



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

N.C.AUTONOMOUS COLLEGE,JAJPUR

AT- ABDALPUR, PO-BAIDYARAJPUR, DIST- JAJPUR, ODISHA, 755001
755001

www.ncac.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

N. C. Autonomous College, Jajpur stands sui generis as the Nodal College of the district. The college came into existence in 1946 and it is named after Late Choudhury Narasingha Charan Mohapatra of Kodandpur, the key donor of the institution.

The college is affiliated to Utkal University. The government took over the management of the college in 1962. It has grown into a full-fledged college with honours facilities in Arts and Science by the end of seventies. The department of commerce started in 1980.

Today the college offers Bachelor Degree Programmes in English, Economics, History, Political Science, Sociology, Sanskrit, Odia, Philosophy, Physics, Chemistry, Mathematics, Botany, Zoology, Commerce, BBA and BCA.

The PG Department of History started in 1980 and the PG Department of Mathematics in 1990. The Self-Financing Wing offers PG programmes in computer science and social work.

The college has 19 quarters for teaching including one for the Principal. There are two Boys' hostels, two Women's hostels and one TRW hostel. Apart from the above, two hostels are under construction.

It was declared as one of the lead colleges of the state by the government in 1990. The college has been accorded autonomous status in 1999-2000.

The institution provides co-education to both boys and girls. As this is a rural based college, the girls outnumber the boys. The students' strength of the college is 2512.

The college offers some new subjects like Hindi, Education, Anthropology, Geography, Geology, Psychology in UG Level from 2023-24. The college offers also some new subjects in PG Level like Economics, English, Political Science, Philosophy, Sociology, Odia, Sanskrit, Library Science, Commerce, Physics, Chemistry, Zoology and Botany from 2023-24.

Three New Hostels, one for boys and two for girls run from 2022-23. New Arts Block, Research Laboratory, Auditorium and Open Gallery are functional from 2023-24.

Vision

To achieve excellence in education, research, and extension activities upholding human virtues.

Mission

- Cultivating democratic administration and student-teacher relationship
- Offering vocational, IT, and context relevant education

- To beautify the young minds with the idea of 'unity of mind & unity of culture through inculcation of Indian culture and tradition and national integration. (Virtues and values)
- Continuous upgradation of course curricula according to changing requirements
- Creation of new knowledge through experimentation, interaction, and exchange of ideas
- To prepare the students making themselves ready to solve challenges of life of their own.
- Providing value based education and constitutional knowledge.
- Promoting localities through plantation of trees, organizing health camps, educating children in school, conducting traffic awareness programmes and other welfare activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- It is the only Government College in Jajpur district.
- Teachers recruited through OPSC of the Govt. All have good Academic career and are experienced in teaching and research.
- The college has well equipped Laboratories
- The college has adequate infrastructure with independent blocks
- The college provides education with affordable cost as it is a rural based Government college

Institutional Weakness

- Shortage of teaching, non-teaching and support staff as the sanctioned post are not filled by Govt.
- The competitive spirit of students of the college is not so high because of rural background.
- As it is a rural-based college, magazines and books meant for competitive examinations are not easily available.
- No collaboration with industry for exchange of ideas and field trips of students.
- No International students on the roll.

Institutional Opportunity

- The college is located in the district with major industrial hub of the state.
- As the district is rich in natural resources with blessings of a number of rivers, vocational courses on agricultural and mining can be introduced with Govt. support.
- Jajpur, the ancient capital of the state is rich in cultural heritage and a sought after destination of Buddhists all over the state. So a course on tourism and hospitality management can be started with Govt. support.
- Numerical strength of women students is an opportunity that can be exploited for women empowerment.

Institutional Challenge

- Most of the students of the college are from rural background. Hence with less English communication skill.

- It is a challenge on part of the institution to increase communicative competence of students as most of them are products of odia medium schools.
- The reading habit of students in general is not as expected and in keeping with the demands of the job market.
- The institution's challenge is to inculcate a competitive spirit among students through various programmes undertaken by Placement Cell and Career Counseling Cell.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Choice Based Credit System (CBCS) was introduced in the academic session 2015-16. The college has been imparting 17 UG and 04 PG programmes. The Government of Odisha has given permission to open 13 new PG Courses and 06 UG programmes.

Some courses having focus on employability are also taught to students. E-commerce, Entrepreneurship, Tourism, Soft-Skills, Web Design, Communicative English, Tally, Reasoning and Quantitative aptitude, Banking and Insurance, and Industrial Chemistry are value-added courses.

Some programmes such as BBA, BCA, M. Sc Computer Science and MSW have been introduced to increase the employability of students. As these are professional programmes, placement opportunities both on campus and off campus are available to the students.

The institution integrates cross cutting issues relevant to gender, environment, sustainability, human values and professional ethics. Environment studies as a compulsory paper is taught across disciplines. Human values like truth, non-violence, morality and righteousness are taught. Gandhian principles and moral teachings of Gautam Buddha are incorporated in the syllabus. Professional ethics, otherwise known as Applied Ethics is included too.

The IQAC of college collects feedback from students. Feedbacks are analyzed and discussed in the staff council. Actions as required are taken. The college has recently started the Online Student Satisfaction Survey.

Teaching-learning and Evaluation

The College lays emphasis on teaching, learning and evaluation. Timely completion of courses has always been on the priority. In spite of the shortage of human resources, untiring efforts and utmost care are taken for completion of courses and attainment of objectives.

As this is a rural based college, the number of students from other states is negligible. The guidelines of the government of Odisha in respect of reservations for various categories such as SC, ST, and PWD (DIVYANG) are strictly followed.

The institution takes a number of steps for advanced and slow learners. Apart from the practice of various teaching methods, unit tests and monthly tests are conducted and evaluated. The overall students' progression from UG to PG is satisfactory. Placements, though not up to expectations, are not discouraging taking into consideration the location of the college.

The student-centric methods are used for teaching learning process. Experiential learning and participative learning are promoted. The teachers use ICT in classrooms. There is also an effective proctorial system for the best interests of students.

The guidelines of common minimum standard and Academic calendar are strictly adhered to for timely completion of courses. In spite of vacancies, efforts are made to complete courses in time. There are 48 fulltime teachers against the sanctioned strength of 59.

The controller of examinations conducts and takes steps for the timely declaration of results. Average number of days for declaration of results during the last 5 years is 39 days. Though after applications are received for revaluation, there is no change in marks during the last five years. The timely declaration of results has been possible because of the complete automation of the examination system.

Mainly internal assessments, projects and semester end examinations are taken into consideration for measuring attainments of POs, PSOs and COs. In addition to the above, seminars, group discussions, field studies and unit/monthly tests are conducted.

The pass percentage of students of the current year (2022-23) is 85.4. 529 students out of 622 have got through the semester end examination.

Research, Innovations and Extension

The institution has a well-defined policy for promotion of research and extension activities and social service.

Two teachers of the college are recognized as research guides. One of them has supervised three Ph. D awardees under his guidance. The college has established Researchers' Forum for creation and transfer of knowledge. Two teachers have won awards for contributions to academics.

Several teachers have published research articles in national and international journals. 126 articles have been published in different journals during the last five years. One teacher has completed one research project and carrying on work on another research project.

Extensive activities are undertaken by YRC and NSS units of the college. The units have conducted several programmes like Voters' Day, AIDS Awareness Day, Road Safety Week, Blood Donation Camp and International Yoga Day.

YRC Unit of the college has won the Governor's Award and Best Counselor Award of Jajpur District. Apart from the above, a trophy has been awarded to YRC by Government of Odisha as best organizing college of zonal camps.

Many students participate in Swachh Bharat Abhiyan and clean up drives. They act as volunteers during car-festival at Puri and District Festival at Jajpur.

The students undertake field trips to different organizations to acquire experiential knowledge. The institution has an M.O.U with Satya Sudha Trust and Talento Corporation, New Delhi. The Satya Sudha Trust runs self-financing wing of college and Talento Corporation guides students for placements.

Infrastructure and Learning Resources

The institution has adequate infrastructural facilities. There are three blocks with 71 rooms in total. There are five departmental labs for Science Faculty. Apart from the above, there are two labs such as the Computer Lab and the Language Lab. 12 class rooms and seminar halls have ICT facilities.

The college has an auditorium with sitting capacity of 250. The college has also a mini-conference hall.

There are three hostels – one for boys and two for girls. Three more are under construction one of which is specially meant for tribal women students.

The library has a separate building of its own. Library is partly automated with ILMS. The institution spends adequately with Govt. sanction on maintenance of physical facilities and academic support facilities. Physical, academic and other support facilities such as library, sports complex, computers and class room are maintained and utilized by established systems and procedures. The college has constituted a number of committees for the purposes. The members of the committees and HODs work for the overall development of the college.

Student Support and Progression

The institution provides necessary assistance to students and enables them to acquire meaningful experiences for learning at the campus. Adequate steps are taken for holistic development of students.

Scholarships by the Government and some incentives at the institutional level are provided to students. Both economically backward and meritorious students are benefited by scholarships. College level incentives are meant for academically high performing students.

There are a number of capacity enhancement schemes like soft skill development, career counseling and Language Lab programmes. Placement facilities and Awareness Programmes on job opportunities are promoted by Career Counseling Cell. Because of the timely completion of courses, percentage of students' progression to higher education is encouraging in this rural area which comes closer to 21%

The members of the Students' Union are elected/nominated. The elected/nominated students represent committees such RUSA and IQAC.

The Alumni Association contributes to the development of the institution. The Association was registered in 2016 but before the registration, the association has been playing a constructive role. The members of the association had interacted with the NAAC Peer Team during their visits to college for 1st and 2nd cycle accreditation. One of the members who is in the advisory board of Florida International University, Miami has put forward the suggestion for an MOU with the university.

Governance, Leadership and Management

The institution promotes interdisciplinary research and innovative ideas. It envisions a bright future for students. The Principal as the head of the institution together with the staff members puts in best efforts to attain the objectives of vision and mission.

The institution encourages decentralization and participative management in various spheres of administration. The Executive Committee is the apex body that takes important decisions concerning the overall development of the college. The college has constituted several other committees for smooth administration. The members of the committees and the HODs participate in decentralized administration.

The committees constituted for different purposes meet in case the situation so warrants or at periodic intervals and adopt resolutions for the best interests of the institution. The resolutions are implemented in time.

The college has introduced e-governance in planning and development, administration, finance and accounts, student admission system and examination. The system facilitates timely distribution of admit cards and mark sheets and other related documents to students. Results are also declared in due course.

The teachers regularly participate in Refresher Courses and Orientation Programs. They also participate in Administrative and Financial Training Programs. Both the teaching and non-teaching staff members have attended 23 programs during the last 05 years.

Financial matters are managed through different mechanisms like Finance Committee, Internal and External audit. Internal and External Audits are carried out every year in accordance with the guidelines of the government of Odisha. The members of the Finance Committee and Purchase Committee also deal with financial matters. The college gets grants from UGC, RUSA, IDP (World Bank) and State Government for infrastructure and academic development.

Internal Quality Assurance Cell (IQAC) has been functioning since 2015. IQAC prepares and submits AQAR every year. Departmental Academic Review and Academic Audit are conducted. IQAC organizes seminars and collects feedback from students. The IQAC has introduced several quality initiatives like Unit Tests and Monthly Tests. The Researchers' Forum Wing of IQAC organizes seminars and talks by teachers.

Institutional Values and Best Practices

Institutional values and best practices provide a distinct identity to the college. The institution is responsive to the emerging challenges and pressing issues. Programs undertaken for gender equity, sustainable development and Human Values affect the objectives enshrined in the vision and mission statements of the college.

The college has organized a Gender Equity Program. It shows Gender Sensitivity in providing facilities such as safety and security, counseling and career opportunities available to women students. Tanaya Jyoti- the Women Cell of the college organized a programme entitled "Women Entrepreneurship".

The institution lays emphasis on a pollution free campus and takes measures for waste management. Rain water harvesting, mass use of bicycles and green landscape are some of the shining features of the eco-friendly campus.

Though the number of PWD students is very negligible, the institution provides the following facilities such as Ramp, Rest Room, scribes for examinations and Braille software. The college has also the Equal Opportunity Cell for PWD and other students of marginalized communities.

The YRC and NSS Units of the college contribute to community development by undertaking rescue and relief operations during natural disasters quite common in the region. and organizing Blood donation Camps and Clean up drives. Courses on human values, professional ethics and environment are offered to inculcate commitment and increase consciousness of students.

The institution follows a policy of transparency in administration, admission and accounts. The RTI Cell provides information relating to administrative, academic and financial matters through due procedure. YRC and social Service is one of the best practices. Similarly, timely completion of courses is another best practice.

One of the basic objectives of the institution is the promotion of interdisciplinary research and innovative ideas. So, organization of seminars is distinctive to the vision of the institution. The Departments, IQAC, The Researchers' forum and Self-Financing wing organize seminars and encourage students to participate and present papers.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	N.C.AUTONOMOUS COLLEGE, JAJPUR
Address	AT- ABDALPUR, PO-BAIDYARAJPUR, DIST- JAJPUR, ODISHA, 755001
City	JAJPUR
State	Orissa
Pin	755001
Website	www.ncac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	RANJAN KUMAR BEHERA	06728-222434	9437188069	-	ncacjajpur@gmail.com
IQAC / CIQA coordinator	SURESH CHANDRA SAHOO	-	9437217790	-	isureshchandra444@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of Establishment, Prior to the Grant of 'Autonomy'	18-06-1946
Date of grant of 'Autonomy' to the College by UGC	12-02-2008

University to which the college is affiliated

State	University name	Document
Orissa	Utkal University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	12-05-1962	View Document
12B of UGC	12-05-1962	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	09-05-2024	12	

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	18-03-2010
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AT- ABDALPUR, PO- BAIDYARAJPUR, DIST- JAJPUR, ODISHA, 755001	Rural	24	30000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry,	36	XII	English	48	46
UG	BSc,Botany,	36	XII	English	48	43
UG	BCom,Commerce,	36	XII	English	192	182
UG	BA,Economics,	36	XII	English	48	48
UG	BA,English,	36	XII	English	48	44
UG	BA,History,	36	XII	English	48	48
UG	BSc,Mathematics,	36	XII	English	48	47
UG	BA,Mathematics,	36	XII	English	8	2
UG	BA,Odia,	36	XII	Oriya	48	48
UG	BA,Philosophy,	36	XII	English	48	33
UG	BA,Political Science,	36	XII	English	48	48
UG	BA,Sanskrit,	36	XII	Sanskrit	48	37
UG	BA,Sociology,	36	XII	English	48	45
UG	BSc,Zoology,	36	XII	English	48	45
UG	BSc,Physics,	36	XII	English	48	44
UG	BCA,Bca,	36	XII	English	192	192
UG	BBA,Bba,	36	XII	English	48	35
UG	BA,Anthropology,	36	XII	English	32	8
UG	BA,Education,	36	XII	English	32	32

UG	BA,Geography,	36	XII	English	32	21
UG	BA,Hindi,	36	XII	Hindi	32	28
UG	BA,Psychology,	36	XII	English	32	19
UG	BSc,Geology ,	36	XII	English	32	30
PG	MSc,Chemistry,	24	BSc	English	24	23
PG	MSc,Botany,	24	BSc	English	24	24
PG	MA,Economics,	24	BA	English	24	23
PG	MA,English,	24	BA	English	24	24
PG	MA,History,	24	BA	English	32	32
PG	MSc,Mathematics,	24	BSc	English	24	24
PG	MA,Odia,	24	BA	Oriya	24	24
PG	MA,Philosophy,	24	BA	English	24	21
PG	MA,Political Science,	24	BA	English	24	23
PG	MA,Sanskrit,	24	BA	Sanskrit	24	24
PG	MA,Sociology,	24	BA	English	24	15
PG	MSc,Zoology,	24	BSc	English	24	21
PG	MSc,Computer Science,	24	BSc	English	48	25
PG	MSc,Physics,	24	BSc	English	24	23
PG	MSW,Msw,	24	BA	English	48	25
PG	MA,Library Science,	24	BA	English	24	16
PG	MCom,Mcom,	24	BCOM	English	48	37

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	1	0	0	1	39	24	0	63
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						51
Recruited	19		5		0	24
Yet to Recruit						27
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	20	12	0	33
M.Phil.	0	0	0	0	0	0	5	1	0	6
PG	0	0	0	1	0	0	38	19	0	58
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	5	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	5	0	6
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	36	16	0	52
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		36		16	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	338	0	0	0	338
	Female	362	0	0	0	362
	Others	0	0	0	0	0
PG	Male	40	0	0	0	40
	Female	75	0	0	0	75
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Category		Year 1	Year 2	Year 3	Year 4	
SC	Male	61	37	41	35	
	Female	54	55	55	58	
	Others	0	0	0	0	
ST	Male	23	29	29	37	
	Female	23	36	38	35	
	Others	0	0	0	0	
OBC	Male	95	60	64	90	
	Female	104	97	77	129	
	Others	0	0	0	0	
General	Male	169	146	139	183	
	Female	200	180	153	176	
	Others	0	0	0	0	
Others	Male	22	20	33	33	
	Female	35	27	32	39	
	Others	0	0	0	0	
Total		786	687	661	815	

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Anthropology	View Document
Bba	View Document
Bca	View Document
Botany	View Document
Chemistry	View Document
Commerce	View Document
Computer Science	View Document
Economics	View Document
Education	View Document
English	View Document
Geography	View Document
Geology	View Document
Hindi	View Document
History	View Document
Library Science	View Document
Mathematics	View Document
Mcom	View Document
Msw	View Document
Odia	View Document
Philosophy	View Document
Physics	View Document
Political Science	View Document
Psychology	View Document
Sanskrit	View Document
Sociology	View Document
Zoology	View Document

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college has introduced multiple disciplines like UG Arts, Science and Commerce. There are different Honours subject under Arts Stream like English, Economics, History, Pol. Science, Sociology, Philosophy, Sanskrit, Odia and Mathematics. Under UG Science, Honours subjects like Physics, Chemistry, Mathematics, Zoology, and Botany are taught. There are self-financing courses like BBA, BBA, MSW and M.Sc Computer Science. Apart from it, there are PG courses in Mathematics and History.
2. Academic bank of credits (ABC):	Since the college is affiliated to the Utkal University, the college acts in accordance with the rules and policy formulations of the affiliating University. It is a Government College of state of Odisha. The College will implement Academic Bank of Credits (ABC) as and when the University/ Government send in instructions to do so.
3. Skill development:	The college has courses like Tally, Web Design, Communicative English, Banking and Insurance, E-Commerce, Reasoning and Quantitative Aptitude, Industrial Chemistry for skill development.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	It is well integrated as part of the Syllabus of different courses taught. Many of the students of the institute prefer to learn in regional languages like Odia, Hindi, Urdu and Sanskrit.
5. Focus on Outcome based education (OBE):	Course Outcome is closely aligned and detailed out in the syllabus of every discipline in each subject.
6. Distance education/online education:	The College has wings of Indira Gandhi National Open University (IGNOU) and Odisha State Open University (OSOU) for imparting counseling to students of both UG and PG (Distance and Online) most successfully. During pandemic the teachers of the institute provided online education through google meet, zoom class etc.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literary Club has been set up in the institution. From time to time the college is organizing different activities to make the students aware of their responsibility as citizens and voters.
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	The college has also been organizing different programs in nearby villages during Panchayat and General Elections.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	We have a system of mentor and mentee in the college. For a group of students a mentor is appointed to make the students aware of their responsibilities as electors. The mentors act as coordinators for Electoral Literary Club. Students' coordinator is selected among students. Students' coordinator is elected through oral vote.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	During Panchayat Election and General election, the college organizes different awareness programs in the college and nearby villages in coordination with the local Panchayat and District Administration. Recently, a voter registration program was organized in our college.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	A special awareness drive was undertaken in the Bichitrapur Panchayat to make the villagers aware of their rights to vote.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	As the +3 1st Year students are mostly below 18 years of age, the senior students and teachers of the college make them aware of their rights and responsibilities as voters. The students below 18 years of age are encouraged to enroll them as voters in electoral roll. The District Administration makes program for enrolling students below 18 years of age in the electoral roll.

Extended Profile

1 Students

1.1

Number of students on rolls year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
815	661	687	786	768
File Description		Document		
Institutional data in the prescribed format (data		View Document		

1.2

Number of final year outgoing students year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
586	627	624	677	698
File Description		Document		
Institutional data in the prescribed format (data		View Document		

2 Teachers

2.1

Number of full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
69	46	46	46	46
File Description		Document		
Institutional data in the prescribed format		View Document		

2.2

Total number of full time teachers worked/working in the institution (without repeat count) during last five years:

Response: 69

File Description	Document
Institutional data in the prescribed format	View Document

3 Institution

3.1

Total expenditure excluding salary year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
905.63	602.14	706.44	445.00	25000

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1

Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs) and Course Outcomes(COs) of the Programmes offered by the institution

Response:

The primary objective of the curriculum design and development is to provide an in-depth and high-level learning that would help in the all-round development of a student. N.C (A) College through a well-planned process ensures its curriculum design and development. Curricula developed and implemented which have relevance to the local developmental needs which is reflected in programme outcomes, programme specific outcomes and course outcomes of the programmes offered by the college are classified as:

Curricula relevant to the Local Developmental Needs:

For enhancing local developmental needs N.C. (A) College offers courses, MSW, BBA, BCA, UG Arts, Science and Commerce, PG Mathematics, HISTORY (History and Culture of Odisha) and Computer Science.

Curricula relevant to the Regional Developmental Needs:

For enhancing regional developmental needs N.C.(A) College offers courses like MSW, BBA, BCA, ECONOMICS(Public Economics)

Curricula relevant to the Global Developmental Needs:

For enhancing global developmental needs N.C (A) College offers courses like Commerce(Management of International Business), HISTORY (History of United States of America), PHILOSOPHY (History of Greek Philosophy, History of Modern European Philosophy),SOCIOLOGY(Sociology of Globalization), ECONOMICS(International Economics)

File Description	Document
Upload Additional information	View Document

1.1.2

The programmes offered by the institution focus on employability/ entrepreneurship/ skill

development and their course syllabi are adequately revised to incorporate contemporary requirements

Response:

The college offers some courses which focus on employability/entrepreneurship/skill development. These courses are parts of BA, B.Sc and B.Com syllabus. the name of the programs are Web Design, Communicative English, Tally, Banking and Insurance, Skill Development, E-Commerce, Reasoning and Quantitative aptitude and Industrial Chemistry. Apart from this, the colleges self-financing courses like BBA, BCA, MSW and M.Sc(Computer Science) which focus on employability. The revision of syllabus is done department-wise by Board of Studies convened each year at the beginning of Academic Session. Later, it is approved by the Academic Council.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1

Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years

Response: 0

1.2.1.1 Number of new courses introduced during the last five years:

1.2.1.2 Consolidated number of courses offered by the institution across all Programmes (without repeat count) during the last five years :

Response: 21

File Description	Document
Subsequent Academic Council meeting extracts endorsing the decision of BOS	View Document
Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses	View Document
Institutional data in the prescribed format (data template)	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability and other value framework enshrined in Sustainable Development Goals and National Education Policy – 2020 into the Curriculum

Response:

N.C. Autonomous College, Jajpur stands for commitment, coordination and compassion towards its students and the society at large. It envisages various courses that are not just value addition to the students' career but also imparts discipline and confidence within them. Self-defence training programmes for girls, Yoga class for all students, Skill development, career counseling offered across departments are undertaken to encourage and guide students as well as critically examine issues related to gender, environmental education and ethics. Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counseling services are provided through a Counseling Cell. The college organizes seminars and literary activities that help in gender sensitization. A compulsory core course on Environment studies is included in all UG programmes. Environment awareness camps and seminars are organized. Environment Day, Earth Day and Water Day are annually celebrated. The curriculum has the following compulsory course like Ethics and Values in all UG programmes which specially focused on the development of human values and professional ethics.

1. GENDER EQUALITY-SDG-5/NEP-2020 GOAL:

Ethics and Value which is taught across disciplines contains chapters on Gender Sensitivity to inculcate respect for women and promote gender equity.

2. ENVIRONMENTAL AWARENESS-SDG-6 (Clean Water/Energy) and SDG-13(Climate Action):

Environmental Studies and Disaster management as a Value Added Course is taught to students of Arts, Science and Commerce. The objective is to promote environmental awareness.

3. QUALITY EDUCATION-SDG-4/NEP-2020 GOAL:

Ethics and Value as a compulsory subject for Arts, Science and commerce aim at instilling qualities and principles like humanism, compassion, fellow-feeling etc. Similarly, Business Ethics is taught to BBA students to maintain high standard of ethics in business.

4. CRITICAL THINKING, PROBLEM SOLVING(NEP-2020 GOAL):

QLT is taught as a compulsory subject to Arts, Science and Commerce students to enhance cognitive skills and critical think up.

5. EXPERIENTIAL LEARNING-NEP 2020 GOAL:

Projects, field trips, Seminars and webinars help students gain experiential learning. Field Visits and interactive sessions with people during preparation of projects enrich their experience.

6. PROFESSIONAL EDUCATION-NEP-2020 GOAL:

Programs such as MSW, M.Sc.(computer Science) and BCA, BBA as part of Professional Education help students in job-market with easy access to employment.

File Description	Document
Upload Additional information	View Document

1.3.2

Number of certificate/value added courses/Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM/e-PG Pathshala/ NPTEL and other recognized platforms (without repeat count) where the students of the institution have enrolled and successfully completed during the last five years.

Response: 2

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional data in the prescribed format (data template)	View Document
Evidence of course completion, like course completion certificate etc	View Document

1.3.3

Percentage of programmes that have components of field projects / research projects / internships during the last five years.

Response: 100

1.3.3.1 Total Number of programmes that have components of field projects / research projects / internships (without repeat count) during the last five years

Response: 21

1.3.3.2 Total Number of programmes offered (without repeat count) during the last five years

Response: 21

File Description	Document
Sample Evaluated project report/field work report submitted by the students	View Document
Program and course contents having element of field projects / research projects / internships as approved by BOS	View Document
Institutional data in the prescribed format (data template)	View Document

1.4 Feedback System

1.4.1

Structured feedback for curriculum and its transaction is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 87.5

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
815	661	687	786	768

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
888	840	840	840	840

File Description

Document

Institutional data in the prescribed format (data template)

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document relating to sanction of intake as approved by competent authority

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 51.73

2.1.2.1 Number of actual students admitted from the reserved categories in the first year of the programme year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
179	156	188	174	140

2.1.2.2 Number of seats earmarked for reserved category as per GoI/State Govt. rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
338	320	320	320	320

File Description	Document
Institutional data in the prescribed format (data template)	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Catering to Student Diversity

2.2.1

The institution assesses the learning levels of the students and organises special Programmes to cater to differential learning needs of the student

Response:

Currently there are 46 Associate Professors/Asst. Professors in the College. Nearly 2400 students have been admitted beginning from 1st year to 3rd year and PG History, PG Mathematics, MSW and M.Sc. (Computer Science). Apart from the honours students, English as a compulsory subject is taught under AECC and SEC to the students of Arts, Science and Commerce. The teachers follow the lecture method and other methods as mentioned below which help both slow and advanced Learners.

Generally lecture method is followed in general classes. As a large no of students attend AECC and SEC classes, lecture method is preferred, though students are allowed to ask questions towards the end of the class for clarification of doubts.

Teacher-Centered method and Learner-Centered method are followed in honours classes. Interactive or participatory method as demanded by students in Students Satisfaction survey is also followed. Generally the following ways are adopted:

- Under teacher-centered method, the teacher addresses a single theme. As a result understanding becomes easier.
- Technical terms are carefully explained with examples.
- Familiar examples are given.
- Question-answer method is also included.
- Discussion as an effective instrument of teaching method is used.
- Seminars/symposiums are organized.

Unit tests/monthly tests are conducted and evaluated. The weak points are identified and priority is given to improve the standard of students. The performance of students in Internal Assessment Examination is discussed with them and remedies are suggested for improvement or better performance in future.

The following steps are taken for slow learners:

- Attention-management technique is used.
- Notes/Study materials on specific chapters/units are provided.
- Expected questions are discussed.
- Discussion groups are formed in the classroom.
- Collaborative problem solving is encouraged.

RESULT:

In compulsory English which is taught across disciplines, the result has been encouraging as only a very few students sit for back papers. Apart from English, the student of other programmes have been tremendously benefited as pass percentage is increasing.

Moreover, the students are taking admission in different universities/colleges in PG. The progression from UG to PG is satisfactory. Placements are not discouraging.

2.2.2

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

Response: 11.81

File Description	Document
List showing the number of students in each of the programs for the latest completed academic year across all semesters	View Document
Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.	View Document

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 experience and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The method of teaching adopted in the college is broadly student centric. As it is a rural based college and a good number of students come from neighboring villages, some student specific methods are used.

With numerical strength of women students, the under mentioned methods are mainly followed.

1. Participative learning – Generally, Lecture method is followed in large classes of Communicative English, Environmental Studies and MIL (Odia). But in honours and elective classes, participative learning is provided. The teachers explain the fundamentals of a specific chapter and the students are encouraged to participate in the discussions. The involvement of students in discussion exercises a powerful impact on them as the confidence level and speaking capacity of students increase. Though participative learning is not a common practice in the class room, it is done at intervals for the interests of students.
2. Question Answer Method – Question Answer Method is also followed occasionally wherein the students are advised to make preparations on a particular chapter / course module on the previous day and they are advised to come armed with the answers of expected questions. This method helps increase the memory power of students and make them conscious to take chapters / modules chosen seriously.
3. Problem Solving Methodology – This method is mainly used in Science and Commerce classes. In Honours and DSC classes problem solving method is used. In some specific classes such as mathematics, Economics, Management, Physics and Chemistry problem solving methodology helps students immensely. This method sharpens the intelligence of students and increases the analytical ability.
4. Experiential Learning – Truly speaking, the introduction of Choice Based Credit System brought about some fundamental changes in the course structure across all disciplines. There is tremendous scope for experiential learning under CBCS on account of vastness of varied courses. The traditional Lecture Method is not most frequently followed. Discussions and deliberations on a topic of importance are conducted. It is regarded as an effective tool of teaching. Field studies undertaken by students for preparation of project reports are also examples

of experiential learning. The students visit a specific area meant for the preparation of project and interact with the local people. In this way, they gain experience.

5. Collaborative Problem Solving – Collaborative problem solving is another feature of Learning / Teaching methods adopted in the college. In this method students in Honours or DSC classes are divided into small groups and asked to answer the questions (In many cases difficult ones that require group participation). Though this method delays the completion of courses a little because of time consumption in the class, it becomes enjoyable. It is adopted occasionally.

6. ICT-enabled class rooms and use of e-resources by teachers:

a. The college has a number of smart class rooms, Computer Labs and a Language Lab. the teachers use these ICT-enabled rooms.

b. OSHEC, Bhubaneswar provides LINK to e-resources for use by teachers and students. It is totally sponsored by the Government of Odisha.

c. Teachers also use Shodhganga, and other e-resources platforms available free.

d. In New Arts Block, all the class rooms are equipped with large TV Flat Panel Display for teaching/learning management.

2.3.2

The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues

Response:

The Institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues. Teachers are assigned as Mentors of a group of Mentees. They conduct meetings with students of their group and try to know about different problems they face. The mentors provide proper counselling to mentees to solve their problems. The mentors provide suggestions to mentees for their good academic performance. The mentees often present their feeling before mentors. The mentors provide required inspiration and encouragement to mentees. This helps the mentees to solve their psychological issues.

File Description	Document
List of Active mentors	View Document

2.3.3

Preparation and adherence of Academic Calendar and Teaching plans by the institution

Describe the Preparation and adherence to Academic Calendar and Teaching plans by the

institution.

Response:

Academic Calendar and Teaching Plans

At the beginning of every Academic Session, the Department of Higher Education, Govt. of Odisha prepares the Academic Calendar with a set of guidelines. This is otherwise known as the “Common Minimum Standard (CMS) guidelines. The Department issues letters in this connection to Autonomous Colleges for implementation of the guidelines. The previous CMS have been uploaded for record and reference.

As it is a Government College, the guidelines of the CMS are strictly adhered to. Progress Registers containing distribution of classes and Lesson Plans are prepared by the teachers individually. Classes are engaged and the engagement of classes is recorded in the Lesson Plan-cum- Progress Register with the objective of timely completion of courses. Lesson Plan-cum-Progress Register is countersigned by the HOD and Principal at periodic intervals or as notified by the authority.

With the re-opening of college after Summer Vacation, the meeting of the Staff Council is convened and classes commence the following day. Classes commence for 2nd year and 3rd year students at UG level and 2nd year students for PG level as the process of admission for 1st year students continues at this time. After the admission of 1st year students, an induction ceremony is organized wherein the parents and teachers meet. In this meeting, the newly-admitted students are informed about the rules and regulations of the college. Time-Table is distributed and the students are advised to attend classes accordingly.

The election for the Students’ Union is conducted as per the dateline notified by the Govt. in the first/second week of October just before Puja holidays.

Internal Assessment Examinations are conducted immediately after the Puja holidays. The Internal Examination is completed within a week and thereafter, classes commence. Classes continue till the end of November and the students are informed about the commencement of Semester End Examination which is held in the 1st week of December. According to the guidelines of CMS, Annual Sports and various competitions are organized during the 1st and 2nd week of January. Functions of Students’ Union and other Associations are held.

Classes also commence for subsequent semester. Classes continue till the end of March/ 1st week of April. In February/ March, Internal Assessment Examinations are held. Semester End Examinations commence in the 1st week of April. The results of Final Year students come out just before the summer Vacation. Generally, the Summer Vacation starts in the 1st/2nd week of May as mentioned in the CMS.

File Description	Document
Upload any additional information	View Document
Provide Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers appointed against the number of sanctioned posts year wise during the last five years

Response: 79

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
91	58	58	58	58

File Description

Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts).

[View Document](#)

Institutional data in the prescribed format (data template merged with 2.4.3 and 2.4.4)

[View Document](#)

2.4.2

Percentage of full time teachers with Ph.D./D.Sc. / D.Litt./ L.L.D during the last five years

Response: 59.42

2.4.2.1 Number of full time teachers with *Ph.D./D.Sc. / D.Litt./ L.L.D* during the last five years

Response: 41

File Description	Document
List of faculty having Ph.D./D.Sc. / D.Litt./ L.L.D along with particulars of the degree awarding university, subject and the year of award per academic year.	View Document
Institutional data in the prescribed format (data template merged with 3.2.3 and 3.4.2)	View Document
Copies of Ph.D./D.Sc. / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.3

Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)

Response: 0.14

2.4.3.1 Total teaching experience of full-time teachers as of latest completed academic year

Response: 10

File Description	Document
Institutional data in the prescribed format (data template merged with 2.4.1 and 2.4.4)	View Document

2.4.4

Percentage of full time teachers working in the institution throughout during the last five years

Response: 150

2.4.4.1 Number of full time teachers worked in the institution throughout during the last five years:

Response: 69

File Description	Document
Institutional data in the prescribed format (data template merged with 2.4.1 and 2.4.3)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results during the last five years

Response: 44.6

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
40	30	65	43	45

File Description	Document
Result Sheet with date of publication	View Document
Institutional data in the prescribed format (data template)	View Document
Exam timetable released by the Controller of Examination	View Document

2.5.2

Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 0.3

2.5.2.1 Number of complaints/grievances about evaluation year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
02	02	01	02	04

2.5.2.2 Number of students appeared in the examination conducted by the institution year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
815	661	687	786	768

File Description	Document
List of students who have applied for re-valuation/re-totaling program wise certified by the Controller of Examinations year-wise for the assessment period.	View Document

2.5.3

IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA)/Formative Assessment have brought in considerable improvement in Examination Management System (EMS) of the Institution

Describe the examination reforms with reference to the following within a minimum of 500 words

- **Examination procedures**
- **Processes integrating IT**
- **Continuous internal assessment system**

Response:

Automation of Examination division has some positive impact on the publication of results and evaluation process. Admit cards are prepared, marks are fed into computers and the declaration of results becomes speedier. In the first week of summer vacation, the final year result is declared. The Choice Based Credit System was introduced in the academic session 2015-16. With the introduction of CBCS, examination reforms were undertaken and traditional examination procedures continued for two years only. Very short questions along with the long questions were incorporated in accordance with the examination reforms.

The following changes took place with respect to -

- 1.Examination procedures
- 2.Processes integrating IT
- 3.Continuous internal assessment system

1. EXAMINATION PROCEDURES :

As there are two semester end examinations in every academic year. Internal assessment examinations are conducted two months before the commencement of semester end examination. At the end of internal examination classes immediately commence. Semester end examinations are conducted nearly after two months. Generally, in an academic year, internal assessment examinations are held in the 1st week of October and semester end examinations are conducted in the 1st week of December. The internal assessment examination (No. 2) is held in the month of February and subsequent semester end examinations are conducted in the 1st week of April. This process is repeated in every academic year.

1.PROCESS INTEGRATING IT

- Information technology is an integral part in some programmes. B. Sc(Physics) and B. Sc. (Math) are examples. The students of these programmes make use of IT and acquire knowledge on information technology.
- The students of M.Sc. (Computer Science) and BCA (Bachelor of Computer Science) are well exposed to IT. The students of BBA learn the fundamentals of computers too.

1.CONTINUOUS INTERNAL ASSESSMENT SYSTEM

- Internal Assessment System helps students keep pace with the progress of studies. As internal assessment examinations are held twice a year, before the commencement of semester end examination, the students stay in touch with studies because of the short interval.
- On completion of evaluation of papers of internal assessment, the performance of students is discussed in the class-room. The weak points are identified and remedies suggested.

2.6 Student Performance and Learning Outcomes

2.6.1

The institution has stated learning outcomes (programme and course outcome)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution

Response:

- The POs, PSOs and COs of the programmes are displayed on college website and syllabus of each course
- The institution offers 15 programmes at UG level and 04 at PG level. Apart from the above, the self-financing wing offers two UG and two PG programmes respectively.
- Under CBCS, there are AECC, SEC, GEC, AND DSC courses. Under AECC, Environmental studies and MIL (Odia/Urdu/Al. Eng.) are offered. Communicative English is offered under SEC- I. SEC – II is honours specific wherein the studentrs learn a course having relevance to the honours they have chosen. Value- added courses with focus on employability come under SEC – II.
- Some courses are honours papers for various subjects. Each honours subject has 14 core courses.
- Ability enhancement compulsory courses increase the general ability of students in language and sensitize them on social issues like environment and sustainable development.
- Communicative English, as a compulsory subject, is taught across disciplines under SEC – I. The objective of SEC- I (English) is to increase the communicative competence and employability of students as effective speakers of English language.
- Value- based courses having focus on employability come under SEC-II and such courses make the students market-fit in this job-oriented age. Truly speaking value-added courses are meant for student employment and such courses help in several ways. That’s why they are otherwise known

as enrichment courses.

- Generic Elective course are inter-disciplinary in nature. Apart from honours, a student takes a generic elective which does not have any bearing with the honours subject he / she has chosen. The generic elective courses broaden the intellectual outlook and act as an added advantage to students. The knowledge of a student does not remain confined to the honours subject only. As a result the student is exposed to a new domain of knowledge and the breadth of outlook is expanded.
- Students are measured in core courses. Core courses are otherwise known as different papers of honours subjects. The outcomes of core courses mainly shape the career and future of students. Those who fare well in core courses go in for higher studies in universities. A good grounding in core courses help students in competitive examinations. As graduate majors, they contribute to society in different capacities and in different ways.
- Discipline specific courses are like higher core courses. Such courses increase the analytical ability of students and make them research-oriented. Those who excel in DSC go in for academics as researchers or research scholars on completion of PG programme in their respective subjects.
- Similarly, under self-financing wing, different courses of BBA, BCA, MSC (Computer Sc.) and MSW are taught to students. As these are professional courses, placement facilities are available.
- Several companies/ NGOs visit the college and facilitate the students' placement.
- Quantitative and Logical thinking is taught as a compulsory subjects in Arts, Science and Commerce Streams to prepare students for Competitive Examinations

File Description	Document
Upload POs and COs for all courses (exemplars from Glossary)	View Document
Provide links as Additional Information	View Document

2.6.2

Pass percentage of students (excluding backlog students) (Data for the latest completed academic year)

Response: 100

2.6.2.1 Total number of final year students who passed the examination conducted by Institution during the latest completed academic year:

Response: 586

File Description	Document
Institutional data in the prescribed format (data template)	View Document
Certified report from the COE indicating the pass percentage of students of the final year (final semester) eligible for the degree program-wise / year wise	View Document
Annual report of Controller of Examinations (COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1

The institution's research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

N.C. Autonomous College, despite having no well-defined policy promotes research. The research facilities in lab are updated with funds from World Bank and RUSA. Also the faculties are encouraged to apply for grants from various funding agencies such as UGC, CSIR, and ICMR etc. Recently OURIIP Research grant was approved and issued in favour of N.C. autonomous college and Dr.Guru Prasad Sahoo from Physics is conducting research. Computer facilities available at the college with high speed internet access from BSNL.

The College has to following research facilities:

- a. A well-defined research policy.
- b. Research Committee
- c. Central Research Lab for Scienc Stream.

3.1.2

The institution provides seed money to its teachers for research

Response: 0

3.1.2.1 Amount of seed money provided by institution to its teachers for research year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format (data template)

[View Document](#)

3.1.3

Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years

Response: 1.45

3.1.3.1 Number of teachers who received national/international fellowship /financial support by various agencies, for advanced studies / research; year-wise during the last five years

Response: 01

File Description	Document
List of teachers who have received the awards along with nature of award, the awarding agency etc.	View Document
Institutional data in the prescribed format (data template)	View Document
E-copies of the award letters of the teachers	View Document

3.2 Resource Mobilization for Research

3.2.1

Total Grants research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, endowment research chairs during the last five years (INR in Lakhs)

Response: 12.6

File Description	Document
Institutional data in the prescribed format (data template is merged with 3.2.2)	View Document
Copies of the letters of award for research, endowments, Chairs sponsored by non-government sources	View Document

3.2.2

Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years

Response: 0.03

3.2.2.1 Number of research projects funded by government and non-government agencies during the last five years.

Response: 02

File Description	Document
List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc	View Document
Institutional data in the prescribed format (data template merged with 3.2.1)	View Document
Copies of the grant award letters for research projects sponsored by government agencies	View Document

3.2.3**Percentage of teachers recognised as research guides as in the latest completed academic year****Response:** 4.35**3.2.3.1 Number of teachers recognised as research guides as in the latest completed academic year:**

Response: 03

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Institutional data in the prescribed format (data template merged with 2.4.2 and 3.4.2)	View Document

3.3 Innovation Ecosystem**3.3.1**

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college has established 'The Researchers' Forum' for creation and transfer of knowledge among students and teachers. The forum has been running as a wing of internal quality assurance cell. The forum is specially meant for exchange of knowledge and mutual sharing of experience with one another through periodic talks by teachers, though students are invited too.

The guiding principle of the forum is the organization of seminars and talks by teachers' at periodic intervals wherein the students are also invited as participants and listeners. It is expected that students

participating in the talks can generate ideas through active listening. In the periodic talks, a teacher delivers lecture on a topic of his / her specialization or interest. Latest developments taking place in science, technology, politics, economics, literature and humanities are given importance. Other teachers and students participate and exchange of knowledge with one another takes place. In this way, the 'The Researchers' Forum' makes way for creation and transfer of knowledge.

OUTCOMES OF RESERCH POLICY:

- a) Dr. Guruprasad Sahoo (Physics)- OURMP Grant for Research
- b) Dr. Guruprasad Sahoo (Physics)- DST Grant
- c) The following faculty members are co-guides(Research):
 - i. Dr. s.P. Mohapatra(Bot)
 - ii. Dr. B. Mohapatra(Bot)
 - iii. Dr. G.P. Sahoo (Phy)
 - iv. Dr. B. Sahu (Commerce)

3.4 Research Publications and Awards

3.4.1

The Institution ensures implementation of its stated Code of Ethics for research.

The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:

- 1. Inclusion of research ethics in the research methodology course work**
- 2. Presence of institutional Ethics committee (Animal, Chemical, Bio-ethics etc.)**
- 3. Plagiarism check through software**
- 4. Research Advisory Committee**

Response: C. Any 2 of the above

File Description	Document
Constitution of the ethics committee and its proceedings as approved by the appropriate body	View Document
Constitution of research advisory committee and its proceedings as approved by the appropriate body.	View Document

3.4.2

Number of candidates registered for Ph.D per teacher during the last five years**Response:** 1**3.4.2.1 Number of candidates registered for Ph.D during the last 5 years:**

Response: 03

File Description	Document
Ph.D. registration letters/Joining reports of candidates.	View Document
Letter from the university indicating name of the Ph.D. student with title of the doctoral study and the name of the guide.	View Document
Institutional data in the prescribed format (data template merged with 2.4.2 and 3.2.3)	View Document

3.4.3**Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years****Response:** 1.83**3.4.3.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Response: 126

File Description	Document
Institutional data in the prescribed format (data template)	View Document
Link to the uploaded papers, the first page/full paper (with author and affiliation details) on the institutional website	View Document
Links to the paper published in journals listed in UGC CARE list	View Document

3.4.4**Number of books and chapters in edited volumes published per teacher during the last five years****Response:** 0.65

3.4.4.1 Total Number of books and chapters in edited volumes published during the last five years

Response: 45

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format (data template)	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4.5**Bibliometrics of the publications during the last five years based on average Citation index in Scopus/ Web of Science**

Response: 0

3.4.6***Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the Institution***

Response: 0

3.5 Consultancy**3.5.1****Revenue generated from consultancy and corporate training during the last five years**

Response: 0

3.5.1.1 Total Amount generated from consultancy and corporate training year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format (data template)	View Document

3.6 Extension Activities

3.6.1

Outcomes of extension activities in the neighbourhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the last five years (Showcase at least four case studies to the peer team)

Describe the impact of extension activities in sensitising students to social issues and holistic development with four case studies within a maximum of 500 words

Response:

Extension activities are undertaken by the Youth Red Cross and National Service Scheme- by both male and female wings. The YRC and NSS organized the following programmes to sensitize students and the neighborhood community on social issues.

- 1.National Voters' Day
- 2.Aids Awareness Day
- 3.Road Safety Week
- 4.Blood Donation Camp
- 5.District Level Volunteers' Meet
- 6.Swachch Bharat Abhiyan
- 7.On Campus Clean-up Drive
- 8.Active Citizenship Programme

National Voters' Day is observed to spread awareness on duties and rights of Indian citizens. AIDs awareness day and road safety week are organized to sensitize general public about AIDs as a dreaded disease and dangers of reckless driving. Blood donation camps are organized. The students are motivated to donate blood to save life and response is highly encouraging. Similarly district level volunteers meet is held and YRC counselors together with volunteers attend the meeting. Inspiring speeches are delivered by speakers and the students are encouraged to undertake social work further of common people. The Swachch Bharat Abhiyan and On Campus Clean-up Drive are undertaken by YRC and NSS wings of the college, the students move to the neighboring village and engage in clean-up drive.

File Description	Document
Upload any additional information	View Document
Provide the link for additional information	View Document

3.6.2

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years

Response: 15

3.6.2.1 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years.

2022-23	2021-22	2020-21	2019-20	2018-19
07	02	01	03	02

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format (data template)	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.7 Collaboration**3.7.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years

Response: 13

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format (data template)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for

- 1. teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- 2. ICT – enabled facilities such as smart class, LMS etc.**
- 3. Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc.**

Response:

The institution has adequate facilities for teaching and learning. Class rooms, Labs, and computing equipment are adequate in proportion to the number of students.

There are three blocks for class rooms. The blocks are Arts Block, Science Block and Commerce Block. The Arts, Science and Commerce blocks contain 35, 18 and 18 rooms respectively. In total there are 71 classrooms in the three blocks taken together.

There are five departmental labs in Physics, Chemistry, Mathematics, Botany and Zoology. Apart from the above there are three labs such as the computer lab and the language lab and Research Lab. The language lab is meant for the students of all disciplines.

There is an auditorium with an intake capacity of 250 wherein seminars/ symposia are organized. There is mini-conference hall. A 1000 seated auditorium is under construction.

The library has a separate building of its own. With a good collection of books, the library caters to the requirements of students and the teachers. It has a separate reading room for students.

Allost all departments have rooms for faculty members. A majority of departments have seminar rooms.

Currently, there are four functional hostels- two for boys and two for girls. A hostels is under construction which one is specially meant for tribal women students.

In a nutshell, the following facilities for teaching learning purposes are available in the college.

In new Arts Block, there are 33 classrooms, each equipped siwh a large TV-Flat Panel Displays for better teaching-learning management. There are also two large-size smart class rooms each having seating capacity of 100.

Apart from the above, Mini conference Hall, Auditorium, Outdoor Stadium, Yoga and Wellness Centre are there in the college for sports, games, physical fitness and cutural activities.

File Description	Document
Upload any additional information	View Document
Provide the link for additional information	View Document

4.1.2

Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years

Response: 100

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
905.63	602.14	706.44	445.00	25000

File Description	Document
Institutional data in the prescribed format (data template is merged with 4.2.2 and 4.4.1)	View Document

4.2 Library as a Learning Resource**4.2.1**

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college has a separate library building with adequate numbers of books on all streams. The automation of library is going on. It is not yet completed. The library is partially automated. The subscription to e-resources and journals are regularly made. There is a reading room facility in the college library. Students and faculty regularly visit library. A register is maintained for the attendance of faculty and students in the library.

File Description	Document
Upload any additional information	View Document

4.2.2

Percentage of expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the last five years

Response: 0.08

4.2.2.1 Expenditure for purchase of books / e-books and subscription to journals/e-journals year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0.36	0.44	20.40	0.40	0.25

File Description**Document**

Institutional data in the prescribed format (data template merged with 4.1.2 and 4.4.1)

[View Document](#)

4.3 IT Infrastructure**4.3.1**

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Wi-Fi facilities is available in the college. This facility is provided by BSNL. The fund for this facility is provided by Government of Odisha. The Wi-fi facility available at Main Block, New Arts Block of the college. It is availble in Establishment Section, Accounts Section, Examination Section, Academic Section of the college. Apart from it this facility is availbe in some class rooms and cupter labs of the college.

File Description**Document**

Upload any additional information

[View Document](#)

4.3.2**Student - Computer ratio (Data for the latest completed academic year)****Response:** 7.41**4.3.2.1 Number of computers available for students' usage during the latest completed academic year:**

Response: 110

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.3.3**Institution has dedicated audio visual centre, mixing equipment, editing facility, media studio, lecture capturing system(LCS) and related hardware and software for e-content development****Response:**

The institution has some smart class rooms where there is lecture capturing system. Most of the rooms in the Arts Block of the college has LED TV which are used by teachers for teaching. The teachers use smart class rooms and Language Laboratory for power Point Presentation.

File Description	Document
Upload any additional information	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1****Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years****Response:** 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities of DDE and total expenditure excluding salary, year - wise, over the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
905.63	602.14	706.44	445.00	25000

File Description	Document
Institutional data in the prescribed format (data template merged with 4.1.2 and 4.2.2)	View Document

4.4.2

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

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a maximum of 500 words

Response:

The institution has some established systems and procedures for maintenance and utilization of physical, academic and other support facilities such as labs, library, sports complex, computers and classrooms. The college has constituted committees for the above purposes. The members of the following committees work for the overall development of the college.

Infrastructural development	Building committee Purchase committee Library advisory committee
Academic development	Academic review committee Research committee Language lab committee
Labs	HODs concerned for Physics, Chemistry, Mathematics, Botany

	Zoology Labs
	Coordinator – Language Lab
	Coordinator- Computer Lab
Class rooms / seminar rooms	HODs concerned

The Principal is the ex-officio chairman of the committees. The members of the building committee lay emphasis on the renovation of existing buildings and explore avenues for construction for new ones through discussions and resolutions adopted in the meetings and write letters to R&B Division, Government of Odisha for necessary action at this end. The members of the purchase committee take decisions regarding purchases to be made for different purposes. The members of the library advisory committee hold meetings and adopt resolutions for the overall development of the library. They also provide guidance for purchase of books. Academic review committee, research committee and language lab committee work for academic development of the college.

Generally, the senior faculty members are included in the above committees.

The HODs concerned take steps for the maintenance of labs. The coordinators of computer lab and language lab take steps for maintenance and development of these labs. Class rooms and seminar rooms are taken care of by HODs concerned. The repair and renovation of rooms are undertaken on the proposals put forward by HODs, after being duly approved by the principal.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 89.1

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
789	635	570	695	623

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Institutional data in the prescribed format (data template)

[View Document](#)

5.1.2

Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years

Response:

There was a Career Counselling Cell in the college upto 2021-22. The State Government provided fund to the Cell to organize seminars. Resource persons of the Seminars provided counselling to students regarding their future career. The Cell also provided counselling to student how to face different competitive examinations.

- Career counseling cell organized programmes for awareness of students regarding job opportunity. The following programs had been organized by the career counselling cell.
 - 27.03.2019- Topic – Goal setting for a successful career RP- Prof. Sanjeev Kumar

Pattanaik

- o 16.01.2020- Training on soft skill
- o 22.08.2019- Training on soft skills RP- Rashmita Mishra
- o 16.01.2020- Topic- Soft skills- 1st step to employability RP- Prof. Varun Aggrawal
- o 09.04.2022- Awareness Program on Entrepreneurial Opportunities
- o 07.11.2022- Career Opportunity Program
- 20.12.2022-counselling on Emerging Technology in IT

File Description	Document
Upload any additional information	View Document
Provide the link for additional information	View Document

5.1.3

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)
4. Awareness of trends in technology

Response: B. Any 3 of the above

File Description	Document
Report with photographs on programmes/activities conducted to enhance soft skills, Language & communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Institutional data in the prescribed format (data template)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies

2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: B. Any 3 of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 19.05

5.2.1.1 Number of outgoing students placed and progressed to higher education during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
111	162	127	100	112

File Description	Document
Institutional data in the prescribed format (data template)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years

(eg: NET/SLET/ Civil Services/State government examinations etc.)

Response: 2.74**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/Civil Services/State government examinations etc.) year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
21	23	07	17	20

File Description	Document
List of students qualified year wise with details of examination and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format (data template)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 events during the last five years											
Response: 0											
5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at University / state / national / international level events (award for a team event should be counted as one) year wise during last five years											
<table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2022-23	2021-22	2020-21	2019-20	2018-19	0	0	0	0	0
2022-23	2021-22	2020-21	2019-20	2018-19							
0	0	0	0	0							
File Description	Document										
Institutional data in the prescribed format (data template)	View Document										

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution.

Describe the Student Council activity and students' role in academic & administrative bodies within a maximum of 500 words

Response:

There is a college union and the office bearers are elected/nominated.

The functions of college union are to organize discussions on general, cultural, academic, national and international problems. Apart from the above, the office bearers of the college union invite eminent persons to address the students on the special occasion. They take up other activities as proposed by the union.

The elected/nominated students represent some committees. One of the students becomes a member of RUSA. One boy and one girl student are the members of Grievances Cell. Two students are nominated as members of IQAC. One student is a member of Anti-Ragging Cell.

At the Department Levels, two students are nominated as Seminar Secretary and Assistant Seminar Secretary. Similarly, in college hostels, Cultural Councils represent the student-boarders who play active roles in organizing functions and bringing out Hostel Mess.

The designation of the office bearers of college union are as follows:

President

Vice-president

Secretary

Asst. Secretary

Secretary, Dramatic Association

Asst. Secretary, Dramatic Association.

Secretary, Athletic Association

Asst. Secretary, Athletic Association.

Similarly, the Dramatic Society organizes different competitions such as Dance, song, mono-action etc. The Athletic Association organizes Inter class competitions in Cricket, volley ball, Kabaddi, Kho Kho etc. and organizes annual sports.

At the department level, two students are nominated as Seminar Secretary and Asst. Seminar Secretary. They remain in charge of conducting seminars/webinars in consultation with their respective HoDs and faculty members.

Similarly, in college hostels there are cultural councils consisting of student-boarders as members. Secretary of a cultural council is elected by the members. the secretary along with members organize functions in consultation with Hostel Superintendents.

5.3.3

The institution conducts / organizes following activities:

1. Sports competitions/events
2. Cultural competitions/events
3. Technical fest/Academic fest
4. Any other events through Active clubs and forums

Response: C. Any two of the above

File Description	Document
Report on Sports, Cultural competitions/events, Technical/academic fests, Any other events through active clubs and forums along with photographs appropriately dated and captioned (whichever is applicable)	View Document
List of students participated in different events year wise signed by the head of the Institution	View Document
Institutional data in the prescribed format (data template)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.4 Alumni Engagement

5.4.1

Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution through registered Alumni association:

Response: 3.6

5.4.1.1 Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution year wise through registered Alumni association:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0.6	0	3	0

File Description	Document
List of alumnus/alumni with the amount contributed year-wise	View Document

5.4.2

Alumni contributes and engages significantly to the development of institution through academic and other support system

Describe the alumni contributions and engagements within a maximum of 500 words

Response:

The Alumni Association/Chapter (Registered and functional) contributes significantly to the development of the institution through financial and non-financial means during the last five years.

Describe contribution of Alumni Association

The Alumni Association has been functioning since 2016. The Executive Members of the association held a meeting in 2016. They have adopted resolutions and promised to provide financial assistance. The Alumni Association met on 2nd December 2018 and the members have unanimously resolved to take steps for foundation of Researchers' Award at the College level for teachers. Secondly, they have promised to create a fund namely "The Students' Welfare Fund". The Alumni Association was registered in 2016 but before the registration, the Association has been playing a constructive role. During the NAAC peer team visits in the 1st and 2nd Cycles, the members had interacted with them. Recently, the members have convened several meetings, interacted with the staff members. One of the members of the Alumni Association who is in the USA has promised to take steps for an MOU with Florida International University. The Alumni Association provided financial contribution for organizing an International Seminar. they contributed funds for Graduation Ceremony in 2023. they intalled the statue of Lord Ganesh in front of Establishment Section recently.

MO COLLEGE ABHIJAN

Mo College Abhijan is a part of Alumni Association. It is a platform created by the state government to encourage the alumni of degree colleges to make academic and financial contribution to their alma maters.

- Launched on 21.03.2021 by Hon'ble CM of Odisha.
- It is the state level movement involving the Alumni of all Degree colleges for academic and infrastructural development of their colleges.
- An account was opened for contribution to be made by the members of Alumni Association in respect of N. C. Autonomous college, Jajpur
- Rs 6,988/- has been collected from the Alumni of NC College in 2022.
- An interface between Alumni and C.L.C. members organized on 15.11.2021.

- A webinar was organized on 26.07.2021. The members of the Alumni Association participated.

The Association provided financial assistance for organization of an international seminar in 2020. They contributed financially for construction and installation of the statue of Lord Ganesh. the statue has been installed on the right side of the Establishment Section at the entry point. They contributed funds for Graduation Ceremony in 2023.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

VISION

To achieve excellence in education, research, and extension activities upholding human values..

Ecellence in Education:

- a) Timely completion of courses for better academic prospects.
- b) It is one of the best practices in college.

Research:

Oranisation of seminars, webinars, field trips and study tours for experimental knowledge, presentation of projects, preparation of dissertations.

Extension Activities:

Blood Donation Camps, Health Camps and NSS/YRC Community Development Programs are organized.

MISSION

- Cultivating democratic administration and student-teacher relationship
- Offering vocational, IT, and context relevant education
- To beautify the young minds with the idea of 'unity of mind & unity of culture through inculcation of Indian culture and tradition and national integration. (Virtues and values)
- Continuous upgradation of course curricula according to changing requirements
- Creation of new knowledge through experimentation, interaction, and exchange of ideas
- To prepare the students making themselves ready to solve challenges of life of their own.
- Providing value based education and constitutional knowledge.
- Promoting localities through plantation of trees, organizing health camps, educating children in school, conducting traffic awareness programmes and other welfare activities.

Democratic and Administrative student-teacher Relationship:

a) Decentralization of administration with constitution of various committees and cells for speedy redressal of grievances.

b) Representation of students in some committees and cells such as RUSA.

c) A robust mentoring system with teachers as counsellors and guides to students.

Vocational and IT Education:

a) Employment-oriented programs and courses like M.Sc(Computer Science), MSW, BBA, BCA, Tally etc.

b) Functional IT Cell and Career Counselling Cell.

Virtues and Values:

Value-added courses such as Ethics and Values, Professional Ethics, Environmental Studies are taught across disciplines.

Continuous upgradation of Course Curricula:

Board of Studies/Academic council meet once a year at the beginning of the academic session for modification/upgradation of courses.

Creation of new knowledge through experimentation, interaction and exchange of ideas:

a) Field tour, projects preparation , seminars and webinars lead to germinate innovative ideas.

b) Exchange of ideas through students-cum-faculty exchange program with other institutions under MoU.

To prepare students to solve challenges of life:

a) Yuva Samskar Program held at periodic intervals.

b) Motivational speeches by eminent persons. Recently, Swami Mukundanandaji Moharaj had addressed students and staff.

PERSPECTIVE PLAN:

a) Undertaking Outreach Programs.

b) Adopting nearby villages and organizing Health Camps for villagers.

c) Student/faculty exchange programs with institutions under MoU.

d) Alumni bestows with financial and academic contribution to their almamater.

e) Regular Academic Audit involving all the departments.

f) Regular Academic Review before each semester exam to assess academic progress and completion of courses.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

As the institution is a Govt. College, policy decision regarding infrastructural and academic development is taken by the Department of Higher Education, Government of Odisha. Secondly, the institution is affiliated with Utkal University, Bhubaneswar. So, the policy decision of the University is also implemented here.

The implementation of the following policy decisions are cases in point.

The Department of Higher Education, Government of Odisha introduced e-admission through Student Academic Management System in the year 2009 and this is being implemented in the college since the year of introduction. One of the Officers is in charge of SAMS and he is assisted by the DEO and other functionaries.

Similarly, the Choice Based Credit system (CBCS) was introduced by Utkal University in the academic session 2015-16 and the system is continuing in the college. The Controller of Examinations together with the Deputy Controllers and Examination Assistant take steps for realization of the objectives of CBCS.

Some of the policy decisions are taken at the college level too. The Executive Committee, otherwise known as the GB (Governing Body) takes crucial decisions for the overall development of the institution.

Briefly speaking, the policy decisions taken by the Government, University and the GB are implemented by a number of committees constituted for various purposes. The Committees/Cells set up by the college also keep watch on the quality content.

The Committees/ Cells are:

- 1.Examination Committee: In this committee, the results of examinations are discussed and suggestion put forward to improve the performance of students.
- 2.IQAC – Internal Quality Assurance Cell - The IQAC monitors and takes steps to maintain quality in academics.
- 3.Building Committee: It is otherwise known as Development Committee. The Committee

monitors the maintenance of the existing buildings.

4. Students' Union Advisory Board: the SUAB conducts election for students' union and other associations. Annual function and various competitions are organized under the guidance and supervision of the members of SUAB.
5. Athletic Association: the Association conducts Annual sports.
6. Dramatic Society: The Society organizes cultural programmes, debate and essay and dance competitions.
7. Equal Opportunity Cell: the Cell redresses the Grievances of PWD students.
8. Career Counseling Cell: The Cell provides guidance to students regarding career opportunities.
9. ICC (Internal complaints Committee): The ICC looks into matters pertaining to sexual harassment.
10. Women's Cell

Apart from the above, there are some other committees/cells such as Anti-ragging Cell, OBC Cell and SC/ST Cell.

At the apex is the Executive Committee which takes decisions for overall development of college.

Appointment Policies:

Appointment policies and service codes are determined by the govt. of Odisha. Vacancies for teaching positions are advertised by OPSC on recommendation of the Govt. of Odisha (Department of Higher Education). The selection is done by OPSC. At the end of the process, OPSC recommends the names of selected teachers to government for appointment.

Similarly, clerical posts are filled up by OSSC/OSSSC through a competitive examination.

Service rules for both teaching and non-teaching staff are framed by the Government of Odisha.

Appointment of Guest Lecturers:

Guest lecturers are not appointed by the Govt. Engagement of Guest lecturers is done for one academic year through open advertisement in leading newspapers of the State. Selection is done on the basis of interviews headed by the Principal and HoD as members.

File Description	Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide the link for additional information	View Document

6.2.2

Institution implements e-governance in its operations. e-governance is implemented covering the following areas of operations:

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

Response: C. Any 2 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The following welfare facilities are available for teaching and non-teaching staff members.

1. As this is a Govt. College, pensionary benefits are available to some employees appointed before 2005.
2. NPS is available to employees appointed after 2005.
3. GPF facilities are available to permanent staff members appointed before 2005.
4. Festival allowance to eligible employees is given by Govt. in the wake of Puja holidays.
5. Accommodation facilities are available in college colony.
6. Medical reimbursement facilities to staff members by govt.
7. The college has a functional cooperative society and the staff members take loans at the time of pressing necessity.
8. House Building Loan to employees is provided by govt. in due procedure.
9. Vehicle Advance
10. Maternity leave
11. Paternity leave
12. Academic leave
13. Study Leave with salary reimbursement
14. LTC
15. Loans from PF
16. Canteen facility on campus
17. Postal facility on campus
18. Yoga and Wellness Centre
19. EL encashment
20. Gratuity

PERFORMANCE APPRAISAL SYSTEM:

Performance Appraisal Reports are invited from Group-A and B Officers at the beginning of every financial year and a deadline is fixed by the Department of General Administration, government of Odisha for submission of PAR through online mode. Performance appraisal of officers is done through a three-tier system, such as Reporting Authority(Principal), Reviewing authority(Regional Director, HE) and Accepting Authority(Commissioner-cum Secretary, HE).

During promotion/placement of officers at higher grades, Appraisal Reports are placed before Departmental Promotion Committee of Higher Education for approval. The list of Officers so approved after careful consideration for promotion/placement is sent to OPSC for concurrence. The notification is made consequent upon the endorsement of OPSC.

In case of promotion of clerical staff, the decision to place them at a higher level is taken by the Department of Higher Education, Government of Odisha taking into account the period of service rendered by them.

As this is Government College, promotion/placement of teaching and non-teaching staff is done by the government.

CAREER DEVELOPMENT:

The following opportunities are available for career advancement of Asst. Professors.

a) They are encouraged to participate in Orientation Programs/Refresher Course/summer Courses/Faculty Development Programs offered by HRDC(human Resource Development Centres) set up by UGC in different universities.

b) Speedy promotion prospects are available in favour of officers having Ph.D.

c) There is also Academic performance Index(API) for promotion of teachers in Government Colleges. Teachers with satisfactory API score step up the career quickly than others.

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.4

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
01	0	0	0	0

File Description	Document
Institutional data in the prescribed format (data template)	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document

6.3.3**Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDPs)/ Management Development Programmes (MDPs) during the last five years****Response:** 45.06**6.3.3.1 Total number of teachers who have undergone online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	34	25	15	12

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format (data template)	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institutional strategies for mobilisation of funds other than salary and fees and the optimal utilisation of resources

Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words

Response:

N.C (Auto) College, Jajpur is a Government College. The resource mobilization policy is implemented at the end of Higher Education Department, Govt. of Odisha. The college gets grants from State Government and UGC for infrastructure development, purchase of furniture, equipment and books. The infrastructural development is carried out by R &B department. The purchase of furniture and equipment is made by the Principal of the college through open quotation call and utilization certificate is submitted to the Govt. , UGC, RUSA, DMF, IDP, Donors, SF Wings and Alumni.

RESOURCE MOBILIZATION:

IDP: Institutional Development Plan

DMF: District Mineral Fund

SF Wings: 30% share of college

Alumni contribution

LAD(MLA/MP)

Government of Odisha

UGC

RUSA

6.4.2

Funds / Grants received from government bodies, non-government bodies, and philanthropists during the last five years (not covered in Criterion III and V)

Response: 25.71

6.4.2.1 Total Grants received from government/non-government bodies, philanthropists year wise

during last five years (not covered in Criterion III and V) (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
23.55	.80	.60	.755	0

File Description	Document
Institutional data in the prescribed format (data template)	View Document

6.4.3**Institution regularly conducts internal and external financial audits regularly****Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words****Response:**

Internal and External Financial audits are carried out every year as per the guidelines of the Govt. of Odisha. Internal audits are conducted at the institutional level through office order. Different audit teams are constituted and headed by senior faculty members and they carry out the audit including stock and store verification.

Stock Register and cash books of various sections/ wings/ departments are verified by the team members concerned. The team members submit report to the Principal with findings (regularities and irregularities) and with recommendations for further improvement.

Internal audit including stock and store verification is generally conducted before the summer vacation.

External audits are carried out by the Govt. of Odisha/AG of Odisha. The team members verify the cashbooks, DCR, consolidated cash book and other documents of various sections and wings. They submit the report with findings and suggestions to the govt. The copy of the report is retained at the Office for record and reference.

Generally, in case of internal audits, the principal sets up committees to look into audit objections and suggest solutions. But audit objections of external audit teams are complied with in these ways.

- 1.If the Head of the Institute realizes that the action should be taken at the institutional level under intimation to the Govt. , he/she can do that through office order to settle the audit objections.
- 2.If the audit objections are to be settled at the Govt. level, the Principal may initiate proceedings or investigate the matter.
- 3.In Case of recovery of any amount from any official, the Principal may issue order to realize the amount on the basis of the audit report under intimation to Govt.
- 4.The Audit reports (both Internal and External) are placed before the Executive Committee for

discussion. The members present examine the reports and offer suggestions.

5. In case the Executive Committee goes in favour of the formation of a committee through consensus or majority to look into the reports thoroughly, the decision is so executed.

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –

- **Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)**
- **Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**

Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words

Response:

Apart from Departmental Academic Review, organization of seminars was another important initiative taken by IQAC in spite of the shortage of funds, the IQAC had organized a seminar on “CBCS and Examination Reforms” on 06.04.2018. Details regarding the participants are available in the seminar book of IQAC.

Dr. M.K. Mohapatra, controller of examinations was the Resource Person. The HODs of all the departments were present. The Librarian and Physical Education Teacher had also been invited to participate in the seminar.

The objective of the seminar was to apprise the staff members about the newly introduced CBCS and the new rules and regulations associated with the examination system of CBCS.

The IQAC had also entrusted the HODS to organize seminars in their respective departments at periodic intervals. As a result they had organized a good no of seminars. They had invited Resource Persons from outside even one from outside the state.

The IQAC conducted the academic review in the month of April. The heads of the departments of Physics, Commerce, Philosophy, Economics, Chemistry, Zoology, History, Botany, Sanskrit, Mathematics, Odia, Pol.Science and English were present.

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

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each.

Response:

The periodic interval reviews of teaching-learning process, structure and methodology of operations and learning outcomes are done by the IQAC. It holds meetings and interactive sessions with teaching staff from time to time and also discusses different academic issues with an open mind.

The IQAC always focuses on holding unit test for ascertaining the academic performance of students. On the basis of academic performance of students they are divided into two groups - fast learners and slow learners. Students with slow learning capacities are taken care of and special classes are arranged for them to clear their doubts relating to concepts.

Besides the IQAC always puts emphasis on completion of course in time. Teachers and para-teachers are motivated towards this for the benefit of the students. The competitive base of students is also strengthened by imparting them with pattern of examination and level of competition in each category of entrance tests. The IQAC also encourages students of different curricula to go for some jobs oriented course under IGNOU and OSOU. Both of them have had (got) their study centres in N.C (Auto) college premises. Above all the IQAC coordinator always highlights the norms and guidelines prescribed by the NAAC for bringing an improvement in quality of higher education in the college.

6.5.3

Institution has adopted the following for Quality assurance:

- 1. Academic and Administrative Audit (AAA) and follow up action taken**
- 2. Conferences, Seminars, Workshops on quality conducted**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Orientation programme on quality issues for teachers and students**
- 5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc**
- 6. Any other quality audit recognized by state, national or international agencies**

Response: C. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

This institution has more girl students than boys. In spite of this, to maintain proper discipline within the campus, we have tried our levels most to the make the campus ragging free. Women Empowerment is given prime importance and one 'Tanaya Jyoti' is constituted for the smooth conduct of the affairs. Seminars and talks on gender issues are conducted regularly. Gender Audit is performed by faculties of the college. In the course of the gender audit what is the percentage of girl students in comparison to boy students. The faculties making gender audit try to know the students from different communities continuing study in the college, Apart from the above, the college has Inter Complaints Committee, Minority Cell, Gender Studies in Course, Girls' Common Room to maintain gender equity. Some chapters in Ethics and Values are devoted to promotion of Gender equity.

File Description	Document
Upload any additional information	View Document
Provide the link for additional information	View Document

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment
6. Wind mill or any other clean green energy

Response: C. Any 2 of the above

File Description	Document
Geo-tagged photographs of the facilities.	View Document

7.1.3

Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **e-Waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

In this institution, there is a proper system of waste management. There is a bio-degradable pit where wastes are deposited and treated to create vermin compost. The compost is used for gardening purpose. About the non-biodegradable waste like plastic and glass, we have a special dumping place. The Municipality of the town collects it from the college and takes it away for recycle. As a result, students and staff are not exposed to environmental hazards. Furthermore, we have NSS Wing which clean the college from time to time and also makes other students and staff aware about waste management. In our institution for liquid storage and impure water we have proper drainage system so that there will no growth of insects like mosquitoes and flies. Regular spray of phynyl and disinfectants is done to check the growth of bacteria and virus inside the campus regularly. Old outdated e-gadgets are dumped in the store room to be recycled/sold later.

File Description**Document**

Geo-tagged photographs of the facilities

[View Document](#)**7.1.4**

Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: C. Any 2 of the above

File Description	Document
Green audit reports on water conservation by recognised bodies	View Document
Geo-tagged photographs of the facilities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.5

Green campus initiatives include

Describe the Green campus initiative of the institution including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles , Pedestrian Friendly pathways , Ban on use of Plastic, landscaping with trees and plants etc in 500 words

Response:

The college regularly takes green campus initiatives. Plantation programmes are organized by NSS wing of the college. Saplings are planted inside the college campus and in the hostel campus. Clean up drives are also conducted by NSS wing of the college, Students are prohibited not to bring motor cycles to college campus. As this is a rural based college with numerical strength of girls, cycles are used in large numbers. Students are encouraged to use bicycles. Awareness programmes are conducted for ban of plastic by students. The college has pedestrian friendly pathways. It has Eco-culb. On special occasions such as Induction Program, Farewell Ceremony and during feasts non-biodegradable glasses, polythenes and plastic bads are strictly prohibited for use by students. .

File Description	Document
Policy document on the green campus/plastic free campus	View Document
Geo-tagged photographs/videos of the facilities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.6

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

The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environmental audit**
- 2.Energy audit**

3.Clean and green campus recognitions/awards**4.Beyond the campus environmental promotion and sustainability activities****Response:** C. Any 2 of the above

File Description	Document
Report on environmental promotion and sustainability activities conducted beyond the campus with geo-tagged photographs with caption and date.	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.7

The Institution has Differently-abled (Divyangjan) friendly, barrier free environment

Write description covering the various components of barrier free environment in your institution in maximum of 500 words

- **Built environment with Ramps/lifts for easy access to classrooms**
- **Divyangjan friendly washrooms**
- **Signage including tactile path, lights, display boards and signposts**
- **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- **Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response:

The Institution has following facilities for differently- abled students:

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for 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

6. Equal Opprotunity Cell

7. Assistive Technology such as Instant reading device and braille display.

8. The College has following facilities in detail:

a) The college ensures that persons with disabilities enjoy the right to equality, life with dignity and respect for their integrity equality with others in conformity to the rights of persons with disabilities Act-2016.

b) The college ensures that no person with disability sahl be discriminated on ground of disability or deprived of his/her personal liberty.

c) The college provides education and opportunities for sports and recreation activities equally with others and encourages them for participation in academics and athletics events.

d) Keeping this mind, the college has set up EOC as of the UGC Resolutions Act-2012. The EOC aims at aiding and advising students with respect to academic and social aspects. the services of the cell and are meant for marginalized sections including Divyangjan.

e) Apart from the above, the college encourages Divyangjan to apply for scholarships given by the Department of SSEPD (Social Security and Empowerment of Person with disabilities), Government of Odisha.

File Description	Document
Upload any additional information	View Document

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 such other diversities (within 500 words).

Response:

Jajpur is a multicultural, multi religious and multi lingual district where people of different religions and communities cohabit. As such, in this college student from different cultural, linguistic and religious communities study together in an environment of harmony and cordiality. Since its inception there is no

evidence of any religious or cultural disorder among the staff or students. Tolerance has been the core value of this educational institution where every religious denomination is allowed to practice their fundamental religious and cultural rights as enshrined in the constitution. In our hostels students from various cultural group live together without any ill feeling. The principal and the staff members take special care of the minority students. Here Urdu is taught as a language which is rare in the state of Odisha. annual conference of World Muslim Council is held at period intervals at Brahmabarad, a place which is only 10 kilo meters away from the college. It is a shining example of communal harmony as this religious extravaganza concludes peacefully.

7.1.9

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

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.

Response:

Every citizen of the nation should be aware of his/her rights and duties which have been enshrined in the constitution of India. As all the students of this institution are citizens of the nation, the institution initiates special measures to make the students aware of values like democracy, liberty, rights primarily fundamental rights and also their duties towards the nation and community. Different departments of the college from time to time have been taking special initiative to make the girl students aware of their special rights. They are taught and sensitized about the domestic violence, dowry, property rights and right to participate in the electoral practices and how to secure and hold public office. At the time of elections, student volunteers take special initiative to make the people aware of their voting rights. This institution being one of the oldest in the state always cherishes the values of tolerance. Here students belonging to all religions cohabit in clash less environment and study. The staff members have faith on democratic value. Yuva sanskar classes are regularly organized to infuse and sensitize the students about different values like respecting the teachers, respecting their fellow beings and to remain far away from vices like drug abuse, abusing girl child etc.

Some chapter of Ethics and Values which is taught across disciplines deal with constitutional obligations, duties and responsibilities of citizens. Internation Yoga Day is observed for cultivation of discipline. It also aims to inculcate concentration. Birthday of towering personalities are observed to instill in students spirit of patriotism. Observance of National Unity Day is an example. National voter's Day is observed every year. Programs on Active Citizenship are organized.

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.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. Any 3 of the above

File Description	Document
Policy document on code of ethics.	View Document
Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.	View Document
Constitution and proceedings of the monitoring committee.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.2 Best Practices

7.2.1

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

Response:

BEST PRACTICE –I

Context:

Jajpur is a flood-affected district as a number of rivers such as Brahmani, the second largest and Baitarani, the third largest rivers of Odisha flow through the district. Apart from these two rivers, many other rivers and distributaries of Mahanadi flow here.

During rainy season, the rivers swell with swirling waters and the low-lying areas are submerged. Thousands of people belonging to low-lying villages are left marooned.

Similarly, as it a coastal district and very much closer to the Bay of Bengal in aerial distance, twisters in Summer and cyclones in Winter are very common. Thousands of people fall victims to it.

Some parts of the district are hilly areas inhabited by the tribals like Juangs. Severe scarcity of rain causes drought and the tribal suffer due to the shortage of food.

Because of the above reasons, the YRC unit of N.C. (Auto) College, Jajpur has been rendering immense services to the people of flood, cyclone and drought-affected areas. Rescue and relief operations are undertaken by YRC counselors and volunteers. That is why YRC services is chosen as a best practice.

TITLE: YRC AND SOCIAL SERVICE

MOTTO: SERVICE TO LOCAL COMMUNITY IS COMMUNION WITH GOD.

Objectives and Practices:

1. To undertake rescue and relief operations during natural disasters

The Volunteers move to the disaster-prone areas and serve the people

there. At Nagada, the volunteers had climbed up the hill through almost impassable road and reached the people on hill top. They had distributed food packet to the tribals during drought.

In Dasarathpur Block, the volunteers had rescued people during flood and distributed food packets.

2. To enlighten people on social and health-related issues.

The YRC conducts various programmes to enlighten the local community on social and health-related issues. Road safety week is observed. A programme on AIDS Awareness is organized every year.

- 3.To organize Blood Donation Camp in collaboration with NGO.

Organization of Blood Donation Camp is a common feature of YRC social service. Blood Donation Camp is organized every year in collaboration with Aama Odisha – a reputed NGO. The students, teachers and the local people participate and donate blood.

4. To spread awareness on nationalism.

The YRC conducts programs on fundamental rights and duties to inculcate spirit of nationalism. National Voters' Day is observed on 25th January every year. A program on Active Citizenship was organized on 23rd September two years ago.

The YRC had observed National Unity Day. Sri ManoranjanMohanty, Reader in English, Dharmasala College was the chief speaker. He spoke on SardarBallabhaBhai Patel and his contribution to the unification of India. A large number of students and teachers had participated in the program.

5. To encourage participation in environmental issues.

The YRC deal with issues related to environment by undertaking clean up drives. Campus clean up drives are regularly taken up. Swachha Bharat Abhiyan is also undertaken in the neighbouring villages.

BEST PRACTICE –II

Response:

N.C. Autonomous College, Jajpur is a rural-based college. Most of the students are girls. They belong to the neighbouring villages situated around the town. Some of the students come from the adjoining districts such as Kendrapara and Bhadrak. Considering the above factors, course completion has always been on the priority. It is needless to say that completion of courses has been in practice since long. inspite of the shortage of human resources.

Title of the Practice: Timely completion of courses

Motto: Timely completion of courses is the golden key that opens the room of success full of ample opportunities.

OBJECTIVES:

1. To enhance the level of confidence of students:

Timely completion of courses increases the confidence of students that makes them psychologically strong and academically well informed and well prepared during examination.

2. To facilitate the admission in higher education :

It is an undeniable fact that on account of the numerical strength of girl

students, their ratio of enrolment in higher education in proportion to boys is more and easily noticeable. So completion of courses indirectly prepares the path for higher education.

3.To augment the academic performance of students:

Satisfactory performance of students in Internal Assessment and Semester Examination are the end results of the above objective.

4. To open avenues for varied careers:

The students cherry pick the career-oriented academic programs such as B.Ed and CT. Professional programs such as M.SC (Computer Science), MSW, BBA and BCA make the students employable.

5. To inculcate competitive spirit:

Naturally, as a consequence of timely completion of courses students are encouraged to inculcate competitive spirit to scale greater heights in career.

6. Implementation of Academic Calander

7. Academic Audit
8. Academic Review
9. HOD Meetings at periodic interval

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

N.C. (Auto) College, Jajpur is a nodal college of the district. The institution envisions a bright future and encourages the students to march towards ever higher objectives with focus on inter disciplinary research and innovative ideas. As this is the vision, the institution puts in best efforts to promote research culture.

Seminars at the department level are conducted at periodic intervals. The students are encouraged to participate and present papers. The self-financing wing and Science departments in particular fix Saturday as the day for seminars and it is mentioned in time table. Research methodology as a compulsory paper is taught across all disciplines at UG level to acquaint students with the fundamentals of research.

Project reports and field trips immensely help them. Experiential knowledge which has tremendous importance in research is acquired through interaction with local people in the field trips. and study tours.

The teachers act as supervisors and the students prepare the project report. The teachers provide guidance at the time of necessity and the students as budding researchers are left to develop their own ideas and reflect it in the project papers.

The students are exposed to a wider domain of knowledge in their respective majors because of discipline specific courses. Truly speaking, DSCs arouse the interests of students in research and impel them to go in for academics.

The Researchers' forum has been functioning in college. The forum organizes "Talks by Teachers" and the students are encouraged to participate in this program. One of the teachers delivers a talk on a topic of importance. Both the teachers and the students participate and share the transfer of knowledge with one another.

The Ph.D awardees are felicitated in staff council meetings. They are invited to share the simultaneous rigors and pleasures of research with the faculty members.

Students' progression to higher education, in particular admission in PG program is satisfactory. Many

students go in for academics.

File Description	Document
Appropriate webpage in the Institutional website	View Document

5. CONCLUSION

Additional Information :

1. NEP-2020 has been introduced/implemented from the Academic Session 2024-25.
2. UG Program in Geology, Geography, Education, Psychology, Anthropology, and Hindi have been opened from the Academic Session 2023-24.
3. PG Program in English, Odia, Economics, Sociology, Sanskrit, Philosophy, Physics, Chemistry, Botany, Zoology, Commerce and Library Science have been opened from the Academic Session 2023-24.
4. Proposal for opening Honours in Urdu is under active Coordination.
5. The Alumni Association provides financial assistance on request for organizing seminars and symposiums.. They maintain their own passbook apart from making contributions to college.

Concluding Remarks :

The college has been imparting quality education since its establishment. The students of Jajpur and its neighbouring districts are greatly benefited by the college. In the meantime, 77 years have gone by since its establishment in 1946. Apart from academic and research, the students have also been playing prominent roles in outreach and extension activities. The students' progression and placements reflect the achievements of the college. As a rural based college with numerical strength of girls, the college has been passing through several hurdles like shortage of human resources for day-to-day teaching and administration. Despite the obstacles, it has made its leading institution in the district and has proved itself as a beacon light to students coming from diverse backgrounds.