various committees are established to oversee administrative, accounts, and academic matters. These committees work collaboratively and in harmony to ensure the smooth and efficient functioning of the institution.The coordination and collaboration among these committees are essential for the effective functioning of the college. Through regular meetings, discussions, and coordination, these committees work together to address any challenges or issues that may arise, ensuring that the institution operates smoothly and efficiently.

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

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

Decentralization involves delegating decision-making authority and responsibility to lower levels of the organization. It empowers individuals and teams by giving them the autonomy to make decisions related to their areas of expertise. This approach encourages proactive problem-solving, fosters innovation, and promotes accountability.

An example of effective leadership through decentralization and participative management in an educational institution can be observed in the faculty hiring process. Instead of the decision being solely made by the administration or a small group of individuals, a decentralized approach involves forming a hiring committee comprising representatives from different departments and levels of the institution. The committee would include the Principal, faculty members, department heads, and administrators. This diverse group would collectively review applications, conduct interviews, and make recommendations for hiring decisions. Each member brings their unique perspective and expertise to the table, ensuring a comprehensive evaluation of candidates.

Additionally, participative management principles can be applied throughout the process. Committee members are encouraged to actively engage in discussions, share their observations, and consider multiple viewpoints. This fosters a collaborative environment where each member feels heard and valued. Ultimately, the decision-making process becomes more inclusive and reflective of the collective wisdom and expertise of the committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The effective deployment of the institutional strategic/perspective plan is a testament to the organization's strategic development and leadership. This process involves translating the strategic goals and objectives outlined in the plan into actionable initiatives and ensuring their successful implementation throughout the institution.

One example of the effective deployment of an institutional strategic/perspective plan can be seen in the implementation of a sustainability initiative within the college. In the strategic plan, the institution identifies sustainability as a key priority and outlines specific goals and objectives related to environmental stewardship, resource conservation, and sustainable practices. The plan emphasizes the need to reduce the institution's ecological footprint, promote sustainable lifestyles among the college community, and integrate sustainability principles into all aspects of campus operations.

The plan includes initiatives such as reducing energy consumption, promoting waste reduction and incorporating sustainability education for the students. The action plan is integrated into the daily operations of the institution. For example, energy-efficient practices are implemented, such as installing LED lights and encouraging staff and students to power down electronic devices when not in use. Waste management strategies are improved, including the establishment of recycling programs and the reduction of single-use plastics on campus. Students are constantly made aware of the need for sustainability. Progress towards the sustainability goals is regularly monitored. Feedback and suggestions from the college community are actively sought and considered to enhance sustainability initiatives.

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

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

The college operates an effective internal coordination and monitoring system that involves the top management, principal, and faculty members. This system actively contributes to the development and implementation of the college's quality policy and plan.

The principal assumes responsibility for overseeing the overall management of the college, while the administrative and accounts

bursars handle administrative and financial matters respectively. Additionally, the academic bursar and department heads are responsible for monitoring academic activities. These individuals ensure that the college functions smoothly in their respective areas of expertise.

Several committees, including the finance committee, admission committee, examination committee, purchase committee, development committee, and building committee, provide valuable recommendations to enhance various aspects of the college's operations. The administration maintains transparency and encourages participation, fostering a collaborative management approach.

In summary, the college has a well-structured internal coordination and monitoring system involving key personnel and committees. This system promotes transparency, effective management, and collaborative decision-making to ensure the college operates efficiently and adheres to its quality policy and plan.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The college staff areentitled to various financial and medical benefits as per the Odisha Government Rules under the Employees' Welfare Scheme. These benefits include

- Reimbursement of medical expenses,
- Leave travel concession,
- Motor car and motor cycle advance,
- House building loan,
- Employees' group insurance scheme, and
- Teachers' welfare fund.

These schemes aim to provide financial support and assistance to the staff members, ensuring their well-being and welfare.

In addition to the financial benefits, the government also offers schemes such as study leave, duty leave, and academic leave to enable the staff to pursue professional growth and development. These leave provisions allow the staff members to further their education, engage in research activities, or attend professional development programs. By providing such opportunities, the government supports the staff in enhancing their knowledge and skills, ultimately contributing to their overall career advancement.

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

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

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

0

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

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

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

0

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

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

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

3

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

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

The performance appraisal of every teacher in the college is conducted annually by the Principal. This appraisal process follows a confidential format provided by the Government through the HRMS (Human Resource Management System). The appraisal takes into account the teacher's performance and contributions throughout the financial year. After the appraisal is completed by the Principal, it is reviewed by the Director of Higher Education. The Director ensures that the appraisal process is fair, objective, and in line with the established guidelines. Once the review is completed, the appraisal is forwarded to the Government for final acceptance and approval.

Overall, the performance appraisal system ensures that each teacher's performance is evaluated and recorded in a systematic and confidential manner, promoting continuous professional growth and development in the institution.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Annual financial internal audit by the audit section of the Higher Education department Government of Odisha for session 2021 -22 has not been done.

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

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

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

0

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

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

The Government provides the necessary financial support to the college through budget allocations for various expenditures, ensuring that there is no deficit. Additionally, the college has accessed funding from Central projects such as RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) in recent years. The college also has its own College Development Fund, which is generated through the fee structure. To achieve predetermined goals, such as infrastructure development, the college collaborates with Government agencies. All funds allocated to the college are utilized within the designated time frame. Proposals for funding are presented to internal committees, such as the Development and Purchase committees, for approval. The committee members follow financial regulations set by the Government in planning and executing the procedures. Administrative approval is obtained as required, and utilization certificates are submitted

**when necessary. Proper audit reports, conducted by either
internal or statutory bodies, are submitted to the appropriate
authorities in a timely manner.**

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

6.5 - Internal Quality Assurance System

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

**The institution has established an Internal Quality Assurance
Cell (IQAC) comprising 18 members per the proposed framework.
The institutional policy emphasizes the importance of an
engaging and effective teaching-learning process that is
inclusive and holistic. Efforts have been made to redesign
teaching techniques and develop a reflective and self-correcting
mechanism to institutionalize quality assurance processes.
Teachers have been advised to incorporate ICT tools and modern
teaching methods in addition to the traditional chalk and duster
method. The teaching-learning process has become more
participatory, with students encouraged to engage in self-study
and present papers in seminar classes. Special emphasis has been
placed on the activities of the Youth Red Cross (YRC) and
National Service Scheme (NSS) to involve students in community
service actively.**

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

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

**Quality assurance strategies and best practices to be
institutionalized are discussed in the IQAC meetings and
decisions taken are communicated to the staff by the Principal.**

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

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

E. None of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has established support systems such as grievance redressal cells and Sexual harassment cells to address any gender-related concerns or issues faced by students or staff. These systems ensure a safe and supportive environment and provide avenues for seeking assistance and guidance.

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

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

D. Any 1 of the above

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

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

The institution has implemented an effective solid waste management system to handle both degradable and non-degradable waste generated within the campus.For degradable waste, such as food waste and organic materials, the institution has set up open-bottom concreteunits.For non-degradable waste, such as plastic, paper, and metal, the institution has set up dustbins at various points, which are collected by the cleaning staff for disposal.

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	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

E. None of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As an educational institution, we embrace and celebrate the demographic diversity among our students, who come from various socio-economic backgrounds. This diversity is also reflected in our parent stakeholders, who have occupations ranging from

minimal wage earners to highly paid professionals. Recognizing the uniqueness of each student, we strive to foster a sense of camaraderie among all members of the institution. We create an inclusive environment where every stakeholder is encouraged to participate, explore their potential, and enhance their skills. Our goal is to provide equal opportunities for all, making the campus a place of equity and fairness.

By nurturing a culture of diversity and inclusivity, we aim to create an enriching and supportive learning environment where every student can flourish and reach their full potential. We believe that embracing and valuing the diverse backgrounds and experiences of our students contributes to a vibrant and holistic educational experience for all.

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

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

At the start of each academic year, our college organizes an Induction Program at the Departmental level to familiarize both the staff and students with their rights and responsibilities. During this program, we emphasize the importance of ethical practices and responsible behaviours that are expected from everyone in the college community.

We ensure that all mandatory committees, such as the Anti-Ragging Cell and Anti-Sexual Harassment Cell, are active and fully functioning. These committees play a crucial role in maintaining a safe and inclusive environment for all members of the college. Additionally, we have a complaint box in place to provide a confidential platform for students and staff to raise any concerns or issues they may have.

By actively promoting awareness and addressing concerns related to ethics, responsible behaviour, and the well-being of our college community, we strive to create a supportive and respectful environment for everyone. We believe that fostering a culture of respect and accountability contributes to the overall

growth and success of our institution.

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

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

C. Any 2 of the above

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

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

The college celebratesNational Days like Independence Day, Republic Day and Constitution Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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.

(A) CONNECTING THE DOTS: THE MENTOR-MENTEE PERSPECTIVE

The 'Connecting the Dots' practice was designed to mentor and train students in utilizing ICT platforms for more effective academic interactions. This initiative addressed challenges related to timely dissemination of crucial information and allocating mentors to mentees. This unique practice successfully bridged the gap between teachers and students, facilitating seamless communication and support. As a result, students could attend classes, complete essential forms, partake in examinations, and submit assignments online. Each mentor diligently cared for their assigned group, ensuring that any issues faced by mentees were promptly addressed. Overall, this mentor-mentee perspective practice promoted academic engagement through ICT platforms, helping students overcome various challenges.

(B) National Service Scheme (NSS)

The NSS was implemented to foster community engagement, facilitate personality development, enhance students' skills, promote social inclusion, and raise awareness and sensitization among students. Situated in a diverse and socio-economically varied community, our institution aimed to bridge the gap between the campus and its surroundings. The NSS practice included essential components such as student enrollment, orientation, participation in diverse service projects, regular meetings for activity coordination, skill development initiatives, and continuous impact assessment. The success of the NSS program was evident in several ways: Community Impact, Student Development, Awards and Recognition, Increased

Participation, and Community Partnerships.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

This college places significant importance on strengthening the National Service Scheme (NSS), recognizing it as an essential component of the higher education system. NSS serves as an extension of the educational experience, providing students with opportunities to engage in community service while pursuing their studies. The college considers NSS to be a distinctive aspect of its priorities and focus.

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

Our college functions as an affiliated institution under RamaDevi Women's University, which holds the responsibility for curriculum planning. However, we, as a college, actively take proactive measures to ensure the effective implementation of the curriculum designed by the university. Our action plan focuses on familiarizing students with the updated syllabus and examination pattern, which follows the Choice-Based Credit System (CBCS) model. Each department advises its teachers to create an academic calendar, lesson plans, and daily progress reports. These documents are overseen by the department heads and the college Principal.

To ensure comprehensive coverage of the syllabus, teachers organize doubt-clearing sessions and facilitate weekly student seminars within their respective departments. At the end of the academic year, teachers submit their lesson plans and progress reports to the IQAC. These documents undergo supervision by the Principal. Additionally, each department prepares a question bank to familiarize students with the structure and format of the questions asked during the end-of-term examinations.

To foster a harmonious student-teacher relationship and create a supportive learning environment, teachers conduct proctorial classes. Through these comprehensive measures, we strive to ensure the successful implementation of the university-designed curriculum and promote effective teaching and learning experiences for our students.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

The purpose of this plan was to ensure that the institution strictly followed the academic calendar, particularly with regard to the implementation of Continuous Internal Evaluation (CIE).

1. The academic calendar has been developed in alignment with the schedule provided by the RamaDevi Women's University and the Higher Education Department at the start of the academic year. Every effort is made to strictly adhere to the calendar for conducting examinations and other related activities. However, the calendar may be subject to modification in case of unforeseen circumstances or urgent requirements.

2. Once finalized, the academic calendar was effectively communicated to all stakeholders, including faculty members, students, administrative staff, and relevant departments. The academic calendar included specific dates and timelines for the administration of Continuous Internal Evaluation. Periodic reviews and revisions of the academic calendar and CIE plan were conducted, taking into account feedback, emerging trends, and any modifications in university regulations.

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

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

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

16

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on

programs during the year

0

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

1.3 - Curriculum Enrichment

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

1. With the aim of incorporating subjects like environmental ethics, human values, and personal ethics into the curriculum, the college has implemented various measures to transform classroom teaching into a comprehensive program. These initiatives have been taken to ensure that students receive a well-rounded education that extends beyond academic knowledge.

2. The college has actively organized numerous outreach programs focusing on mental health, equality rights, and other relevant topics. Both the departments and the NSS unit have played a significant role in raising awareness among students and impacted communities.

3. Additionally, ethics and professional values are imparted to students across all undergraduate programs. Gender-related courses are particularly emphasized in the humanities and social sciences faculty (Political Science - GE -1, DSE - IV, Home Science -DSE -3). Furthermore, environmental issues and the importance of environmental protection are integrated into the curriculum across all programs. As part of the ability enhancement course for undergraduate students, the college provides education on environment and sustainability (EVS). Students are sensitized to the challenges of environmental pollution and resource degradation, while also being trained to practice waste management and adhere to the principles of reduce, reuse, and recycle (RRR).

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

16

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

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

158

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

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

256

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

68

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

After students are admitted, they participate in an orientation meeting where they receive an overview of the curriculum, information about extension activities, and details about available scholarships. Particular attention is given to supporting slow learners, and remedial classes are organized to address their needs. The college also prioritizes the development of soft skills and communicative English among students. Additionally, advanced learners are identified after the midterm examinations, and they are provided with opportunities to explore various scopes and opportunities. Teachers regularly offer career counselling to guide students in their future endeavours. For slow learners, the college conducts remedial and doubt-clearing classes, while advanced learners are given different assignments by their teachers. Special remedial classes are arranged specifically for slow learners, and advanced learners have access to training courses and exposure visits to enhance their knowledge and skills.

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

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

Number of Students	Number of Teachers
654	34

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college places great emphasis on a student-centric approach to teaching and learning, employing various effective methods such as experiential learning, participative learning, and problem-solving learning. By adopting these approaches, the college ensures a more engaging and impactful learning process for students. Recognizing that different students have diverse learning styles and preferences, the college embraces a wide range of teaching and learning methods.

At the UG level, several courses incorporate both theoretical and practical components, fostering a holistic approach to learning. To encourage participative learning and problem-solving skills, students' seminars are organized for each program, where students deliver seminar lectures. This platform enables them to actively engage with the subject matter and develop their presentation and communication skills.

Additionally, each program includes project components aimed at training students in research methodologies and providing them with hands-on experience in solving real-world problems. These projects allow students to delve deeper into their chosen field of study, apply theoretical concepts to practical scenarios, and develop critical thinking and

problem-solving abilities.

Language students at the college benefit from interactive learning sessions designed to enhance their language skills. These sessions go beyond traditional lectures and encourage active participation and engagement. Students are provided with opportunities to practice and improve their spoken English through various activities, such as group discussions, role-plays, debates, and presentations.

Leveraging the potential of information and communication technology (ICT), the college utilizes tools like PowerPoint presentations, LCD interactive boards to enhance the learning experience.

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

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

In addition to conventional teaching approaches, the faculty members at this institution have embraced the integration of IT-enabled learning tools to enhance the learning experience. These tools include PowerPoint presentations, video clippings, audio systems, and online sources, which provide students with diverse and interactive learning materials. The faculty members actively engage students in the classroom through various interactive teaching methods, such as research paper presentations, seminars, debates, group discussions, and assignments. These methods foster student participation, critical thinking, and collaborative learning.

To promote independent learning, the institution has established a dedicated computer laboratory equipped with internet connectivity. This facility enables students to access online resources, conduct research, and engage in self-directed learning activities.

Furthermore, during the challenging period of the COVID-19 pandemic, the institution successfully transitioned to online classes using platforms like Zoom and Google Meet.

In particular, the English Department has a specialized Language Lab that leverages ICT-enabled tools to enhance students' communication skills. This dedicated space provides students with interactive language learning activities, pronunciation exercises, and listening comprehension tasks, helping them improve their language proficiency.

To ensure the faculty members stay updated with the latest advancements in their respective fields, they actively participate in webinars, workshops, and other professional development opportunities conducted in virtual modes. This commitment to continuous learning allows them to incorporate the latest trends and practices into their teaching methodologies, benefiting the students' educational experience.

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

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

20

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

2.4 - Teacher Profile and Quality

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

17

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

8

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

139

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.

This institution upholds transparency and robustness in its internal assessment mechanism, ensuring fairness and accuracy in evaluating students' progress and performance. Regular assessment is conducted using various modes to comprehensively gauge students' understanding and knowledge.

The college follows the common minimum standards prescribed by the Department of Higher Education (DHE), Government of Odisha. As an affiliated institution to RamaDevi Women's University, it adheres to the university's examination and evaluation dates. Internal examinations are held at the college level, and the marks obtained by students are sent to the university for final grading.

The assessment process aligns with the guidelines set by RamaDevi Women's University, which include a unitary syllabus introduced by the DHE. Internal assessments consist of mid-term or internal examinations conducted for 20 marks (15 marks for subjects with practical papers) within a specified duration. In addition, class tests are regularly administered by departments to assess students' performance after completing chapters or units.

Transparency is a guiding principle of the internal assessment mechanism. Clear guidelines and assessment criteria are provided to students, ensuring fairness and impartiality. Assessment tasks are designed to be objective, reliable, and unbiased, allowing students to be evaluated fairly based on their individual performance.

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

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

The institution also maintains fairness and impartiality throughout the grievance redressal process. An unbiased committee, consisting of faculty members and administrative staff, is formed to review and address grievances. This committee carefully examines the complaint, considers all

relevant factors, and takes appropriate actions based on the findings. The actions may include conducting re-evaluations, providing additional opportunities for students to present their cases, or taking corrective measures to rectify any errors or discrepancies in the examination process.

The institution values transparency and ensures that students are kept informed about the progress and outcome of their grievances.The College has a dedicated Examination Cell to ensure fair and impartial treatment of all students, including assessment and evaluation grievances. Addressing any examination-related complaints is given top priority, and all grievances are resolved within seven days of application submission. The valuation process begins on the day of the test, and students have access to their valued answer scripts. Any discrepancies are promptly handled by teachers to maintain the examination's effectiveness while the subject matter is still fresh in their minds. Thanks to the transparent system in place, the college has not received any examination-related complaints so far.

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

2.6 - Student Performance and Learning Outcomes

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

In addition to the emphasis on stated Programme Outcomes (POs), the institution recognizes the importance of continuous improvement and quality enhancement. It actively seeks feedback from students, faculty, and other stakeholders to evaluate the effectiveness of the teaching and learning process in achieving the desired outcomes.

The institution has established a robust feedback mechanism, such as surveys, focus group discussions, and individual consultations, to gather input and perspectives from students and faculty members. This feedback is then carefully analyzed and used to identify areas of improvement and make necessary adjustments to the curriculum, instructional strategies, and assessment methods.

Furthermore, the institution encourages a culture of reflection and self-assessment among both teachers and students. Teachers regularly engage in professional development activities, such as workshops, seminars, and training programs, to enhance their pedagogical skills and stay updated with the latest educational practices. They reflect on their teaching practices and make modifications as needed to better align with the stated Programme outcomes.

Similarly, students are encouraged to reflect on their learning experiences, identify areas for improvement, and actively participate in their own learning process. They are provided with opportunities for self-assessment, self-reflection, and self-directed learning, enabling them to take ownership of their academic growth and development.

By fostering a shared understanding of stated Programme outcomes and promoting a culture of continuous improvement, the institution ensures that its educational programs are designed to meet the needs and aspirations of students, preparing them for success in their chosen fields.

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 college has implemented a comprehensive and continuous evaluation system to assess the course outcomes, programme outcomes, and programme-specific outcomes. This evaluation process involves various assessments, including class tests, presentations, mid-semester evaluations, and end-semester examinations. These evaluations provide a holistic view of student's performance and progress throughout their academic journey.

To support students' development and growth, each student is assigned a teacher mentor who closely monitors their outcomes and provides appropriate guidance and support. This

mentorship helps students stay on track and make improvements in areas where they may be struggling.

Both internal assessments and end-term examinations are conducted for each course, ensuring a comprehensive evaluation of students' understanding and mastery of the subject matter. The college strives to announce the results of these assessments within a minimal timeframe to provide timely feedback to students.

Overall, the college's continuous evaluation system, teacher mentorship, and consideration of market demands contribute to a comprehensive and dynamic approach to assessing students' performance and ensuring their readiness for future opportunities.

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

2.6.3 - Pass percentage of Students during the year

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

197

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

2.7 - Student Satisfaction Survey

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

http://www.dhenkanalmahilamahavidyalaya.org/
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

0

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

3.2 - Research Publications and Awards

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

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

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

3

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

3.3 - Extension Activities

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

The college actively promotes the overall development and personal growth of its students by encouraging their active engagement in extension activities facilitated by organizations like NSS and YRC. Each unit of these organizations consists of dedicated volunteers, totalling 50 students. These activities encompass a diverse range of initiatives, including campus cleaning, raising awareness about AIDS, organizing plantation drives, conducting COVID-19 awareness campaigns, providing yoga training sessions, managing fire safety programs, and engaging in community service.

The student volunteers wholeheartedly embrace their roles and firmly believe in their moral duty to contribute to society and the environment. They actively participate in various social service activities, which help them gain awareness about crucial issues such as women's rights, access to information, women's empowerment, and educational challenges in underprivileged areas. These programs instil in the students a strong sense of responsibility, accountability, integrity, and human values, all of which are in line with the institution's vision and mission.

Notably, the volunteers enthusiastically take part in regular campus cleaning drives, demonstrating their commitment to the Swachh Bharat (Clean India) initiative and ensuring a clean and healthy college environment.

Through their active involvement in these extension activities, the students gain valuable opportunities for personal growth, skill enhancement, and the development of a sense of social responsibility. They become more aware of pressing societal issues and are inspired to contribute positively towards the betterment of society.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

1

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

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

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

320

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the 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

570

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution possesses inadequate infrastructure and physical facilities to accommodate all departments and facilitate an effective teaching and learning process. It encompasses a campus area measuring 9.814 Acres. The college offers undergraduate courses in Arts, Physical Science and Biological Science. To provide practical training and hands-on exposure, practical sessions are conducted in various specialized groups.

Classroom Facilities: The total area of the building measures 10131.31 square meters. The college boasts a total of 17 classrooms, out of which 2 are ICT-enabled, including a Smart Classroom. Additionally, the campus features a Language Lab, a SAMS Lab, an Auditorium, and study rooms.

Moreover, the college is equipped with well-maintained laboratories, a playground, two hostels, staff quarters, a canteen and multiple washrooms. These facilities cater to the diverse needs of the students, faculty, and staff, promoting a conducive learning and living environment within the institution.

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

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

The institution is well-equipped with facilities for cultural activities, yoga, sports, and games, ensuring the holistic growth of students. It places a strong emphasis on providing necessary infrastructure and learning resources to support students' overall development. The institution offers ample facilities for both indoor and outdoor sports and cultural activities. A spacious multipurpose hall equipped with an auditorium and other amenities allows students to organize and participate in recreational, co-curricular, and cultural events.

Outdoor sports facilities include a playground and court for badminton, providing students with opportunities for physical activity and team sports. Indoor games such as chess, carrom, and table tennis are also available to engage students in leisure activities. Additionally, an open pedal within the campus serves as a venue for open competitions and cultural activities.

Special classes on self-defence are organized for female students.

To promote overall well-being, the institution has established an NSS unit for facilitating enabled students to actively participate in community service activities and cultivate a sense of inner balance and mindfulness.

The available sports infrastructure is optimally utilized for physical education lectures and practice sessions, ensuring that students benefit from well-rounded physical education experiences.

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

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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 automation is under process.

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

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

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

0.25 Lakh

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

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

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

0 (No Librarian/Asst. Librarian/ Jr. Librarian were in position)

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

4.3 - IT Infrastructure

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

The college has embraced technology to enhance the learning experience and streamline administrative processes. The college has installed Wi-Fi facilities across its campus. Some classrooms are equipped with ICT-enabled facilities, including portable LCD projectors, which facilitate interactive and multimedia-based teaching.

The college has also digitized various administrative procedures such as the admission process, salary management, and scholarship distribution.

Additionally, the college has a website that serves as a

platform to provide necessary information to students, faculty, and other stakeholders.

During the lockdown period, when in-person classes were not feasible, the institution swiftly transitioned to online teaching methods. Platforms like Zoom and Google Meet were utilized to conduct virtual classes, ensuring that students could continue their education remotely.

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

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.69065 lakh

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has established robust systems and procedures to effectively maintain and utilize its physical, academic, and support facilities, including laboratories, libraries, sports complexes, computers, classrooms, and other facilities.

Three personnel on a contractualbasis maintain cleanliness and upkeep of physical infrastructure.

For laboratories, the institution ensures that necessary equipment, instruments, and materials are available for practical sessions. Departments maintain their own stock books.

The computer lab is regularly updated and maintained to ensure its smooth functioning. Adequate numbers of computers are provided for students.

Classrooms are well-equipped with necessary infrastructure, including projectors and interactive boards, to facilitate effective teaching and learning.

Any major repair work is carried out by professionals from outside the college.

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

298

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)	<u>View File</u>

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

0

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)	<u>View File</u>

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	E. none 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

0

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

0

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

17

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

Election for the College Union was not held for the session 2021-22as per the order of DHE, Govt. of Odisha.

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

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

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

3

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

The Alumni Association of the college plays a vital role in fostering a strong connection between the institution and its former students. The association aims to encourage active engagement and interest in the activities and progress of the Alma Mater. It also seeks to provide assistance for the all-round development of the college and promote friendly relations among its members.

Membership to the association is open to any past student who has studied at least one academic year in the college. This includes not only outgoing students but also the management, patrons, and other individuals associated with the college. Currently, the association has 47 members who contribute to the development of the institution by providing valuable feedback, guidance, and counseling to current students.

Under the initiative called "Mo College Abhijan" introduced by the Higher Education Department of the Government of Odisha, a platform is provided to the alumni to offer their services for the betterment of their college.The active involvement of the alumni through the Alumni Association and

the Mo College Abhijan initiative is instrumental in enhancing the college's growth and development. Their contributions, in the form of guidance, support, and active participation, greatly benefit the students and the institution as a whole.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college fosters a culture of participative management, wherein various committees are established to oversee administrative, accounts, and academic matters. These committees work collaboratively and in harmony to ensure the smooth and efficient functioning of the institution.The coordination and collaboration among these committees are essential for the effective functioning of the college. Through regular meetings, discussions, and coordination, these committees work together to address any challenges or issues that may arise, ensuring that the institution operates smoothly and efficiently.

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

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

Decentralization involves delegating decision-making authority and responsibility to lower levels of the organization. It empowers individuals and teams by giving them the autonomy to make decisions related to their areas of expertise. This approach encourages proactive problem-solving, fosters innovation, and promotes accountability.

An example of effective leadership through decentralization and participative management in an educational institution can be observed in the faculty hiring process. Instead of the decision being solely made by the administration or a small group of individuals, a decentralized approach involves forming a hiring committee comprising representatives from different departments and levels of the institution. The committee would include the Principal, faculty members, department heads, and administrators. This diverse group would collectively review applications, conduct interviews, and make recommendations for hiring decisions. Each member brings their unique perspective and expertise to the table, ensuring a comprehensive evaluation of candidates.

Additionally, participative management principles can be applied throughout the process. Committee members are encouraged to actively engage in discussions, share their observations, and consider multiple viewpoints. This fosters a collaborative environment where each member feels heard and valued. Ultimately, the decision-making process becomes more inclusive and reflective of the collective wisdom and expertise of the committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The effective deployment of the institutional strategic/perspective plan is a testament to the organization's strategic development and leadership. This process involves translating the strategic goals and

objectives outlined in the plan into actionable initiatives and ensuring their successful implementation throughout the institution.

One example of the effective deployment of an institutional strategic/perspective plan can be seen in the implementation of a sustainability initiative within the college. In the strategic plan, the institution identifies sustainability as a key priority and outlines specific goals and objectives related to environmental stewardship, resource conservation, and sustainable practices. The plan emphasizes the need to reduce the institution's ecological footprint, promote sustainable lifestyles among the college community, and integrate sustainability principles into all aspects of campus operations.

The plan includes initiatives such as reducing energy consumption, promoting waste reduction and incorporating sustainability education for the students. The action plan is integrated into the daily operations of the institution. For example, energy-efficient practices are implemented, such as installing LED lights and encouraging staff and students to power down electronic devices when not in use. Waste management strategies are improved, including the establishment of recycling programs and the reduction of single-use plastics on campus. Students are constantly made aware of the need for sustainability. Progress towards the sustainability goals is regularly monitored. Feedback and suggestions from the college community are actively sought and considered to enhance sustainability initiatives.

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

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

The college operates an effective internal coordination and monitoring system that involves the top management,

principal, and faculty members. This system actively contributes to the development and implementation of the college's quality policy and plan.

The principal assumes responsibility for overseeing the overall management of the college, while the administrative and accounts bursars handle administrative and financial matters respectively. Additionally, the academic bursar and department heads are responsible for monitoring academic activities. These individuals ensure that the college functions smoothly in their respective areas of expertise.

Several committees, including the finance committee, admission committee, examination committee, purchase committee, development committee, and building committee, provide valuable recommendations to enhance various aspects of the college's operations. The administration maintains transparency and encourages participation, fostering a collaborative management approach.

In summary, the college has a well-structured internal coordination and monitoring system involving key personnel and committees. This system promotes transparency, effective management, and collaborative decision-making to ensure the college operates efficiently and adheres to its quality policy and plan.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The college staff areentitled to various financial and medical benefits as per the Odisha Government Rules under the Employees' Welfare Scheme. These benefits include

- **Reimbursement of medical expenses,**
- **Leave travel concession,**
- **Motor car and motor cycle advance,**
- **House building loan,**
- **Employees' group insurance scheme, and**
- **Teachers' welfare fund.**

These schemes aim to provide financial support and assistance to the staff members, ensuring their well-being and welfare.

In addition to the financial benefits, the government also offers schemes such as study leave, duty leave, and academic leave to enable the staff to pursue professional growth and development. These leave provisions allow the staff members to further their education, engage in research activities, or attend professional development programs. By providing such opportunities, the government supports the staff in enhancing their knowledge and skills, ultimately contributing to their overall career advancement.

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

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

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

0

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

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes,

Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

3

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

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

The performance appraisal of every teacher in the college is conducted annually by the Principal. This appraisal process follows a confidential format provided by the Government through the HRMS (Human Resource Management System). The appraisal takes into account the teacher's performance and contributions throughout the financial year. After the appraisal is completed by the Principal, it is reviewed by the Director of Higher Education. The Director ensures that the appraisal process is fair, objective, and in line with the established guidelines. Once the review is completed, the appraisal is forwarded to the Government for final acceptance and approval.

Overall, the performance appraisal system ensures that each teacher's performance is evaluated and recorded in a systematic and confidential manner, promoting continuous professional growth and development in the institution.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Annual financial internal audit by the audit section of the Higher Education department Government of Odisha for session 2021 -22 has not been done.

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

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

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

0

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

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

The Government provides the necessary financial support to

the college through budget allocations for various expenditures, ensuring that there is no deficit. Additionally, the college has accessed funding from Central projects such as RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) in recent years. The college also has its own College Development Fund, which is generated through the fee structure. To achieve predetermined goals, such as infrastructure development, the college collaborates with Government agencies. All funds allocated to the college are utilized within the designated time frame. Proposals for funding are presented to internal committees, such as the Development and Purchase committees, for approval. The committee members follow financial regulations set by the Government in planning and executing the procedures. Administrative approval is obtained as required, and utilization certificates are submitted when necessary. Proper audit reports, conducted by either internal or statutory bodies, are submitted to the appropriate authorities in a timely manner.

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

6.5 - Internal Quality Assurance System

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

The institution has established an Internal Quality Assurance Cell (IQAC) comprising 18 members per the proposed framework. The institutional policy emphasizes the importance of an engaging and effective teaching-learning process that is inclusive and holistic. Efforts have been made to redesign teaching techniques and develop a reflective and self-correcting mechanism to institutionalize quality assurance processes. Teachers have been advised to incorporate ICT tools and modern teaching methods in addition to the traditional chalk and duster method. The teaching-learning process has become more participatory, with students encouraged to engage in self-study and present papers in seminar classes. Special emphasis has been placed on the activities of the Youth Red Cross (YRC) and National Service Scheme (NSS) to involve students in community service

actively.

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

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

Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**E. None of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has established support systems such as grievance redressal cells and Sexual harassment cells to address any gender-related concerns or issues faced by students or staff. These systems ensure a safe and supportive environment and provide avenues for seeking assistance and guidance.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

The institution has implemented an effective solid waste management system to handle both degradable and non-degradable waste generated within the campus.For degradable waste, such as food waste and organic materials, the institution has set up open-bottom concreteunits.For non-degradable waste, such as plastic, paper, and metal, the institution has set up dustbins at various points, which are collected by the cleaning staff for disposal.

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	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**E. None of the above**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**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	**E. None of the above**

washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As an educational institution, we embrace and celebrate the demographic diversity among our students, who come from various socio-economic backgrounds. This diversity is also reflected in our parent stakeholders, who have occupations ranging from minimal wage earners to highly paid professionals. Recognizing the uniqueness of each student, we strive to foster a sense of camaraderie among all members of the institution. We create an inclusive environment where every stakeholder is encouraged to participate, explore their potential, and enhance their skills. Our goal is to provide equal opportunities for all, making the campus a place of equity and fairness.

By nurturing a culture of diversity and inclusivity, we aim to create an enriching and supportive learning environment where every student can flourish and reach their full potential. We believe that embracing and valuing the diverse backgrounds and experiences of our students contributes to a

vibrant and holistic educational experience for all.

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

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

At the start of each academic year, our college organizes an Induction Program at the Departmental level to familiarize both the staff and students with their rights and responsibilities. During this program, we emphasize the importance of ethical practices and responsible behaviours that are expected from everyone in the college community.

We ensure that all mandatory committees, such as the Anti-Ragging Cell and Anti-Sexual Harassment Cell, are active and fully functioning. These committees play a crucial role in maintaining a safe and inclusive environment for all members of the college. Additionally, we have a complaint box in place to provide a confidential platform for students and staff to raise any concerns or issues they may have.

By actively promoting awareness and addressing concerns related to ethics, responsible behaviour, and the well-being of our college community, we strive to create a supportive and respectful environment for everyone. We believe that fostering a culture of respect and accountability contributes to the overall growth and success of our institution.

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

7.1.10 - The Institution has a prescribed	**C. Any 2 of the above**

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

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

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

The college celebratesNational Days like Independence Day, Republic Day and Constitution Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**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.

(A) CONNECTING THE DOTS: THE MENTOR-MENTEE PERSPECTIVE

The 'Connecting the Dots' practice was designed to mentor and train students in utilizing ICT platforms for more effective academic interactions. This initiative addressed challenges related to timely dissemination of crucial information and allocating mentors to mentees. This unique practice successfully bridged the gap between teachers and students, facilitating seamless communication and support. As a result, students could attend classes, complete essential forms, partake in examinations, and submit assignments online. Each mentor diligently cared for their assigned group, ensuring that any issues faced by mentees were promptly addressed. Overall, this mentor-mentee perspective practice promoted academic engagement through ICT platforms, helping students overcome various challenges.

(B) National Service Scheme (NSS)

The NSS was implemented to foster community engagement, facilitate personality development, enhance students' skills, promote social inclusion, and raise awareness and sensitization among students. Situated in a diverse and socio-economically varied community, our institution aimed to bridge the gap between the campus and its surroundings. The NSS practice included essential components such as student enrollment, orientation, participation in diverse service projects, regular meetings for activity coordination, skill development initiatives, and continuous impact assessment. The success of the NSS program was evident in several ways: Community Impact, Student Development, Awards and Recognition, Increased Participation, and Community Partnerships.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

This college places significant importance on strengthening the National Service Scheme (NSS), recognizing it as an essential component of the higher education system. NSS serves as an extension of the educational experience, providing students with opportunities to engage in community service while pursuing their studies. The college considers NSS to be a distinctive aspect of its priorities and focus.

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

7.3.2 - Plan of action for the next academic year

As an institution, we are dedicated to comprehensive growth and have a forward-looking vision. Our future endeavours encompass several facets that contribute to the college's overall development. These plans comprise:

1. Curriculum Improvement: Identifying areas for enhancement and implementing necessary changes to elevate the quality of education. 2. Faculty Advancement: Encouraging faculty members to engage in research and publications to enhance academic progress. 3. Student Involvement: Strategically organizing a range of activities like workshops, seminars, and extracurricular events to nurture holistic development among students. 4. Evaluation and Appraisal: Employing effective assessment methods to measure student performance and program efficacy. 5. Actively seeking ongoing feedback from students for continuous enhancement. a. Student Support Services: Strengthening student support services, including career counselling, mental health assistance, and academic advising. b. Alumni Interaction: Cultivating alumni relationships to establish a robust network of support and mentorship. 6. Engaging alumni in activities such as career guidance and guest lectures. a. Promoting Diversity and Inclusivity: Fostering an inclusive campus environment that values and welcomes students from all backgrounds. b. Sustainable Initiatives: Implementing sustainable practices and projects to reduce the institution's environmental impact.