

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

2016 -17

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. MHCOCN 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 st Cycle	B	71	2006	2011
2	2 nd Cycle	B+	2.52	2016	2021
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 15/09/2016 (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="01"/>
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="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

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				
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.

N A

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	21	04		

2.2 No. of permanent faculty with Ph.D.

08

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
12	3							12	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

06		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		3	
Presented papers		3	
Resource Persons			

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

Conducts Group Discussion, Oral test, Monthly , Unit Test, Class Seminar & Study Tour.
--

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

04	Board of Studies
----	------------------

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	117	--	02	04	07	11.11
+3 Science	86	04	08	10	06	32.55

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

Faculty members are encouraged to participate in Staff Development Programme conducted by different Universities.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
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.	
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	06	04	--	04
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

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 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, Eye Donation Awareness, Cashless Transaction Awareness Programme.**

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	05			05
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

E- Library facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9075	1437313	32	9872	9107	1447185
Reference Books	10528	1803403	200	61700	10728	1865103
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	12	01	02	01	00		04	
Added								
Total	12	01	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, E- Library

4.6 Amount spent on maintenance in lakhs : (2016 – 17)

i) ICT	38700
ii) Campus Infrastructure and facilities	
iii) Equipments	15000
iv) Others	60129
Total :	1,14,329

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Remedial Coaching , Career Counseling. Sports Facility to students and Study Tour.

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
1056	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	424	40%		632	60%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
53	108	123	692		981	64	133	154	705		1056

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

25

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

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 .2016 where 185 Girls students were participated.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events - 45

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	Nil	---
Financial support from government	200	-----
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

- | |
|--|
| <ol style="list-style-type: none"> 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)

**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.

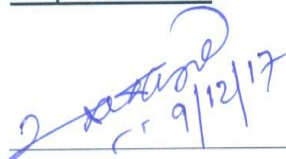
7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

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

Name Dillip Kumar Dash



Signature of the Coordinator, IQAC

Name Dr. Hara Prasad Mishra



Signature of the Chairperson, IQAC

**Government of Odisha
Higher Education Department**

No.: 20942/HE, Dated: 10/08/2017
HE-PTC-PTC-0001-2015

From

Sri Vinod Kumar, IAS
Officer-on-Special Duty

To

The Principals,
All Degree/Autonomous/Model Degree Colleges

Sub: Implementation of "Common Minimum Standard" (CMS) Guidelines, 2017-18.

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,

[Signature]
9.8.2017
Officer on Special duty

Memo No. 20943⁽⁴⁾/HE/ Dated: 10/08/2017

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.

[Signature]
Officer on Special duty

Memo No. 20944⁽¹⁰⁾/HE/ Dated: 10/08/2017

Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpur University / Ravenshaw Deemed University/ Fakir Mohan University / North Odisha University/R.D womens University/Khalikote University/ G.M University/State Open University for information and necessary action.

[Signature]
Officer on Special duty

Memo No. 20945(4)/HE/ Dated: 10/08/2017

Copy forwarded to the Chairman, Council of Higher Secondary Education, Odisha/
Accountant General, Odisha/ Controller of Accounts/Director, Local fund Audit for information
and necessary action.


Officer on Special duty

Memo No. 20946/HE/ Dated: 10/08/2017

Copy forwarded to Commissioner-cum-Secretary, School and Mass Education Dept. / all
DLCs for information and necessary action.


Officer on Special duty

GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2017-18

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

1. Common Academic Calendar : 2017-18

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2016-17	17.06.2017
ii	Admission + 3, 1 st Year P.G 1 st Year	06.06.2017-24.07.2017 Within one month from the date of publication of Final Degree result of concern Universities /Autonomous College
iii.	Commencement of Classes +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +3, 1 st Year P.G. 1 st Year	17.06.2017 - do - - do - 24.07.2017 To be notified by respective Colleges
iv	Parent-Teachers Meet +3 1 st year +3 2 nd Year +3 3 rd Year	08.09.2017 15.09.2017 22.09.2017
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	26.09.2017 to 05.10.2017
vii	Test / Semester End Examination Odd Semesters(1 st ,3 rd &5 th) Even Semesters(2 nd ,4 th & 6 th)	1 st week of December-2017 By the end of April,2018
viii	X- Mass Holiday	25 th December 2017
ix	Annual Sports / Cultural Week to	02.01.2018 to 15.01.2018

CMS/Guidelines 2016-17

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	conduct all competitions & functions	
x	Filling up of forms for University Exam	+3/PG- Concern University / Autonomous Colleges
xi	Publication of Result +3 1 st /+3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year	Before 10 th June -2018 Within 45 to 60 days from the date of last Theory Examination
xii	Total No. of Holidays	72 days, excluding Sundays
xiii	Total No. of Reserve Holidays	Maximum 2 days
xiv	Total No. of Teaching Days	Minimum 180 days
xv	Summer Vacation	9 th May to 17 th June 2018

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

2. Admission :

- All admission into Degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- The College Profile must be updated before the admission process starts.
- 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%.
- 5% Reservation for Persons with Disabilities(PwD):**Government in Higher education Department have been pleased to implement 5% reservations for PwD candidates in all Higher Educational Institutions in Odisha as per the Rights of Persons with Disabilities(RPwD) Act,2016 vide Letter No. 19609/HE/Dt.28/07/17.
- Green passage:** Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17 .Under this scheme ,a child who is without biological or adoptive parents and the child is residing in Child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees, tuition fees ,examination fees ,hostel admission fees ,laboratory fees,college development fees etc.(Govt. letter no. Resolution No.23836/HE/Dt.29.10.2015 &19226/HE/Dt.14.07.2016).

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 +3 Class	16
v	No. of General / practical classes per week in +3 / P.G classes	As prescribed by concern universities

- One teacher shall be allotted maximum 25 periods per week.
- All teachers shall be assigned classes on every working day of a week
- 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:

- 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	17.06.17	19.06.17	20.06.17	21.06.17
IA16001	P. Samal	1	2	3	4
IA16002	G. Murmu	1	X	2	X
IA15003	K. Panda	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 message to mobile phones of parents at the end of September and December of each year.
- vi. Parent-Teachers meeting should be organized as per the datelines.

6. College Examination / University Exam and Question Bank :

- i. University question patterns should be followed in Monthly test/Mid Semester and Final Test Examinations conducted by colleges.
- ii. The valued answer scripts should be preserved till University examination of the same admission batch.
- iii. Subject wise question bank for +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. Necessary steps be taken for safe custody of question papers / answer scripts of 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 +3 and PG classes of practical subjects should be well equipped with required furniture, equipment and chemicals as per syllabus along with fire safety arrangement.
- 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 set up 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.

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- 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-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, 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 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 or account payee cheque only.
 - 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. Under unavoidable circumstances the cash in hand should be kept in the college locker with separate triplicate keys with the Principal. Accounts Bursar and Accountant.
 - 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 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 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.
 - xi. Subject combinations as per university 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.
 - xii. 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.
 - xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC or University exam. etc. or directed by the govt.
 - xiv. All aided Non Govt. colleges including 488 & 662 categories are brought under CAPA (College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.
- 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. Self-defense programme for girls' 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, CMS & PIMS 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. For the session 2017-18, the up-dation must be completed by 30 September 2017.
 - ii. All colleges should regularly update the on-line PIMS formats of the college.
- 14. Private Tuition and Working Hour:**
- i. No teacher can engage him/herself in private tuition/coaching or insist/ compel the students for the same. No Non- teaching staff also can run private Coaching/Tuition institution or insist/compel the students for the same.
 - ii. The concern Principal shall take an undertaking from every teacher/Non-Teaching staff to this effect in the beginning of the academic session .
 - iii. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.
 - iv. All the teaching and Non-Teaching staff should stay in the college at least for 5 hours and 6 hours respectively in every working day.
 - v. Common staff attendance/Biometric attendance for all Teaching/Non-Teaching staff should be maintained to put their signature to ensure the presence of such staff in the college ,even there is no class/ specific administrative work. The scan copy of the attendance/Biometric attendance report must be send to the concern RDE through e-mail, at the end of every week.
- 15. 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 under

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- intimation to the Govt. As per UGC letter No.F.No.22-4/2016(FD-1/B).Dt.09.06.2017 ,action may be taken for utilization of the unspent grant of XII plan before 30.09.2017.
 - 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 certificate in respect of Grant received from Higher education department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture et./RUSA grant must be submitted immediately and otherwise the next allotment to the college will be stopped.
 - 16. Always visit the e-Despatch, website of Higher Education Department (www.dheodisha.gov.in) , UGC website (www.ugc.ac.in) , NAAC website (www.naac.gov.in) and the website of concern University for day to day updating the information.


9.8.2017

Officer on Special duty

Annexure - II

STUDENTS FEEDBACK ANALYSIS

Feedbacks from the honours students from all faculties were invited on dt. 19.11.2016 through the questionnaires prescribed by the UGC for assessment of students academic performance during the session 2016 – 17. 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 (08 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.

Best Practices (write up): Significant Activities of the Institution

- Making Best use of ICT AND Multi-media in organising all programmes.
- E- Library.
- Presentation of Seminar through PowerPoint & Use of Smart Class.
- Awareness on Examination reforms i.e. Semester system, CBCS etc.
- Feedback from students.
- Triangular Meeting (Parents , Teachers & Students) held regularly.
- Swachha Bharat, Social Works, Tree Plantation are being performed frequently.
