



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

PANCHAYAT COLLEGE BARGARH

- Name of the Head of the institution **Dr. (Smt.) Kamal Prava Kapani**
- Designation **Assistant Professor in Hindi,  
Principal (in-charge)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **06646233192**
- Mobile No: **9040555282**
- Registered e-mail **pcbargarh@gmail.com**
- Alternate e-mail **iqacpcb2016@gmail.com**
- Address **At-Rahunia**
- City/Town **Bargarh**
- State/UT **Odisha**
- Pin Code **768028**

##### 2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Sambalpur University**
- Name of the IQAC Coordinator **Dr. Bidut Prava Mohanty**
- Phone No. **06646233192**
- Alternate phone No. **8763633372**
- Mobile **7978647965**
- IQAC e-mail address **iqacpcb2016@gmail.com**
- Alternate e-mail address **pcbargarh@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://panchayatcollege.in/wp-content/uploads/2023/08/AQAR-2019-20-PCB.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://panchayatcollege.in/wp-content/uploads/2023/09/Academic-Calendar-2020-21.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>76.00</b>	<b>2006</b>	<b>21/05/2006</b>	<b>20/05/2011</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.58</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>

**6. Date of Establishment of IQAC**

**20/07/2010**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NA</b>	<b>NA</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of

[View File](#)

## IQAC

**9.No. of IQAC meetings held during the year** 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

? Faculty orientation programme for online classes / webinar /invited lecturer / proctorial meetings.

? Proposals submitted to IDP Committee for procurement of CBCS Books for College Library out of the funds provided by OHEPEE

? Proposal was submitted to PWD (R&B) for construction of New Academic Building out of the fund provided by OHEPEE for civil purposes.

? Online Career Counselling programme for students keeping in view the Covid protocol.

? Student - Orientation Programme (Online) for optimum utilization of online resources, viz, inflibnet, epgp, google scholar, jstor, ndl, egyanagar (OSOU), egyankosh (IGNOU), etc.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Online classes / seminars / webinars keeping in view the COVID protocol.	Online classes were conducted by faculty members through google-meet, zoom and free conference call platform. Webinars and invited lecturers were also conducted in the same manner.
Procurement of 5000 CBCS books for College Library through IDP of OHEPEE.	Advertisement for Tender were placed in Local & National daily for procurement of 5000 books as per the requisition given by different departments.
Furnishing of newly constructed Chemistry & Botany Labs.	The process of furnishing of the newly constructed Chemistry & Botany Lab was initiated.
Completion of the half constructed Women's Hostel Building (UGC grant)	Proposal was submitted to PWD (R&B) for the said purpose.

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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• Designation	<b>Assistant Professor in Hindi, Principal (in-charge)</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• City/Town	<b>Bargarh</b>
• State/UT	<b>Odisha</b>
• Pin Code	<b>768028</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>Sambalpur University</b>
• Name of the IQAC Coordinator	<b>Dr. Bidut Prava Mohanty</b>
• Phone No.	<b>06646233192</b>



and compliance to the decisions have been uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	03/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>This being an affiliated college has no scope for it. The institutional plans to engage in more multidisciplinary research endeavors to find solutions to society's most pressing issues and challenges can be prepared after the university gives the flexibility for implementation of the same. However, at different levels of functioning, as a teacher and mentor guidance is</p>	



provided to make students aware of the pressing issues and challenges so that if opportunity comes, they can engage themselves in multidisciplinary research. The college will include credit base courses and projects in the curriculum on subject areas like pollution control, climate change, waste management, sanitation, sustainable development and living, and forest and wildlife conservation.

#### **16.Academic bank of credits (ABC):**

The ABC will be entrusted with the responsibilities such as opening, closing, and verifying the individual academic accounts of students. It'll also be responsible to gather the academic credits earned by the students from their respective higher education institutions, verify the credits, store the credits, transfer or redeem such credits, and promote them as and when required among its stakeholders. After the implementation of NEP-2020, the college will create the ABC of the students and will integrate it with scheme such as NPTEL, SWAYAM, and V-Lab. The credits stored in the individual accounts of the students will give them a much larger scope of freedom in terms of their academic/career choices.

#### **17.Skill development:**

The most important area is to find ways to empower the student in professional skills, soft skills, ethics, morality and values. The students gain an arsenal of skills like problem- solving, critical thinking, time management, self-management, communication and writing skills, analysis and research methodologies, team work and much more. The plan hence, is to create high quality human resources and enhance research and development platforms.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Indian knowledge system includes knowledge from ancient India and modern India, and a clear sense of India's future aspirations with regard to education, health, environment, etc. These elements will be incorporated in an accurate and scientific manner throughout the curriculum wherever relevant; in particular, Indian Knowledge Systems, including tribal knowledge and indigenous and traditional ways of learning, will be covered and included in mathematics, philosophy, yoga, literature, sports, games etc.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The college will focus on research and innovation, through focus on industry academic linkage and interdisciplinary researches through internship with local industries and business establishments. Students will actively engage themselves with practical aspect of their learning and thus they can improve their employability. Research will be conducted in the areas like infectious diseases, instrumentation, conservation of natural resources, to develop entrepreneurship among students in the field of agriculture and industry. Hand holding mechanisms will be developed among students to promote innovations in collaboration with local industries and business establishments.

#### 20.Distance education/online education:

To introduce online certificate courses or add on courses which the students can opt along with their regular courses for skill development and enhancement of employability like communicative English, life skill development, public health, mental health counselling, small business, fashion designing, IT enabled learning etc.

### Extended Profile

#### 1.Programme

1.1	28
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	2050
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	204
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded
2.3	566
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	57
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	60
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	1950000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	114
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

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

A comprehensive academic calendar is prepared as per the prescribed syllabus of the Sambalpur University. All the faculties including the head of the department prepare the teaching plans along with the departmental timetable. This timetable also includes departmental seminars and presentations for the project work of the student. For the student's benefit, each teacher takes the tutorial and doubt-clearing session regularly as per the need of the subject. All the processes are thoroughly documented in their lesson plans, which are verified at regular intervals by the head of the departments first and then by the principal. These documents are further verified by the appropriate higher authorities of the Government of Odisha.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="http://panchayatcollege.in/wp-content/uploads/2023/09/Academic-Calendar-2020-21.pdf">http://panchayatcollege.in/wp-content/uploads/2023/09/Academic-Calendar-2020-21.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A predefined academic calendar is prepared in the beginning of the academic session where important dates are outlined such as the start and end of the semester classes and examination periods etc. including the internal evaluation time. Continuous internal assessment is conducted and feedback is provided to the students. This process allows them to make improvements throughout the semesters. Strictly adheres to the academic calendar which ensures transparency in the assessment process. All the records of the Continuous Internal Evaluation results are maintained. These records are also used for the grading of the student in the semester examination.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://suniv.ac.in/docs/+3cbcsregulation-16.pdf">http://suniv.ac.in/docs/+3cbcsregulation-16.pdf</a>

<p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 658 529 712">File Description</th> <th data-bbox="529 658 1436 712">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 712 529 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="529 712 1436 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 898 529 956">Any additional information</td> <td data-bbox="529 898 1436 956" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<b>No File Uploaded</b>			
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Any additional information	<b>No File Uploaded</b>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
<p><b>28</b></p>									
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Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p><b>0</b></p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The curriculum of our institution integrates crosscutting issues relevant to Professional Ethics, Human Values, Gender, Environment, and Sustainability that promote holistic education and prepare students to be socially responsible. The core values are identified where concepts related to ethics, gender, values, and sustainability are integrated in various courses. Dedicated courses like "Ethics and Values" are also offered to the students. Special events like "Teacher's Day and Children's Day" are also observed in various departments which promote belongingness, human values and social harmony.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

240

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>								
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Any additional information(Upload)	<b>No File Uploaded</b>								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
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<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>818</b>									
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Institutional data in prescribed format	<a href="#">View File</a>								
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>									



**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

254

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students admitted to the college are from our state, Odisha and nearby states like Chhatisgarh and West Bengal. The students admitted to undergraduate programmes usually completed their Intermediate from the CHSE board, CBSE board and ICSE board. Though there is a high degree of diversity, one tutorial class per week per paper is conducted to clear the doubts of all learners. The teachers provide study material to all the learners. Regular surprise tests, assignments, and group discussions are conducted by all teachers for all the learners. The students whose scores in the internal assessment and all other activities are less than 50%, are included in this category. The following methods are adopted to improve the learning outcomes in slow learners: 1. Peer tutoring is encouraged in such students. 2. Students are encouraged to study in groups. 3. Special remedial classes and doubt-clearing sessions are conducted frequently to clear their doubts and improve their comprehension and skills. 4. Their progress is monitored on weekly basis. Advanced learners are always encouraged to participate in the training programmes, conferences and seminars conducted by different organisations. Such students are encouraged to participate in seminars and projects in advanced topics actively. Invited Lecturers are conducted on a regular basis so that the students may get an opportunity to interact with eminent academicians.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2050	57

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is an affiliated college of Sambalpur University and the curriculum is designed by Sambalpur University for all the courses. The courses offered by Sambalpur University are student-centric and for the holistic development of the students. Environmental Studies is a compulsory subject for all students of Arts/Science/ Commerce streams. All science courses have theory and practical components which enable the students to learn the subject thoroughly. To expose the students to research and development, project work is part of the curriculum in many subjects of Sambalpur University. As a part of participative learning and problem-solving practices, the students' seminars are organized for each programme, and students deliver seminar papers in departmental seminars. Study tours, academic visits to different organisations and extramural lectures are conducted regularly for students as a part of the student enrichment programme to enhance the learning experiences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The basic amenities for ICT teaching are available in the college. The college campus is a wi-fi campus with free access to students, faculties and staff. Smart classrooms are available for teaching. Each department has been provided with computers/laptops, projectors and some of the classrooms have smart boards for ICT enabled interactive classes. During covid pandemic, online classes are regularly conducted as per instruction from the Govt. All teachers use ICT tools, including online resources, during the lecture and involve the students in making effective teaching-learning activity. All the departments are provided with projectors for audio-visual lectures using power points. Students are exposed to ICT enabled seminar presentations in every department and also provided links to online resources freely available on the UGC website. Students are also guided to useful YouTube study materials for an effective teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

**2.3.3.1 - Number of mentors**

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality**

<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
57	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
12	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
183	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded
<b>2.5 - Evaluation Process and Reforms</b>	

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per the guidelines framed by Sambalpur University and the Department of Higher Education, Examination consists of two components: Mid-semester/Internal assessment and end-semester. The question is prepared by the course teacher and Internal examination is conducted as per the time frame stipulated by the college. After evaluation by the course teacher, each student is encouraged to see the answer script. All the examination process is transparent. Weak students are counselled, and corrective measures are suggested. Difficulty sessions, often including peer learning and peer evaluation, are taken by the teachers. Before the semester examination, Mock tests were scheduled and conducted to familiarise students with the process and resolve queries. All mark foils are submitted to the Examination Section of the college for onward transmission to the university. The students absent in the internal examination due to any genuine reason are given a second chance for examination. With the help of the Officers in Charge of various components of administration, the principal evaluates the performance, and if necessary, steps for improvement or changes or reforms are taken.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The grievances related to examination and evaluation taken by the respective course teacher and Head of the Dept. The complaints related to the examination are also received by the examination section. On receiving a complaint, it is resolved immediately, if possible or resolve the issue within a maximum of three days. Valued answer scripts are shown to the students and discrepancies are rectified by teachers promptly and communicated to students, ensuring the effectiveness of the examination. During the outbreak of the COVID-19 pandemic, examinations are conducted online mode. Whereas the College conducts assessments sometimes using Google Forms.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme outcome (Pos) and programme specific outcomes (PSOs) are available in each department notice board for students, teachers and other stake holders. The Pos are aligned to the learning objectives. Knowledge outcomes, skill outcomes and values outcomes were included in programme outcome. POs and PSOs are designed to ensure complete and comprehensive learning about the program and courses as these are critical for the successful career of the student. The course outcome (COs) were designed with the following criteria: 1. The objective of the course/paper and 2. The learning outcome. The students were made aware of the learning outcome in the induction meeting in the respective department. The teachers attend orientation and refresher courses organized by academic staff colleges of different universities. This enriches them in planning out the learning outcome of the curriculum of their respective departments. The institution has designed a strategy of assessing and monitoring the learning outcome by continuous evolution and feedback from the students and teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Questions are prepared for the students to match all course outcome depending upon the syllabus. Then all course outcomes are evaluated on the basis of what percentage of students able to answer a particular question based on programme outcome as well as course syllabus. The institution has designed a strategy of

assessing and monitoring the learning outcome by continuous evolution process and feedback from students and teachers. The students are assigned to teacher mentor, who regularly examines the student's outcome and gives proper guidance to the student.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

607

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://panchayatcollege.in/wp-content/uploads/2023/09/Student-satisfactory-survey-20-21.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

## 3.2 - Research Publications and Awards



**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Due to Covid-19, no physical extension activities were conducted during this academic year. However, an online sensitisation programme was conducted as per the government guidelines. Webinars on awareness programme on Covid-19 were conducted. The students had participated online which helped them reduce stress and continue their academic studies. We encourage vaccination through educational materials, testimonials from vaccinated individuals, and information about vaccination centers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

**NCC/ Red Cross/ YRC etc., during the year**

312

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The campus is spread over 13.04 acres. The college campus has a good green environment. Total campus is under CC TV surveillances and Wi-Fi facilities. There is ramp facilities for CWSN students.

**Learning Space:** The College has a total number of 26 classrooms, 06 ICT enabled classroom, 02 smart classroom and 01 language lab. 15 numbers of classrooms are equipped with a sitting capacity of 130 students, however rest of the classroom are an average number of 40 sitting capacity with proper ventilation, comfortable furniture and adequate lights. Some of the classroom have AC. Every Dept. has its own Seminar room.

**Laboratories:** In Dept. of science Physics, Chemistry, Botany and Zoology have separate functional laboratories with essentials apparatus and materials required for teaching learning. In Dept. of Humanities Education and Psychology have Laboratories which are also well equipped. The institution has total 14 numbers of laboratories along with separate IT lab and Computer lab for the students of computer science. It has also a language lab of 24 sitting capacities.

**Computer and ICT Equipment :** The institution has altogether 114 functional computers placed in computer labs, Accounts section, general section, examination, library and IQAC room along with 12 Xerox machines. It has also LAN, WIFI, LCD projectors, Screens, Smart Board for facilitating online classes. Laptops are provided to each department for smooth functioning of different activities.

**Library:** Library has more than 48125 books on various subjects, 8207 reference books and 95 journals.

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

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

The college has a playground for football, Cricket and to organize other athletic activities. The sports committee of the institution actively works to encourage and take students for inter-college, Inter-university and national level competitions for cricket, kabaddi, athletics etc. The college has a cultural committee that engages students into different cultural activities. It also takes students for Inter -college and inter-university cultural competitions. There is a stage for carrying out cultural activities. The institution has also scope to access Mini Stadium for different purpose.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**Library automation is under process.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**0.47534**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

The general section, examination section, and accounts office have all undergone some level of digitalization. In order to enable internet connectivity and conduct virtual classes due to the pandemic situation, Wi-Fi facilities were upgraded.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
--	--------------------

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

20

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

In the college, there are a number of councils and committees where officers in charge are tasked with looking into issues relating to the maintenance of infrastructural facilities, labs, libraries, etc. These councils and associations cooperate in the following ways:

College Development Council (CDC)- It is responsible for the college's overall development, including resource allocation, planning and coordination, quality control, student welfare, faculty development, and other factors.

College Building Committee- It is constituted to look after the matters related to the repairing and creation of the new



structures for the smooth running of classed. The committee also monitors the civil works carried over in the college premises.

**Purchase Committee-** For purchase of some equipment, instruments, books, stationeries, furniture and other infrastructural facilities, the purchase committee ensures its necessity and gives approval for the same in its meetings and discussions.

**Library Advisory Committee-** It looks after the demands of the books made by the teachers, their rationale and places order after the final discussions in their meetings.

**Laboratory Stock verification Committee-** It does stock verification of different practical subjects and submits the list of usable and non-usable. One member from each practical subjects are the members of the committee.

**Sports and Athletic Association -** It decides the sports activity, training of students for different games and provide motivation and support.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

890

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

99

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

21

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

So far as student participation in academic activities of the college is concerned, their views are taken into consideration through the IQAC meetings. Our students are well placed in other committees like sports associations, cultural associations, commerce societies, science societies, etc. Students are made aware of gender, ragging, and other important issues from time to time. A complaint and suggestion box has been installed at a prominent place in the college. It's a matter of much relief that no case of sexual harassment or ragging has yet been registered. Due to pandemic conditions, the college was primarily administered online in 2020-2021, with fewer students present on site. Therefore, many online webinars and awareness programs were organized with the participation of students after taking into account their opinions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

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

Although not registered, the college's alumni organization exists. The association seeks to support the college's overall growth and inspire members to take a keen interest in their various alma maters.

The Higher Education Department of the Government of Odisha implemented the Mo College Abhijan program, which provides a platform for alumni to volunteer their services for the benefit of their college. Additionally, each Department has a group of alumnae who stay in touch with the faculty and staff and are encouraged by their particular department heads to improve student learning and welfare as one way to contribute to the wellbeing of their alma mater.

File Description	Documents
Paste link for additional information	<a href="http://panchayatcollege.in/alumni/">panchayatcollege.in/alumni/</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In line with the vision and mission, the college focuses on the holistic development of the students and to achieve academic excellence.

To fulfil its stated mission, the college aims at overall development. For it makes the leadership function effectively at different levels and implements its holistic development plans. The Principal looks after of the overall management, whereas the Administration and Accounts are especially taken care of by the Administrative and Accounts Bursar, respectively, and Academic activities are monitored by the Academic Bursar as well as by the Heads of the Departments. The college has a number of committees. The administration is transparent and participatory. Basically, it follows a collaborative management practice.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college promotes a culture of participative management. Extracurricular activities are assigned to the faculty members at the beginning of the year, and various programmes are planned and executed by the respective Officer-in-charge (OIC). It has a well-coordinated monitoring mechanism, which includes various committees that look into administrative, accounts and academic matters. These committees work in coordination and harmony to ensure smooth and efficient functioning. Regular meeting of the staff council and IQAC was held to take the views of the staff members in the decision making process. The HODs supervise to ensure the regular conduct of classes daily. The AcademicBursar takes a monthly audit of classes and undertakes surprise checking. In case of any lapses, the matter is brought to the notice of the Principal, who then, in consultation with academic bursars, administrative bursar and HODstake necessary corrective measures.

The Students are also taken to confidence to report any laxity. The Regional Director of Education also does Academic Audit occasionally and report to the Higher Authorities.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Regular meetings of the college development council and IQAC are conducted to formulate strategic plans and courses of action for effective implementation of these plans. One perspective plan successfully implemented based on the strategic plan is to upgrade the infrastructure and the facilities delivered to the students with regard to Library is procurement of CBCS Books for the College Library. Accordingly, steps for library automation has been taken. A proposal was submitted to PWD (R&B) for constructing a New Academic Building out of the fund provided by OHEPEE for civil purposes. The decision to create Seminar Libraries in all Departments has been taken, and regular conduct of student seminar/webinars to enhance student Academic Participation and Performance at different levels.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has an efficient internal coordinating and monitoring mechanism that comprises the top management, the principal and the faculty, which plays its part in the design and implementation of its quality policy and plan. The Principal looks after the overall management, whereas the Administration and Accounts are specially taken care of by the Administrative and Accounts Bursar,



respectively. Academic activities are monitored by the Academic Bursar as well as by the Heads of the Departments. The college has a number of committees like the Finance Committee, the Admission Committee, the Examination Committee and the Purchase Committee, the Development Committee, the Building Committee, etc., which offer valuable recommendations. Members of these committees are selected every year based on the core competency and experience of the faculties. The functioning of the college is governed by the rules laid down by the Odisha Government Finance Rules (OGFR). The administration is transparent and participatory. Basically, it follows a collaborative management practice.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The staff is provided with financial and medical assistance as per Odisha Government Rules under Employees' Welfare Scheme, like:

- Reimbursement of medical expenses (RCM)

- Leave Travel concession (LTC)
- Electric Motor car, motor cycle advance
- House Building Loan
- Employees' Group Insurance Scheme (GIS)
- Teachers Welfare Fund

Besides Financial benefits, the Government also has schemes like Study Leave, Duty Leave and Academic Leave to enable the Staff to grow professionally.

Annual increment of salary and increment in DA is sanctioned on a regular basis as declared by the govt.

Annual self-performance appraisal by the faculty members is done through the HRMS portal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

6

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

As an HEI coming under the administrative control of the Higher Education Department Govt. of Odisha. It follows the performance appraisal practice prescribed by the Govt.

Self-Performance Appraisal of each teacher is recorded through HRMS as per the format provided by the Government for each financial year. The Principal approves the appraisal submitted by the faculties and marks his comment on it confidentially. The said appraisal is reviewed by the Director of higher Education and the Government finally accepts the same. Adverse comments are communicated to the person concerned to improve his/her professional development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External financial audit is done by the audit section of the Higher Education Department Government of Odisha from time to time, of all grants received, such as RUSA, OHEPEE. The college does audit compliance after getting the audit report from the CAG. Internal audit of college accounts is carried out by the accounts bursar under the supervision of the Principal. However, the account section of the college uses various internal checks and balances in order to prevent any mismatch or omission of accounting records.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Since this is a Government College funded by Govt. of Odisha, the required expenditures are met by the Government from time to time as per the budget placed on various heads. Moreover, there are some other sources of funding in the last few years are like RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) and OHEPEE (ODISHA HIGHER EDUCATION PROGRAMME FOR EXCELLENCE AND EQUITY). Besides, there is college Development Fund internally generated from the students through fee structure. To implement the predetermined goals like infrastructure development Government agencies are mobilized. All the funds made available to the college are utilized during the stipulated time period. The proposals are placed before the internal committees like Development and Purchase committees for approval. The members then plan the procedure in accordance with financial regulations of the Government. Administrative approval is sought as and when necessary. Utilization certificate is submitted whenever necessary. After financial audit by internal or statutory bodies, The proper audit reports are submitted to the appropriate authorities in time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

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

The institution has established an Internal Quality Assurance Cell (IQAC), which presently comprises 11 members. It is according to the proposal of the IQAC, the institutional policy has been

decided to make teaching learning process interesting and productive to make the process inclusive and holistic. To do that efforts are being made to redesign the techniques of teaching and to develop an introspective and

Self-correcting mechanism so as to institutionalize the quality assurance processes. For the purpose teachers have been advised to use ICT and other modern methods of teaching along with chalk and duster method. Teaching learning has been made more participatory and students are encouraged for self-study and for paper presentation in seminar classes. The activities under NCC, YRC and NSS have been given importance so as to involve students more and more about community service. The program has been held online from 2020-21 due to COVID pandemic.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. At periodic intervals students' feedback was taken through IQAC regarding teaching- learning methods and methodologies used.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**D. Any 1 of the above**

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As a part of the curriculum, a course entitled Ethics and Values (E&V) is taught to the students in the first semester regarding the issues related to women e.g. Women's property rights, violence against women in the workplace, Women and family, Women and society etc. This module of E&V aims at creating awareness among students to promote gender equity.

There is a committee in the institution named the Anti-Sexual Harassment Cell that aims to address sexual harassment issues. It focuses on the prevention of gender-based violence. The college maintains gender neutrality by providing equal opportunities to all students and faculty members on the campus. The executive authority of the college extends full support to see that the recommendations of the cell are implemented in a timely manner. Seminars and meetings are held in the college from time to time to disseminate awareness about gender equality among students, and about strategies to deal with gender equality and prevention of gender-based abuse and violence. In the year 2020-21, there is no registered gender-based violence or sexual harassment case with the committee.

File Description	Documents
Annual gender sensitization action plan	<a href="#">To conduct awarness programme on regular basis for sensitizing about gender equity. Conducting of Self-Defence programme.</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Girls Common room, Sanitary Napkin Incinerator, Girls Hostel, Committee for protection of rights of girls/women</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management in the college is working through Municipal solid waste (MSW) which is collected by Bargarh Municipality and transported to a processing and disposal site.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting**

**B. Any 3 of the above**



<b>Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As an educational institution, we have demographic diversity as the students hail from different socioeconomic backgrounds. Diversity is also seen in the parent stakeholders, whose occupations range from farming, autorickshaw driving, and business to government jobs. With respect to the distinctiveness of every

student, we try to ignite a feeling of 'camaraderie' among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potentialities ultimately making the campus an equitable place. Financial assistance in terms of prizes and monetary support are offered by the members of the staff over and beyond to include students from weaker economic sections.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

At the beginning of the academic year of the college, the induction programme caters to introducing the staff and students to their rights and responsibilities. Ethical practices and responsible behaviour expected from the staff and the students are discussed in the induction. The syllabi of the UG & PG courses include credits for 'Human Rights', 'Constitution', 'Democracy' and 'Environmental Science' as credit courses to familiarise the students with these concepts. Moreover, 2nd module of E&V course deals with Indian constitutions. National Voters Day, World Environment Day, World Aids Day, Human Rights Day, International Women's Day, etc. are some of the significant occasions that are observed every year in the college. The preamble, pledge, and certain sections of the constitution are displayed in classrooms and departments. In keeping with the constitutional responsibility of preserving and caring for the environment, the college organizes activities on themes related to environmental concerns. All mandatory committees, like Anti-Ragging Cell and Anti-Sexual Harassment Cell, are active and functioning. A complaint box is there to address the issues raised by the students and staff members. There is also a committee appointed to plan and execute activities to familiarise and implement a code of conduct and ethical behaviour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Apart from the celebration of National Days like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti ect, the college celebrate many other important National and International Days such as National Voters Day, International Women's Day, International Yoga Day, Teacher's Day, Science Day, National Youth Day etc. Involving both the students and faculty members. Various departments of the college also organize seminars, workshops and conferences throughout the year for better dissemination of knowledge and sharing of new ideas and thinking in different fields.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

**Elixir: A road towards success-** It is a programme run by the faculty members of the college every session as a co-curricular practice.

- The programme's objective is to enhance the students' skills to make them more employable by providing extra classes outside the official timetable of the college.
- The main challenge in this programme was to increase the participation of students, which was ultimately done by concerted efforts.
- Extra classes are engaged on different subjects to the students to instil confidence in them to face different job challenges. It is unique in the sense that students go out of this institution with the conviction to face career-related issues.
- Students have secured good marks in examinations, and their ability to express themselves is enhanced to a great extent.
- The main problem was the financial resources required for the programme, which was solved through the initiative of the college administration. The availability of resource persons in plenty has really made the programme a success.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Panchayat College Bargarh envisions making the students intellectually alive and socially responsible. As the teachers strive to create opportunities for the students intellectual pursuits, the NSS, the NCC, and the YRC unit provide opportunities to make them aware of their social responsibilities. NSS and YRC create an ethical framework in which the students are obligated to work and cooperate with other individuals and organizations to benefit the community and try to bring forward fellow citizens and children who lag behind. NCC provides the students with opportunities to get selected in defense services and infuse a sense of patriotism. In all these fields, the performance of the students has been remarkable. They have shown interest and enthusiasm to learn about community service and execute it in their later life.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- We plan to organize seminars conferences and workshops by all departments.
- To prepare question bank for CBCS syllabus.
- To encourage the teaching and non-teaching staffs to go for training programme for enrichment in their respective fields
- To promote the faculty for research work
- To motivate the faculties for minor and major research project and provide all support
- To ensure clean and green environment as well as plan for more disable friendly class rooms
- To ensure maintenance of building and electricity. To take up infrastructural development with the help of R &D.