

# **CHIKITI MAHAVIDYALAYA, CHIKITI (GANJAM)**



## **Internal Quality Assurance Cell (IQAC) and submission of Annual Quality Assurance Report (AQAR) 2015-2016**

NATIONAL ASSESEMENT AND ACCREDIATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O.Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore-560 072 India

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part ó A

AQAR for the year *(for example 2013-14)*

2015-16

#### 1. Details of the Institution

1.1 Name of the Institution

CHIKITI MAHAVIDYALAYA, CHIKITI

1.2 Address Line 1

CHIKITI

Address Line 2

CHIKITI

City/Town

CHIKITI

State

Odisha

Pin Code

761010

Institution e-mail address

Cmv15.08.1980@gmail.com

Contact Nos.

0680-2497287

Name of the Head of the Institution:

Smt.Sanjikta Satapathy

Tel. No. with STD Code:

0680-2497287

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 Website address:

Web-link of the AQAR:

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	67.45	2007	31-03-2007 to 30-03-2012

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 AQAR for the year:

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR (2014-2015) 22/12/2015 (DD/MM/YYYY)

1.9 Institutional Status

University State  -- Central  -- Deemed  -- Private  --

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

BERHAMPUR UNIVERSITY, ODISHA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc  
Autonomy by State/Central Govt. / University

UGC

University with Potential for Excellence

---

UGC-CPE

---

DST Star Scheme

---

UGC-CE

---

UGC-Special Assistance Programme

-

DST-FIST

---

UGC-Innovative PG programmes

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Any other (*Specify*)

--

UGC-COP Programmes

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## **2. IQAC Composition and Activities**

2.1 CHAIRPERSON

01

2.2 No. of Senior Administrative Officers

05

2.3 No. of Teachers

07

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and

01

community representatives

2.7 Director/Co-ordinator IQAC

01

2.8 Total No. of members

18

2.9 No. of IQAC meetings held

02

2.10 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.11 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.12 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State   
 Institution Level

(ii) Themes

2.13 Significant Activities and contributions made by IQAC

IQAC motivated to open new academic programme (Commerce Stream) in U.G.Course under Berhampur University.

IQAC motivated to open English (Honours) and Geology (Honours)in the U.G. Arts & Science streams respectively.

IQAC recommended to accommodate girls students in the newly constructed Hostel.

2.14 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Technical up gradation</li> <li>➤ Coaching for Yoga</li> <li>➤ To make campus Eco-friendly</li> <li>➤ Infrastructural Development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Instalation of Solar Plant</li> <li>➤ Imparting regular training of Yoga to students</li> <li>➤ Effort made for Zero waste zone campus.</li> <li>➤ Separate room for IQAC with computer facility</li> <li>➤ Opening of GYM room &amp; computer room</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

IQAC provides unstrained support and suggestion towards the enrichment of the quality in all respect.

## Part ó B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03	Nil	01	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	03	Nil	01	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option  / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, as per University Guideline

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	31	28 (Lecturer)	03 (Reader)	0	NIL

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited @ and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	Nil	2	Nil	01	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	Nil	
Presented papers	Nil	Nil	
Resource Persons	Nil	Nil	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

<p>The college provides YOGA teaching regularly in the campus.</p> <p>The college very often provides class room teaching through LCD Projector and Smart Board.</p>
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2.7 Total No. of actual teaching days during this academic year

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Single valuation system adopted by University
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2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

05		
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2.10 Average percentage of attendance of students

75%
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2.11 Course/Programme wise

Distribution of pass percentage :

Title of the Programme	Total no. of Students appeared	Division					
		1st (H) with Distinction in %	1st with Honours in %	2nd (H) with Distinction in %	2nd with Honours in %	Distinction in %	Pass in %
B.Sc (Honours)	32	75	-	12.5	6.25	-	6.25
B.Sc (General)	31					29.03	64.51
B.A (Honours)	52	40.38	15.38	9.61	26.92		7.69
B.A (General)	54					24.07	55.56
B.C.A	26						
		42.3	53.84				

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC ensures an environment of excellence in all aspects of teaching and learning and also focuses on improving the quality of education and evaluation.

1. On the basis of No. of teaching and classes the members of teaching staff are instructed to prepare their Individual Lesson plan to conduct theory and Practical classes.
2. The IQAC academic audit is carried out monthly by the Head of the Institution.
3. The Principal examines whether the entire syllabus has been completed as per the lesson plan and appropriate steps are initiated.
4. New faculty appointments are going to be required shortly to enhance the quality Education.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC ó Faculty Improvement Programme	-----
HRD programmes	01
Orientation programmes	-----
Faculty exchange programme	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	-----
Summer / Winter schools, Workshops, etc.	-----
Others	-----

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	Nil	Nil	02
Technical Staff	08	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC boosts the members of staff to avail MRP from UGC Assistance.

It also provides all sorts of assistance to the teachers to take up research works for Ph.D and they are Encourage to publish Research Papers in Journals.

To create Research atmosphere IQAC suggests subscribing some Research Journals.

The information resource centre (Library) is made available to the researchers to pursue research work.

Some faculty members are engaged in supervising scholars for the award of Ph.D.

One of the staff members has submitted his Ph.D. thesis while another was awarded Ph.D. degree from Berhampur University in this year.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	Nil	Nil
Outlay in Rs. Lakhs	xxxxxx	1,35,000	xxxxxx	xxxxx

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			02
Non-Peer Review Journals			
e-Journals			
Conference proceedings			01

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE  DBD Scheme/funds

3.9 For College Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (Specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year	Type of Patent		Number
	National	Applied	
Granted			
International	Applied		
	Granted		
Commercialised	Applied		
	Granted		

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil						

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of extension activities organized

University forum  College forum   
 NCC  NSS  Any Other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Plantation Programme.
- Awareness campaign on AIDS
- Swachha Bharat Abhijan.
- Vigilance awareness week
- Active citizenship.
- International non-violence day.
- Health awareness programme.
- Yoga practice for a week.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	23000 sqft	Nil	own	23000 sqft
Class rooms	16	Nil	Own/state	16
Laboratories	07	Nil	Own/state	07
Auditorium	01	Nil	MF	01
Seminar Halls	01	Nil		01
No. of important equipments purchased (× 1-0 lakh) during the current year.	01 nos. Solar plant, 07 nos. computer, 03 nos. printers, 01 nos. Kent water purifier, 01 nos. Motor pump			
Value of the equipment purchased during the year (Rs. in Lakhs)	7.0		own	
Others	Renovation of ❖ Principal's office ❖ Reading room ❖ Staff lavatory ❖ Sanitation for Girls ❖ Wash basin Newly constructed: 🚩 Sports room 🚩 GYM Centre			

#### 4.2 Computerization of administration and library

Office is fully computerized. All of the administrative staff is provided with a computer. All correspondences are made by computer generated letters. One of the official staff along with two DEOs are trained to work with computers. Library is fully automated. The Library is well equipped and provided with 10Mbps broadband facility

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books/ Reference Books	1950/ 15646		1112		17596	
e-Books						
Journals	15				15	
e-Journals						
Digital Database						
CD & Video						
Others (specify)	695				695	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	47	02	18 mbps	Nil	02	04	08	Nil
Added		Nil		Nil	Nil	04	Nil	Nil
Total	47	02	18 mbps	Nil	Nil	02	08	Nil

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

The college had a computer laboratory with internet facilities.

A network browsing centre in the college is established to provide internet facilities to the students and staff.

Faculty development programme has been conducted for the faculty members to enhance knowledge using computer technology in e-evaluation of answer scripts/Salary system of employees through HRMS/Admission of students.

Non teaching staff members have been provided training to work with computer automation of Office/Library.

All the correspondences are made through SAMS e-space which is a part of e-governance.

Relevant information are provided to teachers, students and parents through SAMS for admission into First year U.G. courses.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.22
ii) Campus Infrastructure and facilities	1.67
iii) Equipments	0.45
iv) Others	7.00
<b>Total:</b>	<b>9.34</b>

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organizes meetings with the new comers in the beginning of the session before the commencement of their classes for awareness of the various student support services in the college and other stake holders.

It encourages students participating in various extracurricular and co-curricular activities in college /inter-college/University level.

In the beginning of academic session the students are provided the college calendar which supports the students to get knowledge about the detailed of the college administration.

Open door policy is being followed for settling the grievance of the students.

Classes are being held for taking coaching to the students to entry in to service by Resources persons.

Different programmes viz. Plantation programme,HIV Aids, Active Citizen ship,Vigilance awareness and Yoga practice are being conducted by IQAC to create awareness among the students.

Admission through SAMs is being organized through Help-desk.

Post admission counseling is organized by the IQAC with the help of different faculties.

#### 5.2 Efforts made by the institution for tracking the progression

IQAC seeks the suggestion from various stakeholders basically from Alumni for academic progress of the students.

Principal with the help of Academic Bursar oversees the academic progression of the College.

Regular meetings with faculty members are made by the principal for evaluating the overall progression of the institution.

Regular feedback from students.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
952			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
219	191	77	478	2	967	216	190	74	472	00	952

Demand ratio 5.79 :1

Dropout % 2.56

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career counseling programme are organized with the help of outside resource persons to impart basic ideas about competitive examinations.

Students are given information for their career through counseling and inform them about the dates of various competitive examinations.

Apart from these, different types of Magazine and monthly Journals are available in reading room to give input for the various competitive examinations.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counseling and career guidance

The information regarding employment and career opportunities are displayed to the students through career and counseling cell of the College.

No. of students benefitted

200

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

### 5.8 Details of gender sensitization programmes

- The Women Development Cell of the college works for gender sensitization. The women development cell takes initiative to impart martial art to the girl students of the college and organized awareness meetings.
- Four nos. of self defence training programme to the girls students are organized.
- Gender sensitization programme was organized on 18.01.2016 with the collaboration with women cell of Berhampur University and Dept. Of child development of Govt. of Odisha in the campus.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	421	Rs1534702/-
Financial support from other sources	6	Rs 2100/-
Number of students who received International/ National recognitions		

5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level   
Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Drinking Water problem: Water purifiers are installed exclusively for boys and Girls & Staff

- ✓ Renovation of Boys common room.
- ✓ Renovation of toilet for Gents and Ladies.
- ✓ Seat enhancement in different Hons. Subjects
- ✓ Separate blocks for BCA.
- ✓ Separate rooms have been allotted to different departments of Hons. Subjects.

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision-The institution is to spread higher education among the rural youth at affordable cost. The vision of the college is for all round development of the students through innovative methods of teaching and involving them in the extra and co-curricular activities and to enhance their employability.

Mission:

1. To impart qualitative higher education through personal, vocational, practical and creative skills to the students giving equal opportunity to eliminate the perception of discrimination.
2. To inculcate the habit of social, cultural and ethical activities among the students.
3. To build a knowledge society.
4. To produce disciplined morally and socially committed citizens.
5. To bridge the gulf between students of urban and rural areas.
6. To imbibe humanism and national integration in the younger generation.
7. To face the competitive examinations the institution conducts coaching for entry into service Career Counseling Cell of the College.
8. Allow faculty members to go far Research activities in their core areas.

6.2 Does the Institution has a management Information System

Yes, management information system is being used in every sphere viz. Academic, administration and finance.

Some of the MIS are Daily Collection Report

Daily absentee Report of staff and student

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

The College is an affiliated college of Berhampur University. It conducts teaching and learning activities as designed by the University. However, senior members of staff participate in Board of Study Meetings of the University to design the curricula for cognitive development of the students.  
Other curricular activities are done as per Govt. Guideline.

#### 6.3.2 Teaching and Learning

Monthly test

Mass teaching: Conventional lectures and taught lessons, Mass practical work, Smart Board Teaching.

Group learning: Class room discussions, Seminars, Group Tutorial

Availability of internet access as the part of teaching and learning.

#### 6.3.3 Examination and Evaluation

The college conducts qualifying examinations for the students as per the scheduled programme of the affiliating University. It also conducted test examinations to prepare the students for the qualifying examinations in the end of the year. Monthly test are also conducted regularly.

IQAC evaluates the performance of the students soon after the results are published and gives feed back to the concerned departments to improve standard of the students.

#### 6.3.4 Research and Development

The members of staff are encouraged to take up research activities for Ph.D. 01 member of the staff is engaged as the Guide to Ph.D. scholar.

01 no. of staff awarded Ph.D. and another one submitted the Ph.D. thesis in the current session.

Presenting papers in seminars.

Undertaking for publication of books.

Contributing articles in Research Journals.

Faculty members are encouraged to avail MRP under U.G.C.

Two faculties are pursuing research work under MRP scheme of U.G.C.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:-**Printed Books-volume= 17596 , Reference books-volume= 15646, Text Books-volume 1950, others-volume= 695, Research journals-15, Daily Newspaper-No-15, the advisory committee of library finalize the budgetary allocation at the commencement of academic session. The committee suggests a list of books based on interaction with students and staff and forward to the concern authority for sanction and purchase of books. A well equipped reading room is use of students.

**I.C.T. Infrastructure:-** LCD projector, Projector screen, Computer with accessories, Laptop, Photo copies with printer, printers, Refrigerators, Overhead projector, Power generator, recreation facility in staff Common room (T.V.), Drinking water facility,

**Physical Infrastructure:-** A well equipped smart room with internet facility, Having 13 nos. of class room, 6 nos. of Laboratory, 3 nos, of common rooms for staff and students separately, 7 nos, of lavatories for staff and students, One Botanical garden, One Herbal garden, One reading room.

**Sports:** The institution has several sports facilities like carom boards, Chess boards, Cricket kits, Football, Shot put, Discus, Javelin etc, are available.

Arart from above, **GYM** centre is functioning inside the campus.

### 6.3.6 Human Resource Management

- i. Different committees for different specific purposes are formed with senior faculty members as the Heads.
- ii. Maintenance of Payroll.
- iii. Maintenance of attendance registers.

### 6.3.7 Faculty and Staff recruitment

Permanent faculty members are sponsored by the Director of Higher Education, Government of Orissa and appointed by Governing Body which is ultimately approved by the Government of Orissa.

### 6.3.8 Industry Interaction / Collaboration

The I.R.P.M. Department of the college is intended designed to face the students to the industry. It aims to facilitate- the process of industry- student's interaction and actively promoting fresh knowledge of the students in HRM. The IRPM department strives to enhance the industry interaction with students to bridge the gap between academic and corporate world. During the session the department organized a seminar on workers Education and invited a renowned faculty of Economics as expert to impart knowledge to the students. Every year as per the curriculum the I.R.P.M final year students visit industries to improve their professional knowledge in HRM practically.

### 6.3.9 Admission of Students

A candidate should possess the eligibility of 10+2 or any other equivalent examination to take admission in Three year degree course or in B.C.A. E-admission has been introduced in the college. The admission strictly adheres to the rules and regulations as framed under SAMS, regulated by Dept. Of Higher Education, Govt. Of Odisha. An internet facility centre works in the college soon after the publication of results of C.H.S.E Odisha, This facilitates the applicant in filling the Common Application Form (CAF).

### 6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			ç	ç
Administrative			ç	ç

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

CBCS system is purposed to be implemented from the academic session 2016-2017.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable.

6.11 Activities and support from the Alumni Association

The Alumni interacts with the Principal and Governing body for all round development of the college. It organizes a meeting once in every year to celebrate the Foundation Day and suggests different measures for the quality enhancement.

6.12 Activities and support from the Parent & Teacher Association

Efforts have been made to invite the parents to participate in the quality enhancement programmes. A meeting of the parents and teachers was held in the beginning of the session during the Honours counseling. The parents were requested by the Staff Association Secretary Sri P.K.Panigrahi, Lecturer in Odia to consult the teachers for any kind of difficulty in the progress of the learning outcome of their ward.

6.13 Development programmes for support staff

Special attention has been taken for support staff to relieve from stress through meditation and Yoga. Computer awareness has been mandatory to enhance the practical knowledge in computer training.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

NSS and YRC units have taken initiative to plant more trees and clean the campus. The volunteers of these units in liaison with the Department of Social Forestry planted many trees in the campus.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The provision made by the college:

- ❖ Taking extra classes to avoid dropout in ensuing University Exams.
- ❖ Supplying adequate study materials in terms of printed books, Xerox copies of Lecturer notes related to competitive exams under the entry into services.
- ❖ Creating a competitive environment among the students.
- ❖ Internal audit is the worked out by the Principal. Beside it, the Department of Higher Education and Local fund auditors visit at regular intervals to keep track of academic management of the institution.

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Feedback of the students, staffs, Alumni, Parents about infrastructure and quality education.
- Permission are sought to attend Refresher courses, Orientation courses, Seminars conducted by different state level and National level institutions and Universities.
- Faculties under took MRP from financial institution like U.G.C.
- Efforts made to release funds towards purchase of books& equipments.
- The G.B of the college give effort to makes financial provisions for infrastructural development.

##### 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- The NSS units of the college organises special camps for Socio-Economic Development of the inhabitants of the adopted villages and hereby localities.
- All the departments of the college have organised seminars in regular intervals.
- Different awareness programmes are organised in regular intervals like Self-defence Training Programme for girl students, Gender sensitization Programme for women conducted by Women Research Development of Berhampur University.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

To create environmental awareness, the institution has organised different plantation programme, sanitary awareness in alum areas of our locality, Swachha Bharat Abhijan.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**S-**

- Adequate nos. Of staff members.
- Resourceful faculty.
- Hon's. In Arts & Science.
- Better output in Exam result
- Computerisation
- IT Lab.
- Better performance at extracurricular activities.

**W-**

- Inadequate cycle stand.
- Students from to rural and tribal areas.
- Inadequate hostel facilities for boys.
- Lake of communicative skill of students in English.
- Research Lab & Language Lab.
- Lack of college canteen.

**O-**

- Higher study for Hon's students.
- Employment facility by the Dept. Of Management.
- Existence of Self reliant course (B.C.A.)

**T-**

- To make the general graduate employee.
- Lack of opportunities towards soft skill.
- No financial benefits from state/central govt. to keep pace with the day to day changing of requirements.

8. Plans of institution for next year

- Renovation of few old class rooms.
- Automation towards Library & Office /SMS facilities
- To provide ICT facilities to students.
- Wi-Fi network.
- To take step towards teacher requirements.

*Bamadebo Misra*  
3.9.16.

Signature of Coordinator IQAC  
Name: Dr.Bamadebo Misra

*Sajukta Satapathi*  
3.9.2016

Signature of chairperson IQAR  
Name: Smt. Sajukta Satapathi  
Principal,  
Chikiti Mahavidyalaya,  
Chikiti,Ganjam