



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Panchayat College Bargarh
• Name of the Head of the institution	Patitapaban Sahu
• Designation	Assistant Professor in Economics, Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06646233192
• Mobile No:	9737149020
• Registered e-mail	pcbargarh@gmail.com
• Alternate e-mail	iqacpcb2016@gmail.com
• Address	At- Ruhunia
• 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. Sipun Sethi																		
• Phone No.	9668320369																		
• Alternate phone No.	9040702113																		
• Mobile	9040702113																		
• 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/2023/09/AQAR-2020-21.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_2021-22.pdf																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>76.00</td> <td>2006</td> <td>21/05/2006</td> <td>20/05/2011</td> </tr> <tr> <td>Cycle 2</td> <td>B+</td> <td>2.58</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B+	76.00	2006	21/05/2006	20/05/2011	Cycle 2	B+	2.58	2016	05/11/2016	04/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	B+	76.00	2006	21/05/2006	20/05/2011														
Cycle 2	B+	2.58	2016	05/11/2016	04/11/2021														
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
Panchayat College Bargarh	Civil Work Under IDP (Intuitionial Departmental Plan)	OHEPEE (Higher Education Department Government of Odisha)	2021-22	72,36,500 /-
Panchayat College Bargarh	Development of Laboratory Infrastructure	RUSA	2021-22	31,79,680 /-
Panchayat College Bargarh	Purchase of Library Books	Higher Education Department Government of Odisha	2021-22	33,000 /-

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	3		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> If yes, mention the amount 			
11. Significant contributions made by IQAC during the current year (maximum five bullets)			

>> Faculties developmental programme was conducted on CMS. >> The college website was redesigned and updated with the latest information >> Student satisfaction survey was conducted >> Maximum utilization of funds under RUSA and IDP >> Updating e-service book of the staff members

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
FDP ON Common Minimum Standard (CMS)	An FDP on CMS was conducted on dt. 05-08-2021 in the Conference Hall.
Student Satisfaction Survey	Student Satisfaction Survey was conducted and action taken accordingly.
Student Orientation Programme on use of online resources	Offline student Orientation Programmes were conducted stream wise on the use of online resources.
Sensitising the Departments for campus beautification, clean and green environment by virtue of plantation and gardening.	Three gardens, namely Tapaswini, Lumbini and Pallav Vatika were raised and maintained by the Departments of Odia, History and Hindi respectively.
Infrastructural Development.	Proposals were submitted to IDP Committee of the college for new academic building and purchase of furniture for classrooms, hostels and various departments of the college. Accordingly, the building work started by R&B , Govt. of Odisha and furniture was purchased.

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

Year	Date of Submission
2021-22	18/01/2023

15. Multidisciplinary / interdisciplinary

Interdisciplinary/Multidisciplinary courses are part of our curriculum prescribed by the Sambalpur University and model syllabus by the higher education department. Inter-disciplinary course (IDC) is a compulsory paper in PG curriculum. UG students choose general elective papers offered by other departments. Multidisciplinary courses like Environment Studies & Disaster Management, Ethics & Values are part of the course curriculum. This, being an affiliated college has limited scope for offering IDC at the college level. However, the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges can be prepared after the university gives the flexibility to implement the same.

16. Academic bank of credits (ABC):

After the implementation of NEP-2020, the ABC ID of the students will be created and will integrate it with schemes 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. The ABC will be entrusted with responsibilities such as opening, closing, and verifying the individual academic accounts of students. It'll also be responsible for gathering the academic credits earned by the students from their respective higher education institutions, verifying the credits, storing the credits, transferring or redeeming such credits, and promoting them as and when required among its stakeholders.

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 the students can opt for 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	View File

2.Student

2.1 2161

Number of students during the year

File Description	Documents
Data Template	View File

2.2 346Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 562

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 60

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 60

Number of Sanctioned posts during the year

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	View File

2. Student

2.1	2161
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	346
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	562
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	60
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	60
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	106.4918
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	114
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As an affiliated institute of Sambalpur University, the academic calendar is prepared in light of the university syllabus. The timetable includes departmental seminars and presentations for the project work of the student. For the benefit of the student, each teacher takes tutorial and doubt-clearing sessions regularly as per the need of the subject. These processes are documented thoroughly in their lesson plans, which are verified at regular intervals by the head of the departments first and then by the principal. Further, these documents are verified by the appropriate higher authorities of the Government of Odisha.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.suniv.ac.in/ug-syllabi-regulation.php

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

At the beginning of the academic session, a predefined academic calendar is prepared where important dates are outlined such as start and end of the semester classes and examination periods, etc. including the internal evaluation time. Internal assessment is conducted and feedback is provided to the students continuously. The process allows them to make improvements throughout the semesters. The academic calendar is strictly adhered. It 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	View File
Link for Additional information	http://panchayatcollege.in/wp-content/uploads/2023/09/ACADEMIC_CALENDAR_2021-22.pdf

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.

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

28

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our institution integrates crosscutting issues relevant to Professional Ethics, Human Values, Gender, Environment, and Sustainability that promote holistic education in the curriculum 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. 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

625

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://panchayatcollege.in/wp-content/uploads/2023/09/Student-satisfactory-survey-21-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

818

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, 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

265

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

All the faculties of this Institute, at the departmental level, make an extra effort through personal interactions in the classes and with the help of Academic credentials, to assess the learning levels of the students throughout the academic session.

Following methods are adopted to improve the learning outcomes in slow learners:

1. Faculties take an extra effort to identify the slow learners in each course. The proctorial classes offer a powerful and effective mechanism to departmental teachers to gain feedback from the students regarding their academic performance.
2. Peer tutoring, and group study are encouraged in such students.
3. Special remedial classes and doubt-clearing sessions are conducted frequently to clear their doubts and improve their comprehension and skills.

Following methods are adopted to encourage the advanced learners

1. To participate in the training programmes, conferences and seminars conducted by different organisations.
2. Such students are encouraged to actively participate in seminars and projects in advanced topics.
3. Invited Lecturers are conducted on regular basis so that the students may get opportunity to interact with eminent academicians.

Though there is a high degree of diversity, one tutorial class per week per paper is conducted to clear the doubt of all learners.

File Description	Documents
Link for additional Information	https://panchayatcollege.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
2161	60

File Description	Documents
Any additional information	View File

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 is student-centric and for the holistic development of the students. Environmental Studies and disaster management is a ability enhancement compulsory course for all students of Arts/Science/Commerce stream. For moral development "Yuva Sanskar" classes conducted regularly for all students as per direction of higher education, Odisha. Ethics and Values is a compulsory course for all streams students to understand the ethics of life, gender issues and contribution of a citizen towards society. As a part of participative learning and problem-solving practices, the students' seminars are organized for each programme and students deliver seminars, research publications of thrust areas, research ideas and recent discoveries in their respective subjects. Each program has the project components to train students with research methodologies and problem solving experience. As a part of experiential learning practical classes, study tour, academic visit to reputed laboratories, industrial tour etc are continuously organized by different departs. Extramural lectures, motivational lectures, seminar and conferences are conducted regularly for students as a part of student enrichment programme for enhancing the learning experiences.

File Description	Documents
Upload any additional information	View File
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 HEI encourages the faculty members to extensively use ICT enabled tools and online e-resources for effective teaching and learning process: All the teachers are well versed with the latest technology and use ICT -enabled tools. Commonly used ICT tools in the institution are Laptops, tablets, desktop computers, Smart Boards, LCD Projectors, and various online platforms like Zoom, Google classrooms etc. along with various software and e-resources. One dedicated Smart classroom has been commissioned in the institution under a programme by the Higher Education department of the Government of Odisha. The institution is covered with Wi-Fi and LAN facilities which are effectively utilized for teaching teaching-learning process. ICT-enabled teaching methodologies like e-mail, video demonstrations, online lectures, links of the study materials in WhatsApp groups are regularly used by faculty. The students are advised to visit different websites like, Shodh ganga, Shodh Sindhu, e- PG Paathshala etc. All the department are provided with projectors for audio-visual lectures using power points. Students are exposed to ICT enabled seminar presentation in every department and are also provided links to online resources freely available on the UGC website. Students are also guided to use YouTube study materials for effective teaching learning process

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://panchayatcollege.in/

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

60

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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)

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

12

File Description	Documents
Any additional information	View File
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)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

314

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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 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 the Internal examination is conducted as per the time frame stipulated by the college in the college calendar. After evaluation by the course teacher, the answer script is shown to the students. All the examination process is transparent. Weak students are counselled and corrective measures are suggested. . Before the semester examination, mock tests were scheduled and conducted to make students familiar with the process and resolve queries. All mark foils were 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 administration components, the principal evaluates the performance, and if necessary, steps for improvement or changes or reforms are taken. The University conducts the end-semester examination. Question paper setting for theory and practical, programme for examination, answer script evaluation and publication of result is done by the University.

File Description	Documents
Any additional information	View File
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 respective course teacher and Head of the Dept. The complain related to examination also received by the examination section. On receiving a complaint, officer in charge of examination arrange a meeting with student and respective HOD/ course teacher, and resolve the issue arised. This is done in a time bound manner, within 3-5 days. Valued answer-scripts are shown to the students and discrepancies are rectified by teachers promptly and communicated to students ensuring effectiveness of the examination. Additionally surprise test, discussion of question bank and group discussion done regularly to keep the students updated about the existing question pattern of different entrance examinations.

File Description	Documents
Any additional information	View File
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. This practice enables prospective and current students to gain an idea of the scope and content of the curriculum. Again, in the initial classes at the commencement of each semester, teachers orient the learners to the overall dimension of the courses and also relevance of the course content in the context of current social and global trends.

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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.suniv.ac.in/ug-syllabi-regulation.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The attainment of Programme Outcomes and Course Outcomes are calculated through programme and course-related assessments. The assessment method is the examination results. After the publication of all semester results, the students' performance is analyzed. Discussions are held regarding the course outcomes as envisaged at the beginning of the session and whether the students' performance reflects the desired objective embodied in the course outcome. The course outcomes are also explained during the regular proctorial meetings. This is a forum in which teachers have an opportunity to analyse the performance of individual students and to assess whether the Programme Outcomes and Course Outcomes are adequately attained. Extracurricular competitions like Essays, Debates, and Quiz also conducted by each department on course curriculum as an indirect but valuable measure for the assessment of Programme Outcomes and Course Outcomes. 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	View File
Paste link for Additional information	https://panchayatcollege.in

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

588

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://panchayatcollege.in

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-21-22.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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

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**

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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**

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Even though COVID-19's influence has been reduced, the restrictions as per the government guidelines were still effective. In the college, physical extension activities were relatively limited in this academic year. However, online and offline sensitization programme was conducted as per the government guidelines. Webinars on awareness programme on Covid-19 were also 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	View File

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

286

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 spans 13.04 acres and includes classrooms, laboratories, libraries, reading rooms, administrative blocks, IQAC Conference Room, NSS and YRC offices, Virtual Class Room, and Language Lab.

Learning Space: The College includes 26 classrooms in total, including six ICT-equipped classrooms, two smart classrooms, and

one language lab. 15 classrooms are equipped with a seating capacity of 130 students; however, the rest of the classrooms have an average seating capacity of 40 students with proper ventilation, comfortable furniture, and adequate lights.

Laboratories: The institution has a total of 14 well equipped laboratories for both science (Physics, Chemistry, Botany, and Zoology) and humanities (Psychology and education) , along with a separate IT lab and a computer lab for the students of computer science. It also has a language lab with 24 sitting capacities.

Computer and ICT Equipment: The institution has altogether 114 functional computers placed in the computer labs, accounts section, general section, examination, library, and IQAC room, along with 12 Xerox machines. It also has LAN, Wi-Fi, LCD projectors, screens, and a smart board for facilitating online classes. Laptops are provided to each department for the smooth functioning of different activities.

Library: The library has more than 50125 books on various subjects, 8207 reference books, and 95 journals.

File Description	Documents
Upload any additional information	View File
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.

Our institution aims to maintain strong academic standards while providing a diverse range of extracurricular opportunities. The college has a big playground for football, cricket, and other athletic activities. The college promotes healthy competition, sportsmanship, and teamwork among students. Intensive training is imparted under expert guidance, and numerous sports activities, including various tournaments and competitions, are organized every year on the annual sports day. The institution has provided good sports equipment to the students for sports activities. The sports committee of the institution actively works to encourage and take students to inter-college, inter-university, and national-level competitions for cricket, kabaddi, athletics, etc. The institution also has the scope to access Mini Stadium for different purposes.

The college has a cultural committee that engages students in different cultural activities. It also takes students to inter-college and inter-university cultural competitions. There is a stage for carrying out cultural activities.

The college has an NSS enabling unit to motivate the students to serve the country and society.

File Description	Documents
Upload any additional information	View File
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	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

72.365

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library automation is under process. The institution is in contact with the relevant authority which is working in coordination with the library staff members of our college. The automation process is being performed using Koha Software. Koha is an Integrated Library System with a range of features including: Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items. Our library containsbooks and most of them are of old edition. Hence it will take a few months more to complete the process of automation.

File Description	Documents
Upload any additional information	View File
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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.33

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

55

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. Most classrooms are ICT enabled and have portable LCD projectors. In order to enable internet connectivity and conduct virtual classes, Wi-Fi facilities were upgraded. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. The college website is maintained and upgraded regularly under an annual maintenance contract.

It also has LAN, Wi-Fi, LCD projectors, screens, and a smart board for facilitating online classes. Bandwidth of internet connection in the Institution is more than 200 MBPS. The computers and internet resources and other web enabled facilities in the college campus are provided by well qualified professionals. Laptops are

provided to each department for the smooth functioning of different activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

31.79680

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has councils and committees responsible for maintaining infrastructural facilities, labs, and libraries, with officers working collaboratively to address these issues.

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 different 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- The officers in charge of the library, which are made up of a skilled and qualified teaching staff and library personnel, maintain and update the collection. After thorough consultations with the teachers, books, magazines, etc. are purchased.

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. It looks towards providing good-quality equipment for the science lab to enhance the scientific temperament of students through practical activities.

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	View File
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

1021

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	http://panchayatcollege.in/language-lab/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

121

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Upload any additional information	View File
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)	View File

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

Under Mo College Abhijan, a platform to the alumni to offer their

services for betterment of their college, introduced by the Higher Education Department of Government of Odisha, 87students are registered as Alumni. Moreover, each Department has a group of alumnae who are in touch with the students and the Staff, and are guided by their respective Department Heads to contribute to the wellbeing of their Almamater in various ways such as improving student learning and students wellbeing.

File Description	Documents
Paste link for additional information	https://panchayatcollege.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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	http://panchayatcollege.in/
Upload any additional information	View File

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	http://panchayatcollege.in/
Upload any additional information	View File

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 the effective implementation of these plans. One such perspective plan is the green campus initiative, for which three gardens, namely Tapaswini, Lumbini and Pallav Vatika were raised and maintained by the Departments of Odia, History and Hindi, respectively. Inthe Post-Pandemic situation, faculties are advised

to take prompt steps for completion of the course and restore normal academic activities. 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	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 co-ordinating 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 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 like the Finance Committee, the Admission Committee, the Examination Committee and the Purchase Committee, Development Committee the Building Committee etc., which offers valuable recommendations. And 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	http://panchayatcollege.in/wp-content/uploads/2023/09/Organisation-Chart.pdf
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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, Government also has schemes like Study Leave, Duty Leave and Academic Leave to enable the Staff to grow in their professional career.

Annual increment of salary and increment in DA is sanctioned on

regular basis as declared by the govt.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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)	View File

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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 practices 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	http://panchayatcollege.in/
Upload any additional information	View File

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

An 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 and 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	http://panchayatcollege.in/
Upload any additional information	View File

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 have been some other sources of funding in the last few years, like RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) and OHEPEE (ODISHA HIGHER EDUCATION PROGRAMME FOR EXCELLENCE AND EQUITY). Besides, there is a college Development Fund internally generated from the students through a 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 the Development and Purchase committees for approval. The members then plan the procedure in accordance with the financial regulations of the Government. Administrative approval is sought as and when necessary. A utilization certificate is submitted whenever necessary. After a 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	View File

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, and now the restoration of such extension activities has been prioritized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 the 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	View File

6.5.3 - Quality assurance initiatives of the **D. Any 1 of the above**

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); 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	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 Anti-Sexual Harassment Cell that aims at addressing 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 extend 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	To conduct awareness programmes at regular intervals for sensitizing the stakeholders about gender equality.
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	Common Room, Sanitary napkin incinerator , Girls Hostel, Committee for protection of rights of girls/women (Files to be uploaded)

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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 management system, 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	https://panchayatcollege.in/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	View File

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	View File
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	View File

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 institution's members by giving space to each and every stakeholder to participate, explore, enhance and attain their full potentialities, ultimately making the campus an equitable place. The staff members offer financial assistance in terms of prizes and monetary support 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)	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
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	View File
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)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice: 1

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

Objective:To enhance the skill of the students,make them more employable

Extra classes are engaged on different subjects to the students to instill a sense of confidence in them to face different challenges concerning different jobs.

Outcome: Students have secured good marks in examinations and their ability to express is enhanced to a great extent.

Best Practice: 2

Title of the Practice: Adoption of a Village

Objective: Toaddresses issues like illiteracy, Health & Hygiene, Gender Equity, Blind Beliefs and Superstitions.

Action: The NSS Unit of the college adopts a village every year to address some issues typical to it. . It sensitizes people regarding the preservation of the environment, too. The people of the village are sensitized to give up practices like open defecation and to ensure cleanliness. Swachha Bharat Abhiyan, in this regard by the NSS volunteers, yields a lot of good

consequences.

Outcome: These programmes are of lasting benefit to the villages concerned.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As an affiliated institute of Sambalpur University, the academic calendar is prepared in light of the university syllabus. The timetable includes departmental seminars and presentations for the project work of the student. For the benefit of the student, each teacher takes tutorial and doubt-clearing sessions regularly as per the need of the subject. These processes are documented thoroughly in their lesson plans, which are verified at regular intervals by the head of the departments first and then by the principal. Further, these documents are verified by the appropriate higher authorities of the Government of Odisha.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.suniv.ac.in/ug-syllabi-regulation.php

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

At the beginning of the academic session, a predefined academic calendar is prepared where important dates are outlined such as start and end of the semester classes and examination periods, etc. including the internal evaluation time. Internal assessment is conducted and feedback is provided to the students continuously. The process allows them to make improvements throughout the semesters. The academic calendar is strictly adhered. It 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	View File
Link for Additional information	http://panchayatcollege.in/wp-content/uploads/2023/09/ACADEMIC_CALENDAR_2021-22.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

28

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Our institution integrates crosscutting issues relevant to Professional Ethics, Human Values, Gender, Environment, and Sustainability that promote holistic education in the curriculum 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. 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

625

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://panchayatcollege.in/wp-content/uploads/2023/09/Student-satisfactory-survey-21-22.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
818	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, 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

265

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

All the faculties of this Institute, at the departmental level, make an extra effort through personal interactions in the classes and with the help of Academic credentials, to assess the learning levels of the students throughout the academic session.

Following methods are adopted to improve the learning outcomes in slow learners:

1. Faculties take an extra effort to identify the slow learners in each course. The proctorial classes offer a powerful and effective mechanism to departmental teachers to gain feedback from the students regarding their academic performance.
2. Peer tutoring, and group study are encouraged in such students.
3. Special remedial classes and doubt-clearing sessions are conducted frequently to clear their doubts and improve their comprehension and skills.

Following methods are adopted to encourage the advanced learners

1. To participate in the training programmes, conferences and seminars conducted by different organisations.
2. Such students are encouraged to actively participate in seminars and projects in advanced topics.
3. Invited Lecturers are conducted on regular basis so that

the students may get opportunity to interact with eminent academicians.

Though there is a high degree of diversity, one tutorial class per week per paper is conducted to clear the doubt of all learners.

File Description	Documents
Link for additional Information	https://panchayatcollege.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
2161	60

File Description	Documents
Any additional information	View File

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 is student-centric and for the holistic development of the students. Environmental Studies and disaster management is a ability enhancement compulsory course for all students of Arts/Science/ Commerce stream. For moral development "Yuva Sanskar" classes conducted regularly for all students as per direction of higher education, Odisha. Ethics and Values is a compulsory course for all streams students to understand the ethics of life, gender issues and contribution of a citizen towards society. As a part of participative learning and problem-solving practices, the students' seminars are organized for each programme and students deliver seminars, research publications of thrust areas, research ideas and recent discoveries in their respective subjects. Each program has the project components to train students with research methodologies and problem solving experience. As a part of

experiential learning practical classes, study tour, academic visit to reputed laboratories, industrial tour etc are continuously organized by different departs. Extramural lectures, motivational lectures, seminar and conferences are conducted regularly for students as a part of student enrichment programme for enhancing the learning experiences.

File Description	Documents
Upload any additional information	View File
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 HEI encourages the faculty members to extensively use ICT enabled tools and online e-resources for effective teaching and learning process: All the teachers are well versed with the latest technology and use ICT -enabled tools. Commonly used ICT tools in the institution are Laptops, tablets, desktop computers, Smart Boards, LCD Projectors, and various online platforms like Zoom, Google classrooms etc. along with various software and e-resources. One dedicated Smart classroom has been commissioned in the institution under a programme by the Higher Education department of the Government of Odisha. The institution is covered with Wi-Fi and LAN facilities which are effectively utilized for teaching teaching-learning process. ICT-enabled teaching methodologies like e-mail, video demonstrations, online lectures, links of the study materials in WhatsApp groups are regularly used by faculty. The students are advised to visit different websites like, Shodh ganga, Shodh Sindhu, e- PG Paathshala etc. All the department are provided with projectors for audio-visual lectures using power points. Students are exposed to ICT enabled seminar presentation in every department and are also provided links to online resources freely available on the UGC website. Students are also guided to use YouTube study materials for effective teaching learning process

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://panchayatcollege.in/

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

60

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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)

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

12

File Description	Documents
Any additional information	View File
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)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

314

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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 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 the Internal examination is conducted as per the time frame stipulated by the college in the college calendar. After evaluation by the course teacher, the answer script is shown to the students. All the examination process is transparent. Weak students are counselled and corrective measures are suggested. . Before the semester examination, mock tests were scheduled and conducted to make students familiar with the process and resolve queries. All mark foils were 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 administration components, the principal evaluates the performance, and if necessary, steps

for improvement or changes or reforms are taken. The University conducts the end-semester examination. Question paper setting for theory and practical, programme for examination, answer script evaluation and publication of result is done by the University.

File Description	Documents
Any additional information	View File
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 respective course teacher and Head of the Dept. The complain related to examination also received by the examination section. On receiving a complaint, officer in charge of examination arrange a meeting with student and respective HOD/ course teacher, and resolve the issue arised. This is done in a time bound manner, within 3-5 days. Valued answer-scripts are shown to the students and discrepancies are rectified by teachers promptly and communicated to students ensuring effectiveness of the examination. Additionally surprise test, discussion of question bank and group discussion done regularly to keep the students updated about the existing question pattern of different entrance examinations.

File Description	Documents
Any additional information	View File
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. This practice enables prospective and current students to gain an idea of the scope and content of the curriculum. Again, in the initial classes at the commencement of each semester, teachers orient the learners to the overall dimension of the courses and also

relevance of the course content in the context of current social and global trends.

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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.suniv.ac.in/ug-syllabi-regulation.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The attainment of Programme Outcomes and Course Outcomes are calculated through programme and course-related assessments. The assessment method is the examination results. After the publication of all semester results, the students' performance is analyzed. Discussions are held regarding the course outcomes as envisaged at the beginning of the session and whether the students' performance reflects the desired objective embodied in the course outcome. The course outcomes are also explained during the regular proctorial meetings. This is a forum in which teachers have an opportunity to analyse the performance of individual students and to assess whether the Programme Outcomes and Course Outcomes are adequately attained. Extracurricular competitions like Essays, Debates, and Quiz also conducted by each department on course curriculum as an indirect but valuable measure for the assessment of Programme

Outcomes and Course Outcomes.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	View File
Paste link for Additional information	https://panchayatcollege.in

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

588

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://panchayatcollege.in

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-21-22.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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil
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	
0	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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**

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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**

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Even though COVID-19's influence has been reduced, the restrictions as per the government guidelines were still effective. In the college, physical extension activities were relatively limited in this academic year. However, online and offline sensitization programme was conducted as per the government guidelines. Webinars on awareness programme on Covid-19 were also 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	View File

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

286

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 spans 13.04 acres and includes classrooms, laboratories, libraries, reading rooms, administrative blocks, IQAC Conference Room, NSS and YRC offices, Virtual Class Room, and Language Lab.

Learning Space: The College includes 26 classrooms in total, including six ICT-equipped classrooms, two smart classrooms, and one language lab. 15 classrooms are equipped with a seating capacity of 130 students; however, the rest of the classrooms have an average seating capacity of 40 students with proper ventilation, comfortable furniture, and adequate lights.

Laboratories: The institution has a total of 14 well equipped laboratories for both science (Physics, Chemistry, Botany, and Zoology) and humanities (Psychology and education) , along with a separate IT lab and a computer lab for the students of computer science. It also has a language lab with 24 sitting capacities.

Computer and ICT Equipment: The institution has altogether 114 functional computers placed in the computer labs, accounts section, general section, examination, library, and IQAC room, along with 12 Xerox machines. It also has LAN, Wi-Fi, LCD projectors, screens, and a smart board for facilitating online classes. Laptops are provided to each department for the smooth functioning of different activities.

Library: The library has more than 50125 books on various subjects, 8207 reference books, and 95 journals.

File Description	Documents
Upload any additional information	View File
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.

Our institution aims to maintain strong academic standards while providing a diverse range of extracurricular opportunities. The college has a big playground for football, cricket, and other athletic activities. The college promotes healthy competition, sportsmanship, and teamwork among students. Intensive training is imparted under expert guidance, and numerous sports activities, including various tournaments and competitions, are organized every year on the annual sports day. The institution has provided good sports equipment to the students for sports activities. The sports committee of the institution actively works to encourage and take students to inter-college, inter-university, and national-level competitions for cricket, kabaddi, athletics, etc. The institution also has the scope to access Mini Stadium for different purposes.

The college has a cultural committee that engages students in different cultural activities. It also takes students to inter-college and inter-university cultural competitions. There is a stage for carrying out cultural activities.

The college has an NSS enabling unit to motivate the students to serve the country and society.

File Description	Documents
Upload any additional information	View File
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	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)**

72.365

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library automation is under process. The institution is in contact with the relevant authority which is working in coordination with the library staff members of our college. The automation process is being performed using Koha Software. Koha is an Integrated Library System with a range of features including: Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items. Our library contains

.....books and most of them are of old edition.

Hence it will take a few months more to complete the process of automation.

File Description	Documents
Upload any additional information	View File
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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.33

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

55

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. Most classrooms are ICT enabled and have portable LCD projectors. In order to enable internet connectivity and conduct virtual classes, Wi-Fi facilities were upgraded. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. The college website is maintained and upgraded regularly under an annual maintenance contract.

It also has LAN, Wi-Fi, LCD projectors, screens, and a smart board for facilitating online classes. Bandwidth of internet connection in the Institution is more than 200 MBPS. The computers and internet resources and other web enabled facilities in the college campus are provided by well qualified professionals. Laptops are provided to each department for the smooth functioning of different activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
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)	
31.79680	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
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.	
<p>The college has councils and committees responsible for maintaining infrastructural facilities, labs, and libraries, with officers working collaboratively to address these issues.</p> <p>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.</p> <p>College Building Committee- It is constituted to look after the matters related to the repairing and creation of the new</p>	

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 different 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- The officers in charge of the library, which are made up of a skilled and qualified teaching staff and library personnel, maintain and update the collection. After thorough consultations with the teachers, books, magazines, etc. are purchased.

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. It looks towards providing good-quality equipment for the science lab to enhance the scientific temperament of students through practical activities.

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	View File
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

1021

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	http://panchayatcollege.in/language-lab/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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**

30

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

121

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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**

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
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)	
<p>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.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
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	View File
Upload any additional information	View File
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)	View File

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

Under Mo College Abhijan, a platform to the alumni to offer their services for betterment of their college, introduced by the Higher Education Department of Government of Odisha, 87students are registered as Alumni. Moreover, each Department has a group of alumnae who are in touch with the students and the Staff, and are guided by their respective Department Heads to contribute to the wellbeing of their Almamater in various ways such as improving student learning and students wellbeing.

File Description	Documents
Paste link for additional information	https://panchayatcollege.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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	http://panchayatcollege.in/
Upload any additional information	View File

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 Academic Bursar 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 HOD stake 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	http://panchayatcollege.in/
Upload any additional information	View File

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 the effective implementation of these plans. One such perspective plan is the green campus initiative, for which three gardens, namely Tapaswini, Lumbini and Pallav Vatika were raised and maintained by the Departments of Odia, History and Hindi, respectively. In the Post-Pandemic situation, faculties are advised to take prompt steps for completion of the course and restore normal academic activities. 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	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 co-ordinating 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 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 like the Finance Committee, the Admission

Committee, the Examination Committee and the Purchase Committee, Development Committee the Building Committee etc., which offers valuable recommendations. And 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	http://panchayatcollege.in/wp-content/uploads/2023/09/Organisation-Chart.pdf
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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, Government also has schemes like Study Leave, Duty Leave and Academic Leave to enable the Staff to grow in their professional career.

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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)	View File

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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 practices 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	http://panchayatcollege.in/
Upload any additional information	View File

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

An 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 and 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	http://panchayatcollege.in/
Upload any additional information	View File

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 have been some other sources of funding in the last few years, like RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) and OHEPEE (ODISHA HIGHER EDUCATION PROGRAMME FOR EXCELLENCE AND EQUITY). Besides, there is a college Development Fund internally generated from the students through a 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 the Development and Purchase committees for approval. The members then plan the procedure in accordance with the financial regulations of the Government. Administrative approval is sought as and when necessary. A utilization certificate is submitted whenever necessary. After a 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	View File

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, and now the restoration of such extension activities has been prioritized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 the 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	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); 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)	D. Any 1 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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
<p>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.</p> <p>There is a committee in the institution named Anti-Sexual Harassment Cell that aims at addressing sexual harassment</p>

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 extend 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	To conduct awareness programmes at regular intervals for sensitizing the stakeholders about gender equality.
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	Common Room, Sanitary napkin incinerator , Girls Hostel, Committee for protection of rights of girls/women (Files to be uploaded)

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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 management system, 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	https://panchayatcollege.in/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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

D. Any 1 of the above

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	View File

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	View File
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	View File

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 institution's members by giving space to each and every stakeholder to participate, explore, enhance and attain their full potentialities, ultimately making the campus an equitable place. The staff members offer financial assistance in terms of prizes and monetary support 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)	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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	View File
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	View File
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)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice: 1

Title of the Practice: "Elixir: A road towards success"- It is

a programme run by the faculty members of the college every session as a co-curricular practice.

Objective:To enhance the skill of the students,make them more employable

Extra classes are engaged on different subjects to the students to instill a sense of confidence in them to face different challenges concerning different jobs.

Outcome: Students have secured good marks in examinations and their ability to express is enhanced to a great extent.

Best Practice: 2

Title of the Practice: Adoption of a Village

Objective: Toaddresses issues like illiteracy, Health & Hygiene, Gender Equity, Blind Beliefs and Superstitions.

Action: The NSS Unit of the college adopts a village every year to address some issues typical to it. . It sensitizes people regarding the preservation of the environment, too. The people of the village are sensitized to give up practices like open defecation and to ensure cleanliness. Swachha Bharat Abhiyan, in this regard by the NSS volunteers, yields a lot of good consequences.

Outcome: These programmes are of lasting benefit to the villages concerned.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Green Audit, Environmental Audit and Energy Audit to be conducted
- Installation of solar panels for lighting of the main campus area
- Motivating the departments to conduct national and international seminars and webinars
- To take steps for the development of Divyang friendly classrooms and lavatories
- Completion of half-constructed Women's hostel
- To conduct students health check-up programme under YRC