

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). 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

2015 -16

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

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/AQAR2015-16.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	71	2006	2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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(iv) 2014 – 15 - 08/07/2015 (DD/MM/YYYY)
- v. AQAR (v) 2015 – 16 _____ (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="07"/>
2.2 No. of Administrative/Technical staff	<input type="text"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text"/>
2.5 No. of Alumni	<input type="text"/>
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" value="02"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

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
Improvement of Teaching method, Computer Literacy Programme, Moral Education	Improved quality of education through Unit Test and Questionnaires

* 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				
Total	02			
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.

06

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		2	
Presented papers		2	
Resource Persons			

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

Conducts Group Discussion, Oral test, Monthly & Unit Test

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

75%

2.10 Average percentage of attendance of students

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	100	--	-	07	08	13.00
+3 Science	66	04	04	01	19	36.36

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	02
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

IQAC encourages the members of the staff to apply for / attend the National seminar through out the Nation.

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

3.19 No. of Ph.D. awarded by faculty from the Institution 01

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 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, Road Safety.**

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 enables to help the students and teachers.

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	828	777461	11253	2549681
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	70	01	02	02	00		04	
Added								
Total	70	01	02	02	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

4.6 Amount spent on maintenance in lakhs : (2015 – 16)

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	4.0 Lakhs
iii) Equipments	1.92 Lakhs
iv) Others	25 Lakhs*

Total :

* From RUSA Funds.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Remedial Coaching , Career Counseling through CCC was done. Students were informed about the job prospective on various sectors like banking, insurance, forestry , Fashion Technology.

5.2 Efforts made by the institution for tracking the progression

Counseling was done at appropriate time to pursue either job or to go for higher courses.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
981	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	548	55.86		433	44.14

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
36	79	71	634		822	53	108	128	692		981

Demand ratio 90.00

Dropout % 18.37

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

16

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

Students counseling on career guidance was done through counseling and display of advertisement of jobs in Notice Board.

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 conducted by Women Sensitization Cell.

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 . Cleanliness of campus, reading room facility, faculty recruitment.***

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

--

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?

University as per the directives of UGC and Govt. of Odisha plans to introduces CBCS in UG Level and w.e.f. the session 2016-17.

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

Computer literacy, Accounts training are carried out.

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

Beautification 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. Use of polythene is prohibited.

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)

Cleanliness of the college campus * Blood donation Camp.

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

7.4 Contribution to environmental awareness / protection

Plantation of trees on Vanmohatsava week was done.

7.5 Whether environmental audit was conducted? Yes No

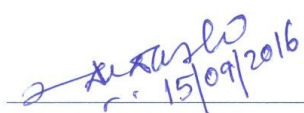
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

1. To organize National Seminar.
2. To Cater to the needs of slow learners through Remedial Classes.
3. To conduct Academic Audit.
4. To augment infrastructure facilities.

Name Sri Dillip Kumar Dash

Name Dr. Hara Prasad Mishra


15/09/2016


15/9/16

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Government of Odisha
Department of Higher Education

No.: 19469 /HE, Dated: 31/08/2015
HE-FE-VII-PLAN-0040/2015

From

Dr. Ajay Kumar Nayak, OAS
Joint Secretary to Government

To

The Principals
All Autonomous/ Degree Colleges & Junior Colleges

Sub: **Implementation of "Common Minimum Standard" (CMS) Guidelines, 2015-16.**

Ref: (i) 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,


Joint Secretary to Government


Memo No. 19470 (4) /HE/ Dated: 31/08/2015

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.


Joint Secretary to Government

Memo No. 19471 (9) /HE/ Dated: 31/08/2015

Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpur University / Fakir Mohan University / North Odisha University/R.D. Women's University/Khallikote University/G.M. University/State Open University for information and necessary action.


Joint Secretary to Government

Memo No. 19472 (2) /HE/ Dated: 31/08/2015

Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha / Accountant General, Odisha, Bhubaneswer for information and necessary action.


Joint Secretary to Government

Memo No. 19473 /HE/ Dated: 31/08/2015

Copy forwarded to all DLCs for information and necessary action.


Joint Secretary to Government

GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2015-16

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

1. Common Academic Calendar: 2015-16

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2014-15	19.06.2015
ii	Admission + 2, 1 st Year + 3, 1 st Year	08.06.2015 to 30.07.2015 22.06.2015 to 06.08.2015
iii.	Commencement of Classes +2, 2 nd year +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +2, 1 st Year +3, 1 st Year P.G. 1 st Year	19.06.2015 - do - - do - - do - 30.07.2015 07.08.2015 To be notified by respective Colleges/Dept.
iv	Parents-Teachers Meet +2, 1 st Year +2, 2 nd Year +3, 1 st Year +3, 2 nd Year +3, 3 rd Year	07.09.2015, 29.02.2016 Within 07 days of the publication of Result of Test Examination 12.09.2015 21.09.2015 28.09.2015 (At U.G. Level, parents-teachers meet can be arranged at Hons Level/Stream Level. It is to be decided by the College Authorities)
v	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.
vi	Puja Vacation	19.10.2015 to 27.10.2015
vii	Test / Semester End Examination + 2, 2 nd Year +3, 1 st year +3, 2 nd Year +3, 3 rd Year P.G. 1 st year P.G. 2 nd Year	1st Week of December, 2015 - do - - do - - do - - do - - do -
viii	X- Mass Holiday	25 th December 2015
ix	Annual Sports / Cultural Week to conduct all competitions & functions	05.01.2016 to 20.01.2016
x	Filling up of forms for CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Commencement of CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges

xii	Annual College Examination for +2 1 st year classes	3 rd week of April, 2016 onwards
xiii	Publication of Result AHS Exam – 2016 +3 1 st /+3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year	Before 10 th June -2016 Within 45 to 60 days from the date of last Theory Examination
xiv	Total No. of Holidays	72 days, excluding Sundays
xv	Total No. of Reserve Holidays	Maximum 2 days
xvi	Total No. of Teaching Days	Minimum 180 days
xvii	Summer Vacation	9 th May to 17 th June 2016

(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 dt14.09.2009 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 & dumb/orthopedically handicapped with disability more than 75%.

3. Time Table:

Time table shall be prepared by each college as per the following guidelines:

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 per week in each subject of + 2 stream: English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/Basic computer Education No. of practical classes per week for each group	Weekly 4 periods & Yearly minimum 80 periods Weekly 01 period & yearly 30 periods Weekly 01 practical period & yearly minimum 20 periods
	No. of General / practical classes per week in +3 / P.G classes	As prescribed by concern universities

- vi. One teacher shall be allotted maximum 25 periods per week.
- vii. All teachers shall be assigned classes on every working day of a week.
- viii. For + 2 Classes all the general classes of a particular subject of a section shall be allotted to one teacher only. For + 3 classes a particular theory paper shall be taught by one teacher only.

Names of teachers should be reflected in the time table against respective classes allotted and the time table should be uploaded in e-space for information of the Govt./DHE/RDEs.

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	19.06.15	20.06.15	22.06.15	23.06.15
IA14001	A. Mohanty	1	2	3	4
IA14002	P. K. Panda	1	X	2	X
IA14003	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 every 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 a post card message at the end of September and December of each year.
- vi. Parent-Teachers meeting should be organized as per the datelines.

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

- i. CHSE (O)/University question patterns should be followed in Monthly test / 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 students, 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.

7. Conducting Departmental Seminars:

- i. Seminars on honours 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 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 by concern department/Library with articles in alphabetical order. The stock registers shall be updated at the end of academic session.
- iv. Language Laboratories, setup in different colleges must be fully utilized.
- 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/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. Applications 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-dispatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, CHSE, and Universities 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.

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.
- ii. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.

Cash Book & DCR should be maintained properly.

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. Service books in duplicate & CCR of the employees shall be maintained and updated every year.
- viii. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- ix. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body .Non.govt. Colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.
- x. Subject combinations as per University/CHSE rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects.
- xi. For passing any bill for payment, the sign. Of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the Dept. etc. as the case may be shall be mandatory.
- xii. 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 and Group Discussion 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. Self-defense programme for girl's students" should be organized as per Govt. notification.
- iii. All records related to above shall be properly maintained.
- iv. All the teaching staff of the college 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, equal opportunity cell, placement cell, Internal Quality Assurance cell 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 of women's college shall be strictly prohibited.

12. Preservation of Records and Assets

- i. A master data base register to enlist all the registers, records, files used 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.

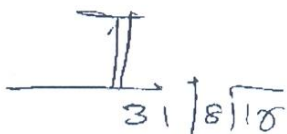
13. Updation of data through on-line SIP, CIP and CMS formats

- 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 position of the college and fulfillment of CMS norms.

14. UGC Grant and NAAC Accreditation

- i. Every Govt. 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 to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.
- iii. The Utilization certificates in respect of Grant received from Higher Education Department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture and also from UGC must be submitted immediately, and otherwise the next allotment to be respective colleges must be stopped.

15. Always visit the e-Dispatch, Web Site of Higher Education Department (www.dheodisha.gov.in) , UGC Web Site (www.ugc.ac.in) and NAAC Web Site (www.naac.gov.in) for day to day updating of information.


31/8/18
Joint Secretary to Govt.

**Government of Odisha
Department of Higher Education**

No..... 38.....HE/Dated 02/01/2015

From, **VIII-HE-COOD-PG-0033/14**

Sri Durga Prasad Behera, I.A.S
Additional Secretary to Govt.

To

The Principals
All Govt. /Non Govt. (Aided/ Block Grant/Unaided)/Self Financing/
Autonomous Colleges of the State

Sub: Implementation of Common Holiday List – 2015.

Madam/Sir,

I am directed to say that in order to bring uniformity in observing holidays, the following "Common Holiday List" shall be strictly followed in all Govt./Non Govt. (Aided/Block Grant/Unaided)/Self Financing/Autonomous Colleges under Higher Education Department, Odisha, during the calendar year 2015. Any deviation to this shall be viewed seriously.

Common Holidays List For The Calendar Year 2015				
Sl. No.	Occasion	Date	Day	No. of holidays excluding Sundays
1	New Years Day	01.01.2015	Thursday	1
2	Makar Sankranti	14.01.2015	Wednesday	1
3	Netaji Jayanti	23.01.2015	Friday	1
4	Saraswati Puja	24.01.2015	Saturday	1
5	Republic Day	26.01.2015	Monday	1
6	Maha Sivaratri	17.02.2015	Tuesday	1
7	Panchayat Raj Divas	05.03.2015	Thursday	1
8	Holi	06.03.2015	Friday	1
9	Shree Ram Navami	28.03.2015	Saturday	1
10	Utkal Divas	01.04.2015	Wednesday	1
11	Good Friday	03.04.2015	Friday	1
12	Maha Visuva Sankranti / Dr.B.R. Ambedkar Jayanti	14.04.2015	Tuesday	1
13	Summer Vacation	11.05.2015 to 18.06.2015	Monday to Thursday	34 (Excluding 5 Sundays)
14	Shree Gundicha/Id-UI-Fitre	18.07.2015	Saturday	1
15	Independence Day	15.08.2015	Saturday	1
16	Rakhi Purnima	29.08.2015	Saturday	1
17	Janmasthanmi	05.09.2015	Saturday	1
18	Ganesh Puja	17.09.2015	Thursday	1
19	Nuakhai	18.09.2015	Friday	1
20	Idul-Juha	24.09.2015	Thursday	1
21	Gandhi Jayanti	02.10.2015	Friday	1
22	Mahalaya	12.10.2015	Monday	1
23	Puja Vacation	19.10.2015 to 27.10.2015	Monday to Tuesday	9 (Including 1 Sunday)
24	Kali Puja	10.11.2015	Tuesday	1
25	Diwali	11.11.2015	Wednesday	1
26	Bada Osha	24.11.2015	Tuesday	1
27	Rasa Purnima	25.11.2015	Wednesday	1
28	Prathamastami	03.12.2015	Thursday	1
29	X-Mas Day	25.12.2015	Friday	1
30	Reserve Holidays			2
Total number of Holidays				72

// 2 //

Reserve holidays shall be availed by respective colleges as per local needs and the dates of reserve holidays should be intimated to the Govt. through e-space with copy to the Director, Higher Education and the concern Regional Directors of Education within seven days from the date of issue of this order. Provided that, no college can avail reserve holidays in the last week of December.

This is for your kind information and necessary action.

Yours faithfully,


Additional Secretary to Government

Memo No..... 39 (12) / HE / Dated 27-15

Copy forwarded to the Director, Higher Education, Odisha/All Regional Directors of Education / Utkal University / Berhampur University / Sambalpur University / Fakir Mohan University / North Odisha University /Shree Jagannath Sanskrit University/Ravenshaw University/ Council of Higher Secondary Education, Odisha for information and necessary action.


Additional Secretary to Government

Memo No..... 40 / HE / Dated 27-15

Copy forwarded to Dr. Mihir Kumar Das, Officer in-charge, Performance Tracking Cell (Higher Education) for information.


Additional Secretary to Government

Annexure - II

STUDENTS FEEDBACK ANALYSIS

Feedbacks from the honours students from all faculties were invited on dt. 19.11.2015 through the questionnaires prescribed by the UGC for assessment of students academic performance during the session 2015 – 16. 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.
