



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**SWARNACHUD COLLEGE, MITRAPUR, BALASORE**

AT/PO- MITRAPUR, 756020, BALASORE, ODISHA  
756020

[www.swarnachudcollege.com](http://www.swarnachudcollege.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**May 2021**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

Swarnachud College, Mitrapur came into existence on 3rd August, 1978 as a co-educational Institution in the district of Balasore in Odisha. This Institution is located in the ITDA Block of Nilgiri where most of the people are Wage earners and live in a world of six pence. Situated in an area of 5.8 acres of land by the foothill of Swarnachud mountain, the College is 10 kms away from the NH -16 and is well connected by Nilgiri-Balasore-Mayurbhanj Road,

The College started functioning with provision for teaching of Intermediate in the year 1978-79 & it was affiliated to Utkal University. Degree education was introduced in the year 1982. With the establishment of Fakir Mohan University in 1999, the College came under the control of the new University. Meanwhile, the College has completed its glorious 42 years of successful journey. It was accorded 2(F) & 12(B) status of the UGC in the year 1992 and accredited with C++ grade by NAAC in the year 2006. The Institution continues to function as a full fledged affiliated College of Fakir Mohan University imparting UG Honours Programme in 12 Subjects.

The Intellectual capability of Swarnachud College, Mitrapur is its dedicated Faculty members. There are 35 nos of sanctioned Teaching Posts and 23 no of non-teaching Posts in the College. 11 no of Faculties have completed their PhDs and some rest are pursuing their research career. The total student strength in the College is 768. The college has a magnificent eco-friendly campus. Green reserve Forest of Kuldiha Wild Life Sanctuary surrounds the area.

Library with a good and up-to-date stock of Books & Journals; a lush green playground adjacent to the college for sports and outdoor activities; suitable and hygienic canteen & hostel facilities; peaceful and serene ambience conducive to Teaching- Learning; Wi-Fi Campus attract students to pursue their higher education in the Institution. With a motive to make the Institution a model one the **World Bank** has provided financial assistance under **Odisha Higher Education Programme for Excellence and Equity(OHEPEE)** which has helped a lot in materializing its vision and mission.

### **Vision**

Achieve Perfection through realistic Education for bringing in Excellence & Equity.

### **Mission**

The Mission of the Institution was incepted on its very foundation in 1978. The dream of the Elites of the locality for

- Establishment of a Higher Educational Unit with Institutional responsibility;
- Making it a Centre of Learning;
- Taking the lead in Sanskritisation process of the locality;
- Promoting Socio-Economic-Educational & Political progress through Extension Activities;
- Establish mutual beneficial partnership with Industry, Alumni, Local public, State & Central Government in collaborative efforts for the development of the Stakeholders and the locality.
- Preparing economically under-privileged young masses to face future challenges
- Inculcating a spirit of self sufficiency in the Youth
- Encouraging the Students to explore their hidden potentialities in co-curricular and extra-curricular activities.
- Invigorating a sense of Courage & Dignity among the Girls through the Art of Self-defence.
- Acting as an alma mater to cradle growth, opportunities & development of the locality & finally
- Shaping the Institution as a Model for others to emulate.

were ventilated through the above objectives.

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

### **Institutional Strength**

World Bank financial assistance under OHEPEE, Govt of Odisha to develop the College as a Model Institution of Higher Education.

Qualified & Experienced Staff.

Use of ICT & modern teaching methods & Practices

CCTV Cameras in Classrooms & Campus.

Green, Peaceful & WIFI enabled Campus

Good Communication System

Establishment within Integrated Tribal Development Block of Nilgiri

Well behaved & obedient Students

Strong Community support from Parents, Alumni & Public

Availability of sufficient Infrastructural facilities

Availability of hygienic Canteen services

Peaceful, serene environment conducive to Teaching and Learning

MOUs with Industries and Institutes to enhance Skill and techniques for employability.

In campus Hostel facility.

Scheme for Sports, Gym & Outdoor Activities

Automated Library with a huge and regularly updated Stock of Books & Journals

Well furnished Reading Room with Computer System & Internet

Highly active YRC & NSS Wings with a special Unit for Girls.

Modern, well-equipped Science Laboratories with regular and timely replenishment & up gradation of stock and chemicals.

Introduction of English Communication Skill, Quantitative Aptitude and Logical Thinking as added on subjects.

Good Student-Teacher ratio.

### **Institutional Weakness**

Quarters for the Accommodation of Staff not available

No NCC Wing for Boys and Girls

Posts vacant due to quick succession of retirement of Staff.

Discontinuation of classes by a good number of Students for harvest & other agricultural activities.

Commerce Stream yet to be opened.

Absence of a permanent field for Sports and other activities.

Availability of Phones & net connectivity with the Students unaffordable

Poor internet connectivity by service provider and alternative services equally poor.

Less research and field work facilities.

Provision of students' representation squeezed due to cancellation of students' election.

No autonomy for opening self-financed Courses.

Insufficiency of Smart classrooms and ICT support.

No special financial provision to develop departmental seminar library.

## **Institutional Opportunity**

Opening of Commerce Stream

Construction of new Hostel for Boys & Girls

Introduction of special Courses for Girls

Opening of NCC

Organisation of more Eye, Health, Blood Donation Camps

More Extension Activities and inclusion of more adopted villages into the fold.

Increased Students' Exposure & encouragement to participate in State & University level Sports & Cultural Activities

Implementation of add-on Courses for Higher Education

Sponsoring more Faculties for participation in Orientation, Refresher & Seminar Programmes

More Institution-Industry MOU

Regular organization of more Entrepreneurship Programme

Organisation of National Seminars in the Campus

Motivation of local public to introduce Contributational Scholarships

Establishment of Bio projects and Incubation Centre in the Campus.

Opening of more Self-financed Courses with potential for jobs as per local industries and agricultural activities.

Implementation of MO College Abhiyan sponsored by Government of Odisha to enhance Alumni contact and contribution towards the development of the College.

Undertaking the activities of ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS for introduction of new startups in the Campus.

Making the Institution as a Model College of Higher Education under World Bank assisted OHEPEE programme.

## **Institutional Challenge**

Completion of the construction of the Boundary wall

More stress on Government for Construction & Completion of Building under World Bank assisted OHEPEE Programme to meet shortage of rooms

Completion of the construction of the Boundary wall

Increase of English Speaking Skill & Competence of the Students

Opening of Computer Science Department

Incorporation of Entrepreneurship attitude among the Students

More sensitized networking for Alumni-Parents Contribution

Introduction of e-learning devices

To make the Campus and surrounding area green

To assimilate all educational Institutions in the periphery in Educational, Awareness and Extension Activities of the Institution

Safeguarding the nearby Green forest

To attract local, poor & young Masses towards Higher Education

To organize Campus Recruitment drive

To provide & make all educational facilities affordable to the Students

To organize more Skill Development Programmes for Career Advancement of Students

Provision for scholarship or aid to help poor and needy Students avail electronic gadgets like smart phones and Tabs for educational purposes.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Swarnachud College, Mitrapur in the district of Balasore in Odisha is an affiliated Institution under Fakir Mohan University. Situated in the ITDA Block of Nilgiri, it imparts UG education in Arts Hons and Science Hons stream. In the beginning of every academic session, the Staff Council meets under the Chairmanship of the Principal to chalk out plans for academic, cultural and other outreach programmes for the ensuing session. The teaching plan is prepared by respective departmental faculties as per the principles of the Staff Council guidelines and regulations formulated by Fakir Mohan University. Different course delivery methods like lectures, class presentations, tutorials, practicals, proctorial and remedial classes are undertaken. Weak students are given special importance in order to bridge the gap between the advanced and slow learners. Provisions for scholarship & rewards through felicitations increases the learning zeal of the students. The Plan and Progress of the academic work are maintained by individual lecturers, supervised by the HODs weekly and reviewed by the Principal on monthly basis. The authority of the higher education department, Govt. of Odisha as well as the FM University inspect the Institution to review the academic progress and management. The College has a well-equipped Library with reading room facilities. The students are provided with question banks, reference books, journals and newspapers. Internal assessment system like monthly unit test, half-yearly test and presentation of papers in seminars are conducted before the End Semester exam as per University guidelines. The College rewards best graduate in Science and Arts on the Foundation Day Ceremony of the College. Annual Athletic meet, Cultural competitions, Community Awareness programmes through NSS & YRC, Annual Day Celebration and observance of various important days are at par with central and state govt declarations. The annual magazine THE MAITREE and the wall magazine SWARNADHARA are platforms for the students and the staff to express their creativity. The Institution is oriented towards academic excellence.

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

The process of Teaching ,Learning & Evaluation aims at transmission of Knowledge. The objective is to equip the students with skills , behavior and attitudes to face the future challenges in life. The College emphasizes on quality education by adopting learner-friendly approach in which the Students interact and learn. To obtain admission into the UG Courses offered by the College, the Students apply in Common Application Form (CAF) which is managed and controlled by the Government. After selection they continue for three consecutive years for completion of the Course. They are apprised of Programme Outcome & Course Outcome at the beginning of the Academic year.

The learning level of Students is developed through regular class teaching, remedial & extra-classes, Project work, use of Seminar & Library books & Evaluation through continuous internal evaluation & Semester-end Examinations. In all University examinations the Controller along with other academic members of the Fakir Mohon University verify the process of examination at regular intervals. Special care is taken to decrease the gap between Slow & Advanced Learners. From the session 2016-17, a special subject, that is, Quantitative Aptitude & Logical Thinking has been introduced in the World Bank assisted Colleges under the OHEPEE specially to train the Students for Competitive examinations in future.

The Students are encouraged to participate in Co-curricular and Extra-curricular, Cultural, Sports & Outreach Programmes & to take part in Seminars & Workshops. Study Tours, Meet the Industry Expert Programmes, Personality Enrichment Programmes & active participation in the panel of Best Practices of the College are conducted periodically for the Students. The Students Satisfaction in academic and non-academic matters are also assessed in form of Surveys conducted by the College from time to time. Measures are taken to satisfy all Stakeholders & to realize the Vision , Mission & goals of the Institution. Besides, Students Mentoring System in practice in the College helps a great deal to lessen the difficulties encountered by them while pursuing different Programmes. Teachers are encouraged to participate in Orientation & Refresher Programmes and

share the knowledge among the Students.

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

Teaching & Learning are closely associated. Both Faculties & learners of Swarnachud College are associated with research activities. While the College encourages the Faculties to carry on research activities like PhDs, Minor & Major research projects, attend Seminars, Workshops, Refreshers, orientation, Summer & Short-term Courses, it allocates funds to organize departmental Seminars & workshops in which the Students are given complete independence to present papers on the Topic. The Final year students are assigned Project Work in partial fulfillment of their academic programmes & Senior Teachers guide them to follow research methodology. To increase the mental horizon, the Students are taken on Field Studies, Industrial Trips & Study Tours. Various research oriented Journals and Magazines are made available to the students and the Faculty through the College Library. The innovative thoughts of the young minds get exposed in the annual magazine The MAITREE & wall magazine SWARNADHARA.

The Institute instills societal responsibility & social values in Faculty & students through pursuits of institutional wings like NSS, YRC, Science Society IQAC, Alumni Association, Lions Club & Self Help Groups. Extension activities like Self-defence training programme for Girls, Blood Donation camps, Active Citizenship programme, Voters Day, Social awareness programmes like Swachha Bharat Abhiyan, No-Plastic & tobacco and Road Safety are conducted every year. Mass rallies and Road shows and organization of Meeting at strategic locations of the area are held with a view to attracting public towards the issues. In order to promote Entrepreneurship attitude among the Students, the College has signed MOUs with a number of local Industries. Innovative programmes like 'Each One, Teach two', Preservation of the local forest, Weaning poor/ST/SC/Wage earners, Swachha Campus, Green Campus to name a few encourage the Students in developing their zeal for undertaking social upliftment activities in future. All these Extensional & Outreach activities have profoundly contributed to overall development of the Stakeholders.

### **Infrastructure and Learning Resources**

The Institution is spread over an area of .8 acres with good infrastructural facilities. An ornamental garden with beautiful flower saplings; a Botanical garden with a variety of medicinal plants; an elevated platform to stage different cultural and educational programmes, 2 numbers of Cycle stands, Gym, a software based well furnished Library cum Reading room; Hostel with all amenities, Common room for Boys & Girls, Practical Rooms, Departmental classrooms, SAMS Centre, Administrative office, Conference hall, safe drinking water system, Canteen and Alumni room are part of the Infrastructure. The College Campus is wifi enabled with provision for round the clock CCTV surveillance. A total number of 17 computers are used for official and academic purposes. The Faculties use e-teaching module like Google class, Google Meet, Whatsapp group, You Tube, Projectors & so on to provide Online & Classroom teaching. The Campus has been connected with Hi-Speed broadband connection to facilitate Teaching & Learning. The pavement to each academic block and the office is connected by pucca roads. In order to meet class room shortages, a new block is under construction under the world Bank assisted OHEPEE grant. This new block will cater to all academic requirements in view of the increasing strength of the students.

As a centre of Learning, the College provides the Stakeholders with all sorts of learning resources to bring about all round development. It ensures the Students progression in terms of opportunities for exposure of their inborn talents through Sports, Debates, Quizes & Cultural meet. Practical classes are conducted in time under



the supervision of the respective departmental heads. Practical equipment, Chemical & solvents are updated and replenished at regular intervals. The students are provided with information regarding learning resources and names of useful websites to help them in their studies. A Library with well stock of Texts & references, subscription to N-LIST Online Library provide sufficient teaching, learning & research materials for all Stakeholders.

### **Student Support and Progression**

Swarnachud College, Mitrapur has well established Students' Support system It helps the Students to progress not only in academic but also in overall personality development. Most of the students hail from poorer financial background. They need special care both financially and academically. Therefore, beside class room teaching & Mentoring system, the Institution facilitates them to participate in co-curricular & extra-curricular activities like Sports, Debate, Quiz & cultural Meet. The Alumni association also supports Students' progression. Anti-ragging Committee, Womens grievance Cell, Career Counselling Cell have been formed to provide support to students. They are encouraged to present papers in departmental Seminars, attend various intellectual discussions, participate in education-cum-welfare & extension activities. The self-defence training programme for Girls is a novel measure in the direction of well-equipping the Girls students. In all Extension activities of the NSS & YRC, the Lions Club of Mitrapur extends its helping hand & thereby encourages to take up social service activities. Students of the department take part in writing & editing the annual Wall Magazine. The college provides opportunities to the Students to avail free Studentship, Stipend, e-Medhabruti & financial help to children of BPL class, Labourers, Bidi workers, Dibyangas, SC, ST & OBC communities. Some of the good Samaritans of the locality make financial contributions for award to meritorious Students. Emami Papar Mills Ltd, Balasore, an ISO certified company, situated nearby the college at Balgopalpur awards scholarships to meritorious UG students of the College every year under its CSR scheme. The Career Counselling Cell organized various career oriented programmes with the help of local Entrepreneur, Career counsellors, competitive institutes for exposure and placement of the students. Recently the Alumni association of the College has instituted a Poor Boys' Fund to assist the needy scholars of the Institution. The College has instituted a special prize in recognition of the academic excellence of the students by awarding the Best graduates in the stream of Arts and Science every year.

### **Governance, Leadership and Management**

The College adopts decentralized governance and participatory management. From the beginning of each academic year, the principal distributes various portfolios among the teaching and non-teaching staff and gives them autonomy to function independently for smooth administration. Two Teachers and one from non-teaching staff are nominated to the governing body of the college. The Principal appoints one senior member of the college to the IQAC as Co-ordinator for a period of three years to guide the quality developmental aspect. The Academic and Accounts Bursar are appointed for streamlining the smooth operation of accounts and academics. For matters relating to day to day administration involved, he appoints a senior member as Administrative Bursar. The heads of the teaching departments are given autonomy to organize departmental events like seminars, discussions, tours as well as Proctorial system. The NSS and YRC wing of the college headed by Programme Officers and Counsellors appointed by the Principal, propose and formulate their plan of action with regards to the social welfare agenda of the college. The teachers are also delegated with the responsibility of organizing the cultural competitions and Annual sports as per the schedule of the academic calendar. The Public Information officer, chosen by the Principal from among senior staff members, handles and responds to all queries under the RTI Act on behalf of the college. The Examination section, under the

guidance of the OIC, carry out all examination related functions. 2. Participatory Management:- Participatory Management is adopted in curricular and co-curricular activities. Here the Institution practices thorough decentralization. In Science Departments Laboratory and Experiments connected with it are totally decentralized. Each department with the help of bearer, Laboratory demonstrator and faculty in-charge of department carries on experiments. Teachers in humanities section involve themselves in academic activities completely in participatory way. In Sports and Games, PET, Sports In-Charge and students participate actively. In In self-defense Training programme for girls, Trainers, Trainees and faculty in-charge of programme extend whole hearted support for participatory models of the work. In all extension activities, students, teachers, NSS volunteers Alumni and local organizations take part in participatory mode.

### **Institutional Values and Best Practices**

The Institution Swarnachud College endeavours to educate, empower, promote intellect through holistic learning for individual growth, self-reliance & social progress. As it operates in Integrated Tribal Agency Area with poor, underprivileged, predominantly tribal stakeholders, thus it persistently strives to promote objectives such as the following

- To promote need-based quality Higher Education to Students hailing from rural background.
- To impart Knowledge and Skill for the development of the self through value-based Education.
- To reach out to the diverse varied needs of the society.
- To strive for Excellence with the state-of-the-art facilities.
- To organize such Extension & Extra-curricular Activities to make them good human beings & responsible citizens of future India.
- To give recognition to Individual/Group for their distinct contribution.
- Sharing of Knowledge with local Institutions.

Undoubtedly, with the help of World Bank assistance, the Institution is gearing up to be a Model Institution of Higher Education in the State. The IQAC of the College has taken up the challenge of its present transition and consistently making efforts to maintain high degree of Excellence and Quality in every sphere. Through the NSS and YRC Wings of the Institution, a number of programmes have been launched aiming at the social, physical and moral development of the students through participation. The GYANALOK programme, the “Each One, Teach Two”, Weaning Poor ST/SC/Wage Earners Back to College Education, Swachha Campus-Green Campus, Service to Local Community Empowering Students through Swarnachud Groups, introduction of Institutional Identity Card Dress Code concepts like Morning Music Mantras, Recognition of Distinct Contributions sharing of Knowledge with local Institutions are ventures, to name a few, are directed towards achieving development through participation without compromising in quality. The Institution takes the assistance of Lions Club, Mitrapur the Swayam Sevak groups of local villages, local educational Institutions as well as the participation of local Industries to carry out social welfare programmes from time to time. The Institution has remained steady fast in the path of realizing its ideal of providing quality education at an affordable cost as well as working out a holistic development in the students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SWARNACHUD COLLEGE, MITRAPUR, BALASORE
Address	At/Po- Mitrapur, 756020, Balasore, Odisha
City	Balasore
State	Orissa
Pin	756020
Website	<a href="http://www.swarnachudcollege.com">www.swarnachudcollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sarata Chandra Panigrahi	06782-275760	9692429623	06782-275760	swarnachud@rediffmail.com
IQAC / CIQA coordinator	Manoranjan Dash	06782-275115	7978210287	06782-275116	mrdash1982@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-08-1978

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

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

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	03-07-1992	<a href="#">View Document</a>
12B of UGC	03-07-1992	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--------------------------------------------------------------------------------------------------------------------------------	----

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	At/Po- Mitrapur, 756020,Balasore,Odisha	Tribal	5.08	3208

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Odia	36	Higher secondary education in Arts Science	English,Oriya	72	65
UG	BA,History	36	higher secondary education in Arts science	English,Oriya	56	51
UG	BA,Political Science	36	Higher secondary education in Arts Science	English,Oriya	48	44
UG	BA,Economics	36	Higher secondary education in Arts Scuience	English,Oriya	48	37
UG	BA,Phillosophy	36	Higher secondary education in Arts Science	English,Oriya	32	17
UG	BA,Sanskrit	36	Higher secondary education in Arts Science	English,Oriya	48	46
UG	BSc,Physics	36	higher secondary education in	English,Oriya	144	94

			Arts Science			
UG	BSc,Chemistry	36	Higher secondary education in Arts Science	English,Oriya	48	31
UG	BSc,Mathematics	36	Higher secondary education in Arts Science	English,Oriya	48	19
UG	BSc,Botany	36	Higher secondary education in Arts Science	English,Oriya	72	50
UG	BSc,Zoology	36	Higher secondary education in Arts Science	English,Oriya	72	48
UG	BA,English	36	Higher secondary education in Arts Science	English,Oriya	48	41

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				7			
Recruited	0	0	0	0	10	2	0	12	4	3	0	7
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				10			
Recruited	0	0	0	0	0	0	0	0	5	5	0	10
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				13
Recruited	0	0	0	0
Yet to Recruit				13
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	4	8	0	12
Yet to Recruit				0

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

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	0	0	1	0	0	9
M.Phil.	0	0	0	1	0	0	1	0	0	2
PG	0	0	0	1	2	0	4	1	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	8	0	9

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0



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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	183	0	0	0	183
	Female	338	0	0	0	338
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>						
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
SC	Male	37	26	38	36	
	Female	30	31	49	51	
	Others	0	0	0	0	
ST	Male	33	28	37	38	
	Female	36	39	45	52	
	Others	0	0	0	0	
OBC	Male	19	0	32	40	
	Female	42	0	66	62	
	Others	0	0	0	0	
General	Male	146	236	184	166	
	Female	170	233	187	176	
	Others	0	0	0	0	
Others	Male	3	6	4	11	
	Female	1	2	5	15	
	Others	0	0	0	0	
<b>Total</b>		<b>517</b>	<b>601</b>	<b>647</b>	<b>647</b>	

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
288	288	264	192	192
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	11	08	08

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
677	646	646	550	440
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
128	128	128	88	88

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

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
149	135	134	92	57

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

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
23	24	26	20	17

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

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
29	28	28	28	28

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 21**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
46.02	35.32	43.41	53.60	53.51

**4.3**

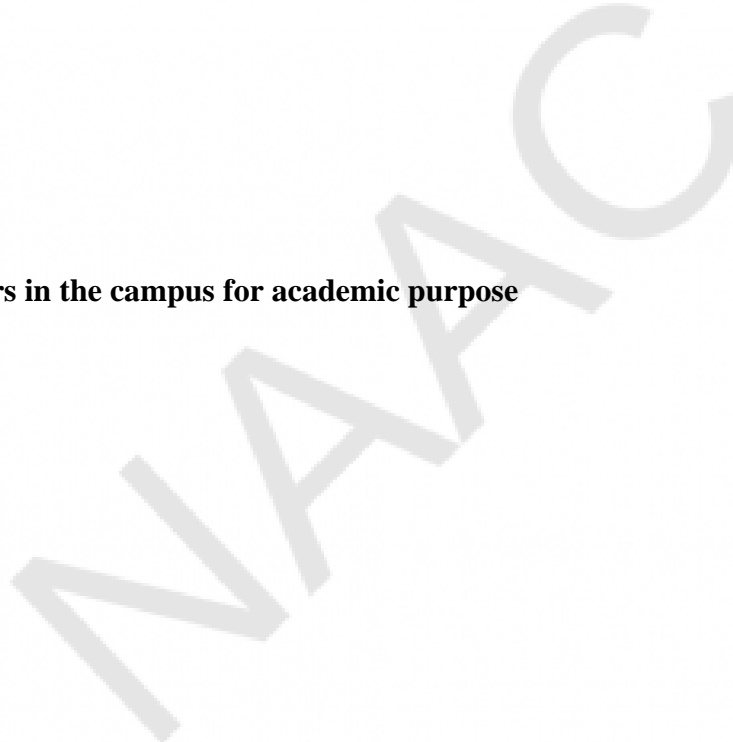
**Number of Computers**

**Response: 14**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 10**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The Curriculum of Swarnachud College, Mitrapur is planned in an effective way. As an affiliated Institution under Fakir Mohon University, it follows the rules, regulations & Curriculum fixed by the University. The Institution imparts education in Arts (Hons) & Science (Hons) Streams. There are seven numbers of Honours level education in Arts & five in Science. The traditional pattern of education was replaced by CBCS pattern in the year 2016. As per this pattern, Students are allowed to offer their choice of Core courses and after selection in SAMS portal managed by the Govt. they continue as bonafied Students of their respective departments. They also opt for Ability Enhancement Course, Skill Enhancement Course & Generic Elective. In the Induction Classes at the end of the admission process, the Students are highlighted about the Courses of Studies, Time-table, Examination Pattern, Remedial, Proctorial classes, Unit tests, Departmental Seminars & Project work.

On the very first day of the academic Session, the Staff Council meets under the Chairmanship of the Principal, organized by the IQAC. Here the annual Plan of Action is prepared. Guideline for the smooth functioning of the Institution is formulated. Teaching Plan is prepared. Faculties are provided with Plan & Progress Register. Academic Calendar is notified. All Bursars are highlighted about their responsibilities. This first Meeting bears much importance From the Academic & Administrative point of view.

The College has well qualified & dedicated Faculty Members who adopt different course delivery methods like Lecture-cum-deliberation method, Discussion-cum-demonstration method, Story-telling method, Exposition method, Group discussion, Quiz, Tests & by following established methodologies such as Blooms Taxonomy . The Plan & Progress of the academic work are maintained by individual Lecturers, supervised by the departmental Heads & reviewed by the principal on monthly basis. The authority of Higher Education Dept, Govt. of Odisha & the Authorities of Fakir Mohon University inspect the Institution to review the academic progress & management.

The Students in UG Course covers a total of 2600 marks in Six Semesters in three years. The Odd Semester begins in June & ends in Nov. Even Semester begins in December & ends in May. The Project work prepared by the final year Students is evaluated on three components like Dissertation, Presentation & Viva Voce.

The College has well equipped Library with Reading room facilities. The Students are provided with Question banks, Reference books, Journals & Newspapers. Weak students are given special importance in order to bridge the gap between Advanced & Slow learners. Provisions of Scholarships & Rewards

through felicitation increases the learning zeal of the Students. The College rewards best Graduates in Science & Arts in the College Foundation Day Ceremony. Activities like Annual Athletic Meet, Cultural Competitions, Community Awareness programmes through NSS & YRC, Annual Day Celebration & Observation of important days as per Govt declarations are undertaken on a regular manner. The Literary creativity of the Students are also ventilated on the Wall Magazine “Swarnadhara’ & the College magazine ‘The Miatree’.

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

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

#### Response:

Swarnachud College, Mitrapur adheres to the schedules of the Academic Calendar prepared at the beginning of the Session and adopts Continuous Internal Evaluation for bringing about all round development. Academic Calendar is prepared as per the guidelines of the Fakir Mohan University & the Govt. of Odisha. Classes & schedules of Examinations are conducted accordingly. Starting from the filling up of forms to the end Semester examination, schedules for all Curricular & co-curricular activities are clearly earmarked in the Calendar. All Extension programmes under NSS & YRC are conducted as per the guideline of the University and the Govt.

At the Institutional level, the College maintains Evaluation system in Academics, Administrative, Accounts & at the Library. The Principal as the head of the Institution controls all academic activities with the help of Academic Bursar. Classes are monitored, Plan & Progress Register of Teachers are verified, Remedial & Tutorial classes are arranged as per the time schedule of the Calendar.

The performance of the Students is judged in the Unit tests & Mid term Internal Examinations. The Slow learners are given more time & resources. The Final Year result is analysed in the Staff Council meeting & in case of poor performance, steps are taken to overcome the situation.

Administrative Audit is undertaken for solution of pending matters. The Committee for Administrative Audit submits its Report to the Principal at the stipulated time. The Administrative Bursar & other senior members of the Institution review & analyse the Reports and act accordingly. Internal Audit of Accounts is done annually before the final Audit is taken up by the Local Fund Audit. The anomalies detected in financial transactions are rectified. Library audit is done annually to determine the circulation of books, annual purchase of books and loss of books etc. Green Audit is carried on to determine environmental cleanliness, plantation & maintenance of ecological balance. It also strives to increase toilet, drinking water facilities & such other amenities. Feedbacks are collected from Students, Teachers, Parents & Alumni. These Feedbacks are analysed & implemented after due deliberation at appropriate level. The constant reviews of the working conditions of the College are made in Governing Body Meetings. The Regional

Director of Education & the authorities of the Higher Education pay visit to the College & give valuable suggestions on academic, administrative & general matters which act as important yardsticks to boost up future planning. Continuous Internal Evaluation process has become a key indicator of progress of the Institution.

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

**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 last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

**Response:** 12

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 0

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

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

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 0

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

## 1.3 Curriculum Enrichment

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

**Response:**

The Curriculum of Swarnachud College addresses moderately the cross-cutting issues relevant to professional ethics, gender equality, human values, environment & sustainability, social accountability &



community empowerment, features of its social responsibility, integrated into it. Cross cutting issues indicates all aspects of a programme in which Community Empowerment, Sustainability, Gender Equality and social accountability are given special importance. Gender equality and the Empowerment of Woman are vital for the Institution. The Institution is basically a co-educational Institution. Both boys & girls enjoy equal opportunities & participate equally in all the activities of the College. The Woman Grievance & Redressal Cell, ST/SC Committee & the Anti-ragging Committee organize gender awareness workshops to materialize these objectives.

The Institution gives much importance to Human values & professional Ethics. Handbooks on the subject are regularly published & distributed. Teachers try to instill a sense of equality, value system and ethical practices among all the stakeholders. Self-defence programme for Girls & exclusive NSS Wings for Girls are some of the novel measures adopted by the College for establishing parity. Under the aegis of the NSS & the YRC Wings and with the active co-operation of Lions Club of Mitrapur, the Colleges arranges a number of extension & outreach programmes which otherwise help in making the Students conscious about the rights & duties. The College arranges a number of Meetings on Observation of various memorable days like Red Cross Day, World Environment day and such other occasions. Workshops on Women Empowerment, Children Issues, Voters' day are organized to address these issues on a regular basis. Value based Courses like Yoga Education is a step towards the realization of these objectives. The Best practices of the College are motivated towards value based professional ethics. The Students undertake Awareness programmes on Environmental issues related to natural resources, Pollution of air, water, land & noise, deforestation and so on. These initiatives develop a sense of responsibility, fraternity & social accountability towards the Community in which they live.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 200

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
12	08	00	00	00

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 22.9

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

Response: 155

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

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** D. Any 1 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected

**5. Feedback not collected****Response:** E. Feedback not collected

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 76.38

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

2019-20	2018-19	2017-18	2016-17	2015-16
243	191	212	147	81

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

2019-20	2018-19	2017-18	2016-17	2015-16
256	256	256	176	176

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

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

**Response:** 54.74

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

2019-20	2018-19	2017-18	2016-17	2015-16
64	49	73	58	55

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

### 2.2 Catering to Student Diversity

### **2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners**

#### **Response:**

The learning levels of Students are best adjudged at an educational Institution from various backgrounds & from different places flock together. This also became a well established practice of Swarnachud College, Mitrapur from its very establishment. Students from far and wide, from all sections of the society get admitted into this College for higher education. Keeping in view the varied background of the Students, the principal with the help of the IQAC & other senior members, chalk out plans for various events to be conducted for the entire year.

The Induction Programme organized for new Entrants provides opportunity to the Students to get acclimatized to the environment of the Institute, their respective departments & thereby they become closer to their Teachers. Teachers having wide range of experience can assess the learning levels of Students. In Classroom interaction, in mid-term Tests, during presentation of Papers in Seminars, Practical classes & above all in Cultural activities, the Teachers easily locate advanced, mediocre and slow learners of their departments. Strategies for such groups are devised accordingly.

Strategies to improve the standard of Slow Learners :

The area of difficulties of slow & marginalized learners are noted down & remedial classes are arranged accordingly.

They are guided personally to prepare notes and explanations according to their abilities.

The slow learners are grouped with advanced learners to motivate them & raise their confidence level.

Special attention is given to slow learners to clear off their doubts by way of practice of writing the possible questions, solving expected problems and working out previous years questions and model & similar questions.

Their performance in Unit tests & Mid-term Tests are discussed personally with them.

They are given home tasks & assignments to boost their standard.

Strategies to improve the standard of Advanced learners :

The advanced learners are kept a constant watch over & they are prescribes reference books on a regular basis.

Their performance in Tests is closely analysed & clarification of deficiencies is sought from them.

They are counseled for advanced studies, career planning and inspired to achieve ranks at the University level.

They are provided with tips and special guidance to present papers in the Seminars and during Project work.

They are inspired to foster a friendly competitive spirit.

They are encouraged to be achievers in all fields and win prizes & medals in different cultural & extra-curricular events.

Their achievement & brilliance are discussed openly in the classroom to boost their spirit and motivate them still further.

They are provided with e-learning resources such as digital library, information of useful websites of their respective field of study.

Strategies for mediocre students :

Given special attention & inspiration as they have the potential to become advanced learners.

Given responsibilities to take lead roles in departmental events.

Are regularly assigned with home tasks to boost their standard.

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

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

**Response:** 25:1

## 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

**Response:**

The College is committed to ensure the holistic development of students. It adopts various Student-centric methods to make them understand their subject better, get practical experience, have a chance to showcase their skill & learn team work. Here the Teacher plays a dominant role. They act as a friend, philosopher & guide to their students. They apply various methods both in class room teaching and Curricular & Extra-curricular activities. They are committed and helpful to the students at their need and come in personal touch with them to promote a pragmatic outlook.

Experiential Learning Method :

The Faculty members foster learning environment by engaging in rich experiential content of teaching. During their long stay in teaching profession, the faculty gather maximum experience which they share among the students in classes. Their experience tells them what specific method or methods to adopt in the floor of the classroom to make lessons effective. The use of ICT tools has brought sea changes into classroom teaching.

#### Participatory Learning :

In this system learning is imparted through classroom teaching, discussion, brain-storming, information collection, games & story telling and collaborating to make something together in the floor of the classroom. Both the Mentor & Mentee take an active part in the teaching-learning process. In remedial & proctorial classes, students come in direct contact with the teachers & solve their problems in a participatory manner. Even in Induction classes, the new-comers are apprised of the programme outcome & the course outcome directly by the faculties. All departments organize study tours, Seminars & other cultural functions in a participatory way.

#### Problem Solving Methodologies :

In problem-solving method, students learn by working on problems. This enables the students to gain new knowledge by facing the problems to be solved. The students are expected to observe, understand, analyse, interpret & find solutions and perform applications that lead to a holistic understanding of the students.

Such methods are followed in the department of Science & Mathematics where students actively solve all such problems in the Practical classes. The Laboratory manuals for all Practical courses are made available to them. Students are demonstrated with latest practical tools to enhance the learning techniques.

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

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

In present context, teaching-Learning process has come across enormous changes. The Faculties of Swarnachud College, Mitrapur tries their best to cope with the present situation. They adopt various innovative Practices during their regular curriculum.

The Library is digitalized. The Students Faculties search for e-books and Journals browsing the net. They are provided with the names of useful resourses available in the network & names of websites to visit by their respective departments.

The IQAC arranges Computer Literacy programme and hands-on Training for their Staff at regular interval.

Online classes are carried on through platforms like googlemet, google classroom, utube & whatsapp. The students are advised to listen to the lecture of renowned professors from e resourses. The College subscribes to NLIST e library, which is provides access to Shodaganga, Shodasindhu etc. Tools like Smart Phones, tablets, Laptops, Projectors are regularly made use of in classrooms to make teaching & learning in a highly interesting & informative manner.

The College campus has been wifi-enabled. The College has concluded MOU with a computer academy Micro Solutions, Mitrapur to provide Certificate & Diploma programmes to the interested students of the College at a very affordable price. Thought the College has a single Smart classroom, it has been decided by the IQAC to make provisions for more Smart class rooms in the new academic building under construction at present.

Use of ICT for effective teaching-learning process has produced fruitful result and brought in a fresh interest into the class rooms both for the faculties and the students.

All teaching departments of the College organize Seminars on the web which are recorded and made available to the students in popular platforms like u tube & facebook.

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

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

**Response:** 34:1

#### 2.3.3.1 Number of mentors

Response: 20

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years



**Response:** 89.29

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 34.54

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

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	08	06	06

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

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

**Response:** 14.35

##### 2.4.3.1 Total experience of full-time teachers

Response: 330

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

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

The mechanism of Internal Assessment of the College is very transparent & effective. It follows strictly university guidelines in all activities to assess its activities & the performance of students. At the Institutional level, the College maintains evaluation system in administrative, academic & at the Library.

Monthly tests and mid-term Internal Exams of each Semester is conducted as per University guidelines. Unit tests are held after the coverage of certain units in the syllabus in which the performance of the students are assessed in a questionnaire of 20 minutes. T Internal marks of the mid-term examinations is sent to the University.

The result of University exams is reviewed departmentally. In case of poor performance the staff council proposes for remedial measures.

The Faculty members maintain Progress register & Lesson plan daily which is supervised by the Academic Bursar weekly and the Principal on a monthly basis. Academic report is prepared and reviewed.

Administrative Audit is done annually by the Committee formed for the purpose. The expenditure is made according to annual Budget and due approval of the Principal and the president of the Governing Body. The Annual Audit of accounts is done both internally and externally and its compliance are submitted for review.

Internal evaluation of Laboratories, Seminars are carried out by a panel consisting of senior faculty members.

All NSS activities are properly verified. The NSS Co-ordinator of the University make regular visit to the camp site during all extension activities. The Principal & senior staff members also keep an eye on the activities and its outcome.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

There is complete transparency in the Internal assessment system of the College. Like other constituent bodies, the Examination section of the College is run by a team of members headed by a Senior Faculty. All examination related official correspondence with the University is done by this section with the prior approval of the Principal.

The College adheres strictly to the guidelines and rules issued by the Fakir Mohan University to which it is affiliated while conducting Internal, Semester and end-semester Exam.

Each Semester is preceded by an Internal examinations the time table for which is prepared well in advanced and communicated to the students. Sitting plan and Table markings is followed even for Internal assessment tests & is displayed in the notice board along with the Internal assessment timetable.

After the evaluation of Internal answer sheets, the scripts are given to the students to have an idea of their performance in the tests. Though complains relating to award of marks in Internal examinations are very few, in case of any doubts and complains regarding under valuation, however, clarification is given by the subject faculty which enables them to do better in future.

All Semester examinations are conducted in time and under CCTV surveillance. In case of adoption of unfair means in examinations, the candidate is booked under existing regulations and the matter is communicated to the University for final decision. After publication of results of the University examination, the students are allowed to apply for rechecking and to ask for photo copies of marks awarded.

The University resolves the matter in no time.

Complete transparency is maintained during internal assessment tests through the adoption of the criteria given by the University. Faculties & Students are made aware of the transparency to be maintained in the system of assessment. This enhances transparency and rapport between the faculty members and the students.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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.

#### Response:

All Programmes & Course Outcome of the Programmes of the Institution are clearly outlined in its Calendar, Website & Notice board. They are also displayed in respected teaching departments. The College provides Honours teaching facilities in 6 numbers of subjects in Humanities & 5 numbers of subjects in Science stream. The Students are apprised of the Course Outcomes in their Induction classes. They are clarified the objectives, utility & learning outcomes of their subjects. They are informed about the syllabus, subject of discussion inside classrooms, examination pattern & opportunities available after the completion of courses. References regarding various Courses and its Outcome are mentioned below.

#### ARTS STREAM

**Economics:** To understand the behavior of economic life, policy, planning, monitoring, management of trade and commerce, domestic world and national resources.

English: To boost language and literary skills, acquaintance with literature, nation and tradition, awareness about culture and history, gaining critical insight, issue of gender, cross-fertilization with allied arts, self expression.

Hindi: To culture national language skills, communication, literature, translation, anchoring and journalism.

History: To probe into the past life, living, old standards, art, culture, civilization, movements, socio-economic, political and religious conditions.

Odia: To improve native language skills, literature analysis, socio-cultural-religious and political knowledge, reporting, critical writing and analysis.

Political Science: To study political theory, philosophy, human rights, applied politics, governance, nationalism and internationalism.

Sanskrit: To promote old Indian values, classicism, spirituality, value based knowledge, language theory, personality development.

## SECIENCE STREAM

Botany: To study life and behavior of plants, bio-diversity, organic composition, environment, plant's nurture, hybridization and medicinal plants.

Chemistry: To study about composition of matter, transformation, size, colour, ingredients, atoms, molecules, centrifugal and centripetal force in solid, liquid and gaseous components.

Physics: To study about physical world, space, function of matter, nucleolus, electro-magnetic wave and

computational skill.

Zoology: To study ethological attitude of animals, organic composition of body, species, prototypes, disease and embryology.

Mathematics: Disciplinary knowledge, ability to communicate concepts, critical thinking and analytical reasoning, problem solving, research-related skills, information and digital literacy, self-directed and lifelong learning abilities.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

Course Outcomes of programmes are evaluated by the Institution regularly by taking into consideration the components namely Continuous Internal evaluation & mid-Semester & Semester-end Examinations. Besides, the attainment of such programmes are also evaluated by taking into consideration the Alumni engagement such as entry to higher studies, undertaking entrepreneurship, gaining employment, participation in social service and in active politics.

Mid-Semester exams are conducted in between September to March. The type of questions are set by the Faculty members. The duration of Exams is 1 hour for 20 marks. The Faculties evaluate the answer sheets of the respective departments & preserve it for 6 months from the date of publication of results for reference of students. End-semester exams are conducted both in theory & practical papers. The result of the students are evaluated after the publication of the results to measure the attainment of the Course Outcomes & Attributes expected of them. The Project Paper undertaken during the final semester under the guidance of the departmental teaches help the attainment of the Course Objectives.

Every year, the Institution keeps a track of the prospects of the pass out students who are inducted as prospective Alumni of the Institution. The Alumni association meets time and again through the electronic platforms and share various information regarding employment opportunities & prospects.

The College organizes different skill development programmes & career enhancement programmes and guidance for competitive examinations every year. The Pass-outs are intimated to participate in such

programmes. Special programmes like Meet The Industry Experts has become an alluring activity which attracts young students to participate and gain knowledge for undertaking entrepreneurship. The pass out students actively co-operate the NSS Volunteers in organising all extension & outreach programmes. All these activities are basically aimed at making the graduates self-

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 58.99

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
163	133	134	75	57

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
220	182	207	162	155

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

## 2.7 Student Satisfaction Survey

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

**Response:** 3.42

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

##### 3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	08	08

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)



**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response:** 14**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
05	07	0	01	01

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

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

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.04**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in**

**national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	01

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

**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 last five years.****Response:**

Teaching-Learning process & Extension activities are two sides of the same coin. These two fulfill the purpose of education,. For Gandhiji, education signified the development of human body, mind, heart & soul. Gandhiji transformed the education of three Rs (Reading, Writing & Arithmetic) into three H (Head, Hand & Heart) & said that the function of education is not to teach how to read, write & calculate but to develop his hand, brain & heart too. Education is the all-round drawing out the best in the child & men-body, mind & spirit.

Guided by this philosophy, Swarnachud College, Mitrapur emphasized on involving students in various extension activities in the locality to sensitise students to social issues for their holistic development through the Wings like NSS, YRC & the philanthropic association like the Lions Club of Mitrapur.

NSS : The College possesses two NSS Units – one for boys and one for girls. These Units play active role in all Extension activities of the College. They organize rallies, road shows, awareness camps, street plays highlighting various social issues like AIDS, Road safety, Swachhata Abhiyan, Malaria eradication, free health check up camps, eye camps, blood donation, literacy & drop outs, aforestation and such other buring issues in the locality. Besides, those Units have adopted two numbers of villages like Chatrikhunta &----- to carry out the objective of the Units. Programmes like Usefulness of small savings, female education, cleanliness, plantation, maintenance of health & hygiene are taught to the villagers. They even visit individual houses to share with the people about their personal problems and help them to meet the hardship of their lives. They arrange special camps in the adopted villages staying together, working unitedly, sharing food and partaking of the local culture and way of life. This is a very useful and pragmatic training programme of 10 days for the participants.

**YRC :**

The Youth Red Cross volunteers of the College participate in all socio-educational ventures of the Institution under the active leadership of the Programme Co-ordinator. During natural calamities like flash floods, drought, the YRC together with the NSS undertake relief operations in the affected areas for which they have received accolades from the local inmates.

**Workshops & Orientation Programmes:**

The College organizes a number of workshops & orientation programmes on Woman Empowerment, Human Rights, Consumer Awareness, Cyber Crime, anti-addiction, Child care & safety, Old age support, Capacity building, Computer education, Cleanliness etc.

**MOU with Lions Club, Mitrapur :**

The College has concluded MOU with Lions Club of Mitrapur. The Members of the Club work hand in hand with the NSS & YRC Units. The Students get a chance to learn social behavior & team spirit while working with the members of the Club.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 1**

**3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	01	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of extension and outreach programs conducted by the institution through**

**NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**Response:** 60

**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., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
11	10	15	12	12

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**

**Response:** 132.29

**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., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
634	618	1076	897	627

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Collaboration

**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 0**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****Response:** 6**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
02	00	03	00	01

**File Description****Document**

Upload any additional information

[View Document](#)

Institutional data in prescribed format(Data template)

[View Document](#)

## Criterion 4 - 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.**

**Response:**

Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 500 words

The Institution Swarnachud College, Mitrapur has adequate infrastructure & physical facilities for teaching & learning. Having made a very modest beginning in the year 1978 with only five rooms, the Institution has been growing with the need of the time. The College has an intake capacity of 128 in Arts & 128-in Science having Honours teaching facilities in all subjects. There are 08 number of general classrooms, 12 numbers of departmental classrooms, 05 numbers of Laboratories & Dark rooms, one it-enabled number of classroom and rooms for examination section, accounts section, establishment section, admission section, boys & girls commonrooms, rooms for NSS & YRC & Alumni association. One 25 seated Boys Hostel, , Gymnasium, Canteen, IQAC room exist in the campus of 5 acres.

The Central Library with 13596 numbers of Texts, Refernces & Journals with special Reading room facility is available. It opens at 10 am and is accessible throughout the day till 5 pm. Besides Honours departments also supplement the requirement of the students.

Class rooms are well ventilated, regularly cleaned with sufficient lighting. Sufficient numbers of desks & benches are provided in each class rooms which are annually taken care of. Each room is fitted with white board for clarity & visibility. The entire campus, including the class rooms, are under CCTV surveillance.

There are Five numbers of Laboratories in the Science departments of the College. All these Labs are well-equipped with sufficient materials & chemicals as per need to carry out the academic work. Preparation for Practical classes are arranged day before the actual Experiments. All Students are allowed to enter the Labs in proper gear. Chemicals, Solvents and other consumables are regularly verified & replenished. The account of the Labs are are annually audited.

Computing Equipments, Laptops, Tablets and Smart Phones are brought into use in the Class rooms, Laboratories and at the Library. Computers are also provided in the Examination to carry out its operations.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### Response:

Swarnachud College, Mitrapur has adequate facilities for extra-curricular activities. These activities are organized to expose the hidden talents & to exhibit the same in various platforms.

Cultural competitions are organized annually. This include Song, debate, Quiz, Jhoti, One-act Plays Dance & Drama. Most of these competitions are organized indoors and the Teachers help in organizing these events and also sit as Judges. The cultural programmes staged on the Annual day are held in an open arena, organized and performed by the students under the guidance of the Teachers and OIC of the respective associations. The winners are awarded in the Annual Day.

The Annual Sports of the College is generally organized over a period of two days usually in the month of January. Both boys & girls take active part in more than more than ten events. The College conducts all outdoor sporting events in a nearby field which is under the possession of the Forest Department. Here some of the successful participants are selected for University & State level competition. Inter-class Volley ball tournament in held in the campus.

The Cricket team of the College is provided with Kit and encouraged to participate in Inter-college Tournaments.

The College has a well equipped Gymnasium. The Gym facilities are open to the students from 8 am onwards. Interested students regularly avail these facilities.

There is a dedicated room for the conduct of Yoga Classes and sessions. Yoga has been introduced as an add on Course in the curriculum of the College. The room is provided with Mats and Carpets to have Yoga sessions with 30 to 50 numbers of student participants. Yoga Trainers are invited from time to time to speak on the value and perform yogasanas. The College observes the International Yoga Day to spread the value of Yoga among the Students and Fraternity of the College.

Some selected volunteers of the College are trained to perform Street Plays & Compose songs to create awareness on social issues and perform them outside the campus at selected locations.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)



**Response:** 4.35**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 01

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 0.5**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0.010	0.096	0.045	0

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Using a library automation software helps to take a huge amount of workload off the librarians in terms of acquisitions, cataloging and circulation. Swarnachud College, Mitrapur is a composite College with approximately 1000 students. There is one central library both for +2 and +3 students. The library was manually managed by one librarian and one support staff. The process gradually became cumbersome and time consuming with increase of the number of books and users. Additionally they also catered to the requirements of the Reading room on a daily basis. An automated library was the need of the hour. In 2020, the Institution adopted automation of library in order to serve the stakeholders better. It uses UTPL



software with Code ignitor version 3.12. The automation is partial aiming at full automation. Moreover, it was felt that integrating a library management software solution like UTPL make it way easier to find books and manage or view the stockpiling arrangement. This has helped to further enhance the book collection of the library, as librarians can weed out the outdated books and order for the latest editions so that the collection of the library stays sustainable. Automation facilitated the students to verify the availability of books in the library, view detailed catalogue and to refund books in time.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** E. None of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 0

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 2.57

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

Response: 18

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The introduction of ICT in the teaching-learning has called for the use of various IT related devices in the campus as well as the classrooms. Similarly in the administrative and admission wings of the College, the use of IT facilities has become imperative. Following the guidelines of the Department of Higher Education, provision of wi-fi services in the campus was introduced in 2018 for converting the Institution into digital campus so as to access educational content through SWAYAM platform. To enable high speed data transmission, optical fiber connection, that is ILL with bandwidth of 2 mbps has been installed in the campus. There are 14 numbers of Computer systems in operation in the Institute. The Science departments have been supplied with latest versions of i5 system to use it with projectors in the laboratory and classrooms.

There is a dedicated room fitted with LCD projectors, sound system, screen for making use of ICT by the teaching departments.

The Students Academic Management System manages the admission process and maintains a database of the Students by using computers. Its software is regularly updated at the governmental level.

Similarly the examination system makes use of computers, printers, bar code readers and other accessories to carry out its operation. The software and hardware are regularly updated as and when necessary. The library run on ILMS software uses two numbers of computers, one printer, bar code reader to help in its operation.

Management of PAR, salary inventory of the staffs is managed through the HRMS portal managed by the

Government.

The accounts department is managed through College Accounting Processing Automation (CAPA) software. The College uses Software V3.1.11 for automation and management of library. The IT facilities of the Institution are updated in due time, as and when the situation warrants.

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

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

**Response:** 92:1

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** E. < 05 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 95

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

2019-20	2018-19	2017-18	2016-17	2015-16
2.91	58.95	43.41	53.51	54.54

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 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.

**Response:**

The institution, Swarnachud College, Mitrapur believes in the maximum utilization of its physical, academic and support facilities at its disposal for the realization of its mission and vision. It forms separate committees with senior members to head and monitor the functioning & utilization of various resources. The physical infrastructure comprising 22 classrooms, 06 laboratories, the Library, the Establishment, Examination and Accounts section, the SAMS centre the Gym stand on an area of 5.8 acres are maintained by the Governing body. A committee of Teachers headed by the Principal regularly monitor the use and necessity of additional facilities and take steps accordingly. The Principal assigns responsibility to different members for the upkeep, regulating cleanliness, vigilance, security and maintenance of the campus, roads, garden, corridors and buildings at its disposal.

**Laboratory:**

There are four numbers of well-equipped Laboratories meant for Physics, Chemistry, Botany & Zoology Practical purposes. The Equipment, components, machinery, consumable accessories are purchased as per requirement. The Faculties submit the list containing their requirements which is purchased through the Procurement Committee following guidelines. All Labs have Stock Registers. Regular stock verification & periodic service are done at regular intervals. The technical Staff in the Lab keep the record of outdated items that need replacement. The Purchase Committee calls for quotation from various suppliers, make comparative statements and give purchase order to the lowest bidder after the approval of the Principal. Safety & precautionary tools like first-aid kit, fire extinguishers and all safety measures are available in the Labs. A number of 16 students constitute a Practical group. The Lab Assistants and the departmental staff manage the classes and maintain the records.

**Library**

The management and the maintenance of the College Library is handled by the Librarian with the help of the support staff. A Teacher is delegated with the job of supervising the activity by the Principal. New books as requisitioned by different teaching departments are procured by a Purchase Committee as per the guidelines of the UGC and the State Financial rules. The Library has a stock of . It opens at 10 am and its services are available to the Members till the closure of the College. The Library has an attached Reading Room for day scholars. A borrower can take 3 books which is renewed every fortnight. The book shelves and the interior of the Library are cleaned, dusted and sprayed with anti-termites every fortnight. At present, the automation of the Library is in progress. Subscription to NLIST Online Library has already been applied for the second consecutive year.

The Academic system: The college working hour extends from 10AM to 5 PM . The lessons are conducted as per departmental time table. The time table includes both Practical and Theory classes as well as Proctorial and Seminar classes. The Academic calendar is prepared to streamline the working days, observation days and holidays. The faculty members make lesson plan, take lesson notes and maintain a progress register of the lesson delivery. The progress register is verified by Academic Bursar and the Principal . An academic audit has been made of the classes taken by each faculty member at the end of each academic session. The Proctorial system has been implemented to redress personal difficulties and counseling.

**Physical Facilities:** The college campus of 5.08 acres of land has of class rooms, lecture halls, one central library, six laboratories, 02 SAMS centers, examination section, account section, establishment section, students welfare section, one ladies hostel, one GCR, one BCR, one staff common room, one conference hall, one network resource centers, students reading room, one dark room, students canteen, one computer laboratory, strong room for question paper, IQAC conference room, guest room, students employment and information cell, medical checkup centers, students consumer co-operative store, sports complex, N.S.S., Y.R.C. and one botanical garden are also there in campus. Sports facilities:

The Institution provides facilities for both indoor & outdoor sports & games. These facilities include a Badminton, Volley ball , Basket ball & Kabaddi courts. Net practice for Cricket is available in the campus. A Gymnasium with state of the art equipment are open from 8 am in the morning for the interested students. However, for Annual Sports, the Institution makes use of a field owned by the Forest Department. The sports materials are procured through the Sports

**Computers :**

The College is undergoing the process of complete automation. At present, admission, examination, issue of CLC & other Certificates, official correspondence, preparation of salary bills, maintenance of accounts are carried on through the use of computers. The different teaching departments and Labs are supplied with Laptops and Projectors to work with computers for teaching & learning. The Library is being fully automated with two numbers of computers, one exclusively available for browsing by the students. In case of any problem with the hardware or the software, it is brought to the notice of the OIC who take immediate steps to rectify the system.

**Class rooms :**

The College has well furnished & spacious classrooms. These are monitored through CCTV cameras. Regular inspection & maintenance of the furniture are done by the Committee meant for the purpose, headed by the Principal. Cleaning of class rooms is done on a daily basis.

**Power supply:** The College has been supplied with 3 phase connectivity to the campus. The College office, Library, common rooms Laboratories IQAC room are provided with UPS back ups.

**Hostel:**

The Institution provides accommodation to Boys and willing to reside in the College Hostel. Two separate Hostels exist inside the College premises. The Hostels function under the supervision of the Superintendent. The boarders obey the rules and regulations of the Hostel. The boarders pay their dues which also include charges for boarding and food. The maintenance of the Hostels are managed by the Hostel Management Committee headed by the Principal.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 21.9

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

2019-20	2018-19	2017-18	2016-17	2015-16
128	103	172	148	93

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.68

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	10	0	5

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

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

**4.ICT/computing skills****Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years****Response:** 1.4**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	08	08	10	11

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression**



**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

**File Description****Document**

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)**5.2.2 Average percentage of students progressing to higher education during the last five years****Response:** 12.75**5.2.2.1 Number of outgoing student progressing to higher education.**

Response: 19

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 6.67**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) year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	00	00	00

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



2019-20	2018-19	2017-18	2016-17	2015-16
03	02	01	00	00

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

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 8

**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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	04	02	02	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**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 )**

**Response:**

The Institution has a sound practice of involving the student members in various activities of the College. The objective is to make them conscious of their rights, duties, obligations & above all to exhibit their inner potentialities. The students admitted into the different Courses are given representation in the academic as well as administrative bodies of the Institution. Students take a lead role in organizing departmental Seminars. Topics for the Seminar are selected by the Faculties in consultation with the

Students. This helps them to prepare and present papers easily. Students participate in Study Tours in a disciplined way. They co-operate with the Faculty members in making the Study Tour successful. Student Volunteers play an active role in conducting Annual Sports & Games. Starting from setting the field, tracks, providing first-aid, distributing snacks, conducting various events and maintaining discipline and anchoring the show, the students play a significant role. The Annual Day celebration offers the students a chance to display their talent. In the Dramatic function, the students stage plays, songs, dance, mono-acts and other traditional performances which becomes highly entertaining event. The Students Union for which election is held according to norms set by the Govt. of Odisha and the department of higher education, usually takes place in the month of October. The students get a suitable platform to present their views, vision and leadership qualities. Students representatives are elected to various offices which work under the guidance of Teachers and organize different co-curricular and extra-curricular activities round the year. However, due to students unrest College election has been temporarily suspended. The College nominates various representatives to manage the different student-centric activities round the year. All the honours teaching departments have student representatives as secretaries to help organize seminars, discussions, study tours and other cultural events of the department. Inter-disciplinary competitions are arranged by the students and participants are encouraged by the faculties to show their latent talent. The IQAC includes students' representatives to give them an opportunity to voice their preferences in the quality cell. Besides the students express their views by publishing their independent views and opinions in the college magazine as well as wall magazines. The NSS & YRC hones their social service skill and acumen and helps them represent themselves as good and active citizens in future. The Career Counselling Cell takes into considerations their need and consults them before organizing tailor-made programmes for their benefit.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 1.4

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	1	2	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

The Alumni association of the Institution encourages and fosters alumni network among its members. The purpose of the association is to organize a strong Alumni community by providing an environment in which it can flourish. It aims at creating a family connected to the alma mater. Besides, it tries to enhance the employable skill of the members with much confidence & thereby by helping the Institution to grow. The Alumni Association of Swarnachud College has not been registered under the Society Registration Act xxi of 1860. However it has been formed with compliance to a by-law which has received the sanction of the Governing Body of the College and as such, it follows all accepted regulations like election of different office bearers management of finances, observation of quorum and so on. Social platforms like utube, whatsapp, email have helped such groups to built a platform for association like never before. The Alumni Association of the College has a special whatsapp group christened Swarnachud College Alumni association which helps the institution to share vital information with the Alumni. The association regularly conducts different programmes like Campus cleaning, Observation of important days, Extension Programmes which helps them maintain a close tie with the alma mater. The Institution informs & gives them an opportunity to take advantage of the different Career related programmes held under the Career Counselling Cell. The Alumnus are given preference to fill vacant posts at the College level.

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

### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

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

## Criterion 6 - 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

##### Response:

'Provide Perfection through realistic Education' is the guiding Vision of Swarnachud College, Mitrapur.

The Vision of the Institution was incepted on its very foundation in 1978 upon the resolution to establish & develop the Institute as a Centre of Higher learning ever abreast with the expanding horizon of Knowledge in the field of Science & Humanities by exploring the potentialities of economically weaker sections of the society and bringing them to the limelight of development; instilling Skill, Employability, Leadership qualities & Moral values.

##### MISSION

The Mission of the Institution was incepted on its very foundation in 1978. The dream of the Elites of the locality for

Establishment of a Higher Educational Unit with Institutional responsibility;

Making it a Centre of Learning;

Taking the lead in Sanskritisation process of the locality;

Promoting Socio-Economic-Educational & Political progress through Extension Activities;

Establish mutual beneficial partnership with Industry, Alumni, Local State & Central Governments in collaborative efforts for the development of the Stakeholders and the locality.

Preparing economically under-privileged young masses to face future challenges

Inculcating a spirit of self sufficiency in the Youth

Encouraging the Students to explore their hidden potentialities in co-curricular and extra-curricular activities.

Invigorating a sense of Courage & Dignity among the Girls through the Art of Self-defence.

Acting as an alma mater to cradle growth, opportunities & development of the locality & finally

Shaping the Institution as a Model for others to emulate.

As an higher educational unit with Institutional responsibilities, the College adopts several extension activities while imparting learning to the young masses.

Social & welfare schemes are undertaken by the NSS & YRC Wings of the College in the locality and adopted villages. MOUs executed with different industry & associations expose the students to inculcate a sense of self sufficiency and enhance their employability. As the lead College, the Best Practices adopted are imitated by other educational institutions in the periphery. Special NSS wing for girls, self defence training & empowerment of women through awareness of legal rights give priority to women invigorating a sense of courage & dignity among the Girls.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### **Response:**

The College adopts decentralized governance and participatory management. From the beginning of each academic year, the Principal distributes various portfolios among the teaching and non-teaching staff and gives them autonomy to function independently. This helps in the smooth working of the administrative machinery. Two Teachers and one from non-teaching staff are nominated to the governing body of the college. The Principal appoints one senior member of the college to the IQAC as Co-ordinator for a period of two years to guide the quality developmental aspect. The Academic and Accounts Bursar are appointed for streamlining the smooth operation of accounts and academics. For matters relating to day to day administration involved, he appoints a senior member as Administrative Bursar. The Heads of the Teaching Departments are given autonomy to organize departmental events like Seminars, Discussions, Tours as well as Proctorial system. The NSS and YRC wing of the college headed by Teachers appointed by the Principal propose and formulate their plan of action with regards to the social welfare agenda of the college. The Teachers are also delegated with the responsibility of organizing the cultural competitions and Annual sports as per the schedule of the academic calendar. The Public Information officer, chosen by the Principal from among senior staff members, handles and responds to all queries under the RTI Act on behalf of the college. The Examination section, under the guidance of the OIC, carry out all examination related functions starting from the beginning to the end of each examinations. Delegation of responsibilities and decentralization are properly adhered to in the administration of the college.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Swarnachud College, Mitrapur has a strategic and prespective plan for all the academic activities. One of those is upgradation of Academic facilities. This includes opening up of new Honours subjects, increase of Seats in existing Honours subjects, provision of class rooms for these subjects, filling up the vacant posts to man the additional workload, drawing the attention of the higher authorities to make provision for financial assistance for construction of new classrooms. For an expanding Institution like Swarnachud College, this is one of the most important strategic plan for its growth.

Previously, the College had 9 numbers of Subjects with Honours teaching facilities. As the demand of the students for seats spiraled, it was decided to open Honours in Subjects like Mathematics, Botany & Zoology. The matter was discussed in the Staff Council and after due approval, it was presented before the Governing Body. The Members of the GB unanimously accepted the proposal after a thorough discussion and requested the Principal to look into the matter considering the best interest of the Students as well as of the Institution. Proposals sent to the Higher Education Department. CBZ with 48 Seats was opened during the session 2017-18. Honours teaching facility in Botany, Zoology and Mathematics was introduced during the session 2017-18 with 24 Seats in CBZ and 16 Seats in Mathematics.

The IQAC of the College felt the need for increasing Seats in Honours Subjects. Thus, with the approval of the GB, steps were taken to enhance the intake capacity in the Honours teaching facility in various Subjects. Seats in PCM increased from 32 to 48, from 16 to 24 in Odis & History Honours, and increase of seats from 08 to 16 in Philosophy.

The requirement for teaching staff was made to the Government. However, as new recruitment were not made in the session, the GB decided to make local arrangements by making contractual appointments.

In order to meet the shortage of classrooms owing to the increase of seats, the IQAC of the College sought assistance from the OHEPEE for financial grants for the construction of classrooms which was approved and a grant of 5.26Cr was made for both civil and non-civil expenses. The Institution received a great boost in terms of the financial grant given by the Government of Odisha under the OHEPEE.

The College has thus profited from such an in time Strategic Planning from which not only the Students but also the Staff were immensely benefitted & it ushered in a new systematic approach to development in the future.



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

### **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.**

#### **Response:**

Swarnachud College, Mitrapur is a non-government, aided, co-educational Institution in the Balasore district of Odisha. The functioning of the College is carried on effectively through well planned policies and procedures. At the apex, higher Education Department headed by the Principal Secretary and subordinate officers work as supreme tribune to administrative, academic, financial & allied functions of the Institution. All sorts of Government resolutions, guidelines, directives, modalities etc are made at this apex level.

#### Director, Higher Education

The Director is the communicating & executing authority on behalf of the Government. The Regional Director of Education works as a liaison officer of pay fixation, sanction of provident fund, leave, pension, gratuity etc to the employees.

#### Governing Body

The real function of the College is carried on by the GB approved by the Government that represents various sections of the society. They approve the policies and programmes to maintain finance, the land & property owned by the Institution, recruitment, administration & developmental work of the College.

#### Principal

The Principal is the ex-officio Secretary of the Governing Body and Executive Head of the Institution. All the nominal function of the College is carried out under his direction & supervision.

#### The IQAC

The IQAC is a vital organ of quality development of the Institution. Headed by a Senior Faculty nominated by the Principal, it is formed by members from local industrialists to students' representatives. It happens to be the centre for ushering in qualitative development to the College. It makes active suggestions to different administrative and academic bodies of the College, collects feedbacks from different stakeholders, executes MOUs with different organizations and plans and executes the Best practices through different co-curricular and extra-curricular functions of the Institution.

#### Bursars

Sections like administration, accounts and academic are headed by Bursars who are chosen from among the senior most Teaching Staff Members. They discharge the function of their respective departments and constantly assist the Principal in his day to day activities.

### Staff Council

The Staff Council of the College is a statutory body to aid and advice the College authority

### Sections

The Principal distributes assignments or charges to the Faculties to to perform Curricular, Extra-curricular, Extension activities, Collection of Feedbacks, Support Services, career Counselling, Grievance redressal, students welfare, YRC, NSS, Hostel, Website, IQAC, Admission, Purchase, Examinations, establishment etc. These sectional work are conducted with the help of Dealing Assistants and Class-IV employees.

### Committees

Various Cells & Committees are formed under the behest of the Principal to look after Discipline, Sexual Harassment, Gender equality, Self defence, Seminar Co-ordination, Library Management, Quality maintenance etc.

### Heads of Department:

The HODs are responsible for the Academic & administrative affairs of the departments. Guidance and review of lesson plan & notes, preparation of question papers for internal examinations, preparation of Project work, organization of Seminars, discussions, inviting Resource persons. The HODs of the Science stream have additionally to scutinize the laboratory requirements and activities and preparation of e-learning resources.

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

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

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

**Response:** C. 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies



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

The Institution safeguards the welfare of its employees as permissible within statutes.

All Teaching and non-teaching Staff are allowed to avail 15 days Casual Leave and 13 days Earned Leave and 20 days Medical Leave as per Government guidelines.

Maternity Leave for 6 months and Paternity Leave for 10 days are allowed to them.

In exigencies, Extra-ordinary & Quarantine Leave are also permissible.

There is provision for Study Leave for research activities.

The Regular Employees of the College are allowed to enjoy annual Incremental Salary and Dearness Allowance as admissible from time to time.

As per rule, the Employees get benefit of Promotion & placement to next senior grade.

Benefits like Provident Fund, Gratuity, Group Insurance has been provided for the Employees.

The Employees are allowed to get bank loans for house building, purchase of vehicles, study loans, children's marriage with prior recommendation of the Principal very easily.

Staff members are allowed to attend Workshops, Seminars, Refreshers and Orientation programmes as participants and resource persons.

The College organizes Skill Development Programme & Capacity building Programme to boost their work culture and quality.

The Faculties are encouraged to apply for Minor, Major research Projects & other Scholarships intended for research work.

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

**6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

**Response:** 0

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and**

**towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 1.6**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

#### Response:

Performance Appraisal of an employee is a method by which the job performance of an employee is documented and evaluated. Educational Institutions possess two types of Employees - teaching and non-teaching. Normally, it is an annual performance assessment. The regular employees of the College belonging to Class 1, 2 and 3 posts submit Performance Appraisal Report (PAR) to their higher Authority in the department of Higher Education. The same report is submitted in HRMS portal managed by the Government. The Report includes the statement showing coverage of courses and lesson work allotted to individual Teacher, different curricular and extra-curricular responsibilities taken by him or her, research and publication, attendance of professional development programmes such as workshops, seminars, orientation programmes etc during the academic year. The class 3 group of non-teaching employees also submit their record on a separate schedule to show performance appraisal. The performance appraisal also covers the role of the employees towards the stakeholders, code of conduct at the place of work and their dealings with superior and subordinate employees. The Principal along with the Academic Bursar make an appraisal of the teachers on a monthly, weekly and daily basis. The record entered in the Progress register is submitted by them for verification of the Principal everyday at the end of the teaching schedule. Staff participation in co-curricular and extension activities, development activities are taken into consideration in the process of assessment.

After filling of personal appraisal report by the employee, the same is transmitted to the Principal as the reporting Authority. The Principal fill up the part 2 of the report with his remark and rating to the Individual employee. He transmits the same to the Director, Higher Education for remarks as Reviewing Authority. Here the IQAC of the College plays a dominant role.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Audit of financial position is a regular activity undertaken by the Institution. This system makes financial

transactions transparent. Audit is done both by internally and externally. while Internal Audit is done by a Committee of senior members constituted by the Principal, External Audit is conducted by the Chartered Accountant and the Local Fund Audit. Every sections of the college has separate Cash Books where day to day transactions are reflected. The internal Audit is completed before the External audit. The members entrusted with the responsibility of internal audit, verify the mode of transactions, position of stock, cash book entries in the main cash Book, Cash book of the uGC, Exammuation, NSS, YRC & others. After verification, the Committeee submit proposals for compliance if any. The principal take actions accordingly.

The Extrenal audit is done by the Chartered Firm under the direct supervision of the District Local Fund office. The chatered authorities conduct audit as per their professional standard. In case of any objections, they submit memo which is clarified by the college in due time. The details of income & expenditure for the last 5years & the details of External audit of the accounts is given below.

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

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

**Response:** 0.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0.50	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

As Swarnachud College, Mitrapur operates in an Integrated Tribal Development Agency with mostly poor & needy Students, therefore the capacity to mobilize funds is rather restricted. The Funds of the College are generated from Students' collection, donation , government aid.

Money received from these sources is acknowledged with proper receipt and entered into Cash book on a daily basis. Any sort of expenditure proposed is properly verified by the Accounts Bursar, Administrative Bursar and approved by the Principal. Payment is made through NEFT and different standard and accepted modes of electronic payment or draft and cheque. The College usually does not entertain direct cash transactions. All collections from Students and Donors are maintained in Daily Collection Register.

The College prepares Annual Financial Budget taking priority of expenditure warranted item wise and proposed budget is discussed in the Staff Council and then put before the Governing Body for discussion & approval. All the expenditure is incurred according to the approved Budget of the financial year. Priority however is given to the payment to the contractual and management staff, purchase of library books, laboratory equipment, development of Infrastructure, maintenance of resources, conduct of seminars, sports, cultural & extension activities, office stationery and ICT devices.

The Funds sanctioned from the Government for Infrastructure development, improvement of laboratory, purchase of books etc are utilized by quotation call. The lowest bidder is given order to supply articles. The payment to the Suppliers is made by cheque or through online mode. The Purchase Committee verifies the quality either on its own or by hiring experts/architects. No cash is utilized unless the negotiation and agreement is made with the vendors. After purchase, the Stock Register is maintained for stock position and utilization of durable and consumable articles is made through issue in the stock book.

The college has been selected for OHEPEE funding by the Government of Odisha. At the College level, a Faculty has been assigned to perform all related activities as the Co-ordinator & another Faculty is there as the Associate Co-ordinator to aid and assist him in managing the portfolio of IDP. The fund has been provided for Civil and non-civil purposes. Funds received under these heads are utilized for development of teaching aid and for construction purposes. Proper accounts of expenditure is maintained in a separate Cash Book with prior resolution of the Purchase Committee.

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

## 6.5 Internal Quality Assurance System

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

#### Response:

The IQAC of the College has contributed significantly for institutionalizing the quality assurance strategies and process. It adopted a number of initiatives to improve the quality culture in academic, administrative, accounts and all other aspects. This activity helped a lot in developing the quality culture of the Institution.

#### Practice 1:

Previously, Refreshers/orientation programmes were limited to the Members of the teaching community and it fulfilled academic purposes. Classroom teaching got a new life. After the formation of the IQAC, the members of the cell felt the necessity of organizing Orientation programmes for the non-teaching staff of the College. This included computer training programme, Capacity building programme, Office management programme and such other activities to boost the capability of the group. Because of creation of vacancies due to retirement and availability of limited work force in the Examination, Establishment, Accounts and various other wings of the College, the need for orienting the limited man power to man various responsibilities in time was felt by the IQAC. Thus, in a routine manner the Cell organized a number of such programmes by inviting Trainers from government offices. As a result, it has become possible to manage the work efficiently & effectively with limited man power. The IQAC has decided to continue such fruitful programmes in future years.

Practice no 2

In order to make education system in the Institution more transparent, the IQAC decided to adopt the practice of collecting Feedbacks from different stakeholders on teaching learning process, infrastructural position, library facilities, games and sports , cultural atmosphere and so on. Questionnaire were supplied to the stakeholders like students, parents, faculties and alumni. The feedback received were analysed by the Staff Council under the aegis of the IQAC. Steps were taken to solve the problems of the stakeholders. It helped in developing the academic and other aspects of the College.

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

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The IQAC plays a prominent role in reviewing the teaching, learning process and its Outcomes of the College at periodic intervals. It always aims at enhancing quality & proficiency. Teaching & Learning is a continuous and consistent process. The College came under the 1st Cycle of NAAC accreditation in 2006.

During Post accreditation period there was a marked enhancement in the Teaching & Learning process. Classroom teaching got lively, attendance increased, faculties put in a lot of zeal & enthusiasm and the academic atmosphere in the College got a new lease of life. The results of the students increased. The IQAC came into existence in 2012 and the responsibility of overall development of the College was taken up. It sought to streamline the process of teaching & learning and making it more effective in a planned manner. The IQAC took steps to provide the extra classrooms and accomodate the Science department



with Laboratories. It organized meeting for strategic planning at the beginning of academic session, monthly review meetings, collected feedbacks from different stakeholders, instituted Academic Audit to keep track of progress made, organized study tour & industrial visits, executed MOU with local industries, philanthropic and cultural associations for promotion of extension service, created platform for Students' interaction with Industrialists and Professional Career Counsellors under Career Counselling Cell. The IQAC follows the regulations of the Fakir Mohon University, Balasore. The Internal examinations are conducted as per the provision of the University. Prior notification is made and programme of examination is notified. After the end of the exam and valuation of scripts, Faculties display the same and discuss it individually with the students. The students get a chance to know their shortcomings. This helps the student to overcome his weakness and fare well in the final examination.

After the publication of the results, the Staff Council meets to review the outcome. In case of poor performance, the members chalk out plans to overcome the problems. The weak students are given special emphasis. These steps initiated by the IQAC during the post-accreditation process has brought about fruitful result. A student of the Institution, for the first time ranked top position in the University exam.

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

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

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Swarnachud College, Mitrapur is a co-educational Institute. Both boys & girls enjoy equal opportunities & privileges in the College. Discrimination in any form is prohibited inside the College premises. Gender equity prevents violence against woman and girl children. The College administration keeps a vigil to prohibit any sort of gender bias and tries to establish parity on all aspects of academic life. In order to ensure safety & security to the girl children, the College undertakes the following measures.

Woman Grievance Redressal Cell is in operation.

Women Empowerment Cell is functioning.

Anti-ragging Cell has been constituted.

Discipline Committee consisting of senior members who keep the campus under their vigilance.

Electronic round the clock surveillance with CCTV cameras.

Entry of outsiders restricted and bonafide students are required to wear Identity Card.

The College undertakes various programmes to sensitise the girl students.

The girls are trained in the art of self defence.

A girls unit of NSS was constituted exclusively for girls.

Active participation of girls in YRC unit of the College.

Ample opportunities and encouragement to girls students to participate and excel in sports so as to represent at the State and University level.

Separate Common Room for girls and provision for supply of magazines.

Organisation of Workshops on Women Empowerment.

Encouragement and preference to girls to display their talent in song, dance, acting, anchoring etc.

The Institution is fortunate to have a predominantly girl stakeholders. The College proudly adheres to the Gandhian ideology of educating the girl child for building a modern India.



File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

The college has adopted a number of measures to manage the degradable and non-degradable waste and keep the campus clean and eco-friendly.

Solid waste Management- The solid waste material are produced of construction work, office stationary, wood-work and furniture maintenance. Further, old answer scripts and old newspapers are to pile up as unused articles. The waste material such as broken bricks, cement tips, rough sand etc are the materials used for building roads and connectives. . The office wastes such as rough papers, old records, old answer scripts and old newspapers are graded properly. In case of important records the same is kept in the

storerooms. But, the unimportant records are disposed after the preparation of necessary order. But the answer scripts beyond three years, the old newspapers beyond two months are sold at marginal price to local vendors. The waste papers, wood and cement bags are disposed of in similar manner.

**Biochemical Waste Management :** The waste material in form of bio-products such as fallen Leaves , dried flowers , old saplings , dead trees, Leaf-plates from college canteen, dried grass etc. are dropped and disposed into a compost pit built in the campus for recycle as Bio-Compost. This compost is used for manuring the plants in the college garden. The use of polythene material has been strictly prohibited in the campus. The dustbins and garbage bins are placed in the campus to dispose wrappers, peels and any waste materials used by the students and staff. The college has made provision for sanitary napkins vending machines with destroyer in girls washroom for incineration of used napkins.

**Liquid waste Management –** The liquid waste such as chemical mixed water from chemistry laboratory, basin water from college canteen and common rooms , water used for experiment in Biology laboratories, water used in the toilet are ventilated into their respective soaks pits. The surplus rain water has been evacuated / drained off to the main drainage on the side of the main road.

**E-Waste Management –** The old and defunct computers, electronics apparatus , laboratory equipments , Xerox machine, fax , telephone handsets , UPS , batteries , printers etc. whenever becomes unrepairable are dumped in a store room and disposed off to a scrap dealers only after the decision taken in the Staff Council and approved of the Planning and College Development Committee. The college endeavors to keep the campus green and eco-friendly. Internal Green Audit is done every year to maintain ecological health of the campus.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### **7.1.4 Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: E. None of the above

**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 500 words).**

**Response:**

Unity in diversity is a prime character of Indian culture. Tolerance, mutual harmony, feeling of brotherhood, peaceful co-existence, mutual respect are the basic features of this culture. Swarnachud College, Mitrapur is no exception to it. The students and staff belonging to different caste, creed, community, religion, section and region. As the College is situated in an Integrated Tribal Development Agency Block therefore most of the students hail from poor & tribal background. The vision of the College is to provide excellent teaching & learning process. Participation of all in all curricular and extra-curricular activities without any bias and discrimination has become the guiding principles of the Institution. The following activities are undertaken in order to maintain tolerance & harmony towards cultural, regional, communal, socio-economic and other diversities in the region.

No discrimination in classroom teaching.

Mutual help in a bond of fraternity.

Provision of equal opportunities for participation in curricular and extra-curricular activities.

Extension activities in NSS adopted villages with a dominantly tribal population.

Inclusion of local inmates, philanthropic and cultural clubs and local swayam sevak groups & Alumni association for regional socio-economic programmes.

Organisation of Blood donation camps to meet local & regional requirements.

Humanitarian activities in flood and drought affected areas of Kansa, Kundala, Radhakishorepur, Purukhi etc.

Workshop on Women Empowerment, Rights of Girl child, Digital India for Women, Self Defence programme for girls.

Swachhata Abhiyan through the programmes like Mass Rally, Road Cleaning, Cleaning of local Market.

Organisation of Traffic Awareness programme with the inclusion of the students of nearby high schools.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Indian Constitution not only upholds the values of peaceful co-existence, equality of all before law, guarantees fundamental rights to its citizens but also calls for certain obligation and responsibilities for attainment of democratic values. Likewise, the Institution swarnachud College< mitrapur while safeguarding the interest oOf the stakeholders it seeks the co-operation and obligation to attain excellency. In order to inculcate the idea of duties and moral obligations among individuals towards the \*Institution, Handbooks on morality, professional ethics and values has been published for stakeholders from time to time. Here, the rights and duties of the stakeholders are clearly defined.

The students are motivated to be regular, punctual, time bound, sincere, disciplined and become dreamers in life. The students are called upon to imbibe these qualities right from theie Induction classes held after their entry into the College. Besides classroom teaching, they are motivated to take up all activities unitedly so as to develop a sense of fellow feeling among them. Social and welfare activities such as “each One, Teach Two’, Weaning drop-outs back to the fold of literacy and education, volunteering to donate blood, organizing rallies on social and relevant issues like traffic awareness, education of girl child, AIDS, swacchata or cleanliness help to give them an intimate awareness of these issues and help them towards becoming responsible and conscious citizens.

The rules and professional ethics for teachers published in the guide book reminded them the duties of teachers as the architect of nation. They devote their service dedicatedly for the cause of the learners. These books called upon the teachers to avoid selfishness, egoism, escapism and develop a spirit of self sacrifice during dissemination of knowledge. The teachers are the role model not only for the students but also for the society.

In order to promote consciousness among the students and make them responsible citizens, the Institution organizes a number of meetings, conferences, workshops, debate, seminars, discussions through out the year. The Preamble of the Constitution, the duties of citizens are displayed at conspicuous

places in the campus. Discussion on anti-corruption, cyber crime, consumers rights, active citizenship, women empowerment, sensitization on gender issues, respect to women increase the mental horizon and sensitivity of the students. Celebration of College Foundation Day, Independence day, Republic day Youth day, Teachers day, Childrens day, Voters day, Martyrs day, NSS day, world environment day, international yoga day , Rastriya Ekta Dewas and such other programmes unitedly under the guidance of the Mentors unleashes the hidden talent of the youths.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**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.**

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

**Response:** D. 1 of the above

File Description	Document
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.	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

Swarnachud College, Mitrapur is a premier educational Institution in district of Balasore. As part of its Institutional responsibility, it undertakes a number of programmes towards community development, spread of awareness and other programmes touching the lives of the inmates of the locality. Besides, it helps in sensitizing the stakeholders on various issues related to socio-economic, political and religious aspects of the nation. The College schedules celebration, festivals, birth anniversaries, memorable days, events of historical, social and scientific importance and integrates them into the academic life. The observation, celebration of national and international commemorative days, events and festivals give the learners an idea about cultural values, traditions, ethos and glories of the past for which every Indian is proud of. The IQAC with the help of Wings like NSS, YRC, Eco Club, Lions Club of Mitrapur, swayam Sevak groups organize all such programmes in and around the campus with a lot of zeal and festivity.

The Institution celebrates the following days in which students, staff members and invitees take part for its successful organization.

Sl.No

Title of the programme

Events Conducted

01

Republic Day Celebration

Flag hoisting, Principal's address, Parade, Friendly Cricket match between students and staff.

02

Independence Day

Flag hoisting, Principal's address, Parade, distribution of sweets, Campus cleaning by NSS volunteers.

03

Gandhi Jayanti

Meeting with invited speakers, Awareness rally.

04

Teachers' Day

Students organize the event, worship teachers with flowers & sandalwood paste, invite teachers and students to speak on the importance of the day.

05

National Voters day

Meeting with invited eminent speakers to create awareness on democratic rights and franchise.

06

Swachhata Diwas

Cleaning of the Campus and peripheral areas, local market place and organization of rally

07

Rastriya Ekta Diwas

Meeting highlighting the unity in diversity concept of India.

08

International Yoga Day

Yoga practice session, discussion on the values of Yoga by eminent invited speakers on the subject.

09

World AIDS Day

Workshop on AIDS awareness.

10

NSS Day

Rally, discussion on social and philanthropic services by Indian youth

11

Children's Day

Organization of meeting on the importance of the day, distribution of sweets to the students.



12

#### National Youth Day

Role of Swami Vivekananda in this direction and the youth of the society towards national integration.

13

#### Constitution Day

Debate and discussion on the rules, rights and duties as reflected in Indian Constitution.

15

#### Utkal Diwas

Discussion on the great folk, literature and culture of Odisha, the history of the state and singing of the anthem "Bande Utkala Janani"

16

#### College Foundation Day

Meeting with Invited guests and speakers, remembering the sacrifices made by the founder members and special awards to students and employees on the occasion.

17

#### Annual Day Celebration

Meeting with invited guests and speakers, award to meritorious and successful participant of different cultural competitions, cultural programmes staged by the students.

18

#### Annual Athletic Meet

Competitions of field and track events over two days, fancy dress and mono acts, award ceremony

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

MORNING MUSIC MANTRA Music, as defined by Mahatma Gandhi, is a sacred powerful ancient Art which has capacity to change & control human emotions. The efficacy of Music, the sanctity of GAYATRI MANTRA – the Peace, tranquility it evokes is unquestionable. Its experimental implementation has had a remarkable impact on Students’ discipline in and out of the Classrooms, in the field elsewhere. It has been rightly said that Music does not proceed from the throat alone. There is Music of mind, of the senses of the heart. Low decibel funnels were strategically placed to make the Music Mantra audible without being loud disturbing. Every day when the College reopens for Classes, Students, Staff walk into the Campus filled with the serenity of Music and sacred Mantras filling the atmosphere as well as the hearts of the inmates – an experience such as this, evokes a sense of spirituality, discipline for which the nearby educational Institutions have adopted this Practice in their respective places.

**The Context:**

The foremost problem faced by any educational Institution is that of maintaining discipline, arresting students unrest and instilling certain higher ideology and values in the youth. It was felt observed by the IQAC that a few steps need be taken to improve students’ discipline in the classrooms and outside it. The IQAC sought for a novel way to create a conducive atmosphere for teaching and learning without imposing codes or restrictions of any sort. After much brainstorming, it was decided to introduce music, the powers of which are well documented in Upanishads and ancient texts, as a unique concept to indirectly address the issue. To achieve this objective, a special type of music created by maestros and specially the Gayatri Mantra was selected to tame and discipline the wild areas of human nature as well as to create a climate of peace, serenity and tranquility which are important prerequisites of an educational Institution.

## The Practice & uniqueness in the context of Indian higher Education

Low decibel funnels were strategically placed to make the Music Mantra audible without being loud disturbing. Every day when the College reopens for Classes, Students, Staff walk into the Campus filled with the serenity of Music and sacred Mantras filling the atmosphere as well as the hearts of the inmates. While the education system in India is acquainted with the provision of prayers and anthems in the morning, especially at the high school level, the introduction of Morning Music and Mantras is unique in the sense that very few educational institutions, if any, have thought of continuing the practice way beyond schools. Its introduction not only brought about a freshness to the campus each morning, but also caught the attention of the students and the staff who enjoyed the start of their days with music and mantras. On occasions hosted and led by the students such as departmental Seminars and on Annual Day celebration, the students insisted on using the Practice of playing Morning Music and Gayatri Mantra at the inaugural sessions. The success brought about by the efficacy of morning music and mantras encouraged the IQAC of the College to add the National Anthem which is played in the campus each morning from 9.45 am till its completion. It helps to bring the entire students, teachers and employees on their feet for sometime and augments a strange yet powerful sense of oneness among the stakeholders.

### Evidence of Success:

“Morning Music & Mantra” was used as an experimental concept in Swarnachud College, Mitrapur. The Best Practice was introduced as a device to add a freshness to the atmosphere every morning as well as to attract the students towards the music and its efficacy. The IQAC of the College, after seeking the counsel of music teachers and experts in this regard, selected Gayatri Mantra, also known as the Savitri Mantra is a highly revered Mantra from the Rig Veda Created by the great Maharshi Viswamitra, imparting the Gayatri Mantra to young men is an important part of the of the traditional Upanayana ceremony, which marks the beginning of the study of the Vedas. It is believed by practitioners that reciting the Mantra bestows wisdom and enlightenment through the vehicle of the Sun, who represents the source and inspiration of the universe.

The Discipline and the attendance of the students improved dramatically. During various co-curricular and extra-curricular activities, the students asked to play music and mantra during the inaugural sessions of various functions. While it is very difficult to measure the success of the Practice in physical terms, however the IQAC became successful in implementing the Practice and inflicting a sort of moral values among the stakeholders hailing from poor & tribal background.

### Problems Encountered & Resources Required

With the decision of the IQAC of the College to introduce Morning Music and Mantra, the question of its successful implementation was the first issue encountered. The question of selection of the right kind of music and mantra was an obvious problem. Eminent music teachers and professionals were consulted and requested to provide some sample clips. Similarly, for choosing Mantras, the advice of Sanskrit scholars was sought. After a long discussion, the Gayatri Mantra, created by Swami Viswamitra was selected for its efficacy and impact on the minds and hearts of the youth. Out of a score of music clips suggested by the experts, a volume entitled “SRADHHA’ jointly composed by such music maestro Bismillah Khan, Pandit Hariprasad Chaurasia, Pandit Shiv Kumar Sharma and Ustad Allah Rakha Khan was selected for the instrumental rendition of well known devotional songs and other heart touching compositions which happens to be a rare production in the annals of Indian Classical Music.

Special low decibel funnels were purchased under the IQAC direction and the same were strategically fitted in the campus to make the sound audible to the nook and corner of the campus. While the music and the Gayatri Mantra were downloaded and arranged internally, the College spent a sum of Rupees eight thousand from its development fund to provide the resources.

#### Title-EMPOWERING STUDENTS THROUGH SWARNACHUD GROUPS

##### Objective of the Practice :

Students are the pillars of a nation. The future of India depends on the quality of rearing & nourishment they receive during their College days. Inspired by such an ideology, Swarnachud College accepts each one as a unique potential to nurture which Swarnachud Group was envisioned as a platform to bring out the latent qualities & talent of each student. It also aimed at creating a platform of students and teachers from different streams, years and subjects to be united under three Groups so as to develop

##### The Context:

As an Institution of Higher Education, Swarnachud College, Mitrapur has more than 750 students studying in as many as 12 different teaching departments managed by nearly 40 Faculties. The Proctoral system in operation was more or less a departmental affair, with mentors and mentee often belonging to the same department. Given the tight schedule of classes post introduction of CBCS syllabus, students, for example, belonging to the Science departments rarely got an opportunity to know or interact with Faculty and students of other departments. The IQAC of the College acknowledged this problem of isolation and lack of interaction as a major hurdle and sought to recreate an educational ambience where friendliness and familiarity across all the departments, faculty, students and officials of the College for which Swarnachud Groups, as a Best Practice came into existence.

##### The Practice

In order to empower and establish a cordial kinship among the Staff & Students, they were divided in three Groups like MOTHER TERESA, VYASAKABI & BOSE. Students, Teachers & Staff from across all the departments were pooled together in these three Groups. As a result, each Group were officiated by 7 to 8 Teachers across different departments who acted as Mentors, Guide and Leaders of the students assigned to them. Similarly, the students were randomly redistributed in these three groups so that students of different year and streams came together to interact in a platform of heterogeneous groups of teachers and students. In the Group meetings, the Teachers earmarked the Students according to their talent and prepared them to participate in the Cultural, Sports and Games and other Literary Competitions that were held in the session. During Competitions, the Students actively participated in all the Events with a new infused spirit to win for their Groups. Their zeal and enthusiasm developed beyond imagination. It was as if they got a new lease of life while pursuing their studies. It was a great success for the Institution which was experimented for the 1st time. The practice helped in developing a one-to-one relationship among the students as well as the Teachers and the Staff. There was a marked improvement of competitiveness, skill and discipline exhibited during the session. The Participants of the cultural competitions grew enormously. At times the College had to grapple with the problem of accommodating so many competitors in an event.

The degree of competitiveness also increased. The identification with their respective groups and their support urged on the students to perform at their best and win prizes for their groups. It was highly successful in creating an air of Camaraderie among teachers and students of the groups. The competitiveness among the three groups reached its peak during the Annual Sports where for the first time the groups competed among themselves to be the champion.

#### Evidence of Success

The Empowerment programme culminated in the Annual Day celebration in which the Students, guided by the Teachers displayed their hidden talent on stage and also put up a Food Fest under the programme 'Earn, While You Learn' scheme. Students of different departments pooled their pocket money together and opened stalls, installed at the IQAC for the purpose. Simple snacks like sprouts, salted nuts, some Indian tiffin like dahi vada etc were a big hit on the Annual day. The Students, guided by their group leaders, staged a very entertaining cultural programme on the day. The whole experiment was a huge success that was appreciated by the Parents, Alumni & the Students themselves.

#### Problems Encountered and Resources Required

While the IQAC initiated the Formation of Groups, it however spelt in clear terms that the venture should not be allowed to affect the academic routine. So it was decided to implement the Empowerment programme after the class. With communication facilities from the College growing slicker by the day, it was a problem to keep the students after their classes to participate in the interactive sessions of the groups. However as the groups took off and enthusiasm grew, the students made themselves available by making their own arrangements to return home.

Similarly there was no funds to put up a Food Fest on the Annual Day. The students unanimously agreed to give up an a professional Orchestra and divert the resources. Alternately under the guidance of the Group leaders, the students decided to stage cultural programmes in the Annual day. The dance, drama, one act plays, mono actions with students anchoring the show, was a huge success.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

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

**Response:**

Swarnachud College, Mitrapur is situated in the ITDA area of Nilgiri in Balasore district of Odisha. This block is densely populated by tribals and poor people. Most of the people in the locality are either wage earners, agriculturists or depend upon the nearby forest to earn their livelihood. Agricultural activities in rainy season and engagement in local quarries are the only source of engagement for them. The young masses complete their primary and secondary education and after that as drop outs they follow the foot steps of their predecessors. Here the higher Institute like Swarnachud College, Mitrapur comes to the front and perform its Institutional responsibilities by bringing back the drop outs into its fold.

Ever since its inception in the year 1978, it has been the vision of the founder members to provide quality education at an affordable cost to the poor and underprivileged students of this locality. It aimed to create a holistic development in the students through participation in social, physical, moral and educational sphere. In order to achieve these objectives, the Institution adopted a number of measures. Top priority is given to the sphere of teaching, learning and evaluation. The faculties keep direct contact with students continuing study. After completion of higher secondary education, while they decide to quit studies, at that time the staff members of the College come to the front to take the risk and get them admitted into higher studies. It becomes a challenging task for the faculties to persuade them to continue education. However, the students after few days of their stay in the Institution develop a positive interest towards education. They realize the importance of higher education. They try their best to complete UG course.

The NSS and YRC during their extension activities come in contact with the masses deprived of higher education. They motivate them to get them readmitted in UG course of the College. They become successful in their effort to some extent.

The College not only tries to get the poor young masses back into the fold of higher education but also take steps to bring out the hidden qualities in them. Such groups of students have their special inner qualities. And when they get a chance, they exhibit their hidden talent. During Annual Sports, they perform extraordinarily well and some of them get selected for District and State level competitions. Because of their physical prowess and education received from Swarnachud College, Mitrapur many of them get selected in the Armed Forces, Traffic Police, Defence and Security services. Their progress and development has become widespread instances for the poor and tribal youth to emulate. During natural calamities when the NSS and YRC of the College is active in rendering humanitarian services to the affected victims, these group of youths play a dominant role. They work as frontline leaders in such brave and risky operations.

The girls hailing from the poor and tribal background actively participate in all the curricular, co-curricular and extension activities of the College. Their participation in NSS girls wings makes it more vibrant and colourful. All the programmes of the wing, led by these group of girls, achieve distinct success as far as its organization or execution is concerned.

The area is closely situated to the hilly region where the swarnachud mountain stands supreme. In the ancient days, the area was inhabited by the aborigines. These people have their distinct culture and tradition, the traces of which are found in the present days. The Institution Swarnachud College, Mitrapur tries to restore some of the distinct cultural traditions of the people. Students coming from these groups are motivated to keep their tradition alive as students of higher educational Institution having societal responsibilities. During Cultural functions, these students are given an opportunity to present their distinct culture, tradition, ethos and practices before others. As almost all the students of this group come from vernacular medium and find it rather difficult to cope with the English medium of instruction at the UG level, The IQAC of the College issues guidelines to the Teachers to make use of the local languages

together with English for imparting lessons in the classroom. Similarly the Library of the Institution is advised to maintain a stock of books and references written in Odia for the benefit of these students. The Career Counselling Cell organizes Soft Skill and Spoken English programmes periodically. The College has also introduces Communicative English as an Add-on course. With the introduction of CBCS, there has been paradigm shift in Odisha higher education system. As a recipient of the World Bank assistance under OHEPEE programme, the Institution has been permitted to provide special skill enhancement papers like Communicative English and Quantitative Aptitude and Logical Thinking. The main intent of these two papers is to strengthen the Language competency and the Qunatitative and Logical thinking ability of UG students majority of whom are set to enter the job market with high hopes.

. The College has helped the students in obtaining various National and State scholarships like Senior Merit scholarships, Students' Merit Award and other aid from local industries to support their aspiration for higher education. The GYANALOK programme, the "Each One, Teach Two" venture, to name a few, are directed towards achieving development through participation. To sum up, the Institution which was established 38 years ago, has remained steady fast in the path of realizing its ideal of providing quality education at an affordable cost as well as working out a holistic development in the students.

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

## 5. CONCLUSION

---

### **Additional Information :**

Swarnachud College, Mitrapur is situated by the foothills of Swarnachud mountain. This mountain occupies an important place from the strategic point of view. The Interim Testing Range at Chandipur is 25 kms away from the College. The Radar station at the top of the Swarnachud mountain helps in keeping a track of the aerial activities. Opening of NCC wings like Army and Air force will help the students in their career building. The topography of Mitrapur provides ample opportunity for adventurous sports and activities to be adopted by the College in the future years. Besides the area is bestowed with a number of natural gifts like Ajodhya- the flourishing land OF Jainism and Buddhism, Kuldhia Sanctuary, Khirachora Gopinath – an ancient temple devoted to Lord Krishna and is dotted with places of natural beauty, rivers and falls. In view of this natural background, there is good prospect for the College to start new Programmes like Tourism, Archaeology and stone carving which shall provide ample employment opportunity to the local students.

### **Concluding Remarks :**

The College which was established 39 years ago has served a lot in imparting education to the tribal dominated people of the locality. The 1st Cycle of NAAC accreditation in the year 2006 brought about many welcome and developmental changes to the Institution. The College got a fresh lease of life as the academic, administrative, financial and physical aspects of the College was overhauled in light of the NAAC accreditation. As an Institution obliged to deal with poor and needy stakeholders, there was very little scope for being financially sound from internal sources. The superannuation of parent staff and teachers in quick succession had its toll on the functionality of the College. In the absence of quality leadership, the Institution could not apply for reaccreditation on time. However, the process for the 2nd Cycle of NAAC reaccreditation has already been launched with a renewed zeal, especially after the selection of the College for World Bank assistance under the OHEPEE programme, Government of Odisha. The Institution eagerly awaits the 2nd Cycle of reaccreditation by NAAC.



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification										
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.3.1. <b>Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 158            Answer after DVV Verification: 155</p>										
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p>1) <b><i>Students</i></b>            2) <b><i>Teachers</i></b>            3) <b><i>Employers</i></b>            4) <b><i>Alumni</i></b></p> <p>Answer before DVV Verification : C. Any 2 of the above            Answer After DVV Verification: D. Any 1 of the above            Remark : 1) Option 2 has been considered. 2) Students feedback is on teaching learning process and campus facility, hence only 2nd option is considered.</p>										
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. <b>Feedback collected, analysed and action taken and feedback available on website</b></li> <li>2. <b>Feedback collected, analysed and action has been taken</b></li> <li>3. <b>Feedback collected and analysed</b></li> <li>4. <b>Feedback collected</b></li> <li>5. <b>Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website            Answer After DVV Verification: E. Feedback not collected</p>										
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p>2.1.1.1. <b>Number of students admitted year-wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>647</td> <td>647</td> <td>593</td> <td>517</td> <td>440</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	647	647	593	517	440
2019-20	2018-19	2017-18	2016-17	2015-16							
647	647	593	517	440							

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
243	191	212	147	81

**2.1.1.2. Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
768	688	608	512	512

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
256	256	256	176	176

Remark : 1) Input edited as per the document submitted by HEI in clarification document. 2) Referred clarification document provided in 2.1 metric.

**2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
203	178	132	140	98

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
64	49	73	58	55

Remark : 1) The documents provided by HEI are not in proper format. 2) HEI has provided admission list of reserved category students only for year 2019-20 & 2018-19. These provided documents are not clear. 3) Hence referred 5.1.1 metric and considered Ist year students and edited accordingly.

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

**2.3.3.1. Number of mentors**

Answer before DVV Verification : 29

Answer after DVV Verification: 20

2.4.2	<p><b>Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b></p> <p>2.4.2.1. <b>Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>11</td> <td>10</td> <td>09</td> <td>09</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>09</td> <td>08</td> <td>06</td> <td>06</td> </tr> </tbody> </table> <p>Remark : Input edited as per the PhD. certificates provided by HEI in clarification.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	09	11	10	09	09	2019-20	2018-19	2017-18	2016-17	2015-16	09	09	08	06	06										
2019-20	2018-19	2017-18	2016-17	2015-16																											
09	11	10	09	09																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
09	09	08	06	06																											
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b>            Answer before DVV Verification : 362            Answer after DVV Verification: 330</p> <p>Remark : Input edited as per the clarification document provided by HEI.</p>																														
2.6.3	<p><b>Average pass percentage of Students during last five years</b></p> <p>2.6.3.1. <b>Total number of final year students who passed the university examination year-wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1" data-bbox="304 1413 1046 1547"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>163</td> <td>123</td> <td>134</td> <td>75</td> <td>57</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1626 1046 1760"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>163</td> <td>133</td> <td>134</td> <td>75</td> <td>57</td> </tr> </tbody> </table> <p>2.6.3.2. <b>Total number of final year students who appeared for the university examination year-wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1" data-bbox="304 1883 1046 2018"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>182</td> <td>131</td> <td>207</td> <td>162</td> <td>115</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	163	123	134	75	57	2019-20	2018-19	2017-18	2016-17	2015-16	163	133	134	75	57	2019-20	2018-19	2017-18	2016-17	2015-16	182	131	207	162	115
2019-20	2018-19	2017-18	2016-17	2015-16																											
163	123	134	75	57																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
163	133	134	75	57																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
182	131	207	162	115																											

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
220	182	207	162	155

3.1.3 **Number of Seminars/conferences/workshops conducted by the institution during the last five years**

3.1.3.1. **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
05	08	07	08	08

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
05	07	0	01	01

Remark : Input edited w.r.t. clarification document.

3.3.2 **Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	01	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	01	0	0

3.3.3 **Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

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., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
17	20	19	22	16

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
11	10	15	12	12

Remark : Input edited w.r.t. clarification document.

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****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., year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
840	1153	956	1162	867

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
634	618	1076	897	627

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	03	00	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	00	03	00	01

Remark : Input edited as per the MoU provided in clarification.

4.1.4	<p><b>Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)</b></p> <p>4.1.4.1. <b>Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 389 1046 524"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>5924373</td> <td>5895759</td> <td>4341434</td> <td>5351957</td> <td>5454054</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 602 1046 736"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0.010</td> <td>0.096</td> <td>0.045</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Input edited as per the audited statement provided by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	5924373	5895759	4341434	5351957	5454054	2019-20	2018-19	2017-18	2016-17	2015-16	1	0.010	0.096	0.045	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
5924373	5895759	4341434	5351957	5454054																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
1	0.010	0.096	0.045	0																	
4.2.2	<p><b>The institution has subscription for the following e-resources</b></p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> <li>6. Remote access to e-resources</li> </ol> <p>Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: E. None of the above</p>																				
4.2.3	<p><b>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</b></p> <p>4.2.3.1. <b>Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1538 1046 1673"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>283778</td> <td>150878</td> <td>14600</td> <td>32565</td> <td>219471</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1751 1046 1886"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : purchase of books/e-books does not reflect in audited statement hence edited.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	283778	150878	14600	32565	219471	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
283778	150878	14600	32565	219471																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
4.2.4	<p><b>Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year</b></p>																				

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

Answer before DVV Verification : 115

Answer after DVV Verification: 18

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5924373	5895759	4341434	5351957	5454054

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2.91	58.95	43.41	53.51	54.54

Remark : Input edited as per the audited statement provided in clarification document.

**5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years****5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
134	109	178	154	99

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
128	103	172	148	93

**5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years****5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
134	109	178	154	99

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	10	0	5

Remark : Input edited w.r.t. policy document provided in clarification.

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

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

Answer before DVV Verification : D. 1 of the above

Answer After DVV Verification: D. 1 of the above

Remark : Observation accepted, edited accordingly.

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

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

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

Remark : As per the clarification document the input has been edited.

5.2.1 **Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	08	08	10	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00



Remark : DVV partner asked for appointment letter but HEI has not submitted hence input is edited.

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**5.2.2.1. Number of outgoing student progressing to higher education.**

Answer before DVV Verification : 52

Answer after DVV Verification: 19

Remark : input edited as per the proof provided for higher education.

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

**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) year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
03	00	00	00	00

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	00	00	00

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**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) year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	05	01	02	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	04	02	02	0

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	14	16	15

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	1	2	2

**6.2.3 Implementation of e-governance in areas of operation**

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

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

Remark : Observation accepted, edited accordingly.

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	02	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

Remark : Input edited since brochure and attendance list is not provided by HEI.

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	0

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

6.4.2.1. **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
100000	0	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0.50	0	0	0

Remark : Input edited as per the clarification document submitted by HEI.

6.5.3 **Quality assurance initiatives of the institution include:**

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

Answer before DVV Verification : D. 1 of the above

Answer After DVV Verification: D. 1 of the above

	Remark : Input edited as per the clarification document.
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above</p>
7.1.6	<p><b>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above Remark : Observation accepted, edited accordingly.</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol> <p>Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: D. 1 of the above Remark : Input edited as per the clarification document.</p>

## 2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>02</td> <td>02</td> <td>02</td> <td>02</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	02	02	02	02	02
2019-20	2018-19	2017-18	2016-17	2015-16							
02	02	02	02	02							

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
288	288	264	192	192

2.1 **Number of students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
647	647	593	517	440

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
677	646	646	550	440

2.2 **Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
360	323	285	240	240

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
128	128	128	88	88

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
163	123	134	75	57

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
149	135	134	92	57

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
26	27	26	26	20

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	24	26	20	17

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
28	28	28	28	28

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
29	28	28	28	28

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 23

Answer after DVV Verification : 21

4.2 **Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5924373	5895759	4341434	5351957	5454054

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
46.02	35.32	43.41	53.60	53.51

4.4 **Total number of computers in the campus for academic purpose**

Answer before DVV Verification : 07

Answer after DVV Verification : 10