Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SHRI KRUSHNA CHANDRA GAJAPATI AUTONOMOUS COLLEGE**
Name of the head of the Institution	**DR BHAJAMANA BEHERA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06815223832**
Mobile no.	**8018555105**
Registered Email	**principal@skcgparala.ac.in**
Alternate Email	**jeetendranath.patnaik@gmail.com**
Address	**Paralakhemundi**
City/Town	**Paralakhemundi**
State/UT	**Orissa**
Pincode	**761200**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**01-Apr-2002**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR JEETENDRANATH PATNAIK**
Phone no/Alternate Phone no.	**06815223832**
Mobile no.	**9438352466**
Registered Email	**jeetendranath.patnaik@gmail.com**
Alternate Email	**principal@skcgparala.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://skcgparala.ac.in/?p=report&type=3

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://skcgparala.ac.in/?p=submenupagecontent&pg=20

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.67**	**2004**	**16-Sep-2004**	**15-Sep-2009**
2	**B**	**2.30**	**2015**	**11-May-2015**	**10-May-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Jul-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
A National Symposium on Draft National Education Policy-2019	07-Jan-2020 1	200
The District Legal Services Authority (DLSA), Gajapati, will conduc	26-Sep-2019 1	200
The Career Counseling Cell conducted	15-Feb-2020 1	500
The Career Counseling Cell conducted	21-Jan-2020 1	370
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. The revised proposal for opening of Self Financing Courses in BBA, BSW and PGDJC that was already placed before DHE, and RDE, Government of Odisha for consideration. 2. The new Career Counseling Cell instituted for operation from last academic session started operating and Two Career Counsel sessions were conducted during December 2019 to January 2020, as per the APM(annual Performance milestone) mandate under OHEPEE. 3. The District Legal Services Authority (DLSA), Gajapati, will conduct an "Awareness Camp" on 26th September, 2019(Thursday) at

10.00 AM, in the SMART ROOM for all Students and Staff of SKCG (Auto/Junior) College. Topics to be covered are as follows iv) Legal Services to Victims of Acid Attacks (NALSA2016) v) Indian Penal Code Victim Compensation Scheme, 2017 vi) Value of Girl Child Provision of PC(PreConception) PNDT(PreNatal Diagnostics Techniques) Act, 1994 4. The special Inspection Team appointed by DHE, Govt of Odisha visited the College on 11th Nov 2019 for review of the status of RUSA 1.0 grant utilization, physical verification etc, and to recommend for release of the remaining amount of the grant. 5. National Symposium on "Draft National Education Policy2019, was held on 7th Jan,2020, Prof R.K. Pati, Prof DrPrajnaPani, Dr P. K. Chaudhury, JNU were the Resource persons who enlightened the audience on different dimensions of the policy. 6. YRC Annual Dist Committee Meet was held on 11th Jan, G Meet, in presence of Dr PK Sadangi, Dist Coordinator, Gajapati, Dr Ajay K Tripathy, YRCO, Odisha, Prof G.K. Mishra, State Coordinator, IRCS, Odisha 7. A) First Meeting: 21.01.2020, with following Resource Persons: i) Prof Suresh Pattnaik, Assoc Prof., Dept of MBA, NIST, Berhampur, talked on "Employability and Management Skills"' iv) Prof DrGirish Prasad Rath, Asst Prof., Dept of English, Centurion University, Paralakhemundi on "English Communication Skills" v) Prof K. Laxminarayana. Assoc Prof., Dept of Computer Science Engineering, NIST, Berhampur on "ITenabled Career Options" C) Second Meeting: 15.02.2020 with following Resource Persons: i) Sri Kishore Chandra Pradhan, Lead District Manager, Gajapati, Paralakhemundi on "Financial Resources for Self Employment" iv) Sri Manoj Kumar Mahapatra, Idustrial Supervisor, DIC, Gajapati,Paralakhemundi on "Entrepreneurship Development Programmes for Graduate Students" v) Sri Santosh Kumar Maharana (Alumni), CCD(Centre for Community Development), Gajapati, Paralakhemundi on "NGO As a Career Option". 8. Most Faculties of all departments delivered presentations, presented research papers in regional, national seminars and conferences

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
The Career Counseling Cell	The new Career Counseling Cell instituted for operation from last academic session started operating and Two Career Counsel sessions were conducted during December 2019 to January 2020, as per the APM(annual Performance milestone) mandate under OHEPEE.
The revised proposal for opening of Self Financing Courses	The revised proposal for opening of Self Financing Courses in BBA, BSW and PGDJC that was already placed before DHE, and RDE, Government of Odisha for consideration.
The faculties enhanced participation in research and publications	Faculties of all departments delivered presentations, presented research papers in regional, national seminars and conferences
Career Counselling Events for Students	A) First Meeting: 21.01.2020, with following Resource Persons: i) Prof Suresh Pattnaik, Assoc Prof., Dept of

	MBA, NIST, Berhampur, talked on "Employability and Management Skills"' vi) Prof DrGirish Prasad Rath, Asst Prof., Dept of English, Centurion University, Paralakhemundi on "English Communication Skills" vii) Prof K. Laxminarayana. Assoc Prof., Dept of Computer Science Engineering, NIST, Berhampur on "IT-enabled Career Options" D) Second Meeting: 15.02.2020 with following Resource Persons: i) Sri Kishore Chandra Pradhan, Lead District Manager, Gajapati, Paralakhemundi on "Financial Resources for Self Employment" vi) Sri Manoj Kumar Mahapatra, Idustrial Supervisor, DIC, Gajapati,Paralakhemundi on "Entrepreneurship Development Programmes for Graduate Students" vii) Sri Santosh Kumar Maharana (Alumni), CCD(Centre for Community Development), Gajapati, Paralakhemundi on "NGO- As a Career Option".
YRC Annual Dist Committee Meet	YRC Annual Dist Committee Meet was held on 11th Jan, G Meet, in presence of Dr PK Sadangi, Dist Coordinator, Gajapati, Dr Ajay K Tripathy, YRCO, Odisha, Prof G.K. Mishra, State Coordinator, IRCS, Odisha
National Symposium on "Draft National Education Policy-2019	National Symposium on "Draft National Education Policy-2019, was held on 7th Jan,2020, Prof R.K. Pati, Prof DrPrajnaPani, Dr P. K. Chaudhury, JNU were the Resource persons who enlightened the audience on different dimensions of the policy.
The special Inspection Team appointed by DHE, Govt of Odisha visit	The special Inspection Team appointed by DHE, Govt of Odisha visited the College on 11th Nov 2019 for review of the status of RUSA 1.0 grant utilization, physical verification etc, and to recommend for release of the remaining amount of the grant.
The District Legal Services Authority (DLSA), Gajapati, will conduct an "Awareness Camp"	The District Legal Services Authority (DLSA), Gajapati, will conduct an "Awareness Camp" on 26th September, 2019(Thursday) at 10.00 AM, in the SMART ROOM for all Students and Staff of SKCG (Auto/Junior) College. Topics to be covered are as follows; vii) Legal Services to Victims of Acid Attacks (NALSA-2016) viii) Indian Penal Code & Victim Compensation Scheme, 2017 ix) Value of Girl Child & Provision of PC(Pre-Conception) & PNDT(Pre-Natal Diagnostics Techniques) Act, 1994

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
EXECUTIVE COMMITTEE	07-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2022

Date of Submission	02-Feb-2022

17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	B.A	HONOURS	30/07/2019
BSc	BSC	HONOURS	30/07/2019
BCom	BCOM	HONOURS	30/07/2019
MA	MA	ARTS	03/08/2019
MSc	MSC	SCIENCE	03/08/2019
MCom	MCOM	COMMERCE	03/09/2019

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ELECTIVE SEC	25/06/2019
BCom	ELECTIVE SEC	25/06/2019
BSc	ELECTIVE SEC	25/06/2019

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	B.A.	236
BSc	B.SC	260
BCom	B.COM	79
MA	M.A.	25
MCom	M.COM	15
MSc	M.SC.	48
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback received from the alumni, parents, employers and the students throw light on the following points 1. The alumni, parents and employers expressed their satisfaction in general, over the curricular quality and progress during this academic session. 2. The students however expected further help in terms of subject specific crash courses, doubt clear classes and introduction of new and job oriented professional courses. 3. All the stakeholders are of the opinion that more hours be devoted for students to prepare them for all India competitive examinations as far feasible during the college hours.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	M.COM	16	36	15
MSc	M.SC	48	388	47
MA	M.A.	32	100	28
BCom	B.COM	128	170	74
BSc	B.SC.	272	800	252
BA	B.A.	256	447	238
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	564	90	16	Nill	16

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	13	6	6	2	Nill
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The curricular structure adopted by this college has always had the Proctorial systems. However, for last several years the Proctor has been taken over by the Mentor and students that of Mentee. About 30 to 40 students[Mentees] are assigned to a Teacher(Mentor) who facilitates, guides the mentees in separate classes, in not only on academic issues as remedial classes but also equally on soft skills, cope-up issues and inter-personal relations issues. The mentor maintains a register containing Contact details like Phone numbers, email addresses, Hostel and/or residence details if any, Parents and/or local guardian address etc for personal contact and interaction as and when necessary. The girl mentees are allotted to female mentors as far possible. a) Each mentor assigned as per the time-table the classes of a group of mentees preferably of the same or related subjects. The mentees having doubts in the subject classes can clarify with subject teacher more elaborately taking advantage of a one to one contact. b) The classes offer an opportunity for the mentees to discuss any personal issues if the mentee so wishes including financial.The Mentor is generally expected to extend all sorts of possible help, individually or with help of the college establishment. c) The primary focus though is to clear subject related doubts, providing/facilitating text books, notes and help/guide books if necessary the mentees can also discuss openly regarding their examination preparedness, preparation methods and how to come up with high scoring note preparations. d) The small, mentee group can have better interaction among themselves, sort out their differences and the socio-economic issues more openly, unhesitatingly,if anyand can take help of

the mentor being a trustworthy facilitator. e) This system also gives a platform to discuss personal goals, aims, preferences in academics as well as in other Co/extra-curricular fields such fine Arts, Dance, Music, Theatre, Social services, Association with NGOs, Activism, Creative Writingor Reading and many more. f) The mentors are asked to submit their monthly reports on their respective group/s of mentees to the academic bursar for documentation and follow up action if so desired, after due deliberation in Staff Council, Academic Council, Board of studies or even Executive Committee meetings and the feedback is taken into account. g) The unwritten code of this Mentor-Mentee system however is to keep the personal issues of mentees as confidential as possible thereby wining the confidence and trust of the mentees, which is of overriding importance. Thus the Mentor-Mentee system has been a very effective platform for enriching the Student experiences while at same time serving as great facilitator in shaping the overall personality of a student on passing out of this college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
654	16	1:41

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	16	55	Nill	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A.	2019-20	31/03/2019	03/03/2021
BCom	B.COM	2019-20	31/03/2019	03/03/2021
BSc	B.SC	2019-20	31/03/2019	03/03/2021
MA	M.A	2019-20	31/03/2019	03/03/2021
MCom	M.COM	2019-20	31/03/2019	03/03/2021
MSc	M.SC	2019-20	31/03/2019	03/03/2021
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
2	632	0.32

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.skcgparala.ac.in/upload/files/Programme_Course_Outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A.	BA	HONOURS	228	204	89
BCOM	BCom	HONOURS	70	61	87
BSC	BSc	HONOURS	249	232	93
MA	MA	ARTS	24	19	79
M.SC.	MSc	SCIENCE	42	36	86
M.COM	MCom	COMMERCE	13	11	85

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://skcgparala.ac.in/upload/files/Stakeholders%20Satisfaction%20Survey-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

3

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	GEOGRAPHY	1	Nill
National	SANSKRIT	4	Nill
National	ECONOMICS	1	Nill
International	BOTANY	5	19.07
International	GEOGRAPHY	1	0.28
International	PHYSICS	1	2.4
[View File](#)			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
SANSKRIT	2
ENGLISH	2
GEOGRAPHY	2
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Association between area-level- Socio economic Status and Hypertension in EAG States of India	BailochanBehera	Int J of Agri Stat	2019	0.28	SKCG Autonomous College, P ARALAKHEMU NDI	Nill
Magnetob Dielectric Coupling in Bi2Fe4O9	Alaka Panda	Physica B: Cond. Mater	2019	2.41	SKCG Autonomous College, P ARALAKHEMU NDI	Nill
A combined approach using ISSR and Volatile compound analysis for assessment of Genetic and Phytoc hemical diversity in Zingibe rzerumbet(L.) from Eastern India	J N Patnaik	Journal of Essential Oil Bearing Plants,	2019	1.59	SKCG Autonomous College, P ARALAKHEMU NDI	7
De Novo transcript ome sequencing explored cultivar specific sequence variation and differ ential expression of pigment synthesis genes in	J N Patnaik	Industrial Crops Products	2019	7.8	SKCG Autonomous College, P ARALAKHEMU NDI	19

turmeric (Curcuma longa L.).						
Hedychiu mcoronariu m extract arrest cell cycle progressio n, induces apoptosis and impairs migration and invasion in HeLa cervical cancer cells	J N Patnaik	)Cancer Management and Research	2019	3.3	SKCG Autonomous College, P ARALAKHEMU NDI	17
Population genetic structure and diversity analysis in Hedychi umcoronari umpopulati on using m orphologic al, phytoc hemical and molecular markers.	J N Patnaik	Industrial Crops and products	2019	7.8	SKCG Autonomous College, P ARALAKHEMU NDI	19
Chemical compositio n and anti oxidant activity of essential oil of Hed ichiumgree niiandHedy chiumgraci lefrom India.	J N Patnaik	Natural Product Research	2019	3.7	SKCG Autonomous College, P ARALAKHEMU NDI	56
			View File			

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in

					citation	the publication
Association between area-level-Socio economic Status and Hypertension in EAG States of India	BailochanBehera	Int J of Agri Stat	2019	6	Nill	SKCG Autonomous College, PARALAKHEMUNDI
Magnetob Dielectric Coupling in Bi2Fe4O9	Alaka Panda	Physica B: Cond. Mater	2019	113	Nill	SKCG Autonomous College, PARALAKHEMUNDI
A combined approach using ISSR and Volatile compound analysis for assessment of Genetic and Phytochemical diversity in Zingiberzerumbet(L.) from Eastern India	J N Patnaik	Journal of Essential Oil Bearing Plants,	2019	26	7	SKCG Autonomous College, PARALAKHEMUNDI
De Novo transcriptome sequencing explored cultivar specific sequence variation and differential expression of pigment synthesis genes in turmeric (Curcuma longa L.).	J N Patnaik	Industrial Crops Products	2019	129	19	SKCG Autonomous College, PARALAKHEMUNDI
Hedychiu mcoronariu	J N Patnaik	)Cancer Management	2019	40	17	SKCG Autonomous

m extract arrest cell cycle progression, induces apoptosis and impairs migration and invasion in HeLa cervical cancer cells		and Research				College, P ARALAKHEMU NDI
Population genetic structure and diversity analysis in Hedychiumcoronariumpopulation using morphological, phytochemical and molecular markers.	J N Patnaik	Industrial Crops and products	2019	129	19	SKCG Autonomous College, P ARALAKHEMU NDI
Chemical composition and anti oxidant activity of essential oil of Hed ichiumgree niiandHedy chiumgraci lefrom India.	J N Patnaik	Natural Product Research	2019	51	56	SKCG Autonomous College, P ARALAKHEMU NDI
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	48	18	12
Presented papers	3	17	7	6
Resource persons	Nill	5	5	3

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Voters Day Awareness programme on New Voters	NSS NCC	6	310
Plantation programme in Playground fences and Hostels	NSS, NCC, Teaching Departments	7	210
Special one-week Puja Camp by NSS	NSS units	3	326
Kargil Vijay Divas	NCC, YRC wings	4	140
Campus Cleaning on Swatch Bharat Mission	NCC, NSS, YRC	3	290
AIDS Awareness on World AIDS Day	YRC, NSS NCC	3	200

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
National Voters Day Awareness programme on New Voters	NSS NCC	An educative and interactive session on New Student Voters	6	310
Plantation programme in Playground fences and Hostels	NSS, NCC, Teaching Departmentst	Observation of Vana Mahotsava through Planting fast-growing, shade plant saplings	7	210
Special one-week Puja Camp by NSS	NSS units	National duty, Social integration, Anti-tobacco and blood donation awareness education	3	326
NCC Cadets Felicitation on NCC Day	NCC, YRC wings	Felicitation of NCC Cadets including girls Cadets awareness-education-promotion on inter-community Sadbhavana National integration and Campus discipline	4	140
Campus Cleaning on Swatch Bharat Mission	NCC, NSS, YRC	Significance of Cleanliness and awareness on maintaining an eco-friendly campus and hostel environment	3	290
AIDS Awareness on World AIDS Day	YRC, NSS NCC	Awareness education on origin, Nature and prevention of AIDS	3	200
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

Biotechnology Work shop	Biology honours final yr and PG Life Science Students	Self CBT-SOA University, Bhubaneswar	2
Field study/survey of Zoology Dept	Honours Students & staff	Zoology Seminar	1
Botanical Field excursion to Biodiversity rich stations	Botany Hons and PG Life Science Students, Staff	Botany seminar self	1
Geography on-field Geo-economic Survey Survey	Geography Hons Students & Staff	Geography Seminar Self	1
Laboratory/Workshop visit to CUTM	Chemistry Hons & PG Students & staff	Chemistry Seminar	1

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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic Research	Interactive Hand-on training Study	Centre of Biotechnology, SSP, SOA University, Bhubaneswar	28/02/2020	29/02/2020	9
Stakeholders Interactive meeting of	Legal Rights awareness	DLSA (District Legal Services Authority)	26/09/2019	26/09/2019	368
Career Orientation 1	Professional Career Orientation-Employability in Management ITES	NIST-Berhampur	21/01/2020	21/01/2020	280
Career Orientation 1I	English Communication Skill	CUTM	21/01/2020	21/01/2020	340
Entrepreneurship as Livelihood	Entrepreneurship Development Programme for Graduate Students	DIC-Parala khemundi	15/02/2020	15/02/2020	220

| Career Counselling | NGO-As a Career Destination | CCD-Parala khemundi | 15/02/2020 | 15/02/2020 | 300 |
| Public Awareness | Awareness on Financing Resources Self Employment | State Bank of India, Pa ralakhemundi | 15/02/2020 | 15/02/2020 | 360 |

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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
ILMS SOFTWARE	Partially	1	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	60400	920000	Nill	Nill	60400	920000
Reference Books	1000	Nill	Nill	Nill	1000	Nill
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	200	6000	Nill	Nill	200	6000
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	1	100000	Nill	Nill	1	100000

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	53	2	6	1	1	3	10	2	0
Added	1	0	0	0	0	0	0	0	0
Total	54	2	6	1	1	3	10	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
11	11	33	33

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

i- For Practical classes laboratories are available. All necessary equipment/apparatus/fittings are procured and fixed/used as per standard laboratory designs for respective subjects. Government of Odisha has laboratory grants earmarked for Purchase of new equipment/apparatus almost on annual basis which is utilized to add facilities on incremental basis. The repair/renovation, electric, gas, water and drainage facilities are also done on necessity/requirement basis by the local PWD department or sometimes utilizing the college development fund depending on exigency. ii- Laboratory assistants and Demonstrators(wherever available) usually take care of the daily maintenance and upkeep. A classwise/Semester wise register is maintained for recording daily lab activities with signature of the Class teacher and assistant. The department store maintains stock register with details of issue of items/apparatus/Chemicals etc. Malfunction/breakage/defects are also recorded. iii- The College has a huge library with around 80 thousand books, mostly textbooks along with references, journals, periodicals etc maintained manually on fortnightly basis by the Library staff. There is a system of book issue/return for students on a streamwise/Subjectwise/Classwise basis. Every bonafide student is issued a College Library card with authentic facsimile of the Principal along with the Students' ID cards which he or she has to submit at the time of leaving the College after obtaining NO-Dues clearance from the library office. There is a sprawling Students Library Reading room adjacent to the main library where books are displayed subject-wise for reading in the room itself. The main library remains open from morning 10am to evening 5pm, however the reading room remains open from 9am till 6-30pm. The library has washroom, drinking water, Xerox, First aid and Cloak room facilities. Fire-extinguishers and emergency exit provisions are also there. The library is utilized almost 100 of the time and by a large number of students on a regular basis. iv- There is a gym, a sports goods/items store room usually in charge of the PET. A large general open playground, a medium size ground, a Basket ball RCC ground and a Badminton facility within the College boundary. There is College Athletic association the members elected every year on Students' Union elections and functions following the laid down rules/guidelines of the college in the College calendar. Students utilize the Gym/Grounds/Items/facilities on a regular basis. An annual contingency money is utilized for maintenance. The classrooms along with bench-tables-black boards are also fitted with fans, electric light and drinking water-wash room facilities in each corridor for the use of students.

https://skcgparala.ac.in/upload/files/Procedures_and_Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	PMS, E-MEDHA, BYASAKAVI BHASABRUTI	310	600
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NALSA-Legal Services to victims of Acid Attack	26/09/2019	280	IQAC, SKCG Auto College, DLSA, Gajapati
Educating on the NEW Education Policy	07/01/2020	360	IQAC, SKCG Auto College, CUTM, Paralakhemundi, Staff from JNU
Motivational Talk	18/09/2019	180	Odisha Adarsh Vidyalaya, Dept of Geography
Girls' Self-defence programme	10/12/2019	280	GCR, Girls' hostel Superintendents, Women's College, Paralakhemundi
Personal Counselling	18/09/2019	500	All Hons Depts of College
Yoga Classes	12/08/2019	370	GCR, BCR,PET, NCC

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	Career Counselling on Soft Skills for Graduates	360	360	30	24

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated		visited	participated	
2	240	4	5	68	4

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	B.A.	Geography	Utkal University	M.A.
2020	3	BA	GEOGRAPHY	Nagarjuna University	B.ED
2020	1	BA	Geography	Government B Ed colleges	B.ED
2020	3	B.A	ECONOMICS	Berhampur University	M.A
2020	2	B.A.	ECONOMICS	Nagarjuna University	B.ED
2020	5	B.SC.	BOTANY	SKCG Auto College	M.SC.
2020	3	B.SC.	ZOOLOGY	SKCG Auto College	M.SC
2020	6	B.SC.	CHEMISTRY	Nagarjuna University	B.ED
2020	3	B.SC.	CHEMISTRY	SKCG Auto College	M.SC.
2020	4	B.SC.	PHYSICS	Berhampur University	M.SC

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ANNUAL ATHLETIC MEET	COLLEGE LEVEL	355
BASKET BALL TOURNAMENT	DISTRICT LEVEL	100
CRICKET TOURNAMENT	DISTRICT LEVEL	250

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

1. Student members are nominated in to College Statutory bodies like the Academic Council and other non-statutory committees like the IQAC, Discipline Committee, Anti-ragging Cell, Sexual Harassment Cell, Equal Opportunity Cell etc. where their points of view figure prominently in decision making and/or any rules/policies framed thereon. 2. The Students' Union and sister associations like Science Society, Social Service Guild, Day Scholars Association, Commerce association, Athletic Club, Drama Music Society/ Cultural Forum etc are elected through elections or nomination if necessary who are entrusted on oath the entire responsibilities of conducting annual students events both academic, athletic or cultural involving all students across stream and class. 3. Class representatives elected/nominated from each class/stream/year are given responsibilities of representing the issues of his/her class and put forth before the authorities as when required and in charge of overseeing the academic ambience of the class. 4. Student bodies are encouraged to actively take part in inter-College, Inter University, inter State, National Sporting, Cultural events representing the college and felicitated/recognized on their success and accomplishments. 5. Help desks, Suggestion Boxes, Grievance Cells serve as platform for students to reflect their issues. Otherwise Student representatives are encouraged to submit their written memorandum to the concern teacher bodies, Administrative Bursar, Academic Bursar or the College authority which is usually resolved within hours.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

An Old Students' Association with around 200 alumni of this institution is a registered society since nineteen eighties. This alumni association runs by the bylaws framed by rules/guidelines laid down by Government with amendments over the resolutions of the office bearers of the association and deliberations discussions among the alumni members as and when required. The Principals act as the president, senior alumni are elected as the Secretary, Joint Secretary, Treasurer etc. The general body meeting is held with prior notice all members at least once a year preferably in the college. The agenda for the meeting set as earlier meeting resolutions and/or as desired by the members or any exigencies. The annual General Body meeting was held in a grand way during May, 2016 where around 170 alumni from all across the State and Country turned up. Keeping in view the motto of alumni associations, the members under the presiding of the Principal of the college discuss over the different developmental, academic ambience related issues and come up with constructive suggestions/solutions and submit to the college authority for undertaking possible/feasible measures in this regard. The association maintains a register for recording its annual activities, minutes, action taken report, future plan of action and other related matters with due signature of the office bearers. The Alumni members contribute financially as monthly subscription of a minimum amount and/or occasional donations/contribution by ex-students. The association operates financially on its own with a separate bank joint account in the name of the President and Secretary and the DCR and other necessary accounts are

maintained by the treasurer ensuring timely audit as per law. The alumni gets its fair representation in the different College statutory bodies like the Executive Committee(GB), Academic Council, IQAC etc and their views and suggestions figure in the minutes/proceeding records of such meetings. The Alumni Feedback is an important component in the feedback collection and analysis in the assessment and accreditation processes. The UGC, NAAC, DHI-Odisha and other such bodies invariably conduct formal meeting with alumni members to get their feedback/suggestions/issues if any for the overall development of the Institution keeping the Students welfare as most overriding concern.

5.4.2 – No. of registered Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The organization structure is such that, the academic, administrative as well as even the financial powers in regard to decision and/or choice of commodity purchase is percolated down from top to the bottom but the most important stakeholder, i.e. the students. The Principal as the head of the institution is supported by the Administrative, Academic and Accounts Bursars, Controller of Examinationsand all Heads of the subject departments. Though comes directly under the authority of Government of Odisha, Higher Education Department, the day to day governance however is entrusted with different Statutory and Non-Statutory bodies like the Executive Committee (Governing Body), The Academic Council, The Boards of Studies, Finance Development Committee, Purchase Committee. These Committees are represented under the Chairmanship of the Principal by teaching, non-teaching support staff, Student members, District administration, Engineering department and local medical fraternity, Parent/Guardian, Civil Society members, Alumni and Industry/Business represents thus including all stakeholders. 2.For the bottom-up approach in ensuring the students' say in the field of decision making and execution, the college has detailed mechanism at place whereby annual general Students' Elections are held following Dept of Higher Education and Justice Lingdow Commission recommendations for electing Students' Union Office bearers like, The President, Vice President, General Secretary, Joint Secretary and representation to other sister associations like the Commerce Association, Day Scholars Association, Drama, Music and Cultural forum, Athletic Club etc. These student bodies upon election by bonafide student voters are administered oath of allegiance to the rules and regulations of the College. A group of teachers are appointed by the Principal to act as Vice presidents of these elected bodies for guidance as and when required. The student bodies are given full freedom in conducting their budget meeting. Preparing annual reports and the conduct of the annual competitions and functions of their respective student bodies.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The annual admissions in to all UG classes is done On-line, through the State run SAMS (Students' Academic Management System) where the portal managed by OCAC (Odisha Computer Application Centre), Bhubaneswar, following a stipulated Date-line, on its annual advertisements displays the Subjects, Strengths, Eligibility criterion, Reservation information, cut-off marks of the College etc. Students across the State and outside also apply online through the CAF(Common Application Form) that contain all bio, contact and academic details of the applicant, The merit list prepared and displayed on the SAMS state portal as well as the College Webpage and SAMS portal. The selection and admission information is sent to the registered mobile phone number of the applicants as well thus making the whole process timely, transparent and convenient.
Industry Interaction / Collaboration	The education policies have been putting more emphasis on initiating/establishing/enhancing Industry –Academia interfaces to function as platforms for enhancing the students' exposure to a more professional fields, adding to their job-readiness, ensuring the employability and even job placement. In this connection the IQAC, supported by the Career Counseling Cell organizes field studies, outreach programmes with smaller groups of students, Consultation-Cum-Awareness Programme on Add-On Professional Courses" workshops to nearby Poly-technique/ Mechanical engineering departments /institutes of the CUTM(Centurion University of Technology Management), GIET(Gandhi Institute of Engineering Technology). Placement Drive Programmesare usually conducted by Vedanta Industries Ltd (Lanjigarh) and J.K. Paper Mills Pvt Ltd, Rayagada, MITS group and WIPRO. The District Industry Centre (DIC) officials also conduct training-workshops on small/medium scale industry/entrepreneurship for increasing employability potential of the Graduate students.

Human Resource Management	Its mandatory for all teaching faculties to complete one orientation and three to four RefresherCourses conducted by UGC recogonised Academic Staff Colleges operating under Reputed Universities within and outside State. Faculties are encouraged to write and submit research projects for funding to State and National funding agencies. This enables them pursing research and updating the latest and frontline areas of their subjects. Three of the faculties completed Refresher Courses this session, in Life Sciences, Environmental Sciences and Linguistics at Utkal University, Bhubaneswar. In-house administrative/Accounts training/workshop is held for training of the support staff. Regular departmental seminar/workshops/field studies are conducted for students with external subject experts/resource persons.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a big library with above eighty thousand books that include text books, reference books, journals, periodicals, magazines etc. bonafidestudents are provided institutional library cards on which fortnightly books are issued as the need/availability of the books. Students also use the Library reading room where necessary facilities are provisioned. There are around 20 computers in different sections of the college. Faculties also use their personal laptops as and when needed for presentations through LCD projectors etc. All Science departments and some humanity departments do have their own LCD projectors and related accessories. The practical subjects have sufficiently furnished laboratories with prescribed apparatus/instruments/chemicals etc.
Research and Development	The College has a Research Cell with the Principal as the Chairman and four senior faculty having research experience evidenced by publications as members. The faculty are encouraged to pursue research in their convenient hours and contribute to the research ambience of the institution which goes a long way in enriching the overall teaching-learning process. The faculty had sanctioned UGC-Minor Research Projects to carryout research during

	2016-17. Some faculty has received grant from national funding agencies like ICHR. Faculties supervised for Ph D for scholars and successfully submitted thesis under Berhampur University. Faculties from several departments presented papers in national/international seminars/conferences and also published articles/papers in peer reviewed journal and/or proceedings of repute during the academic sessions.
Examination and Evaluation	The Controller of Examinations with his team publishes the tentative exam schedule Semester-wise examination for both Mid-Sem and end-Semester in the beginning of the academic year during July, 2016. Following the Government prescribed academic calendar, exams are conducted with utmost transparency and diligence to make it fair and hassle free while maintaining the required confidentiality. The evaluation process also follows the set guidelines for Autonomous Colleges with a fair mix of in-house and external examiners earlier approved by the Academic Council and Board of Studies. On approval of the special examination committees and all HoDs the results are published error-free well within the time line. Grievances if any, with regard to re-addition only is entertained. The Students Statement of Marks reflects both SGPA/CGPA as well as marks secured in each paper of the respective Semesters.
Teaching and Learning	The HoDs assign subject-wise/Paper wise classes/periods of 45 minutes each to the teachers following weekly work load guidelines mandated by UGC and prescribed by the Higher Education Department, Govt of Odisha. The teachers are to maintain Daily lesson plans and Progress registers mentioning the daily Topics covered vis a vis prescribed in syllabus with their signature and date which is maintained in the department under the direct supervision of the HoD and checked/verified by the Principal supported by the Academic Bursar on routine visits to the departments. The teaching we follow is a fair blend of traditional BB and use of ICT mainly the LCD projected Power Point presentations. Apart from the class

	room teaching students take recourse to the Remedial/Proctorial Classes for doubt clearing other one-to-one counselling.
Curriculum Development	The Academic curriculum is framed at the higher education department level in consultation with subject experts and all HEIs coming under are to follow the subject-wise prescribed syllabus both for UG and PG courses. However, the autonomous colleges enjoy the liberty of modification up to 20 and ratified by the esteemed members of the respective Boards of Studies. The college has been implementing the Choice Based Credit System (CBCS) syllabus since 2015-16 academic year. The Curriculum provides Core papers and Elective papers in subject along with Compulsory papers in Environment Studies, Communicative English and Quantitative aptitude and Logical reasoning for all Graduate classes across streams.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College Finance Committee and Development Committee normally meet thrice a year to deliberate on the inde nts/requirements/suggestions/queries submitted earlier by the HoDs with the establishment section of the college office headed by the administrative bursar and managed by the Office Head Clerk. The approvals of this committee after ratified by the Executive Committee will then be processed by the accounts section for implementation by the respective departments.All the resolutions/minutes of such meeting are recorded/documented for auditing.
Administration	General administration of the College is largely a team work. The organization structure allows a both-way governance i.e., top to bottom and bottom up as well in varying degrees. The Principal being the head is supported by the Establishment, Accounts and Examination sections headed by the Administrative bursar, accounts bursar and the Controller of Examinations with their teams respectively with delegated administrative/decision making powers. The four important statutory bodies namely, the Executive Committee,

	Academic Council, Boards of Studies and Finance-Development Committee take all important administrative/financial/policy decisions with prior inputs from the Staff Council and HoD meetings.
Finance and Accounts	The College financial administration/management is largely delegated to the Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Manual on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing.
Student Admission and Support	The students apply online through the CAF (Common Application Form) that contain all bio, contact and academic details of the applicant, for admissions in to all UG classes, through the State run SAMS (Students' Academic Management System), following a stipulated Date-line, on its annual advertisements that display the Subjects, Strengths, Eligibility criterion, Reservation information, cut-off marks of the College etc.The merit list prepared and displayed on the SAMS state portal as well as the College Webpage and SAMS portal Students apply online through the CAF (Common Application Form) that contain all bio, contact and academic details of the applicant, The merit list prepared and displayed on the SAMS state portal as well as the College Webpage and SAMS portal. The selection and admission information is sent to the registered mobile phone number of the applicants as well thus making the whole process timely, transparent and convenient. The college maintains a Help-Desk in the College SAMS center for guidance/help on admission issues to the students.
Examination	All Examination rules/regulations are framed in conformity with the affiliating University norms and established Government, Dept. of Higher Education guidelines while largely

adhering to the CBCS mandates of UGC. Being an autonomous institution the college takes liberty of scheduling examination dates, Question paper setting and lists of evaluators on ratification of the respective Boards of Studies recommendations. The examinee gets at least two chances in both mid-semester (Internal) and end-semester examinations for clearing the regular/back papers. Students clearing all papers at one go only will be considered for ranks and distinction. All these rules/guidelines are amply reflected in the college hand book/academic calendardisplayed on the college webpage and also made available in the college library. Students if desire can have old question papers free of cost from the examination sections and also from the main library.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Legal Rights awareness DLSA (District Legal Services Authority)	Legal Rights awareness DLSA (District Legal Services Authority)	26/09/2019	26/09/2019	20	14
2020	Indian Penal Code Victim Com pensation	Indian Penal Code Victim Com pensation	26/09/2019	26/09/2019	35	11
2020	AIDS	AIDS			35	10

			01/12/2019	01/12/2019			
	Awareness on World AIDS Day	Awareness on World AIDS Day					
2020	Awareness on Financing Resources Judicious investment	Awareness on Financing Resources Judicious investment	15/02/2020	15/02/2020		24	12
2020	HRMS portal use Maintenanc e	HRMS portal use Maintenanc e	12/01/2020	12/01/2020		2	4
2020	COVID-19, Awareness, Health Hygiene	COVID-19, Awareness, Health Hygiene	07/05/2020	07/05/2020		35	12
2020	Draft New Education Policy-201 9	Draft New Education Policy-201 9	07/01/2020	07/01/2020		36	6

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP programmes	3	03/01/2020	16/01/2020	14
UGC Refresher Course	4	23/10/2019	05/11/2019	16

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	14	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
SKCG COLLEGE CO-OPERATIVE AND THRIFT SOCIETY	SKCG COLLEGE CO-OPERATIVE AND THRIFT SOCIETY	SCHOLARSHIP

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College financial administration/management is largely delegated to the

Accounts section headed by the Accounts Bursar and his team appointed by the Principal which apart from dealing with the day to day issues, involves the HoDs, Purchase Committee and finance Committees when crucial/emergent decisions are taken. For all purchasing done, the latest Financial-Procurement Mannuals on General Finance Rule (GFR) recommended by the Government of Odisha is strictly adhered to. Internal and external auditors, deputed by Government/GA departments visit the institution for auditing. All types of funds/grants received from State Government, MHRD, UGC, DST, DBT or any other funding agencies.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DEPT. OF HIGHER EDUCATION GOVT. OF ODISHA	Yes	PRINCIPAL AND ADMIN ACADEMIC BURSAR
Administrative	Yes	GA DEPT. GOVT OF ODISHA	Yes	PRINCIPAL COLLEGE ESTABLISHMENT AND ACCOUNT BURSAR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Discussions on New Model CBCS syllabus department-wise with parents/guardians 2. Campus discipline related issues discussed with a representative body of Parents-Guardians 3. Online workshop on COVID-19, Awareness, Health Hygiene for Parents/Alumni/Civil society members

6.5.3 – Development programmes for support staff (at least three)

1. Awareness on Financing Resources Judicious investment 2. HRMS portal use Maintenance 3. COVID-19, Awareness, Health Hygiene

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Improving Infrastructure status. Especially additional Classroom buildings and Students hostels support like Water filter/cooler, more fans/Tube lights to be covered under RUSA and OHEPEE grants. 2. Intensify efforts taken to impress upon the higher Education Department, Government of Odisha for appointing more regular teaching faculties in different departments and accord permission to open PG and other professional programmes on SF mode after ratification by the College Academic Council Governing Body 3. Faculty encouraged to apply for research and generate Consultation grants/royalties. All departments are encouraged to conduct Seminars/conferences and faculty to enhance research

activity to increase the number of research Publications

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Awareness Camp on Legal Rights Services	26/09/2019	26/09/2019	26/09/2019	280
2020	National Level Symposium on New Education Policy	07/01/2020	07/01/2020	07/01/2020	400
2020	National Webinar on "Indian Science Sanskrit"	30/04/2020	30/04/2020	30/04/2020	180
2020	An Interactive talk on Employability and Management skills for students staff	21/01/2020	21/01/2020	21/01/2020	280
2020	Awareness Workshop on Covid-19: Health Hygiene	07/05/2020	07/05/2020	07/05/2020	200
2020	Two Career orientation counselling programmes	21/01/2020	21/01/2020	21/01/2020	305
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants

				Female	Male
LEGAL AWARENESS ON GIRLS CHILD SAFETY	**26/09/2019**	**26/09/2019**		**120**	**160**
YRC CAMP ON AIDS AWARENESS	**07/05/2020**	**07/05/2020**		**105**	**155**

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
All departments and sections of office including examinationand library are issued advisory on adopting Power-saving measures like 1) "Minimum use of Lights. Fans, ACs, photo-copier machines" 2) Minimum use of papersand adopt e-correspondence as far possible 3) Awareness on saving water and prevent waste of water 4) The Society for Science Environment conducts awareness programmes on promoting Eco-friendly, Greenhabits among students, staff and the immediate community.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	**11**
Ramp/Rails	**Yes**	**11**
Rest Rooms	**Yes**	**11**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	**2**	**2**	**26/09/2019**	**1**	**Legal awareness Camp 2) Counselling sessions 3) Blood Science for YRC volunteers 4) Career options and Entrepreneurship**	**Legal services to Acid attack victims IPC-Victim compensation Value of Girl Child 2) Employment scopes through management and Spoken English skills 3) knowledge of the blood**	**910**

						science, effective donation and use of blood and AIDS and related deseases

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Administrative integrity, Punctuality and Professional ethics	20/12/2020	1) Teaching and support staff take part in the special Staff Club meeting to take oath of abiding by all stipulated Government codes of conduct while administering official duties, conduct oneself with utmost caution and diligence in day to day affairs. 2) The Principal, Administrative and Academic bursar exult staff to live up to the level of punctuality in attendance and meeting the academic, administrative, Co and extra-curricular targets with maximum success rates on which the Performance Appraisal of the officers rests squarely
Durneeti Nivaran Saptah "vigilance Awareness week' for Staff Students	01/11/2019	Like every year, this year also the Durneeti Nivaran Saptah or "Vigilance Awareness Week' was observed on the theme 'Eradicate Corruption-Build a New India. The celebrations and activities follow like taking the 'Integrity Pledge" and conduct of small group, inter-department meetings aiming at recognising the ills of corruption and promoting ways to combat it at individual as well as at the Institution level.The Integrity

| | | | Pledge leaflet is pasted on the walls and notice boards at main locations in the college campus and also circulated among the staff for follow up action. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1) National Voters Day	16/11/2019	16/11/2019	265
2) World Human rights Day	10/12/2019	10/12/2019	195
3) Celebrate the NCC Day	23/11/2019	23/11/2019	180

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) On observation of NCC Day, on 23rd November, the "Green Pledge" was administered to all NCC Cadets and NSS volunteers for taking responsibility of Clean-Green environment. 2) The practice of "keeping the Campus Clean" was practised by all hostel borders led by NSS volunteers on last Sundays of every month. 3) Among the hostel borders including girls hostels group discussions, meetings were held to address the burning issues like, the Global warming and green House Effects. 4) Plantation programme were conducted in hostel Campuses. 5) Covid 19 awareness, precaution measures and maintain personal hygiene while keeping a healthy environment around was discussed with students during December January,2020.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

In keeping with the tradition and mores of this institute conducting the "Gajapati Memorial Lecture series" has been maintained by inviting renowned resource persons in fields of academics, arts and culture while the annual "Extra-mural talks" and regular departmental seminar activities provide the students the requisite academic and enlightened frame-of mind honing their self-esteem, world-view and over all personality development. In this context, this year in the Extra-Mural talk series, three talks were delivered on 11th January, 2019 by MrBikashMallik, IES Mr Deepak Das, IES, Government of India, New Delhi and Prof Dr P'K' Swain, Utkal University, Bhubaneswar, on topics "Macroeconomic Perspectives of Interim Budget-2019-20, Socio-economic and political dimensions of Government policies and The Practical Applications of Statistics respectively. Two National Seminars were held on "Inter-Disciplinarity" in Literature and "AdivasiSamskrutiraLoukikaAbadana" on 16th -17th Jan, and 12th 13th Feb,2019 respectively. • To maintain the benchmark of academic, administrative and finance qualities in keeping with Vision and Mission of the institution while at the same time conforming to the mandates set by the UGC by strictly adhering to the New Model Choice Based Credit System Syllabus in curriculum implementation, consistent examination and comprehensive evaluation process to the maximum benefit of the students. By provisioning Elective optional subjects and allowing at least two chances to all graduate examineesto clear the backlogs within the stipulated three year degree courses not only ensures a healthy OTG (On-time Graduation) percentage but also incrementally adds to the annual GER (Gross Enrolment Ratio). Further, the

proposals duly approved by the Academic Council and Executive Committee was submitted to DHE and RDE regarding opening of Self-financing courses in BBA, BSW, PDJMC was discussed in view of the revised rules and guidelines framed by Government,

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://skcgparala.ac.in/upload/files/Best_Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

This century old institution established by the Gajapati Maharaja of Paralakhemundi in 1896, was a prominent institution providing college education to the people of North Andhra, Chhatishgarh, MP, and Odisha until 1947 when it came under Utkal University and then to Berhampur University in 1967. The second oldest college of the State after the Ravenshaw College Cuttack, located in the now border district of Gajapati, it still caters to the formal higher education needs of the lowest socio-economic denominations. Being situated in an officially declared a disadvantaged and aspirational district, the tribal students make above sixty percent of the total student strength that include some most potentially vulnerable tribes figure among the immediate beneficiaries. The town having been historically patronized by the Gajapati Maharaja dynasty, considered the cultural epicenter pf the Odias and having played crucial role in Odisha pre-independence day politics was declared the first language based State in India in 1936. Having produced dozens of achievers in fields of Medicine, Engineering, Bureaucracy, Law, Politics, Business/Industry/Entrepreneurship, this College thus derives its distinctiveness strategically, historically and culturally in addition to being the front-line HEIs in the State spearheading a rich heritage of a holistic and purposeful higher education.

Provide the weblink of the institution
https://skcgparala.ac.in/upload/files/Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The IQAC has resolved on the following plan of specific actions for the next session 2019-20 1) As per the CBCS Syllabus rationalizationinstructions of the Higher Education department, Government of Odisha, theNew Model CBCS Syllabus is to be implemented for all Graduate programmes and the feedback collected there on is of paramount importance and hence be given due emphasis in the next Board of Studies meetings and more streamlining if so decided by the Chairmen and members of the respective Boards. As per the higher education department guidelines some rationalization/modifications were included in the syllabus. The newly introduced SEC (Skill Enhancing Course) Paper I in English speaking Skills II in Quantitative aptitude and Logical reasoning has been introduced for Degree first year students from the next academic session and the concerned text books have been provisioned under the OHEPEE scheme. 2) As per the report of the special inspection team on RUSA fund expenditure and UC status necessary steps to be taken and expedite communication to the Government for release of the last tranche of RUSA fund for payment to the executing authority, the R7B div of PWD, Paralakhemundi for smooth handing over of the new G2 classroom building to the college authority. 3) To review and complete the purchase and installing of the first installment of the released grant by the World Bank funded, OHEPEE under Civil construction of additional classrooms, laboratories, computer lab and Girls' Common Room be expedited with the PWD. The items approved under non-civil grant like, the classroom bench-desks, electric fans, tube lights for library,

Water cooler-filters, fire-extinguishers, First aid boxes be purchased following laid down procurement rules. 4) Ensure conduct of at least two Career Counseling Sessions for Degree Final Year students, National Level seminars, Environmental awareness campaigns/meetings and Plantation programmes to be carried out especially with the active involvement of local community and alumni.