SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

GOPALPUR COLLEGE

GOPALPUR, GOPALPUR-ON-SEA, GANJAM.
761002
www.gopalpurcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gopalpur College, established in 1982, a premier educational institution of the Southern Odisha, situated in Gopalpur, a tourist destination of international repute for its beautiful sea beach , picturesque landscape and natural splendor, has created a special place for it in the academic history of the state. It caters to the educational needs of the people of this region which is largely inhibited by the fishermen community and other backward castes with a very deplorable socio-economic condition. At present, nearly 1200 students are pursuing their higher education in Humanity, Science and Commerce with honours. This college is affiliated to the Berhampur University, which is just 4 kms. away from here. It has also got affiliation from the UGC under Section 2(f) and 12(b) vide letter no. F.8-42/98 (CPP-I), dated 21.04.2004.

Type of the Institution:

Gopalpur College is a co-educational institution. It is of composite nature having Intermediate (+2) & U.G. Degree (+3) programmes. Degree course was introduced in the year 1990. At present, the college imparts education in three programmes such as Arts, Science and Commerce with 14 Honours subjects under CBCS system. It is a Grant-in-Aid college under Direct Payment System of Department of Higher Education, Government of Odisha.

Vision

To be a premier Educational Institution for the socially, economically and educationally backward youth of local community in particular and others in general by providing excellent educational opportunities that are responsive to the needs of the students, and empowering them to meet and exceed the challenges as active participants in shaping the future of the country.

Mission

- To foster academic and career success of students through quality education, development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment.
- To inculcate high ethical and moral values, discipline, hard-working spirit and positive thinking in students for moulding them into responsible future citizens and good human beings.
- To provide the support system that is necessary for building their career through proper guidance and career counselling.
- To achieve academic excellence through introduction of ICT and popular digital educational tools for advanced teaching and learning.
- Meeting the new dimensions of education by providing skill-based techniques.
- Promoting education through conduct of college, state and national level seminars, symposiums and workshops.
- Promoting the spirit of cooperation and self-help among students through participation in extension activities like NSS, YRC, Self-defence, Scouts and Guides, etc.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Dynamic leadership of Head of the Institution.
- Locational advantage: Proximity to the nearby city, Berhampur, and the university under which the college is affiliated. In respect of place, Gopalpur, where the college is existing, is an International tourist place, just 14Kms away from Berhampur, a major city and commercial hub of Odisha; and 4Kms away from Berhampur University. Besides the college is situated by the side of the state highway which is well connected by road transport.
- Adequate number of excellent and dedicated teaching faculties having M.Phil. & Ph.D. degrees.
- Honours courses for Arts, Science & Commerce streams.
- Sizeable strength of the students.
- Establishment of Language Laboratory.
- Conduct of National, State and Departmental seminars for updation of knowledge of the students and faculty members.
- Ragging-free campus.
- Healthy teacher-students relationship.
- Installation of Close Circuit Cameras in classrooms, laboratories, library and other strategic points.
- Automation of office and accounts.
- Existence of SAMS (Student Academic Management System) resource centre.
- Transparency in admission, examination and accounting system.
- Existence of NSS, YRC, ROVERS, RANGERS, CULTURAL and SPORTS units to conduct various extension activities for socio-economic-cultural development of locality.
- Organisation of various Government sponsored programmes such as SVEEP programme relating to voting awareness, Fit India @75 programme, Mo Gandhi Programme, Mo College Abhiyan, Clean India Programme etc.
- Communal nuisance-free campus.
- Production of Ph.D. and M.Phil. scholars by the qualified faculty members as co-guides.
- Availability of e-Library facility.
- Well equipped Library with adequate books, journals, megazines and newspapers.
- Effective online class during Covid-19 pandemic.

Institutional Weakness

- No hostel facilities for boys and girls students.
- Inadequate Auditorium facility.
- Lack of staff quarters.
- Inadequate facilities for soft skill development.

Institutional Opportunity

- Scope for higher studies for Honours students.
- Providing skill development programmes for self-employability.
- Organisation of various awareness programmes on environment & sanitation, health & hygiene, women

empowerment, gender sensitization, road safety, vigilance awareness etc.
- Observance of Covid -19 pandemic guidelines of the Government.
- Conduct of Faculty Exchange Programmes in collaboration with other Institutions.
- Organization of Yoga & Meditation camp for spiritual development of students.
- Scope for effective alma mater for betterment of the Institution.
- Better placement opportunity.

Institutional Challenge

- To make the college campus fully ICT enabled.
- To increase the number of Smart class rooms.
- To uplift the education and standard of living of socially, educationally and economically backward youth of the locality.
- More financial assistance from the Government to face the Natural Disasters which occur frequently in this locality.
- To develop overall infrastructure of the college.
- To develop virtual laboratory for faster learning.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is following the uniform state syllabus , prescribed by the Higher Education Department, Government of Odisha. Hence,the college has absolutely no role to play in designing and development of the curriculum . However, the college ensures its effective delivery to students through proper planning and implementation. The academic council of the college, under the chairmanship of the principal, chalks out the plan for proper and effective implementation of the curriculum in the college. At the beginning of each academic session, the principal convenes a meeting of the departmental heads and instructs them to prepare the academic action plan of their respective departments for timely completion of the syllabus. The faculties are also instructed to prepare and maintain their annual lesson plans and progress reports for the subjects allotted to them. If required, they are advised to take extra class to complete the unfinished portion of their course in time. The academic bursar looks after the course progression and maintenance of academic records; and the principal makes overall supervision.

So far as academic flexibility is concerned, students are provided the freedom to opt for and change their subjects as per the prescribed norms of the university under the CBCS pattern. Their academic performance and progress is closely monitored by the principal, academic core committee and the IQAC. In accordance with the course curriculum project work and field work of the students are undertaken by the concerned subject faculties in due course of time. Due emphasis is given towards integration of cross cutting issues as per syllabus. Periodic class tests, in addition to the mid-term and end-term examinations, are held to access their performance and classify them into slow and advance learners. While advanced learners are encouraged to advance further by giving necessary support, the slow learners are given special care through extra classes. Seminars, symposiums, workshops, along with field studies and industrial tours, are regularly arranged to encourage students participation and giving them the much needed exposure. The institution obtains feedback on different aspects from its stakeholders such as students, faculties and alumni regularly following the due procedure.

Teaching-learning and Evaluation

The college has adopted a systematic approach to teaching-learning and evaluation of students and teachers. Immediately after completion of the admission process, orientation and counselling sessions are held for the students to inform them about the rules and regulations of the college, available facilities, academic matters; and matters relating to discipline and code of conduct to be followed during their studentship. The principal and the faculty members create awareness among the students regarding their syllabus, programme outcomes, programme specific outcomes and course outcomes through orientation meeting. At the start of the academic session, the yearly schedule of teaching, learning and evaluation is designed and its implementation is closely monitored by the principal with the support of academic bursar, IQAC and the department heads. The faculties are strictly instructed to adhere to this schedule in letter and spirit.

For teaching, both traditional and modern methods are used by the faculties. The main teaching-learning methods adopted are lectures, experimental exercises, and interactive sessions. Teaching is done as per the individual needs of the students. Advanced and slow learners are identified through periodic tests and special attentions are given to both categories. While the fast learners are encouraged by giving tips and tricks, the slow learners are taken care of by arranging extra classes and providing them with study notes. Tutorial classes are also held for helping academically weaker students to improve their standard. Modern teaching aids are used by some faculties to make the teaching more effective and attractive. Seminars and workshops are organised, and students are encouraged to participate and present papers. Teachers also upgrade their academic knowledge and teaching proficiency by attending seminars, symposiums, workshops and refresher courses. The Institution facilitates all programmes under student centric method to make the education qualitative and effective. Keeping in view the use of ICT enabled tools by the teachers, the institution has established smart classrooms, IT laboratory and language laboratory. The institutions conducts the mid-sem. examinations as per the norms of the affiliating university. The performance of the students is evaluated effectively and regularly.

Research, Innovations and Extension

The college has a rich research culture. It encourages the faculty members to undergo research work and develop innovative ideas and techniques, because it believes that academic excellence of an educational institution can only be achieved through research and extension work. For academic improvements, faculty members are always permitted to join the UGC sponsored refresher/orientation courses and also to participate in seminars and workshops on study/duty leave. The college also provides all possible support for research activities. As a result of which, there are 15 Ph.D. degree holders presently in service. The students are also engaged in preparation of project reports in partial fulfilment of their course curriculum. To enhance the skill and talent of the students, the institution has taken initiatives to collaborate with the institutions and signed MoUs with some of the industries established in the locality during the last five years. Extension activities like Blood Donation Camp, Eye-testing and Health Check-up Camp, AIDS Awareness Programme, Road Safety and Traffic Management Programme, Swatch Bharat Abhiyan Programme, Community Development Programme, etc. are undertaken by the college through its NSS, YRC, ROVERS AND RANGERS units.

Many of the faculty members have attended the Board of Studies and Conducting Board of the affiliating Universities as members. Most of them have been appointed by the universities and leading autonomous colleges as Question Paper Setters and Assistant Examiners. Two faculty members have published research papers at international level journals and one faculty member has published a book at International level having ISBN number. One faculty member has published a book at National level and two faculty members have published papers in journal proceedings with ISBN nos. Other faculty members belonging to various

departments have also their publications too. Two faculty members of Department of Commerce have attended the entrepreneurship Development Programme of the Government as resource person. Dr. Manas Ranjan Mishra, Lect. in English of the college was elected to the Synate of Khallikote University as member vide letter number 139, dated 20.01.2017. Three faculties have successfully produced nine Ph.D. scholars and one M.Phil. scholar altogether during the last several years.

Infrastructure and Learning Resources

Though not sufficient, the college has good infrastructure facilities like five acres of land, specious class rooms with proper lighting and ventilation, well-furnished principal's office , administrative office, staff common room, linguistic laboratory; examination section, well-equipped laboratories, upgraded library, smart classrooms, students' union office room, boys' common room, girls' common room, cycle and vehicle parking shed, open pandal, store room, computer lab, IQAC room, SAMS Resource Centre, playground, botanical garden, internet and purified drinking water facility, secured and protected campus with proper lighting arrangement, CCTV in classrooms, laboratories, office, library and other strategic places, generator for uninterrupted power supply, ICT tools, a vast plantation area.

Besides this, construction of building in the institution is underway with the RUSA funded grants for enhancing the infrastructure of the college.

Student Support and Progression

As the students are the backbone of the educational institutions, the college endeavours to provide all kinds of support to its students to ensure their holistic development. The followings facilities are provided to our students for fulfilling their academic requirements and overall progression

- Website to keep them well-informed and update about the college
- Prescribed course and reference books, magazines and journals
- Study materials and subject notes
- Drinking water facility
- Ramps for physically disabled students
- Separate common room for boys and girls
- Insurance cover for all
- Equipments for sports and games

Besides providing the above facilities, the college tries to fulfill its primary responsibility of giving quality education to its students through proper teaching, counselling and guidance. While the fast learner are encouraged to excel by giving them effective tips and tricks, tutorial classes are specifically arranged for the slow learning students. Departmental Seminars, funded by the college, are regularly held to expand the horizon of their knowledge and develop their communicative skills . State and national-level seminars and workshops are also organised by different departments and students are encouraged to take part and present papers. Study tour and field trips for students are arranged by some departments for enhancing their learning experience and outlook. To keep them fit physically and mentally yoga classes are held along with various sports, literary and cultural events. A number of extension activities are organised by the NSS,YRC, RANGERS AND ROVERS units to promote overall development of students. In order to instil democratic and cultural values in students, the college celebrates different occasions of national and cultural significance. The college also rewards the

meritorious students with prize and certificates, issued to them in the Annual Day Function held every year. The anti-ragging call of the college works to keep the college campus ragging free. Besides, the staff council, grievance redressal cell and the women protection cell work round the clock during the college hours to ensure discipline and order in the campus and addressing students problems. Girls are empowered through self-defence training programs given by expert trainers.

Governance, Leadership and Management

The college is governed by a Governing Body, headed by the President.

- The principal is the ex-officio secretary of the Governing Body and being the functional head of the institution, he plays a pivotal role in the overall management of the college.
- All the policy matters and major decisions are taken by the Governing Body and implemented through different committees and cells of the college.
- The day-to-day affairs of the college are looked after by the principal with the active cooperation of the staff members.
- All the stakeholders partake in execution of different plans after being thoroughly scrutinized by the IQAC.
- Total function of the college are decentralised and power is delegated accordingly to extract maximum results by using the limited available resources.
- To bring transparency in the system, e-governance has been introduced in respect of students admission and finance & accounts.
- To enhance the quality education, IQAC of the institution plays a vital role in conducting and supervising all relevant activities of the college in consultation with the authority.

Insofar as the financial resources required for day-to-day management of the college is concerned, it is generated through students contributions. However, salary costs of the aided staff and some infrastructure grants are received from the government of Odisha.

Institutional Values and Best Practices

Some of the best practices of the college that has helped to add value to the institution are as follows;

- Promoting the Swatch Bharat Abhiyan of the Government of India.
- Community service through NSS YRC.
- Making the campus clean and green.
- Plantation drive.
- Restrictions for use of plastic and polythene.
- Rain water harvesting.
- Waste Management.
- Making clean and pure drinking water available to all inside the college.
- Skill development programs for students to enhance their employability and make them self-reliant.
- Transparency in financial management.
- Organising different cultural and sports events for students to instil the spirit of cooperation and coexistence.
- Observation of all important national and international days.

- Discouraging the use of vehicles in campus to minimise pollution level.
- Energy saving through use of LED and solar lights.
- Installation of CCTV Camera for ensuring safety, security and transparency.
- Fair conduct of examinations.
- Special care for weaker students.
- Use of digital tools for teaching.
- Decentralisation system of management
- Parents-teacher meeting
- Alumni meeting
- Career counselling
- Organising different awareness programmes like AIDS, Road safety,Covid-19, Cleanliness and Sanitation, Blood Donation, Safety measures for dealing with natural calamities, etc.
- Encouraging creativity and innovation
- Spreading the message of brotherhood
- Promoting gender-equality
- Campaign for building a caste-free and religion-free society and maintaining communal harmony.
- Speedy redressal of students problems
- Seeking feedback from all stakeholders for improvement
- Encouraging for research and development activities

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOPALPUR COLLEGE
Address	GOPALPUR, GOPALPUR-ON-SEA, GANJAM.
City	GOPALPUR
State	Orissa
Pin	761002
Website	www.gopalpurcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Bipra Charan Mahankuda	0680-2343578	9938589403	-	bchmahankuda1962@gmail.com
IQAC / CIQA coordinator	Ram Chandra Jena	-	9437323151	-	ramchandrajena773@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1990

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Orissa	Berhampur University	[View Document](#)
Orissa	Khallikote University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	21-04-2004	[View Document](#)
12B of UGC	21-04-2004	[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**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
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	GOPALPUR, GOPALPUR-ON-SEA, GANJAM.	Semi-urban	5	2047

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	BA,Economics	36	Higher secondary	English	96	57
UG	BA,Education	36	Higher Secondary	English	120	109
UG	BA,English	36	Higher Secondary	English	96	55
UG	BA,Irpm	36	Higher Secondary	English	120	95
UG	BA,History	36	Higher Secondary	English	120	82
UG	BA,Odia	36	Higher Secondary	English	96	73
UG	BA,Political Science	36	Higher Secondary	English	120	95
UG	BCom,Commerce	36	Higher Secondary	English	576	152
UG	BSc,Botany	36	Higher Secondary	English	72	53
UG	BSc,Chemistry	36	Higher Secondary	English	144	127
UG	BSc,Mathematics	36	Higher Secondary	English	96	71
UG	BSc,Marine Science	36	Higher Secondary	English	48	37
UG	BSc,Physics	36	Higher Secondary	English	144	118
UG	BSc,Zoology	36	Higher Secondary	English	72	61

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				28
Recruited	0	0	0	0	0	0	0	0	19	2	0	21
Yet to Recruit				0				0				7
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				7
Recruited	0	0	0	0	0	0	0	0	2	5	0	7
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				21
Recruited	12	2	0	14
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	8	3	0	11
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
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**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	12	3	0	15
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	0	0	7	1	0	8

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	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**
	0	1	0	1

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	734	0	0	0	734
	Female	451	0	0	0	451
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	94	72	70	58
	Female	65	43	32	44
	Others	0	0	0	0
ST	Male	11	9	13	14
	Female	6	6	6	5
	Others	0	0	0	0
OBC	Male	120	12	26	125
	Female	61	12	14	61
	Others	0	0	0	0
General	Male	402	559	587	449
	Female	256	316	381	330
	Others	0	0	0	0
Others	Male	0	0	18	15
	Female	0	0	11	7
	Others	0	0	0	0
Total		1015	1029	1158	1108

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	As per the guidelines of CBCS pattern, the Institution has already adopted the multidisciplinary/ interdisciplinary system such as Arts and Commerce students have been availing the opportunity to study

	the Environmental Studies, Quantitative Aptitude and Logical Thinking and Economics respectively in under graduate level since 2015-16. The institution is fully prepared to adopt the NEP.
2. Academic bank of credits (ABC):	In accordance with the guidelines of NEP regarding ABC of students, the institution is committed to make all necessary arrangements in future for maintaining the records of entry and exit of all the students chronologically and digitally. Institution will follow the SOP in connection with ABC issued by the Govt. by time to time. The objective of the institution would be enable the dropout students to get the benefit of exit period from the institution through crediting that period into their account.
3. Skill development:	The institution has already adopted the Skill Development Programmes such as Prawn/ Shrimp Hatching Technology, Essence Oil Distillation Technology, Offset and Screen Printing Technology etc. We are trying our best to expand the area of Skill Development Programmes by motivating more students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	In view of fulfilling the basic requirements of NEP regarding integration of knowledge system, the institution will make effort to the maximum extent of its capacity to integrate regional language of Odisha in each and every discipline. Already, the institution has been imparting teaching in regional language in Humanity subjects. Moreover, the institution will take steps for integrated approach to fulfill the holistic need of the students.
5. Focus on Outcome based education (OBE):	The institution has produced many graduates who have already been placed indifferent public and private sector organizations. The college is emphasizing to open new technical and vocational courses, so that students will enhance their employability to compete in the employment market.
6. Distance education/online education:	Keeping in view of the local needs and the employed students, the institution has decided to open short term online courses very soon. The institution has already conducted the distance education programme on Diploma on Elementary Education under National Institute of Open Schooling (NIOS).

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
364	364	364	364	338

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	13

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1185	1108	1158	1029	1015

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
292	292	292	292	279

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
361	293	285	268	285

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
28	29	31	31	32

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	33	33	33	32

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.6	41.28	53.81	46.3	60.1

4.3

Number of Computers

Response: 40

4.4

Total number of computers in the campus for academic purpose

Response: 36

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Gopalpur College, being a higher educational institution, was a constituent college of Khallikote University during the academic session 2015 -2016 to 2019-2020 and became affiliated to Berhampur University from the academic session 2020-2021. It undertakes all the academic programmes within the framework of the curriculum guidelines laid down by the affiliating University. In view of ensuring effective curriculum delivery, the institution chalks out a plan of academic programmes at the beginning of every academic year on the basis of the curriculum of the University. The present syllabus is based on CBCS system which is effective from the academic session 2015-2016. As per the syllabus, academic plan is designed by the faculty members to impart teaching effectively, efficiently and timely for publication of results. Apart from this, for developing creativity and innovative idea of the students various programmes such as national seminars, departmental seminars, workshops, field study, skill development programmes, quiz and debate competitions are undertaken. Eminent personalities from different fields such as Bankers, Professors, Chartered Accountant, Defence personnels are invited to share their experience and precious specialised knowledge among the students for their betterment. Faculty members are enthused to participate in the Refresher /Orientation courses, Workshops and present papers in the Seminars etc., organised by the Universities as per the guidelines of the Govt. Moreover, non-academic activities like sports, games and cultural programmes are also being conducted. In view of inculcating the value system of the students, various activities in relation to NSS, YRC, Scout & Guides, Self-defence (for girls), social, economic, environment, are being organised by the college. To update the knowledge of the students in accordance with the current digital study atmosphere, requisite arrangements have been made to make the institution ICT enabled through the establishment of smart classes and IT labs. All the academic as well as non-academic activities of the college are well planed and documented for ensuring effective curriculum delivery.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college commences its activities, both academic and administrative, at the beginning of every academic session in confirmity with the guidelines issued by the affiliating University and Directorate of

Higher Education from time to time. It publishes college calendar and issues to the students at the beginning of the academic session in view of providing concrete information on the aspects relating to the time of commencement of classes, procedure of admission & readmission, fees structure, co-curricular activities, faculty position, sanctioned strength of each stream, procedure of conducting college internal examination, university examination, holiday list etc. It is also uploaded in the website of the college for the sake of providing information to the students as well as other aspirants.

After reopening of the college, emphasis is given towards conduct of second year and final year classes in particular and administrative works in general. All the faculty members prepare course progress reports of their respective subjects as per the guidelines of Director of Higher Education and get countersigned by the Principal every year. The total number of working days of the college is determined as per the holiday list issued by the Directorate of Higher Education. Keeping in view the academic calendar the college carries on its academic activities through the conduct of staff council meeting by the principal and assigning thereby the co-curricular activities to the staff for the smooth functioning of the college. Afterwards, the process of admission of students into +3 first year classes begins as per the guidelines of SAMS(Student Academic Management System) and ends within the scheduled time. On completion of the said admission, the classes of new entrants are held on the date notified by the university or Directorate of Higher Education as the case may be.

During the academic session, in due course of time, the college observes the days carrying national and international importance on different occasions to create awareness among the students on the relevance of such observance. It conducts internal examinations (Mid-Term) of the students concerned timely and ensures transparency in the evaluation system in accordance with the norms of the university. Moreover, End-Term examinations are also conducted as per the time table issued by the university. All the information received from the university and Director of Higher Education on academic matters are ventilated among the students immediately for their information. The various extra-curricular activities and programmes on sports and games, cultural, environmental, economic, social etc., are organised in appropriate time for the all-round development of the students in general and identifying the students having extraordinary quality or potency, in particular.

The administrative functions of the college are performed effectively as per the guidelines of the Govt. In case of necessity, meetings on important issues are convened by the Principal to comply with the requirements of the Govt. from time to time.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs

3.Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

4.Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 14

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

Integration of crosscutting issues plays a vital role, especially, in the higher educational institutions to transform the students from normal to responsible human beings. The college has undertaken the following programmes relating to the crosscutting issues during the last several years as per the curriculum:

Professional Ethics: The academic and non-academic activities are performed by the staff with absolute transperancy as per the co-curricular activities assigned by the Principal . The administrative bursar looks after the administrative affairs and the academic bursar handles the academic activities sincerely. The financial activities of the college are performed systemically with automation as per the guidelines of the Government under the close supervision of the accounts bursar and Principal. All admission activities are undertaken through SAMS portal and examination are conducted as per the guidelines of affiliating university. Under the current CBCS syllabus, topics relating to professional ethics are incorporated in the course curriculum of B.Com. Hons. & IRPM Hons. Programmes.

Gender Issues:

In connection with the gender issues, the college has organised a programme on "Gender Sensitization" during the academic session 2014-15 with the objective of making the students understand the par values of male and female students. The college has also taken precautionary measures for providing safety and security to the girls students through organising self defence programmes, exclusively for girls , and establishing different cells like Sexual Harassment Cell , Women Counselling Cell , Grievance Redressal Cell. A topic on feminism is being taught in 1st semester in the BA Hons. Political Science Programme as per CBCS syllabus. Further, a paper named Gender & Human rights is being taught in 2nd semester of BA Hons. in English programme. A paper on Women, Power and Politics is also taught in 4th semester, BA Hons. Political Science Programme.

Human Values:

To inculcate the value system of the students, the college has undertaken certain programmes on human values with the help of NSS units, YRC, Scout and Guide and Self Defence Units of the college. In addition to this, certain health related programs like Blood Donation Camp, Eye Check-up Camps have also been organised by the college in its premises for creating the feeling of nursing among the students. Different festive occasions such as Ganesh Puja, Saraswati Puja etc., are also being organised to create the devotional feeling among the students. A topic on human rights is being taught in the 5th semester under BA Hons. Political Science programme in the prevailing CBCS course. Similarly, in BA Hons in English Programme, a topic relating to Women's Writing is introduced under CBCS syllabus as core paper.

Environment and Sustainability into Curriculum:

In view of creating awareness among the students regarding the limitation of availability of natural resources and efficient use of the same, the college has organised many environment related programs like Vano Mahotsav and Tree plantation. One paper namely Environmental Science (AECC-1)has been introduced in the 1st semester under the ongoing CBCS course to create a basic knowledge regarding environment among the students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.2

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	9	9	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 21.94

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 260

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**

5. Feedback not collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 58.87

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1185	1108	1158	1029	1015

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1920	1920	1920	1920	1664

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 16.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	50	41	51	54

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

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

Response:

In every first quarter of a session, the departments conduct a learner's test for the first year students to identify the slow and advanced learners. In this regard questions are prepared relating to the fundamentals of the subject. A merit list is prepared on the basis of the performance of learners.

Strategies implemented for academic improvement of slow learners:

1. Exclusive attention is paid to keep them in pace with other learners in the class.

2. Extra classes as far as practicable are taken by faculty members for clarifing the basic concepts in each subject.

3. Class tests are conducted at regular intervals to remove examination nervousness.

4. Study material in simplified language with unit wise explanations are provided to them.

5. On demand personal counselling is done by mentors for stress management.

Steps implemented exclusively for advanced learners:

1. Extension lecturers are organised inviting research persons as per learning need of advanced learners.

2. The students are encouraged to go through megazines, newspapers, reference books and journals available in the reading room and library.

3. Ample opportunities are provided for presentation on specific topic by advanced learners in the seminar organised by the departments using ICT method.

4. Group discussions are also organised regularly among students of the departments under the supervision of faculty members.

5. Personal counselling is done for strengthening mentor - mantee relationship.

6. WhatsApp groups are created to keep them informed about the latest developments, exclusive informations related to their subject and for participation in various co-curricular activities.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 42:1

File Description	Document
Any additional information	[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 experiences

Response:

The institution fecilitates series of social, cultural and learner-centric programmes to enhance interactive learning. Seminars, workshops, debates, poster competition, paper reading, essay writing, quiz, mono-action, dance, song competition etc. are organised regularly inside the campus for all-round development of their personality. The college conducts inter College and inter departmental academic activities to develop creativity and competitive spirit. The internet laboratory and smart classrooms facilities keep the students updated with latest informations. The mentors guide them to undertake project works in accordance with the course curriculum.

Strategies for developing creativity:

1. The institution emphasizes social and moral aspects to instill habits of discipline, logical thinking, leadership quality etc.

2. Spiritual education is emphasized by organising yoga, meditation camps, Sarswati and Ganesh puja.

3. The spirit of Nationalism and Internationalism is emphasized by celebrating various days and issues of importance- Independence Day, Republic Day, Environment Day, AIDS awareness Day, Health camps, gender sensitization programmes etc.

4. The college emphasizes on academic achievements by organising seminars, symposia, workshops and conferences by inviting eminent scholars and personalities.

5. Adequate library facility is provided to the students giving them the scope to go through newspapers, e-journals and reference books.

Strategies for enhancing learning experience and problem solving methodologies.

1. PowerPoint presentation to develop the process of teaching - learning.

2. Educational field trips to develop practical knowledge.

3. Departmental and National seminar and workshop on recent topics of importance, inviting eminent scholars and personalities to enhance the learning process in solving the problems that arise due to the new theories and methodologies in each subject.

4. The mentor-mentee relationship, which is emphasized through digital mode, helps in developing experiential learning of both of them. This also becomes a tool in problem solving methodology for the mentors to keep the mentees stress free.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Teachers useICT enabled tools for effective teaching- learning process:

The present era of digitalization has made the teaching-learning process more effective. The institution is committed in its approach to create learner - centric environment by utilising various scientific tools. The smart classroom facility has not only enhanced the quality of teaching but also a new spirit among learners

to be update with their knowledge. The PowerPoint presentation mothod has moved away from the traditional method of chalk and talk. The use of ICT enabled tools have the taken the learner - centric process to a new level. It helps the both teacher and students to store the data at their finger tips and utilise it it as per their need and requirement from time to time.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

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

Response: 36:1

2.3.3.1 **Number of mentors**

Response: 33

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
Mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.12

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 46.54

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	14	14	13	14

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

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

Response: 20.64

2.4.3.1 **Total experience of full-time teachers**

Response: 578

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The mechanism of internal assessment of the institution is transparent and robust. It takes place in the following manner:

- Principal holds a meeting in connection with the internal assessment in consultation with the HODs and of all faculty members.
- Assessment schedule is prepared for students' information at least 15 days before the commencement of the internal assessment.
- Question papers are collected in time from the faculty members.
- Scheme of valuation is prepared by the senior faculty members for valuation of answer scripts.
- Valued answer scripts are analysed and handed over to the students for their better understanding,

- rectification and performence.
- Parent –teacher meeting is conducted to inform their wards performance.
- Slow learners are given importance with extra classes, study metericals, tutorial notes, personal counselling etc.
- Interaction between faculty and students provide opportunity for student's performance.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

An absolute transperancy is maintained timely and efficiently in the system of redressal of grievances relating to internal examination of the students. Soon after receiving the grievances from the students regarding their internal exams, steps are being initiated immediately by the concerned departmental faculties in consultation with the Principal. Effort is made, to the maximum extent possible, by the Institution to satisfy the needs of the students through redressal of their grievances within the resonable time in an efficient manner.

2.6 Student Performance and Learning Outcomes

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

Response:

Awareness about Programme Outcomes(POs) and Course Outcomes(Cos) by the teachers as well as students play a vital role so far as performance of teachers and future of the students is concerned. At the outset, the teachers update their knowledge about the syllabus of their respective subjects before the commencement of every academic session. They collect the syllabus from the website of the affiliating University and from other relevant sources. At the beginning of the every academic session, an orientation meeting of the fresh students is conducted for creating awareness on overall study atmosphere, POs and COs. Hon'ble Principal along with the faculty members convey to the students by explaining in detail about the syllabus, programme outcomes and course outcomes of their respective subjects. The syllabus is made available in the college library and the departments concerned for ready reference of students and teachers .It is also uploaded in the website of the affiliating University and the college for the sake of information of the students. In case of revision/modification in the syllabus, it is immediately brought to the notice of the students through circular by the principal, in the class itself by teacher concerned and also through forwarding the massages in the WhatsApp group of the students. The faculty members pay special attention to make the students aware of their level of potency in accordance with their programmes and

courses.

In connection with the POs of General Higher Education, students of all under graduate general degree programmes at the time graduation will be able:

PO1-CRITICAL THINKING:

To make the thought process innovative to assume on various aspects of programmes and courses, identify the level of potency and take significant intellectual**,** organizational and personal decisions efficiently and effectively under a critical situation.

PO2-EFFECTIVE COMMUNICATION:

To develop their communication skill by speaking, listening, reading and writing effectively. To enable the students to understand and communicate to different parties accurately and fluently at least in one Indian language. To make the students aware of the using electronic technology in the process of communication.

PO3-SOCIAL INTERACTION:

To develop the qualities of loyalty, politeness and co-ordination for eradicating the social impediments and solving the day-to-day problems of various associates through mediating and drawing rational conclusions.

PO4-EFFECTIVE CITIZENSHIP

To transform themselves from normal to an ideal and effective citizen of the nation. To enable the students to be more decisive and dynamic .

PO5- ETHICS:

To inculcate the value system through better understanding of the significance of education, behaviour, discipline and creating friendly and holistic atmosphere.

PO6-ENVIRONMENT AND SUSTAINABILITY:

To understand the limitation of availability of natural resources and efficient use of the same for environmental contexts and sustainable development.

PO7-SELF-DIRECTED AND LIFE- LONG LEARNING:

To acquaint with the present digital era in view of becoming self-reliant and life –long member of the society keeping in view the future challenges.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)

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

Response:

The Programme Outcomes (Pos), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are attained and evaluated by the institution by framing and executing the policies. The level of attainment of all these outcomes is measured and evaluated by the institution as follows:

1. At the beginning of every academic session an orientation programme of fresh students is conducted in the college. The principal and faculty members address the students drawing their attention towards their syllabus, programme outcomes, programme specific outcomes and course outcomes.
2. The students are instructed to collect the syllabus of their subjects from the library or respective departments or websites of the university and college.
3. In each department, the HOD along with other faculty members take exclusive responsibility to convey to their students regarding programme specific outcomes in general and course outcomes in particular.
4. A mentor –mentee list of each department is prepared by assigning 32 students per group to each faculty member. The mentors take the special care for academic growth of their respective mentees. They understand and find the academic problems/difficulties of the mentees and guide them accordingly to achieve their academic goals.
5. Each faculty concentrates on his /her subjects for best performance of the students. They are frequently endeavouring to communicate to the students about their PSOs and COS.
6. Each mentor conducts a learners test during the first quarter of every academic session for identifying the slow learners and advanced learners. By evaluating the performance of the students on the basis of marks secured by them in the learner test, the level of standard of learners (slow & advanced) is determined.
7. Slow learners are given special attention by the mentors by providing tutorial notes, taking extra classes, supplying study materials and conducting class test from time to time for evaluating their standards.
8. Advanced learners are given opportunity to participate in various programmes conducted by the IQAC of the college such as seminars (National, State and Departmental), faculty exchange programme based classes, ICT based classes (smart class), Career opportunity classes, Public speaking and personality development classes etc.
9. Classes have been taken by the faculty members on online mode during covid-19 pandemic. Tutorial notes in pdf format have been sent to the WhatsApp groups of the students for their easy understanding.
10. Practical classes and exams. of science subjects are conducted properly by the science faculties and demonstrators in the laboratory as per the norms of the University.
11. Project works / field works are undertaken in due course of time by the subject faculties in accordance with the guidelines of the syllabus.
12. Mid-term examinations are conducted timely in accordance with the guidelines of the University and performance of the mentees is evaluated by the mentors on the basis of the marks secured by them. The mentees are guided efficiently and effectively for improvement of their standards and accomplishment of academic goals in the end- term exams.

File Description	Document
Upload any additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 84.8

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
317	263	244	225	219

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
361	293	285	268	285

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.63

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	13

File Description	Document
Institutional data in prescribed format	[View Document]()

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 4

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	1	1

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.33

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	5	2

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

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.1

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	2

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

3.3 Extension Activities

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

Response:

No extension activities in connection with the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years has been undertaken.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 52

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	17	7	7	9

File Description	Document
Reports of the event organized	[View Document]()
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 43.78

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
452	788	267	389	495

File Description	Document
Report of the event	[View Document]()
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 8

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job

training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	1	1	1

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of linkage related Document	[View Document]
Any additional information	[View Document]

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 5

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	1	1

File Description	Document
Upload any additional information	[View Document]
Institutional data in prescribed format(Data template)	[View Document]
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document]

16-05-2022 11:21:32

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The Institution has adequate infrastructure and physical facilities for effective and efficient teaching-learning. **T**he college now has 5 acres of land, and an extensive building spreading over 1.4 acres of area with a built-up area of 22033sqft. consisting of thirteen number of classrooms, two of which are smart rooms,one linguistic laboratory of 60 sitting capacity equipped with all modern equipments,; six well-equipped science laboratories with computer facilities, one sufficiently equipped administrative office room, a well-furnished principal's office room, one furnished staff common room, one common room each for boys and girls, one adequately equipped library room with more than 17000 books, one examination section, one SAMS laboratory, one computer laboratory with 10nos. of computers, one IQAC Cell, one Students' Union office, one canteen room, two parking sheds for cycles and two-wheelers, eighteen no. of toilets for teachers and students , one store room and an open pandal. This area, accomodating the college complex, is well protected by the man-made boundaries from two sides and natural boundaries from the other two sides. All the rooms and some strategic points of the college are under CCTV surveillance. The campus area is well lit by the lighting arrangements made at different points along with three solar panel lights. A 5 kilowatt generator is being installed for emergency power supply in addition to installation of inverters at different places. The college has set up its own transformer inside the campus. There's also a playground in possession of the college, albeit it's not fully developed to a desirable standard.

Apart from these existing facilities, some classrooms are currently under construction with the grants received from the RUSA that has already been deposited with the government construction agency, R.W. Division-2, Berhampur, Ganjam.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The college, besides equipping its students with the right kind of academic knowledge, also accentuates on their physical, mental, spiritual and cultural welness. In an attempt to promote the physical and mental well-being of students, the college organize various sporting and cultural events all through the year and encourage them to take part in it. The physical sporting facilities available with the college are one playground, a vollyball court, a badminton court and a gymnasium. The equipments needed for internal and external games are all provided by the college. The indoor games and some other games like vollyball, badminton and athletic events are conducted in the facilities available with the college. But for outdoor games like football and cricket, the college outsource the local NAC Mini-stadium as its own playground

is not adequately developed. This stadium is situated just in a walkable distance from here. And so far as the mental and spiritual development of students are concerned, the institution periodically organize yoga and motivational classes, conducted by experts. The girls students are given self-defense training by master trainers to make them physically strong and mentally capable to face any probable adversities.

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 23.08

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 03

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 43.77

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.423	35.429	36.318	26.163	0.890

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The institution has been facilitating library books to its students since its inceptions. The Library Advisor Committee suggests for purchasing books as required to the students. The committee recommends for increasing the quantum of books as per syllabus for widening the knowledge of the students. To extend its service in technical sphere, the college has promoted its library service with automation work from 2014-2015 .The library automation work is dysfunctional because of the corrupted software and the library is adopting manual system presently. Since, the library is an important academic centre of the Institution, upon which the faculty members as well as the students rely for their intellectual pursuits, the institution is seriously considering to promote it into an updated library .The Principal   has made correspondence with e-granthallaya officials for installation of the latest advanced software and the digitalisation of our library. Presently, e-library facility as well as N LIST extended to our stakeholders.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.29

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.003	0.007	2.54	2.61	1.3

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0.74

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

Response: 9

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In a fast changing world no organization can really survive unless it runs with the time and adopts to changes. Gopalpur college understands this reality perfectly well. Keeping this in mind, the college has been trying its best to adopt to the new environment and replace the traditional way of doing things with the use of modern technology . As a small step towards this direction, the college has so far automatised its accounting system and teaching is also done by some teachers using the available ITC tools . Every year, attemts are being made to make some additions to the existing facilities like computers, smart boards, projectors, audio-visual aids, etc. At present, there are 30 computers, in addition to 10 laptops, which are in use for performing administrative and teaching work. All the science laboratories and the library have been equipped with desktops. Besides, all departments are also provided with one laptop each for teaching and learning purpose. The college has recently extended its Wi-Fi connectivity to more areas for enabling teachers to take their classes and students to give their examinations online. The planning is also afoot to make the entire campus Wi-Fi and reduce the paper work to the maximum possible extent. Besides, the institution is continuously updating its website for sharing its latest information with all the stakeholders.

File Description	Document
Upload any additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 33:1

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 3.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.80	0.12	0.99	0.72	0.09

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

The college follows a systematic approach for proper maintenance and effective utilisation of all its physical facilities under the guidance and supervision of the principal and senior faculty members. The use and maintenance of laboratory equipments is vested in the hands of the demonstrators who work under the direct supervision of the departmental heads, librarian looks after the maintenance of library books under the supervision of the officers in charge of library , and the sports and games facilities and equipments are maintained by the PET and Vice-President of the Sports Council jointly. And, so far as the general maintenance of all other physical facilities of the college like building, classrooms, electrical equipments, electric fittings, computers, televisions, reprographic machines and printers are concerned,a specific committee (General Supervisory and Maintenance Committee) is being appointed and entrusted with the work of their repairs and maintenance. For ensuring proper use of various items,stock registers are maintained at different levels. The financial provisions for repairs and maintenance are made in the annual budget on the basis of past requirements.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 8.57

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
38	78	95	117	132

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document]()
Upload any additional information	[View Document]()
Institutional data in prescribed format	[View Document]()

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.07

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	2

File Description	Document
Upload any additional information	[View Document]()
Institutional data in prescribed format	[View Document]()

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills
    2.Language and communication skills
    3.Life skills (Yoga, physical fitness, health and hygiene)
    4.ICT/computing skills

Response: C. 2 of the above

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

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.05

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
59	70	0	92	0

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

5.1.5 The Institution has a transparent mechanism for timely 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: A. All of the above

File Description	Document
Upload any additional information	[View Document]
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.81

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
03	03	04	09	07

File Description	Document
Self attested list of students placed	[View Document]
Institutional data in prescribed format	[View Document]

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 12.74

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 46

File Description	Document
Upload supporting data for student/alumni	[View Document]
Institutional data in prescribed format	[View Document]

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg:**

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 13

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	6	2	5	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The College has devised techniques to enhance the leadership qualities of the students by appointing students as representatives of various administrative , co-curricular and extracurricular activities The College Union Executive Committee is empowered to promote and facilitate student activities of the campus. College Union Committee facilitates to engage themselves effectively in co-curricular and extracurricular activities of the college for creating value education.

Functioning of College Union :

The Students' College Union election is conducted for selecting student's representatives in the various arena in accordance with the provisions contained in the Rules of Election as recommended by Lyngido Committee to the Government. Students elect their Union President, Vice-President, General Secretary , Assistant Gen-Secretary and Athletic Secretary, along with the Class Representatives through the secret ballot. All students' related activities are carried out under the leadership of the college students Union in consultation with the Election Advisor. The student representatives express their views and raise opinions in a democratic spirit.

Students' Participation & engagement in various administrative, co-curricular and extracurricular activities:

- The General Secretary of the students union conduct all cultural activities like debate competition (Odia & English) , essay competition, quiz competition, Rangoli etc.
- The General Secretary organizes its different functions through different cultural activities to promote and develop the cultural talents of students.
- Students of our college also participate in inter College /University level sports activities to develop a spirit of sportsmanship among students .
- Celebrations of local and national days to develop a spirit of Patriotism among the students.
- At the end of the academic session, the students Union organizes the Annual Function
- A group of learned men are invited on the Annual Function to inspire or motivate our students to build their career and to be a true asset for the society.
- Students union celebrates various festivals such as Ganesha Puja and Saraswati Puja.
- The publication of college magazine annually showcasing the literary talents of the students.
- Student representatives in various bodies of the college are involved in IQAC.
- The college ensures the participation of representatives of Alumni in carrying out the developmental initiatives.

- The Union collects student's grievances through open forums and raise their voices in various committees to get the issues redressed.

General Awareness:

- The NSS unit both male and female wings , are active in organizing various activities such as Blood Donation Awareness, Blood Donation Camps, AIDS awareness campaigns , polythene free campus , tree plantation ,Gender Sensitization, Women Empowerment , Road Safety awareness programs, Vigilance awareness campaigns etc. under the guidance of the University .The NSS unit & YRC also carries out socio-activities to communicate the impact of communicable diseases spreading awareness about human health.
- During the cyclonic storms, our students volunteered their services in Relief Camps and affected areas.
- Even in the different activities of college like Scout and Guide, they render their quality as leaders to improve the institution in non-academic or extra-curricular activities.

However, from 2018 onwards student's union election was not held as per the Government notification.

File Description	Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	11	0	10	7

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

Response:

The institution has an Alumni Association functioning since 2015 with an executive body comprising of some permanent members and the elected office bearers, but it is not registered under the Registration Act . The association holds its Annual General Meeting every year under the chairmanship of the Principal to discuss about the core issues relating to the development of the college, and its executive body members meet at regular intervals to review the progress of the plans and decisions taken in the general body meeting. So far, this association has done a commendable job and each member of the association has contributed physically in every possible way for the development of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The Institution has been endeavouring to reflect its governance in tune with the vision and mission. The institution has been imparting higher education since its inception to the students of this locality. The main objective is to spread higher education and bring a change in their socioeconomic condition of life.

VISION

To be a premier Educational Institution for the socially, economically and educationally backward youth of local community in particular and others in general by providing excellent educational opportunities that are responsive to the needs of the students, and empowering them to meet and exceed the challenges as active participants in shaping the future of the country.

MISSION

- To foster academic and career success of students through quality education, development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment.
- To inculcate high ethical and moral values, discipline, hard-working spirit and positive thinking in students for moulding them into responsible future citizens and good human beings.
- To provide the support system that is necessary for building their career through proper guidance and career counselling.
- To achieve academic excellence through introduction of ICT and popular digital educational tools for advanced teaching and learning.
- Meeting the new dimensions of education by providing skill-based techniques.
- Promoting education through conduct of college, state and national level seminars, symposiums and workshops.
- Promoting the spirit of cooperation and self-help among students through participation in extension activities like NSS, YRC, Self-defence, Scouts and Guides, etc.

Nature of Governance:

The college implements the government guidelines issued from time to time to maintain smooth governance and administration. The admission of students, their scholarship and the end-term examinations are followed as per the government instruction and guidelines issued by the affiliated University. Besides, there is a working management or Governing Body, headed by the Sub-Collector as the President and Principal as the Secretary along with the senior faculty members who frame policies to run the institution.

Perspective Plan:

The college has a target in its academic growth under which all the departments render their services. Thus, the college aims to accomplish its goal, bearing in mind the policies laid down by DHE, Odisha and UGC as a whole. There is a Development Council in college, where teachers vest their autonomy power in taking decision for the assigned developmental work.

Participation of the Teachers in Decision making:

The plans and policies introduced by the Department of Higher Education and the UGC are carried out by the Principal and staff in the institution for quality sustenance in the campus. So, different meetings are held time to time and different committees are framed under chairmanship of the principal. Committees take active role in discharging their obligation. These constituent committees oversee the Infrastructure Development, Academic Growth, Examination, Campus Growth, Discipline, Staff Council, Grievances Redressal etc. In this context teachers are given the autonomy in decision making and implementation for a peaceful, developmental as well as academic growth of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The college observes practice of decentralization in its power, decision making and management. Principal is the head of the institution and administrative acumen. He takes the final decision in consultation with the staff council and officer in-charge of various committees. The various committees execute their action plan to achieve the institutional goal.

The constituent committees are mentioned below:

1. IQAC: it takes a vital role in the management of major bodies of the college for quality enhancement of education.

2. Examination committee: The examination committee takes its decision and executes the programme for smooth running of the mid-term and end-term examinations.

3. Discipline committee: The committee plays an important role in maintaining proper discipline in the

campus as well as in other official matters.

4. Library advisory committee: The committee suggests for purchasing books and journals timely as per the requirement of the students and teachers for completion of the course as per syllabus.

5. Grievance Redressal committee: The committee instantly reports to the principal if any untoward situation occurs.

6. Anti-ragging committee: The committee is vigilant and tries its level best to have bias free and ragging free environment inside the campus.

7. Staff council: The council takes its major role and vest its power in major activities of decision making.

8. NSS advisory committee: The committee actively functions and takes an intermediate role in developing a relation between the students and society for the welfare of the community people.

9. YRC advisory committee: The committee actively takes all the social and students welfare activities in and outside the campus.

10. Red Ribbon Club: This club functions by initiateing Blood Donation Camps & HIV Aids campaigning.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institutional strategic/ Perspective plan is effectively deployed.

Goal cannot be attained if a perfect built up plan is not followed up. So, the institution prepares a perspective plan, keeping in mind to achieve the goal. The Principal frames the constituent committees to strengthen the strategic plan for the academic growth in the Institution in the following manner:

1. Academic: The academic committee suggests to the Principal for its academic growth in its meeting held time to time.

2. Library: Library advisory committee is empowered to submit its requirement as per its need to promote the library.

3. Purchase: Purchase committee decision is taken in to consideration for purchase of required articles as the office or the dept. heads required.

4. Fund (Govt. fund): The Institution utilises the Govt. fund following the Govt. guidelines and submit the utilization certificates.

5. Faculty development: The Institution facilitates faculty development through various programmes like seminars, workshops and faculty exchange programmes.

6. Welfare: The Institution has certain welfare schemes such as GIS, EPF, Leave rule and Students scholarship:

7. Admission: Admission process is undertaken through convenor. It is followed in SAMS(Student Academic Management System) portal which is made in transperant manner.

8. Examination:Examination cell conducts various examination of the college and maintains systamatic records.

9. Conference, seminar, workshop: College development committee keeps its eye for all-round progress of the Institution including the seminars and workshops.

10. IQAC cell: IQAC cell takes all important role in organising the major activities for its academic and non academic progress.

11. NAAC committee: The NAAC committee undertakes all initiations for the successful collection and presentation of records.

12. SAMS: The admission process is undertaken through SAMS portal under the guidance of the admission convenor.

14. Placement cell: It takes initiation by organising career counselling meetings for placement of the students.

15. Grievance cell: Any sort of grievance made by the students is seriously considered and the committee initiates to keep proper discipline in the campus.

16. Women empowerment: Programmes are organised for creating awareness on gender equity and women empowerment.

17. Sexual Harassment cell: Equal opportunities are given to both boys and girls. A sexual harassment cell has been constituted to redress the grievances relating to it timely and efficiently.

The strategic plans of the college are implemented as per the resolutions framed in the various meetings with different heads of departments under the chairmanship of the Principal, as and when required.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The institutional bodies include the Director of Higher Education (Govt. of Odisha), Governing Body, Principal and its constituent committees & councils. The Principal executes the order of the Govt. through its Institutional committees.

The central focus of the institution is teaching and learning. This motto is achieved through the services rendered by the different committees. Principal is the central head and guardian of the institution who looks after and guides all these committees under his adminstration. Government policies are rightly executed with the support of the constituent bodies in the institutional management. The appointment of teaching and non teaching staff in the college is made by the Governing body as per Government rule and its selection procedure. The governing body has been empowered to appoint the contractual staff and guest faculties as per the requirements of the workload in accordance with the Govt. norms. Regarding the promotion of the teaching and non-teaching posts, Govt. has introduced the placement rule in time bound manner.

File Description	Document
Upload any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Certain welfare measures for teaching and non-teaching staff taken by the institution are as follows:

1. The Government of Odisha has introduced the general insurance scheme (GIS) and major staff of our institution are covered under this scheme, and after retirement pensionary benifit facility has been provided by the Government to the employees under GIA fold.

2. Other group of our staff are covered under Employees Provident Fund (EPF) scheme.

3. Other areas of this scheme is leave rule. Lady teachers are allowed to take the maternity leave.

4. Advance scheme is facilitated to the staff members in case of delay in releasing Government salary.

5. The institution acts as the guarantor for loans to its employees if anybody avails loan from any nationalized bank of the locality.

6. Salary of Management staff has been enhanced @20% this year 2021-22.

7. Permission for academic excellence like Orientation course, Refresher course and Workshop is granted to the faculty members. Non-teaching staff are allowed to participate in various skill development trainings.

File Description	Document
Upload any additional information	[View Document](#)

6.3.2 Average 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

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	1

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 2.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	01	01	01

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

Standard performance appraisal is basically put forth by the Department of Higher Education to its employees of the state as a whole, to reach at its goal and mission. This is simply not enough to lead institution to its progressive mode. The institution adopts its own mechanism in its performance appraisal. In this context, the academic council takes an important role in course progression and students attendance. Further, Principal, time to time verifies the progress reports. He needs the committed staff who can wholeheartedly support beyond the call of general duty. Weak students are stressed introducing extra

classes. Besides all such, teachers are allowed for their faculty exchange programme.

Performance of teachers is assessed through the analysis of feedback collected from the stakeholders. On the basis of this, the employer maintains the C.C.R records of the faculty members. So far as the performance appraisal of the non-teaching staff is concerned their sincerity, punctuality and time bound performance come into account.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Principal constitutes a team taking from the faculty members for internal audit. The internal audit team along with the accounts bursar verify various financial records as and when required by the Principal. They exercise their autonomy power and verify the cash book, receipt books, daily collection register etc. There is an external agency approved by the Government that scrutinize the detailed records for the concerned financial year for its accuracy and submit its report to the Department of Higher Education, Govt. of Odisha.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution runs with the funds collected from the students at the time of their admission and readmission. All financial transactions are handled through banks only.

All expenses of the institution through out the year are incurred as per the annual budgetory provision, approved by the Governing body. In addition to it, for meeting major expediture a prior approval from the governing body is obtained. The major financial changes required by the institution are approved by the governing body before its implementation.

The major source of raising funds of the institution is collection of admission and readmission fees from the students. Besides, the institution receives GIA grants towards salary of the staff which is rightly disbursed to its employees in time. The utilization certificate is placed to the department of higher education after disbursement and similarly requirement is also placed to the concerned authority. Further, different grants also received from various bodies like RUSA, UGC and State Government. These grants are utilized for infrastructure works of the college. All financial matters are followed as per the Government procedure. The Principal takes opinion of the concerned committee and resolution is made as per the decision. The financial management of the resources is regulated by the Governing body and executed by the Principal as per the common minimum standard (CMS) guidelines issued by the DHE (O). The internal audit team and account bursar of the college check and verify these matters before coming to the Principal desk.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

IQAC takes a significant role in bringing quality education in our institute. The cell ensures better planning and maintains in internal quality pertaining to academic, curricular, co-curricular, extracurricular activities and quality based development strategies.

- The IQAC encourages the faculty members to pursue research in the subject concern for academic

excellence. It extends its strive to establish/implement a consistent and good academic atmosphere in the campus through organising various students related curricular and extracurricular activities. IQAC emphasises to hold seminars/ workshops , conferracnes and all curricular and co-curricular acitvities for better benefits of the students.

- The IQAC collects the feedbacks from the students and stakeholders to assess the teachers performance.
- The IQAC also suggests for further academic upliftment through smart class rooms and infrastructural development.
- The IQAC takes part in the preparation of the academic calendar.
- The IQAC suggests to organise different non-academic activities like sports and athletics, all extension acitvities including Govt. sponsored programmes.

In this way, the objectives of the IQAC are achieved.

File Description	Document
Upload any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The IQAC has significantly contributed the following activities for institutionalizing the quality assurance strategies.

1. Teaching is imparted through ICT tools.
2. Teachers take their classes through power point presentation. Even students are also allowed to deliver their understanding through this procedure. The installation of Wi-Fi in the college,makes the learning method easier for the students. College also ensures e-library facility for their academic growth.
3. Departmental seminars and workshops are organised by its various departments. Departmental heads invite the resource persons with due permission of the Principal and it helps for updating the knowledge of the students.
4. Traditional method of teaching and learning is avoided. Rather, computer based teaching is preferred by the learners. So, Govt. is also emphasizing for ICT based learing.
5. For the greater interest of the academic development, the IQAC encourages the faculty members to maintain lesson plans for completion of the courses in time. At the end of the examination the students are given feedback form to exercise their opinion regarding the overall perfermance of the institution.

File Description	Document
Upload any additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

Self Study Report of GOPALPUR COLLEGE

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

In connection with the gender issues, the University designs its curriculum for gender equity and sensitisation prescribing through various topics in different disciplines. Students are taught different topics on women related like 'Feminism,' 'Rights and duties, women power and politics, Rani Jhansi Bai, Nandika Keshari, Vindication of rights of women from the prescribed books.

Ours is a co-educational institution.It ensures the gender equity by organising various programmes. Right from the beginning of the academic session, the institution prepares a gender sensitization action plan. It follows with its upcoming time.

(A) GENDER SENSITIZATION ACTION PLAN

SL.NO.	STRATEGIC GOAL	PARTICIPANTS	PROPOSED ACTION PLAN	PR AN
1	Gender sensitization	Boys & Girls students	Creating awareness	
2	Gender based violence	Girl students	Training through self-Defence programme	
3	Empowerment of women	Students and staff	Awareness on women right and gender equity	
4	Sexual Harassment	Students &Staff	Strict discipline and not to use derogatory words against women.	
5	Balance in Male & Female members	Girl Students & Lady Staff members.	Appointment of Lady Staff Members.	

(B) SPECIFIC FASCILITIES FOR WOMEN IN COLLEGE

1.SAFETY AND SECURITY:

Institution has taken following steps for safety and security of Girls

1. Uniform and ID is mandatory at the time of entry in to the college.
2. Installed CC camera to check the untoward situation.
3. Self Defence Training for women to face the situation.
4. Different cells of the institution keep an extra eye.

Page 66/83   16-05-2022 11:21:33

5. Lady attendant is appointed to be vigilant for their discipline in common room.
6. Apron is mandatory for science students.
7. First Aid Box is made ready for instant use.
8. Fire safety measures have been taken in laboratories, Library and office.

1. COUNSELLING

1. Sexual Harassment and women's empowerment Cell
2. Anti Ragging Cell
3. Grievance Redressal Cell

1. Common Room

1. Separate Common room for girls and boys in the campus to avoid any sort of disturbance.
2. Faculty members remain in charge of common room and equal opportunities are given in every sphere for girls and boys as ours is a co-educational institution.

Co-curricular activities for gender sensitization that the institution has undertaken.				
Sl No.	Date	Session	Place and Venue	Topic
1	23.11.2016 to 28.11.2016	2016-17	Gopalpur College	Self Defence Training
2	29.06.2017	2017-18	Gopalpur College	Biju Kanya Ratna Yo
3	08.01.2018 to 19.01.2018	2017-18	Gopalpur College	Self Defence Training
4	16.02.2018 to 17.02.2018	2017-18	Gopalpur College	Self Defence Training
5	28.12.2019 to 01.01.2020	2019-20	Gopalpur College	Sukanya Programme.
6	03.01.2020 to 14.01.2020	2019-20	Gopalpur College	Self Defence Training
7	08.03.2020	2019-20	Gopalpur College	Sukanya Programme

Day Care Centre:

Girls students spare their time in common room after their class. They wait for their parents for returning home. The lady attendant of the common room takes due care during their stay.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant 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

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[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:

- Solid Waste Management

Waste is a part of human activity from time immemorial. Waste management involves a multiphase activity consisting of collection, interim storage, transport, treatment and disposal. In the college campus, number of dust bins and pits with cover are properly placed in various locations. Normally, students dump wastes (both degradable and non-degradable) in these dust bins and pits. Furthermore, our support staffs and volunteers of NSS, YRC and Scouts & Guides help in collection of the wastes from inside the campus. Mostly, the solid wastes are plastic bottles, polythene, papers, packing materials, food remains, litters and other plant wastes etc. After collection, the waste materials are segregated according to their degradable nature. Improper disposal of non-degradable and slowly degradable waste may cause nuisance or hazards to public health. Hence, usually we handover these wastes to NAC, a Government Body for proper

disposal. The biodegradable organic wastes are used for composting, which is an easy and natural biodegradation process that takes organic wastes i.e. remains of plants & garden and turns into nutrient-rich food for plants. Composting often deemed to be one of the best methods of waste disposal as it can turn unsafe organic products into safe compost. The composting process has been carried out in our vermi compositing unit.

- **Liquid Waste Management**

Liquid wastes are not significantly produced in the college. The waste water from toilet are soaked in the concerned pits.

- **E-Waste Management**

E-waste generated from unused electrical and electronic equipment of the institution are collected separately and handed over to Govt, ITI, Berhampur for reuse and recycle.

- **Waste Recycling System**

  ○ Recycling is the process of converting waste products into new products. The old answer scripts, practical records, News papers and other unused papers are usually supplied to the vendors for recycling.

  ○ The college has developed a Vermi Composting unit wherein organic wastes are recycled.

  ○ Building and construction waste materials whenever produced in the campus are used for land filling purpose.

- **Biomedical, Hazardous Chemicals and Radioactive Waste Management**

So far our institution is not a producer of Biomedical, hazardous chemical and radioactive wastes adequate steps have not yet been taken for its management.

Besides, the institution organises awareness campaigns and rallies to reduce, reuse and recycle waste materials produced in the locality.

File Description	Document
Geotagged 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. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: E. None of the above

16-05-2022 11:21:33

7.1.7 The Institution has disabled-friendly, barrier free environment

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**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[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 other diversities (within 500 words).

Response:

The institution being placed in a place of international repute marks sincere and exclusive effects in creating an all inclusive environment for students belonging to different social strata getting admitted into the institution. More than 60% of students come from the backward classes belonging to a number of castes and sub-castes. Majority of the students speak the local language, but the mother tongue of theirs differs. As the institution is situated near the border of Andhra Pradesh, there is influence of Telugu language on majority of people settled in this locality. It is also observed that being a tourist place, people belonging to different regions visit Gopalpur and some of them have settled here. Though they belong to different minority communities likes Muslims and Christians, they are settled here with ease.

In order to foster the spirit of tolerance and harmony, the institution implements the following strategies:

1. The institution offers Telugu as (MIL) subject at Degree level to avoid linguistic barrier.
2. The institution celebrates the Birth day of various National Celebrities and personalities irrespective of caste and community he/she belongs to.
3. The institution celebrates national festivals to maintain communal harmony.
4. Yoga, Meditation, health and blood donation camps are organised at regular intervals to develop a spirit of tolerance and harmony.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The university has designed the syllabus for General Elective subjects in different streams to provide the students with basic knowledge about Indian Polity, Landmarks in Indian History, Gender & Human Rights, Culture of India, Environmental studies etc. To create awareness and knowledge about the rights and duties in regard to constitutional obligations among the students as well as faculty members, the institution conducts various activities or programmes like Netaji Jayanti, Gandhi Jayanti, Mo-Gandhi, National Unity Day, Independence Day, Republic Day. They are celebrated inside the college campus. Besides Constitution Day, Electoral Voting Rights (Sveep Programme), National Voters Day are also celebrated by the institution to reflect our commitment towards the constitution. The various units like NSS, Scouts & Guides and YRC organise programmes from time to time in the campus by inviting resource persons on the eve of World Environment Day, National Youth Day and create an awareness among the students to realize their dedication, sacrifice towards freedom. The various related events on different occasions also intend to sensitize the young mass about a number of social issues.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View Document](#)

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 Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
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. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution being a premier one in the locality sets up the example of celebrating various National and international. Commemorative days, events and festivals throughout the year. Though diversified groups of students get admitted into this institution, exclusive principles and discipline are inculcated among the students to maintain communal harmony.

The institution habitually celebrates many days which are of great social, national, international, economic, cultural, festive and commemorative importance. The reason behind celebration of such days is to develop among the students the general IQ level, a spirit of harmony and inquisitiveness for gaining factual data. These days of celebration create an awareness among them about, various themes, policies, individual's and their contribution towards society. Some of these days of celebration helps in creating cultural unity, maintenance of national heritage, knowledge about health hazards, elimination of racial discrimination, consumer's right, women's empowerment, road safety, fight against sexual exploitation, civil defence, social justice, trafficking awareness, food safety, disaster management and various other related issues with day to day life.

The different units of NSS, Scouts and Guides, self defence of Girls, YRC and the various departments celebrate these days to a create a strong belief and faith among the students.

File Description	Document
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[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:

TITLE OF THE PRACTICE : SKILL ADDITION AND CAPACITY BUILDING THROUGH PARTICIPATION

OBJECTIVES:

This is the most ambitious and high-aimed practice adopted by the college for fulfilling the objectives mentioned underneath.

1. To make students relatively more employable as compared to others.
2. To give students the much needed extra confidence to face the future challenges of life with relative ease.
3. To make them self-reliant without looking for white collared jobs.
4. To keep students engaged in creative works.
5. To give alternative options for earning livelihoods.

CONTEXT:

One normally don't buy a product when a similar one with an additional feature is available. The same is the case with the students. A student with some additional skills is often sold very easily in the job market than a student with only a limited academic qualifications. Therefore, skill addition is extremely important in the present-day context. Keeping this in view, the college has adopted this practice to help the students to build their career with confidence.

PRACTICE :

The following training programs are run by the college for the students to build up their capacity and adding to their skills:

- *Training in Shrimp Hatchery:-*

As there are nearly 50 shrimp hatcheries existing in Ganjam, the home district of the college, and out of which 35 are there at Haripur, a smallsea-based village which is only 3 kilometres away from the college, the college management has signed a Memorandum of Understanding with some of the hatcheries to give free training to our students on the techniques of algal feed culture, process of feeding, culture of larva, packing, marketing and instrumentation by the expertand trained personnel working there. This facility is made available particularly to the students of marine science and zoology department.

- *Training in Kewda Industries:-*

Besides, as kewda flowers are grown aplenty in nearby areas of the college and many processingindustriesare there for extracting its chemical contents, the college authorities have also made a Memorandum of Understanding with one of the industries to train up our students on the technique of collecting and quality checking of flowers, distillation process, preservation of chemicals, and its marketing.

- *Training in Printing Technology:-*

Printing is a growing industry which provides a lot of employment opportunities to unemployed youths. Therefore, the college has also signed a Memorandum of Understanding with the Sai Saileja Printing Press, Berhampur, to give training to our students who are interested to learn about the techniques of offset printing, DTP and computer work, book binding, screen printing and flex printing.

- *Selection and Evaluation Process:*

These are the short-term training programs which are normally conducted during holidays and vacations. Each year a number of small group of interested students are formed and sent to different industries for undertaking training in different fields. After successful completion of their training, the college is informed about it by the trainers.

EVIDENCE OF SUCCESS:

Many of our students have already been engaged in some industrial establishments in jobs in which they were trained up. Some even have established their own independent units and given employment to others.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

No major problems faced for launching these training programs as no financial commitments were made with the training institutions.

TITLE OF THE PRACTICE : A CLEAN AND GREEN CAMPUS

OBJECTIVES :

Presently, the whole world is confronting with a dire problem of environmental degradation, resulting into natural calamities of varied proportions. Besides, the humanity on the earth is also facing some serious problems like energy crisis and water shortage. Therefore, it's absolutely necessary for every single individual and every single organization to help solve these problems in every possible way. As a part of its efforts towards this, the college has initiated a noble practice of creating a cleaner and greener campus with the following objectives to fulfil.

1. To create a lush greenery around the campus
2. To create a pollution free atmosphere inside the campus
3. To save and conserve energy
4. To save water by limiting its wastage
5. To develop a solid waste management system
6. To develop a medicinal and botanical garden in the campus
7. To create a eco-friendly atmosphere

CONTEXT:

Cleaning the environment is the key to existence and survival of life on planet earth. Maintaining a clean environment reduces pollution, preserves our biosphere, protects endangered species and also helps preserve the earth's natural resources. This is more so important in the pandemic time which the world is going through now. Though it is not possible to completely detoxify the environment, still its effects can be reduced with our conscious efforts. It all requires a sense of responsibility by everyone in the society. Our little effort can improve the situation and help change the atmosphere we inhabit. Therefore, the college has initiated its efforts to inculcate the culture of cleanliness and sanitation in the students, teachers and staff alike.

PRACTICE:

To promote a clean, green and eco-friendly atmosphere in the campus, the college has initiated the following steps:

- *Plantation:-*

Plantation drives by the NSS volunteers and students in general have been taken up for creating a soothing

environment in and around the college. A botanical and herbal garden has also been developed in the campus.

- *Energy Conservation:-*

The use of traditional filament lamps and Compact Fluorescent Lamps (CFLs) have been replaced by the energy efficient Light Emitting Diodes (LEDs) in office, classrooms, common rooms and laboratories, and the students, faculty members and staff are sensitised to use electric power rationally. Besides, solar lights have also been installed at strategic places in the campus and there's a plan to install a 10KW On-Grid Solar System in the near future.

- *Cleanliness Drive:-*

NSS programmes are organised to keep the environment clean and green.

Students are sensitised towards this needs through meetings and personal guidance by the faculties. Also, various programmes have been organised by the college for contributing towards government's flagship programme "SWACHH BHARAT ABHIYAN".

- *Waste Management:-*

Separate dustbins have been placed at every important points of the college to collect biodegradable , non-biodegradableand e-wastes. While biodegradable wastes are decomposed and used in producing vermin compost and the non-biodegradable and e-wastes are disposed of through outside agencies. The local NAC is collecting the non-biodegradable objects and the e-wastes are handed over to the Govt. Industrial Training Institute of Berhampur, which produces different attractive models by using them.

- *Restricting the use of Plastic and Polythene:-*

Students are restricted to use plastic and polythene bags inside the college campus and advised not to use the same outside of the campus also. Periodic sensitisation meetings are held by the NSS Units of the college to highlight the harmful effects of using it.

- *Lesser Use of Vehicles:-*

Students are also discouraged not to use motor vehicles unless it's very urgent and unavoidable.

- *Rainwater Harvesting:-*

The college has made provisions for rainwater harvesting in the campus to minimise the waste of this precious natural resource.

EVIDENCE OF SUCCESS:

1. The existence of different types of trees like Teaks, Eucalyptus, Neem, Cashew Nuts, etc. in and around the campus.

2. Existence of the Botanical and Herbal Garden in the college.
3. Indigenously build rainwater harvesting system
4. Vermi composting Unit
5. Physical presence of Dustbins and waste disposal pits, etc.

Though the college has not received any specific recognition for its endeavour, the surroundings bears a testimony to its success. But, our efforts will be on to get due recognition from the authorised agencies in the foreseeable future.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The college faced a cardinal problem with regards to finance due to its limited resources. If it gets adequate assistance from the government side, the college will be able to undertake many more innovative projects to help improving its surroundings.

File Description	Document
Any other relevant information	[View Document](#)
Best practices in the Institutional web site	[View Document](#)

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:

In adherence to its vision of HOLISTIC DEVELOPMENT OF STUDENTS, the college has moved every inch forward with very carefully taken steps to uplift the educational, moral and socio-economic standard of the students belonging to this area which is predominantly inhabited by the fishermen community and other backward classes. All through its long odyssey since its establishment, the college has been making continuous endeavours to equipping its students with the best of academic knowledge along with other qualities that are sine qua non for a student to build his/her career and face the challenges of life with confidence. As a part of its attempts to achieve the objectives, the college has undertaken various programmes, methods and strategies, suitable for its students to learn and grow.

For academic enrichment of students, the entire staff members of the college are working dedicatedly with full commitments. Emphasis is always given on the modern and innovative ways of teaching. Student centric approach is adopted to give due importance to their needs. Apart from classroom teaching, seminars, symposiums and workshops are conducted on regular basis to give exposure to students and teachers, and also to develop their communication skill and public speaking ability. Besides, the college also develops the skill and ability of students through different extension activities conducted by the NSS, YRC and Bharat Scouts & Guides. Specific attention is also given to improve the physical and moral

health of the students through sports activities and yoga. They are made aware of many important matters like legal rights, human rights, right to information, right to education, banking operations, financial services, etc by conducting awareness programmes. Apart from this, students are also encouraged to participate in different social, cultural and sporting events conducted by outside organisations. These academic and non-academic supports provide to students, have really helped them to scale the sublime heights and earn name and fame for the college. Now the college is recognised as one of the premier educational institutions of the southern Odisha.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Functioning of the Institution:

So far as functioning of the institution is concerned, the institution is regulated by a Governing Body (G.B.) comprises Sub-Collector (or any member nominated by the state Government) as president, Principal of the institution as secretary of the G.B. ex-officio and other members as per the norms of the Government. The principal of the institution is empowered to coven the G.B. meeting as and when required in consultation with the President G.B. to discuss on various important issues for the all-round development as well as efficient functioning of the Institution.

Concluding Remarks :

In view of achieving the vision and mission of the college it is rationally summed up, bearing in mind all the aforesaid seven criteria, that the college has endeavoured to fulfill all the requirements and comply with the norms as per the guidelines of the NAAC manual to the maximum extent of its capacity. As the college is basically concerned with the quality education and all-round development of the students pertaining to higher education, all activities have been undertaken timely, efficiently, effectively and relevant documents have been supplied accordingly.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**
	
	   1.3.3.1. **Number of students undertaking project work/field work / internships**
	   Answer before DVV Verification : 944
	   Answer after DVV Verification: 260
	
	   Remark : Input is edited as per document provided in HEI response

2.1.1	**Average Enrolment percentage (Average of last five years)**
	
	   2.1.1.1. **Number of students admitted year-wise during last five years**
	   Answer before DVV Verification:

	2020-21	2019-20	2018-19	2017-18	2016-17
	---	---	---	---	---
	1185	1108	1158	1029	1015

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1185	1108	1158	1029	1015

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1920	1920	1920	1920	1920

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1920	1920	1920	1920	1664

Remark : Input is edited as per HEI response

| 2.6.3 | **Average pass percentage of Students during last five years**

   2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**
   Answer before DVV Verification: |

2020-21	2019-20	2018-19	2017-18	2016-17
317	285	226	225	219

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
317	263	244	225	219

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
361	317	267	268	285

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
361	293	285	268	285

Remark : Input edited as per the HEI response.

3.3.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.3.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	18	7	7	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	17	7	7	9

Remark : Input edited as per the HEI response.

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years**

3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
452	820	267	389	495

	Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
452	788	267	389	495

Remark : Input edited as per the HEI response.

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)*

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**
Answer before DVV Verification : 05
Answer after DVV Verification: 03

Remark : Input edited as per the documents provided in HEI response.

5.3.3 **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	46	0	35	51

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	11	0	10	7

Remark : One day of activity will be considered as 1 unit and also similar kind of activities will be considered as one activity. Eg: any kind of running whether for men or women will be considered as one activity. Input is edited accordingly.

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
01	02	01	02	02

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	01	01	01

Remark : As per SOP, less than 5 days will not be considered and only 1 counted against one teacher in one academic year i.e., from 1st July to 30th June. So, the number is edited accordingly

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: 2020-21 2019-20 2018-19 2017-18 2016-17 14 14 14 14 13 Answer After DVV Verification: 2020-21 2019-20 2018-19 2017-18 2016-17 364 364 364 364 338
2.3	**Number of outgoing / final year students year-wise during last five years** Answer before DVV Verification: 2020-21 2019-20 2018-19 2017-18 2016-17 319 297 297 268 279 Answer After DVV Verification: 2020-21 2019-20 2018-19 2017-18 2016-17 361 293 285 268 285

1.1 Number of courses offered by the Institution across all programs during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	13

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
364	364	364	364	338

2.3 Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
319	297	297	268	279

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
361	293	285	268	285