

Yearly Status Report - 2019-2020

Part A		
Data of the Institution		
1. Name of the Institution	GOVERNMENT SCIENCE COLLEGE CHATRAPUR	
Name of the head of the Institution	Dr. Pinki Rani Dei	
Designation	Principal(in-charge)	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	09437513382	
Mobile no.	8249067125	
Registered Email	iqacnaacgscc22@gmail.com	
Alternate Email	principalgscc@gmail.com	
Address	Near NH-16, Chatrapur	
City/Town	Chatrapur	
State/UT	Orissa	
Pincode	761020	
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri Manoranjan Maharana
Phone no/Alternate Phone no.	08249175984
Mobile no.	9090145493
Registered Email	iqacnaacgscc22@gmail.com
Alternate Email	gscciqac@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://gscc.ac.in/agar.php
4. Whether Academic Calendar prepared during the year	Yes

5. Accrediation Details

Weblink:

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
2	B+	2.58	2017	23-Jan-2017	22-Jan-2022
1	В	75.50	2006	17-Oct-2006	16-Oct-2011

https://gscc.ac.in/

6. Date of Establishment of IQAC 01-Jul-2014

7. Internal Quality Assurance System

if yes, whether it is uploaded in the institutional website:

Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC Date & Duration Number of participants/ beneficia		Number of participants/ beneficiaries	
Mock test for competitive examinations	30-Nov-2019 1	50	

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d_special_status)}}		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
KHALLIKOTE UNIVERSITY	RUSA 1.0	UGC	2018 2	4.88
DHE	OHEPEE	WORLD BANK	2019 4	3.22
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View Link</u>
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<u>View Uploaded File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

• IQAC monitored collection of feedback from students IQAC conducted different competitions for students. IQAC assisted departments to conduct national/international seminars For infrastructure development of college, IQAC played a key role. Some NSS programs had been assisted by IQAC.

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

Plan of Action	Achivements/Outcomes
Mock test for Competitive Examination	ACHIEVED
1. Conduct of Proctorial classes for	ACHIEVED

irregular students. Achieved 2.			
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14. Whether AQAR was placed before statutory body ?	Yes		
Name of Statutory Body	Meeting Date		
Internal quality assurance cell	31-Dec-2019		
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?	No		
16. Whether institutional data submitted to AISHE:	Yes		
Year of Submission	2020		
Date of Submission	28-Jun-2020		
17. Does the Institution have Management nformation System?	Yes		
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Our college has various modules of MIS currently operational which are listed below: 1. Administration(HRMS) 2. Finance and Accounts (HRMS, IFMS) 3. Students admission and Support (SAMS) 4. UDise portal HRMS: Human Resources Management System (HRMS) is the flagship project of Center for Modernizing Government Initiative - CMGI, a society under the General Administration Department, Government of Odisha. HRMS is a database - and application software which our college administration uses to carry out personnel transaction of employees online through Internet. This aims to be the primary vehicle of transactions of college employees. HRMS is the repository of all the service records of the employees of our college through HRMS, an employee may apply for leave, loan, or send their reports, requests or grievances. They can receive the sanction or reply online from their office. HRMS software automatically prepares all accounts and registers of an employee, like Service Book, Leave Account, Loan Account, Salary Account, Incumbency Chart etc., retrieving relevant data from transactions. It		

also helps the superannuating employees to prepare their pension papers on the click of buttons and help authorities to process pension papers easily and quickly. IFMS: The Finance department, Government of Odisha runs Integrated Financial Management System. Our college uses this portal for smooth conduct of all financial issues. Salary and arrear bills are prepared through this portal. SAMS : Student Academic Management System (SAMS) is an integrated Academic Management System and comprehensive tool for students/parents, administrators of our college to overcome the challenges in the process of college admissions and post admission processes. The entire college admission process is digitized in SAMS starting from Application, Selection, Intimation admission for hardware connectivity architecture. Also this portal is used to issue CLC, Icard. Lokseva portal of Sambalpur University: It is used for students enrollment, form fillup, entry of marks, publication of results etc. The detailed information about the students is uploaded in UDise portal in each year. The information includes Name of the Student, name of the mother, name of the father, address and Aadhaar number etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution ensures effective curriculum delivery through a well-planned and documented process: The curriculum is framed by Higher Education Department. The institution follows CBCS syllabus since the academic session 2015-16 having CC (core course), Generic Elective, AECC and DSE courses as the component subjects. For effective delivery of the curriculum, the institution prepares semester wise and department wise time table at the beginning of each semester. Classes/periods are allotted with due weightage to the nature of course and credit assigned to each course as such. The non -practical subjects with credit points 6, are allotted five periods for theory classes and one period for tutorial classes. Subjects with practical component (credit 6) are allotted 4 periods for theory classes (4 credit) and 6 periods (3periods equivalent to one class) for practical classes corresponding to 02 credit. Assignments, project works, survey, field studies etc. are undertaken under the practical component of different subjects. Environmental studies, Communicative English, Information technology and quantitative and logical thinking are provided to the students as the inter-disciplinary subjects under AECC/SECC

course. The institution has very limited scope to fix its own policy for implementation of curriculum. However, some teachers of our college act as the members of board of studies. Once the curriculum has been prescribed, the college authorities develop an action plan for its effective implementation. The institution no doubt follows the curriculum designed by the university; however, it ensures effective curriculum delivery through a well-planned and documented process. In the beginning of every academic session the institution chalks out an academic calendar according to common minimum standard prescribed by DHE Govt. of Odisha. The OIC of time table schedules each subject for teaching, which includes lecture hours, practical and tutorial classes. The HODs of various departments conduct academic plan meeting to organize the schedule of lectures. The faculty members are instructed by the authority to cover the syllabus with in a stipulated time. More emphasis is given for lesson plan and progress of the syllabus. The lesson plan is regularly verified by the Principal and by the inspecting authority during the academic session. For implementation of curriculum, teachers take resort to various teaching methods such as presentation, assignments and seminar etc. The institution receives regular updates of circular through letters and email, from the university regarding changes or modifications in the curriculum. The syllabus and the pattern of examination which had been previously followed underwent a great change in the academic session 2019-20. With the combined effort of all state universities, and taking the consent of chairpersons of different boards the government implemented the unitary syllabus at the UG level(Arts, Science and Commerce streams) for the college all coming under the CBCS Syllabus.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NA	NA

1.2 - Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction	
BA	AECC-1 and AECC2, SECC-1 AND SECC -2	16/07/2019	
BSc	AECC-1 and AECC2, SECC-1 AND SECC -2	16/07/2019	
BCom	AECC-1 and AECC2, SECC-1 AND SECC -2	16/07/2019	
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	COMMERCE	22/06/2015
ВА	HUMANITIES AND SOCIAL SCIENCE	22/06/2015
BSc	PHYSICAL AND BIOLOGICAL SCIENCE	22/06/2015

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 - Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled			
NIL	Nill	0			
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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships		
BCom	DSE-IV	84		
BA	DSE-IV	227		
BSc	DSE-IV	241		
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1.4 - Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Nill
Parents	Nill

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Analysis of Students' Feedback on Curriculum (Academic session 2019-20): Feedback was invited from students through questioner for the model syllabus on Choice Based Credit System for the academic session 2019-2020 on 21.08.2019. The model syllabus was implemented from the academic session 2019-2020 throughout the state of Odisha with a little modification of CBCS syllabus of UGC by the State Higher Education Council, Govt. of Odisha. The questionnaire was based on 10 parameters. 100 responses have been received from the students of all the streams. The brief analysis of the responses on syllabus is mentioned below. Parameter 1: Rate the level of Teaching learning process in the institute No of positive responses: 85 Parameter 2: Student and teacher interaction in the institute. No of positive responses: 87 Parameter 3: Activities leading to placement Enterpreneurship lifelong learning Field Projects and Internships No of positive responses: 82 Parameter 4: Motivation and exposure to Co-curricular/ Extra-curricular activities in the institute. No of positive responses: 80 Parameter 5 : Assessment of the examination at the institution level No of positive responses: 87 Parameter 6: Infrastructural Facilities like internet and wi-fi, security, cleanliness and medical No of positive responses: 75 Parameter 7: Overall facilities like text books and reference books availability in library and digital section No of positive responses: 77 Parameter 8: Rate whether the syllabus has good balance between theory and application No of positive responses: 79 Parameter 9: Rate whether the syllabus is further useful to meet the job requirements and professional development No of positive responses: 92 Parameter 10 : Does the program

improve your understanding your concepts, principles in the subjects and motivate you to think and learn. No of positive responses: 86 Action taken : As per the feedback and suggestions given by students the following actions were planned and initiated for the benefit of students. 1. Purchase of the new books for library. 2. Engagement of more sweepers for maintaining the cleaning and hygienic of the college campus. 3. Purchase of more numbers of dustbins. 4. Development of ICT infra structure. Teacher satisfaction survey - 2019-20 A teacher satisfaction survey was conducted on 21.08.2019 among the faculty members of the college on 10 parameters. We have received 28 responses. The parameters were as follows: 1. The courses/syllabi taught by me have a good balance between theory and application. 2. Contents of curriculum are as per the industry requirement. 3. The objectives of the syllabi are well defined. 4. Infrastructure facilities are available in the college. 5. The college provides adequate opportunities and support to faculty members for upgrading their skills and qualifications. 6. The environment in the college is conducive to teaching and research. 7. The books/journals etc. prescribed/ listed as reference materials are relevant updated and cover the entire syllabi. 8. I have the freedom to adopt new techniques/strategies of testing and assessment of students. 9. The prescribed books are available in the library in sufficient number. 10. Any special remark on curriculum. Analysis of the feedback: Among the responses 85 were positive about curriculum, infrastructure and opportunities for skill development. 68 were positive about research and only 57 were positive about books available in library. Action taken: As per the feedback and suggestions given by faculty members the following actions were planned and initiated, 1. Purchase of the new books for library. 2. Development of infra structure and IT infrastructure.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HUMANITIES AND SOCIAL SCIENCE	256	Nill	221
BCom	COMMERCE	256	Nill	84
BSc	BIOLOGICAL SCIENCE AND PHYSICAL SCIENCE	256	Nill	241
MA	ODIA AND HISTORY	24	Nill	8
MA	HISTORY	24		8

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2.2 - Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

	Year	Number of	Number of	Number of	Number of	Number of
			students enrolled	fulltime teachers	fulltime teachers	teachers
		in the institution	in the institution	available in the		teaching both UG
		(UG)	(PG)	institution	institution	and PG courses
				teaching only UG	,	
L				courses	courses	
L	2019	546	8	30	0	7

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e- Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
37	32	6	7	1	0

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution believes in better student teacher interaction in building the academic atmosphere in the campus. For this, it undertakes a host of student centric methods for enhancing learning experiences in the minds of the students. Some of these are enlisted below- PROCTORIAL CLASSES In every academic year, proctorial duties are assigned to the members of the teaching staff. The students are divided into different groups with 15 students in each group which is then allotted to a proctor. The proctor in turn keeps regular touch with the students in the proctorial class and monitors the academic development of that group. The proctor ensures regular attendance of students and also takes care to clarify his/her doubts. And in addition to this interests of the students in other fields like-sports, music, dance, quiz, debate are also encouraged. Hence, the proctor acts as a friend, philosopher, and a guide to the students. He /She motivates them to realize their inherent potential and exhorts them to work purposefully to achieve the desired goal in life. Students are further induced to discuss their personal, emotional, financial problems with the mentors/ proctors so as to get the right kind of advice and help in time of distress. Parents are kept constant contact with the concerned proctor to know about overall development of their children. TUTORIAL CLASSES: As per the Govt. Guidelines in common minimum standard, tutorial classes are allotted in the time table of every department. Here, the students are divided into different subgroups and teaching is done through the interactive method. The topic taught earlier by the concerned teachers are further discussed and the doubts are clarified in a systematic manner. Students are advised to come to the tutorial classes with prior preparations. Advanced learners are encouraged to help the slow learners in clarifying their doubts with the permission, of the subject teacher. Slow learners are further motivated to ask questions without any hesitation. The entire teaching learning process is participatory and student centric in nature. The mentors are encourages students to make bonding among them through online classes, handwritten notes and study materials in pdf form are sent along with question banks. Likewise, the students are encouraged to collect end term University Question papers from the library.

Number of students enrolled in the institution	e Number of fulltime teachers	Mentor : Mentee Ratio
546	37	1:15

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
44	37	7	0	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

	Year of Award Name of full time teachers receiving awards from state level, national level, international level		Designation	Name of the award, fellowship, received from Government or recognized bodies		
	Nill	NIL	Nill	NIL		
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2.5 - Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination		
BCom	BCOM	2019-20	29/09/2020	26/10/2020		
BA	BA	2019-20	28/09/2020	26/10/2020		
BSc	BSC	2019-20	26/09/2020	26/10/2020		
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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal examination is conducted at the college level and the marks obtained by the students are sent to the university for preparing the final grading system. Internal assessment is conducted as per guidelines prescribed by the Department of Higher Education. The mid-term or internal examination is conducted of one hour duration for 20/15 marks, 20 marks for subjects bearing no practical and 15 marks for subjects with practical paper. After the successful completion of the examination, faculty members evaluate the scripts and report the performance of the students in terms of marks obtained from this. The faculty members often conduct class tests and surprise tests for the students for continuous evaluation of the students. Proctorial classes were also introduced for monitoring the progress of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calender: The college follows the common minimum standard as prescribed by the DHE, Govt. Of Odisha. At the beginning of each academic session, the DHE rolls out the common minimum standard (CMS) for all the degree colleges of the state. Every year the students are required to appear two semester examinations with a total of six examinations at their degree level. The examination section of the college display the date, time and pattern of examination in the students' notice board as per DHE. ACADEMIC CALENDER 2019-20 1. Reopening of college- 18.06.2019 2. Commencement of the class of U.G 2nd year, 3rd year and PG 2Nd year- 18.06.2019 3. Admission process for UG 1ST year and PG 1ST year 15.07.2019 to 06.08.2019 4. Commencement of UG 1ST year and PG 1ST year class 08.08.2019 5. Induction meeting for fresher's August 2nd week, 2019 6. Welcome function of concerned Dept. August last week of 2019 7. Teacher's day celebration September 5th, 2019 8. Parent teacher meet for UG First year 07.09.2019 9.Parent teacher meet for UG 2nd year 14.09.2019 10. Parent teacher meet for UG 3rd year 21.09.2019 11. Internal assessment September last week of 2019 12. Puja Holiday 03.10.2019 to 13.10.2019 13. IQAC meeting October last week of 2019 14. Form fill up November 1st week 2019 15. End term examination of 1st, 3rd, 5th PG 1ST December 1st week, 2019 16. Annual Athletic meet January 1ST week, 2020 17. Cultural week to conduct all function and competitions Jan, 2nd week, 2020 18. Annual function January last week, 2020 19. IQAC meeting February 1st t week, 2020 20. Internal assessment of 2nd, 4th, 6th PG-2nd February 1st t week, 2020 21. Farewell ceremony February 2nd week, 2020 22. Form fill up of 2nd, 4th, 6th PG-I March 1st week, 2020 23. IQAC meeting April 2nd week, 2020 24. End term exam April last week, 2020 25. Summer vacation 09.05.2020 to 16.06.2020.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.gscc.ac.in/agar.php

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ва	BA	HUMANITIES AND SOCIAL SCIENCE	173	162	91
BCOM	BCom	COMMERCE	82	70	93
BSC	BSc	BIOLOGICAL AND PHYSICAL SCIENCE	186	185	94

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2.7 - Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.gscc.ac.in/agar.php

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year		
Minor Projects	730	Odisha state higher education council(OURIIP Scheme)	4.86	3.91		
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3.2 - Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation Name of Awardee Awarding Agency Date of award Category						
NIL NIL NIL NIL NIL						
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

	Incubation	Name	Sponsered By	Name of the	Nature of Start-	Date of
		Name	Оропзетей Бу			Commencement

NIL	NIL	NIL	NIL	NIL	Nill
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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International	
0	0	0	

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded				
No Data Entered/Not Applicable !!!					

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Туре	Type Department Number of Publication					
International	International ECONOMICS 1					
<u>View Uploaded File</u>						

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication			
NIL	Nill			
No file uploaded.				

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL NIL NIL Nill Nill Ni					Nill	
	No file uploaded.					

3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication	
NIL	NIL NIL Nill Nill Nill					Nill	
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty International National State Local							
Presented papers	1	Nill					
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3.4 - Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities		
Kargil Vijay Divas	NCC Army and NCC Navy	8	58		
Observation of World Environment Day	HIGHER EDUCATION	5	28		
Mass Plantation on Vanamotshav 2019	NCC naval wing and Youth Red Cross Unit	6	52		
Awareness Rally for AIDS	Youth Red Cross Unit Red Ribbon Club, OSACS	4	34		
Perfermance of Yoga on International Day of Yoga	Naval Wing NCC	5	36		
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited		
NIL	NIL NIL		0		
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Kargil Vijay Divas	NCC Army and NCC Navy	Kargil Vijay Divas	8	58
Observation of World Environment Day	HIGHER EDUCATION	Observation of World Environment Day	5	28
Mass Plantation on Vanamotshav 2019	NCC naval wing and Youth Red Cross Unit	Mass Plantation on Vanamotshav 2019	6	52
Awareness Rally for AIDS	Youth Red Cross Unit Red Ribbon Club, OSACS	Awareness Rally for AIDS	4	34
Perfermance of Yoga on International Day of Yoga	Naval Wing NCC	Perfermance of Yoga on International Day of Yoga	5	36
Day OI 109a		View File		

3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration		
research collaboration for PhD degree	sibani Gantayet	NIL	0		
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs		
NIL	Nill	NIL	0		
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
18.6	8.3	
185	185	

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added		
Campus Area	Existing		
Class rooms	Existing		
Laboratories	Existing		
Seminar Halls	Existing		
Seminar halls with ICT facilities	Existing		
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4.2 – Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

NA	Nill	NA	2024

4.2.2 - Library Services

Library Service Type	Exis	ting	Newly	Added	To	tal
Text Books	35000	1065000	0	0	35000	1065000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & Samp; institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e- content	
NIL	NIL	NIL	Nill	
No file uploaded.				

4.3 - IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	20	1	1	2	1	1	4	5	0
Added	0	0	0	0	0	0	0	0	0
Total	20	1	1	2	1	1	4	5	0

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

5 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

POLICIES FOR INFRASTRUCTURE: The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students. Laboratory: The physics

department is responsible for maintaining the computer lab. The college science laboratories are maintained by the lab assistants and bearers under the charge of the concerned departments. Maintenance of funds procured from the state govt. and the UGC are utilised for the upkeep of specified items. Electrical sensitive equipments are provided with necessary backup to ensure steady functioning and to safe guard against voltage fluctuations. Library: There is a library committee comprising of faculty members who oversees the overall maintenance and other needs of the library. The rules of the library are strictly followed while utilizing library resources. The maximum period for loan of books is fourteen days. The students can access the reference books in reference section. Recently RUSA funds were utilized to renovate the library building and purchase of new books. Physical facilities: The college has sweepers, gardener, and a watchman. The college premises and the classrooms are cleaned regularly with the help of sweepers. Students are sensitized regarding cleanliness and are motivated for energy conservation by careful use of electricity in the classrooms. The NSS unit and YRC oversees the cleanliness and maintenance of hygiene inside the college campus. The teachers and students have also been assigned duties for cleanliness and beautification of specific areas of college campus. Solid waste is properly managed by provision of dustbins provided in suitable places and clearance ensured at regular intervals by Municipal Corporation. The college development fund is utilized for maintenance and repair of furniture and other electrical equipments and major repairs are done by PWD/ PHED/ GPHD/ GED. RO - UV drinking water facilities have been installed inside the college campus with support from World Bank under IDP Project. The ICT smart rooms are maintained by the corresponding service provider. The college website is maintained regularly by local provider. The college has 40 CCTV to ensure safety and discipline inside the campus. A gravience register is maintained in office in which students as well as faculty can register their problems which are resolved within a set timeframe. The college follows the guideline and instruction issued from time to time by the Government and other funding agencies for utilizing the grants received. Odisha General Financial Rules (OGFR), Odisha Treasury Code (OTC) and Odisha Public Works Department (OPWD) code are followed in maintaining Infrastructure facilities. RUSA /IDP grant has been utilized in effective and efficient manner.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees	
Financial Support from institution	NIL	0	0	
Financial Support from Other Sources				
a) National	NOT AVAILABLE	Nill	Nill	
b)International	0	0	0	
No file uploaded.				

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

SELF DEFENCE	22/02/2019	95	DHE ODISHA	
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	CAREER COUNSELLING	100	100	0	0
<u>View File</u>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

	Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
	0	0	0

5.2 - Student Progression

5.2.1 – Details of campus placement during the year

	On campus			Off campus	
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	11	BA, BSC, BCOM	ODIA, ENGLISH, POL .SCIENCE, HIS TORY, ECONOMICS, M ATHEMATICS, C HEMISTRY, PHY SICS, BOTANY, ZOOLOGY, COMM ERCE	UNIVERSITY	MA, MSC, MCOM,MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying	
Any Other	2	
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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants			
ANNUAL SPORTS	COLLEGE	150			
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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

5.3.2 – Activity of Student Council & Expression of Students on academic & Expression (maximum 500 words)

No student council is available as per the Government guidelines. The general student election was not conducted as per the instructions of Higher Education department.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 - No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 - Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

TWO PRACTICES OF DECENTRALISATION AND PARTICIPATIVE MANAGEMENT: The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. Principal is the head of the institution who is vested with the power and authority to supervise, control and monitor all administrative and academic matters of the college. He is the member secretary of the Governing Body and chairperson of all committees constituted in the college. In consultation with the teacher council, he nominates members to different committees for effective planning and implementation of different academic, administrative and related policies. He plans and regulates the academic calendar of the college as per the Common minimum Standard (CMS) prescribed by the government. As the warden, he monitors the activities and financial transactions of the hostels. DECENTRALISATION: Administration Bursar - Administration Bursar of the college is entrusted with

the responsibility of supervising all the official activities of the ministerial staff. He oversees the relevant files, look into the grievances of the employees. Accounts Bursar: The Accounts Bursar is the head of the Accounts section. He is responsible for the disbursement of salary and other related financial matters of the employees. He supervises the amount received by the college from Government, RUSA, UGC and World Bank assisted IDP grant. HODs: The senior faculty member of the department acts as the HOD who co-ordinates the departmental works. He/She distributes the academic works to other members of the department and monitors their Lesson Plan and Progress register on a regular basis Role of non-teaching staff: The non-teaching staff of the college play a vital role for the smooth functioning of the office, laboratories and the library of the college. There are various sections in the office like Admission, Accounts , Examination, establishment etc. The Head Clerk supervises all the activities of the office . The college Library is managed by a Librarian who provides books to the students and also maintains a clean, spacious, well equipped reading room for their academic needs. Staff council: This is the official body comprising of all the teachers of the college. Here decisions relating to college administration, admission, examination and important instructions from the government are discussed thread bare before taking the final decision.

6.1.2 - Does the institution have a Management Information System (MIS)?

Vac

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is following the model CBCS syllabus prescribed by Department of Higher Education. However, some members of the teaching faculties are members of Board of Studies of the Affiliating University, Berhampur University. They take active part in the curriculum structure, curriculum constitution, curriculum revision and change of curriculum through their valuable and judicious suggestion in the Board of studies meeting.
Teaching and Learning	The long term goal of the teaching and learning process is to stay relevant with time. This is systematically planned by imparting education with modern techniques and inculcation of moral values to the students. ITC is adopted by most of the teachers in the form of power point presentations, use of LCD projectors and use of internet. A language lab is functioning for techno supported teaching learning process. Inclusive Pedagogy is adopted by the faculty members to cope with the intellectual difference among the students.
Examination and Evaluation	: As an affiliated institution to Berhampur University, the college

	adheres to the examination and evaluation dates as stipulated by the University. Every year the students are required to appear two mid -semester examination and two end semester with a total of six examinations of their degree level. The examination section of the college display the date, time and pattern of examination in the student's notice board as per University guideline. After completion of the mid-sem theory examination, their performance is attested by the examiners and mark foil are sent to the examination section which is finally sent to the university.
Research and Development	Being primarily an undergraduate institute, the scope for research is rather limited. However, the faculty members take a keen interest in recent developments in their area of research on a regular basis. The fresh recruiters are quite adept in the latest technology relating to teaching and research. Some of them are pursuing their PhD and publishing papers in referred journals.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is partially automated which is assessed to all the faculty members and students for academic and research purpose. We have 6 classrooms with LCD projector facility. There is a seminar hall which is ICT enabled. Our college has computer lab and internet WiFi connection.
Human Resource Management	Common Minimum Standard (CMS) is followed as prescribed by DHE, Odisha for effective Human Resource Management. Faculty members are encouraged to participate in refresher course, orientation course, training, workshops etc. Teachers of this college regularly present papers in various national and international seminars. Some of them are invited to chair different sessions in various seminars and workshops. All the HODs, Committee heads, programme coordinators generate perspective plans which are thoroughly analyzed and actions are taken thereof. The strength is enhanced, weak areas are identified, opportunities are evaluated, and efforts are made to nullify the threats.
Admission of Students	The College conducts its admission

process in accordance with the rules set down by the department of Higher Education, Govt of Odisha. The Common Minimum Standard envisages the key dates for admission process which has multiple phases. The Student Academic Management System of our college is the hub to conduct admission on online mode. The OIC, Admissions along with the team members conduct monitors the admission procedure selection procedure and fulfils the specified seats on time.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	we have college planning and development committe which meets regularly and plans for the holistic development of the college. the committe monitors and exexutes the development of college.
Administration	Human Resource Management System (HRMS), DHE Odisha
Finance and Accounts	HRMS, Integrated Financial Management System (IFMS), DHE Odisha
Student Admission and Support	Students Academic Management System (SAMS), D.H.E. Odisha
Examination	Berhampur University

6.3 - Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
Nill	NIL	Nill	Nill	Nill	
	No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	Nill	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION PROGRAMME	3	19/11/2019	09/12/2019	21
ORIENTATION PROGRAMME	3	28/01/2020	17/02/2020	21
	-	View File		

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teac	hing	Non-teaching		
Permanent	Full Time	Permanent	Full Time	
25	37	17	17	

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
GIS, GRATUITY, MATERNITY LEAVE, PATERNITY LEAVE, LTC	GIS, GRATUITY, MATERNITY LEAVE, PATERNITY LEAVE, LTC, FESTIVAL ADVANCE	SCHOLARSHIP

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

A.G. and Govt of Odisha (Higher Education) conducts external audit as per Government notification. The college also conducts internal audit as per the instructions of the principal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose		
NIL	Nill	Nill		
No file uploaded.				

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Inter	rnal
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Principal
Administrative	No	Nill	Yes	Principal

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

. 1. Two meetings of the PTA are held in an academic year. 2. Parents support the administration for smooth conduct of academic activities. 3. The gap between parents and teachers is minimized for overall development of students.

6.5.3 – Development programmes for support staff (at least three)

1. Training on uploading data in Human Resource Management System 2.. Training on Bill submission at Treasury

6.5.4 – Post Accreditation initiative(s) (mention at least three)

As per the peer team report on 2nd cycle accreditation of this college reforms in the following two areas relating to teaching - learning and student support system were implemented. Teaching-Learning Process- The institution has adopted various means for teaching -learning process. CAI (Computer Assisted Instruction) - This is adopted by all teachers in the form of PowerPoint presentation use of LCD projector and use of internet . Virtual Classroom - In teaching learning process the virtual classroom plays an important role in enhancing the technology based teaching. Smart Class room - There are two smart class rooms for teaching learning purpose. The smart classrooms are meant for classes, seminars, national and international webinars.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	MOCK TEST FOR COMPETITIVE EXAMINATION	30/11/2019	Nill	Nill	Nill
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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	Nill	Nill

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The Eco-Club of the College is actively participating in creating awareness regarding importance of Green landscaping. The College has a well-maintained beautiful garden enriching the environment of the institution. There are four botanical Gardens full of various herbs and medicinal plants. Plastic is yet another hazard the modern world is facing today .It causes many environmental decay and putting our life at risk. Swallowing these materials endanger the live-stocks which is one of the rich resources of our society .In place of offering bouquet rapped with plastic, we present them a plant to sow ad request them to take proper care of it. The single used plastic is strictly banned in

the College Campus. Keeping pace with the ongoing changes, our office minimizes the use of office stationeries to the maximum extent.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0

7.1.4 - Inclusion and Situatedness

	Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Г	No Data Entered/Not Applicable !!!							

NO Data Entered/NOt Applicable

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Odisha Service Code	Nill	The Odisha Service Code lays down principles and policies of the government of Odisha which regulates the conditions of service of the employees of the state. It has got 8 chapters each dealing independently with matters relating to pay, Leave, Joining time etc. It is a compilation of guidelines for the govt employees. Higher education being the largest department of the govt it strictly adheres to the principles laid down in the service code.
College Calendar	20/02/2020	College calendar is the constitution of the college. It is issued to

		students every year. It contains the rules and regulations of college for various stakeholders. The general rule like dress code is followed by all the students. It contains contact numbers, admission process, library rules, Syllabus modules and Examination rules are written on it. The fee structure and mandatory provisions are mentioned for the benefit of students. The various facilities like sports and extracurricular modules are written on it.
CMS	Nill	The common minimum standard (CMS) is an annual common academic calendar provided by higher education department, Govt of Odisha. It is a clear cut guideline for all concerned as regard to admission, commencement of classes, holding of students council election, cultural programmes, annual sports, examinations etc. No college can deviate the schedule of activities mentioned in the CMS.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity Duration From		Duration To	Number of participants		
NIL Nil		Nil	Nil		
No file uploaded.					

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Maintenance of all the gardens and greeneries of the college. Maintenance of water tanks and swamps found in the campus for ground water recharge.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

• Both theory and practical classes are being conducted regularly with maximum emphasis on laboratory-based learning in all the science departments. • The chemistry department has four experienced faculty members with PhD from reputed national institutes and international publications of high impact factor. • One

of the faculty members of the Chemistry department have been awarded seed funding from OHEPEE.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

This college is one of the leading institutes for education in Southern Odisha. It caters to the need of poor, underprivileged sections of society. It aspires to meet the demand for higher education in the modern world without sacrificing its traditional value system. It has the most peaceful, un-politicized, and conducive academic environment. Located in the heart of the town, it is equipped with well-qualified, sincere, hardworking, supportive faculty members.

• Innovative teaching-learning and evaluation method • Modern library building with three floors. The ground floor is the library with all the latest books available on it. There is a reading room for the students on the first floor. Free Wi-fi is available throughout the campus for the students. • Participatory management in the true democratic spirit • Consistent academic results, some of the students even securing top ranks in the university • Its students have brought recognition in NCC and sports both at the state and national levels. • The college has a very good infrastructure. • It is the centre for various state-level examinations. • It has a well-functioning PTA system.

Provide the weblink of the institution

https://qscc.ac.in/

8. Future Plans of Actions for Next Academic Year

1. Enhancement of Seats: Our College is an established institution for the education of girl students in this region. Many students from socially and economically backward classes come to study here. The college has already completed its golden jubilee in the year 2018 and heading towards excellence in every branch of knowledge. For this, it is proposed before the government to increase the number of honours seats both in science and arts to make them 32 in every subject. This is under active consideration of the Govt. 2. National Seminars on various topics are to be organised at regular intervals. 3. Steps will be taken to make the campus eco friendly: Efforts will be made to make the campus ecofriendly. The Eco club will do the plantation work to make the campus green and beautiful. 4. Conduct of Extramural lectures: It is observed that extramural lectures help both teachers and students to update their knowledge in different fields. So the lecture series will be continued in the coming year by inviting resource persons from the nearby areas. 5. Library Infrastructure Development: The library will be more developed in future with a full time functional reading room. 6. Construction of new academic building: as present infrastructure is insufficient for smooth conduct of academic activities new classrooms and departmental rooms are necessary. 7. Opening of new P.G. classes: we have P.G. class in one subject (Odia) and history only at present. With changing times and demands steps will be taken to open P.G. classes in various subjects. 8. Construction of new Computer Laboratory: To enhance IT infrastructure for the benefit of students steps will be taken to construct new computer labs. 9. Construction of water tank: as our academic buildings are undergoing expansion, new hostel constructed the present water supply is insufficient. Steps will be taken with PHED to construct overhead water tank on campus. 10. Construction of hostels for students.