

# Annual Quality Assurance Report (AQAR)

(Revised in October 2013)



**BHIMA BHOI COLLEGE, RAIRAKHOL**  
**DIST: SAMBALPUR**  
**ODISHA**  
**PIN-768106**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

## **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Note:

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year

2014- 15

#### I. Details of the Institution

1.1 Name of the Institution

Bhima Bhoi College, Rairakhhol

1.2 Address Line 1

RAIRAKHOL

Address Line 2

RAIRAKHOL

City/Town

RAIRAKHOL

State

ODISHA

Pin Code

768106

Institution e-mail address

[bhimbhoicollegerrk@yahoo.co.in](mailto:bhimabhoicollegerrk@yahoo.co.in)

Contact Nos.

06644-253008 (Phone)

Name of the Head of the Institution:

Dr. HARA PRASAD MISHRA

Tel. No. with STD Code:

06644 – 253004

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. http://bhimabhoicollege.org/AQAR2014-15.doc

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71	2006	2011
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR (i) 2011 – 12 - 20/08/2012 (DD/MM/YYYY)
- ii. AQAR (ii) 2012 – 13 - 11/ 07/ 2013 (DD/MM/YYYY)
- iii. AQAR (iii) 2013 – 14 - 04/08/2014 (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

**SAMBALPUR UNIVERSITY**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="03"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="03"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="08"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Students Feedback	Improved quality of education

\* Attach the Academic Calendar of the year as **Annexure. I Attached**

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02(+3 Arts & Science)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the ( Annexure – II ) Attached*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	15	02		

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	3							8	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		4	
Presented papers		4	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Monthly & Unit Test conducted, Group Discussion, Oral test conducted.

2.7 Total No. of actual teaching days during this academic year

**195**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Multiple Choice Question

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

02

Board of Studies

as member of Board of Study/Faculty/Curriculum Development workshop



2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
+3 Arts	118	--	-	10	11	17.79
+3 Science	57		01	02	07	17.54

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

***Through Students Feedback and Progress Report / Lesson Plan of Teachers***

2.13 Initiatives undertaken towards faculty development Yes

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	03	--	03
Technical Staff	07	04		03

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

As it is an Undergraduate Level of College there is no direct link with research work however to sensitize and promote research work, institution encourage the teachers to involve in research activities.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		03	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
 organized by the Institution

Level	International	National	State	University	College
Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

**01**

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level **01** International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Active Citizenship Programme Blood Donation Camp, Health Check – up., AIDS Awareness, Yoga Session**

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20 Acres			20 Acres
Class rooms	15			15
Laboratories	04			04
Seminar Halls				
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

**Library automation process is in full swing.**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8972	1406813	103	30500	9075	1437313
Reference Books	10425	1772250	103	31153	10528	1803403
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	00	02	01	00		04	
Added								
Total	10	00	02	01	00		04	

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

e-governance(HRMS/IOTMS/IFMS Training , SAMS. EMS
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#### 4.6 Amount spent on maintenance in lakhs : (2014 – 15)

i) ICT

ii) Campus Infrastructure and facilities

0.5 Lakhs

iii) Equipments

3.5 Lakhs

iv) Others

1.0 Lakhs

**Total :**

5.00 Lakha

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Remedial Coaching , Career Counseling.

#### 5.2 Efforts made by the institution for tracking the progression

Assessment of Monthly(Unit Test) and Half-Yearly / Annual examination

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
822	-	-	-

#### (b) No. of students outside the state

-

#### (c) No. of international students

-

Men	No	%	Women	No	%
	475	57.78		347	42.21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
49	67	57	527		700	36	79	73	634		822

Demand ratio 85.62

Dropout % 22..57

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career Counseling for students and which needs to appear competitive exam has been conducted.

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Date 27/01/2015 80 Students participated .

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Gender sensitization programme was organized on 12.12.2014 where 180 Girls students were participated.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events - 30

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	01	1000
Financial support from government	60	1,38,000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ***Construction of a Cycle Stand, supply of safe and pure drinking water, Electrical fans in the class room.***

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

1. To achieve autonomous status.
2. To Provide Quality education.
3. Competence building of students to meet present day challenges.
4. To inculcate moral, ethical and spiritual values.

6.2 Does the Institution has a management Information System

Yes.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Honours courses introduced in Physics, Mathematics, Botany, Zoology and Economics.

6.3.2 Teaching and Learning

Deputation of teachers to attend Orientation Refresher , and workshop .

6.3.3 Examination and Evaluation

Transparent examination system followed. Monthly tests conducted regularly.

6.3.4 Research and Development

Motivation to Faculties to pursue research work and Minor search projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation, ICT facilities.

6.3.6 Human Resource Management

Recruitment of man power as required and their optimum utilisation.

6.3.7 Faculty and Staff recruitment

Recruitment of teachers and other staff at the beginning of each the Governing Body.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Students Academic Management Systems (SAMS) is adopted as per the policy of the state govt.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Stipend, Free studentship,, SSG

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal
Administrative			Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

#### 6.11 Activities and support from the Alumni Association

Extend their cooperation for college development and quality enhancement as and when needed.

#### 6.12 Activities and support from the Parent – Teacher Association

Parents always have a positive response to all the request made by the college and they involve in different activities.

#### 6.13 Development programmes for support staff

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Beatification of the college, Provision for toilets and safe and pure drinking water , Cleanliness of the campus regularly, Plantation and green coverage in the campus and proper waste management and drainage facility.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Remedial coaching and Career counselling cell have created positive impact on the functioning of the institution.

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Feedback of the students about the infrastructure and teachers , initiatives have been taken to enhance the quality of education.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Annexure – III attached

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

**Organisation of environment awareness rallies and  
Plantation programme through Eco- Club.**

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Weakness :

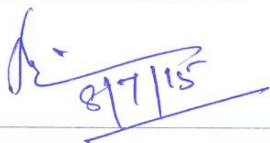
- Shortage of manpower especially permanent teacher.
- First generation learners.
- Research crunch, a major obstacle for opening vocational courses.

### 8. Plans of institution for next year

- Opening of Language Laboratory.
- To emphasize on teachers recruitment.
- To provide ICT facilities to all students.
- To provide automated library facility.

Name **SRI BIJAYA KUMAR SAHU**

Name : **DR. HARA PRASAD MISHRA**



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*

**Government of Odisha**  
**Department of Higher Education**

No. 14692 HE, Date 2-7-14  
VIII-HE-COOD-PG-0005/13(pt)

From:

Sri Durga Prasad Behera, IAS  
Additional Secretary to Govt.

To

The Principals (Both Degree Colleges & Junior Colleges)  
All Govt. / Non Govt. (Aided – 488 & Block Grant – 662)  
Autonomous Colleges of the State.

**Sub : Implementation of "Common Minimum Standard" (CMS) Guidelines, 2014-15.**

Ref: (i) VIII- HE-COOD-PG-0029/12-19389/27.07.12  
(ii) VII-HE(P) 14/2012-23733/HE/26.09.12

Madam / Sir,

In continuation to the above letters, I am directed to say that the detailed explanation on "Common Minimum Standard" (CMS) is enclosed herewith for your kind knowledge and strict implementation. Any deviation from this will be viewed seriously.

This is for your kind information and necessary action.

Yours faithfully,

Memo No. 14693(4) HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to the Director, Higher Education, Odisha/ All Regional Directors of Education for information and necessary action. Director Higher, Education is requested to circulate the same among all concern.

Memo No. 14694(5) HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to the Registrar, Utkal University / Berhampur University / Sambalpur University / Fakir Mohan University / North Odisha University for information and necessary action.

Memo No. 14695(6) HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to Chairman, Council of Higher Secondary Education, Odisha/ Accountant General, Odisha, Bhubaneswar for information and necessary action.

Memo No. 14696 / HE, Dated 2-7-14 Additional Secretary to Govt.  
Copy forwarded to All DLCs for information and necessary action.

Additional Secretary to Govt.

**GOVERNMENT OF ODISHA**  
**Department of Higher Education**

**Common Minimum Standard (CMS) Guidelines, 2014-15**

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

**1. Common Academic Calendar : 2014-15**

SI #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2013-14	23.06.2014
ii	Admission + 2, 1 <sup>st</sup> Year + 3, 1 <sup>st</sup> Year	07.07.2014 to 30.07.2014 14.07.2014 to 05.08.2014
iii.	Commencement of Classes +2, 2 <sup>nd</sup> year +3, 2 <sup>nd</sup> Year +3, 3 <sup>rd</sup> Year P.G., 2 <sup>nd</sup> Year +2, 1 <sup>st</sup> Year +3, 1 <sup>st</sup> Year P.G. 1 <sup>st</sup> Year	26.06.2014 - do - - do - - do - 01.08.2014 07.08.2014 To be notified by respective Colleges/Dept.
iv	College Students' Union Election	Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt.
v.	Puja Vacation	01.10.2014 to 08.10.2014
vi	Test / Semester End Examination + 2, 2 <sup>nd</sup> Year +3, 1 <sup>st</sup> year +3, 2 <sup>nd</sup> Year +3, 3 <sup>rd</sup> Year P.G. 1 <sup>st</sup> year P.G. 2 <sup>nd</sup> Year	2nd Week of December, 2014 - do - - do - - do - - do - - do -
vii	X- Mass Holiday	25 <sup>th</sup> December 2014
viii	Annual Sports / Cultural Week	05.01.2015 to 20.01.2015
ix	Filling up of forms for CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
x	Commencement of CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Annual College Examination for +2 1 <sup>st</sup> year classes	3 <sup>rd</sup> week of April, 2015 onwards
xii	Publication of Result AHS Exam – 2015 +3 1 <sup>st</sup> /+3 2 <sup>nd</sup> / +3 3 <sup>rd</sup> Degree University Exam PG 1 <sup>st</sup> Year/PG 2 <sup>nd</sup> Year	Before 10 <sup>th</sup> June -2015 Within 45 to 60 days from the date of last Theory Examination
xiii	Total No. of Holidays	72 days, excluding Sundays
xiv	Total No. of Reserve Holidays	Maximum 2 days
xv	Total No. of Teaching Days	Minimum 180 days
xvi	Summer Vacation	11 <sup>th</sup> May to 18 <sup>th</sup> June 2015

(N.B : - The above time line may be modified by the Government as and when required)

## 2. Admission:

- (i) All admission into +2 and degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- (ii) As per Govt. letter No. 27546 dt. 14. 09.2009 and Letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are Blind and use Braille for studies / hearing impaired and dumb/ Orthopedically handicapped with disability of more than 75%.

## 3. Time Table:

Time table shall be prepared by each college as per the following guidelines and uploaded in e-space:

Sl. No.	Subject	
i	Duration of one period of general class	45 Min
ii	Duration of one period of practical class	3 × 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group +2 Class +3 Class	Maximum 32 16
v	No. of general classes in each subjects of + 2 stream : English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/ Basic Computer Education  No. of practical classes per week for each group  No. of General / practical classes per week in +3 / P.G classes	Weekly = 04 periods & Yearly Minimum 80 periods Weekly = 01 periods & Yearly 30 periods Weekly= 01 practical period & Yearly minimum 20 periods As prescribed by concern universities

- vi. One teacher shall be allotted maximum 25 periods per week, provided that, additional posts shall be admissible only as per the work load and yardstick prescribed for Govt./Non-Govt. colleges .
- vii. All teachers shall be assigned classes on every working day of a week.
- viii. Names of teachers should be reflected in the time table against respective classes allotted.

## 4. Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the department.
- ii. Progress of syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register". A model format for printing progress register was annexed as "Annexure A" in the letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the Principal on last working day of every month.



**5. Students' Attendance:**

- i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- ii. The common practice of maintaining students' attendance as given below:

A format for the same is given below:

Roll no.	Name	02.09.13	03.09.13	04.09.13	05.09.13
1A11001	A. Mohanty	1	2	3	4
1A11002	P. K. Panda	1	X	2	X
1A11003	G.M. Marandi	1	2	X	3
Full Signature of Teacher					

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- iv. Students' attending less than 75% classes up to the end of each month shall be warned through a notice, notified in the college notice board specifying the % of attendance.
- v. Parents of such students should be intimated by registered post at the end of September and December of each year.

**6. College Examination / CHSE, University Exam and Question Bank:**

- i. CHSE (O)/University question & answer scripts patterns should be followed in Annual and Test Examinations conducted by colleges.
- ii. The valued answer scripts should be preserved till CHSE (O)/University examination of the same admission batch.
- iii. Subject wise question bank for +2, +3 and P.G. classes may be made available to student. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- iv. For +2 classes Question Bank will be developed by CHSE (O).
- v. Necessary steps be taken for safe custody of question papers / answer scripts of CHSE / University Exams.
- vi. Eligible staff members, those who are regular employees of govt. colleges or GIA/Block Grant employees of non-govt. colleges shall be given preference for appointment as invigilators / examiners / other exam duties in CHSE / Univ. Exams.

A common assignment programme for such duties shall be notified by the concern Principal and intimate the same to all concern properly.

**7. Conducting Departmental Seminars :**

- i. Seminars on Honors subjects may be conducted at the end of every week/month.
- ii. The participation of the concern students' in the seminar is mandatory.

**8. Library, Laboratory and Common Infrastructure Facilities:**

- i. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- ii. The separate laboratories for +2, +3 and PG classes of practical subjects should be well equipped with required furniture, equipment and chemicals etc. as per syllabus.
- iii. Library books, furniture, equipment and chemicals shall be preferably purchased at the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund) be maintained with articles in alphabetical order. The stock register shall be updated at the end of academic session.
- iv. Regular govt. or GIA/Block Grant non govt. college employees shall be the custodian of assets of the concern dept.

- v. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
- vi. The college campus should have wall boundary.
- vii. Every college should have at least one computer, printer with internet facility.
- viii. The status of the buildings should be supervised and certified by an Engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings or structures.

**9. Time schedule for work of ministerial (Clerical Grade) staff:**

- i. Time schedule as prescribed in the employees' charter (SANKALP) shall be strictly followed by ministerial staff of the college.
- ii. All ministerial staff of the college shall be assigned specific works / section to deal with.
- iii. Application from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant. As e-despatch system has been already introduced by the Govt., the letters from the Govt., DHE, RDE, CHSE, University etc. should be verified everyday and downloaded from the concern websites.
- iv. The activity of each section shall be displayed for the information of students' and guardians.
- v. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.
- vi. All financial, CHSE/ Univ-Exam matters, service matters of staff shall be preferably assigned to regular staff of govt. colleges and GIA / Block grant staff of non-govt. colleges. In case of availability of more than one such ministerial staff, financial matter shall not be assigned to one staff more than 03 years at a stretch and he/she shall not be resumed within next 03 years also.

**10. Financial and Service Matters:**

- i. All purchase for the college / departments should be done with due procedure preferably in the beginning of the academic session under the supervision of the purchase committee and a regular govt. / aided non govt. employee of the concern department.
- ii. Payment against purchase should be made within specified time from the date of supply through RTGS / NEFT /account payee cheque .
- iii. Cash Book & DCR should be maintained properly.
- iv. Daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided.
- v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.
- vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- vii. Salary of regular and aided (GIA/ Block grant) employees of govt. & non govt. Colleges respectively shall be paid only through account transfer mode.
- viii. Service books in duplicate & CCR/ACR of the above category of employees shall be maintained and updated every year.
- ix. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or concern governing body. Non govt. colleges shall not enhance fees

6

- without sufficient reason. No fees shall be enhanced, once the process of admission for an academic session is announced.
- xi. Subject combinations as per university rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum number of students are accommodated in minimum no. of subjects.
- xii. In case of Block grant employees of Non-Govt. aided colleges, common principle shall be adopted for all such employees while extending EPF benefit and college share of salary above block grant amount sanctioned by the Govt.
- xiv. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extra-curricular committee / H.O.D. of the Dept. etc. as the case may be shall be mandatory.
- xv. No additional remuneration shall be paid to teaching and non-teaching staff, except Admissible for NSS/NCC/CHSE or University exam etc.

**11. Co-curricular and Extra Curricular Activities:**

- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
- ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused.
- iii. All records related to above shall be properly maintained.
- iv. All the teaching staff of the college, those who are regular employees of govt. colleges / aided employee of non-govt. colleges shall be assigned co-curricular and extra curricular duties in different teams headed by senior most of the team and others as members.
- v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- vi. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee etc. should be constituted along with teams for other co-curricular and extra curricular activities.
- vii. Special attention should be given for discipline and security of hostel and college campus of women's college.
- viii. Activities affecting security and privacy of students in hostel and college campus women's college shall be strictly prohibited.

**12. Preservation of records & assets:**

- i. A master data base register to enlist all the registers, records, files used and by different departments, library, office etc. shall be maintained.
- ii. The master database register and G.B. resolution books shall be kept by the Principal only in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
- iv. Annual stock verification of office/Library/Departments should be conducted at the end of the Session.

**13. Updation of data through on-line SIP, CIP, CMS formats**

- i. As per Govt. Letter No. 23733 dt. 26.09.2012, data should be updated regularly in respect of teaching and non teaching staff, infrastructure financial position of the college and fulfillment of CMS norms.

**13. UGC Grant and NAAC Accreditation**

- i. Every Govt. degree college or non-govt. aided degree college should persue to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be utilized properly with due procedure and utilization certificate should be issued in time.
- ii. It has been made mandatory by the UGC of every degree college. Steps should be taken for NAAC accreditation by the govt. and non govt. degree colleges for NAAC accreditation and subsequent re-accreditation.
  - iii. Every HE institution must have its own "Internal Quality Assurance Cell"(IQAC) ,Equal Opportunity Cell and Placement Cell.

**Additional Secretary to Govt.**

## *Annexure - II*

### **STUDENTS FEEDBACK ANALYSIS**

Feedbacks from the honours students from all faculties were invited on dt. 29.11.2014 through the questionnaires prescribed by the UGC for assessment of students academic performance during the session 2014 – 15. The IQAC Committee examined the feedbacks and communicated the findings to the chairman as mentioned below:

#### Findings of IQAC Committee

1. Majority of students have expressed their displeasure regarding the extensive (vast) courses recommended in the syllabi and treated this factor as the main problem for preparation of entire course from the examination point of view.
2. Additional course materials are inadequate for preparation and achieving remarkable success.

#### Action Taken Report of IQAC

1. Remedial Couching classes / tutorial were held for clearing the doubts of the students in important chapters.
2. More library books were purchased and national, international journals subscribed.
3. Daily newspapers (07 numbers) in both English and Odia were provided with a good number of periodicals for the students.
4. Students were encouraged to avail the internet facilities in the college.
5. Monthly test and Oral Tests were conducted.

# **BEST PRACTICES**

## **Bhima Bhoi College, Rairakhol**

### **\* Plantation**

Even though the soil of the college is not conducive for easy plantation activities, plantation programme has become a regular feature. Odisha Forest Development Corporation (OFDC) has also extended assistance in the plantation activities inside the college campus. The Eco club, NSS & YRC organise tree plantation and maintenance programme in and outside the campus. These planted trees are also maintained carefully by the college authorities.

### **\* Hazardous waste management**

Hazardous waste management of chemicals and bio-wastes of laboratories is pursued as per the standard practice and guidelines of State pollution Central Board. Such materials are picked up by NAC, Redhakhhol in a garbage van for disposal.

### **Best Practices**

**7.3.1 Elaborate on any two best practices as per the annexed format (see page ...) which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

1. Providing extra coaching to needy and academically weaker students beyond working hours to bring them on par with the standards required for good performance.
2. Adopting the essence of the e-admission process implemented by the government in respect of its objective to maintain the precedence of merit and transparency in admissions.
3. The NSS, YRC Units of the college are vibrant bringing laurels to the college at the national as well as state level.
4. Girls Self defence Training is imparted in the college for enhancing the confidence of Girls students.
5. Providing Computer and Internet facility to all science departments.
6. Procurement of Books and Journals according to the needs of faculties.
7. Conducting National Level, Regional, State Level Seminar and Conference.
8. Encouraging the faculty to present Research paper in different International and National journals and conference.

9. Teachers are motivated in the department to pursue Minor or Major Research Project.
10. Teachers who have started research work are also motivated to complete soon.
11. By arranging seminar and conferences, students have ample opportunities for interaction.
12. Special Leave is granted to the faculties for paper presentation.
  
13. Eco Club, YRC and NSS Unit of the college conduct literacy programme regarding health and hygiene. The aim is to inculcate better way of living through hygiene awareness among the local people.
14. Nutrition awareness programme has been conducted by eco club to provide the information regarding nutritious and balanced diet to the local people. The purpose of the nutrition programme was successful.
15. Blood donation Camp has been organised by YRC at regular interval. It has a best impact on the society.
16. Road Safety Week has been observed and it was found successful.
17. Swachha Bharat (Clean India) Movement is being regularly organised by the students of our college irrespective of volunteers of NSS, YRC and Eco – Club.
18. AIDS awareness programme is being conducted by YRC regularly.

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