

CHIKITI MAHAVIDYALAYA, CHIKITI (GANJAM)



Internal Quality Assurance Cell (IQAC) and submission of Annual Quality Assurance Report (AQAR) 2017-2018

NATIONAL ASSESEMENT AND ACCREDITATION 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

CHIKITI MAHAVIDYALAYA, CHIKITI

AQAR FOR THE YEAR 2017-18

Part-A

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

Institutional e-mail address:

cmv15.08.1980@gmail.com

Contact Nos.

0680-2497287

Name of the Head of the Institution

Smt. Sanjukta Satapathy

Telephone No. with STD code:

0680-2497287

Mobile:

977688313

Name of the IQAC Co-ordinator:

Dr. Bamadebo Misra

Mobile:

9437499979

IQAC e-mail address:

iqaccmv@gmail.com

1.3 NAAC Track ID

ORCOGN13471

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

www.cmvedu.in

Web-link of the AQAR:

1.6 Accreditation Details:

Sl.No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	Ist Cycle	B	67.45	2007	31.03.2007 to 30.03.2012

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

14.05.2014

1.8 AQAR for the year

2017-18

1.9 Details of the previous year's AQAR submitted after the latest Assessment and Accreditation by NAAC:

(i) AQAR 2014-15 22/12/2015 (DD/MM/YYYY)

(ii) AQAR 2015-16 03/09/2016(DD/MM/YYYY)

1.10 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Autonomous College of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution (eg.AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

Type of Institution:	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox" value="-"/>	Woman	<input type="checkbox" value="-"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC12B	<input checked="" type="checkbox"/>
	Grant-in-aid + self financing	<input checked="" type="checkbox"/>				
	Totally Self-financing	<input type="checkbox" value="-"/>				

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox" value="-"/>	PEI (Phy.Edu)	<input type="checkbox" value="-"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox" value="-"/>	Health Science	<input type="checkbox" value="-"/>	Management	<input type="checkbox" value="--"/>		
Others (specify)	<input type="text" value="-----"/>								

1.12 Name of the affiliating University
(for the Colleges)

BERHAMPUR UNIVERSITY

1.13 Special status conferred by Central/State Government-UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt./University	<input type="text" value="UGC"/>		
University with potential for Excellence	<input type="text" value="-----"/>	UGC-CPE	<input type="text" value="-----"/>
DST star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text" value="-----"/>
UGC-Special assistance Programme	<input type="text" value="-----"/>	UGC-FIST	<input type="text" value="-----"/>
UGC-Innovative PG Programmes	<input type="text" value="-----"/>	any other (Specify)	<input type="text" value="-----"/>
UGC-COP Program	<input type="text" value="-----"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative /Technical Staff	<input type="text" value="05"/>
2.3 No. of Students	<input type="text"/>
2.4 No. of management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives (local society)	<input type="text" value="01"/>
2.7 No. of Employers/Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meeting held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders No Faculty
Non-teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

YES NO

2.13 Seminars and Conference (only quality related)

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

Total Nos. International National State
Institutional level

(ii) Themes

2.14 Significant activities and contribution made by IQAC

The IQAC plays an active role for quality enhancement in pursuit of its goal and objectives. The culture of quality is maintained and sustained by the cell throughout this year. The members of IQAC are actively participating in the preparation of self study report for the second cycle for NAAC accreditation. Periodical meetings were conducted to collect data on various activities of the departments. The cell has been fully involved in preparing many reports to highlight the activities of the College. It plays a significant role for capacity building programmes. Through its activities, IQAC became an agent of change in the institution for good performance of academic and administrative task.

2.15 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
Getting NAAC reaccreditation Cycle-2.	Preparation for reaccreditation is in progress. It may likely to be submitted at the end of May-2018
Total automation of College Library.	The completion of the process of total automation of College central library in progress.
Introduction of Choice Based Credit System (CBCS) as a reformation of examination system.	The Choice Based Credit System (CBCS) has been introduced since 2016-17.
Improving employability of graduates.	The students became well aware of computer knowledge and general knowledge.
Conducting examination (class test) at regular interval.	It increases the learning outcomes and the success rate of the students in the examinations under U.G. levels.
To develop the existing Herbal garden.	The herbal plant garden has been developed near the college hostel and their usages have been elaborated in placards near every plant.
Completion of the New Science Block Building.	The ground floor of New Science Block is already under operation. The first floor is under progress. Received Rs 20 Lakhs from state government, Higher education for Infrastructure development of the Block.
Up-gradation of the existing Laboratories	The existing laboratories are enriched with equipments for conducting major experiments as per the CBCS curriculum.
Involving Alumni and Parent Teacher meeting for sustained and long-term development of the College.	A feedback system for assessment of study atmosphere been devised and the cell is always process to analyse them.

Implementation of academic and non-academic reforms.	(i) The students are able to secure good marks in the semester examinations of CBCS pattern due to completion of syllabus in due time with the semester examinations. (ii) The students participated in different co-curricular and extension programmes and aware of different programmes like hygiene, sanitation, road safety etc.
Encouraging the faculties to undertake research activities.	(i) One of our supporting faculties from the Department of Geology awarded with Ph.D. Degree from Berhampur University. (ii) Two of our faculties have submitted their Ph.D. Thesis and waiting for their award. (iii) One scholar awarded with Ph.D. Degree and other two have submitted their Ph.D. thesis under the guidance of H.O.D. Department of Education.
Increasing the enrollment of students in NSS and Youth Red Cross.	Enrollment in NSS & Youth Red Cross has increased after counseling to undertake outreach activities.
Technical up gradation	Purchased Desktops, Laptops, Printers funding from UGC.

**Attach academic calendar of the year as Annexure*

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the detail of the action taken

To maintain the quality in all respect, the College Management always provides unstrained support. UGC & The State government also provide their support for infrastructural development as well as academic development.

Part B

Criterion-I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the programme	Number of existing Programme	Number of programme added during the year	Number of self-financing programme	Number of value added/ Career oriented programme
Ph.D				
PG				
UG	03	0	01	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
others				
Total	03		01	

Interdisciplinary	-----	-----	-----	-----
Innovative	-----	-----	-----	-----

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

(iii) Pattern of programme:

Patteren	Number of Programme
Semester	03
Trimester	00
Annual	02

1.3 Feedback from stakeholders* : (on all aspects)

Alumni Parents Employers Students
Mode of feedback: Online Manual
Co-operating Schools (for PEI) NA

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 the University Guidelines

- 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 Professor	Professors	Other
		31	11	12	0	08

2.2	No. of permanent faculty with Ph.D.:	11
-----	--------------------------------------	----

- 2.3 No. of Faculty positions Recruited (R) and vacant (V) during the year

Asst. Professors		Associate professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	01	0	0	0	0	0	0	06	01

- 2.4 No. of Guest and visiting faculty and temporary faculty:

Guest faculty	Visiting faculty	Temporary faculty
01	-----	12

- 2.5 Faculty participated in conference and symposia:

No. of faculty	International level	National Level	State Level
Attended	-----	02	-----
Presented papers	-----	-----	-----
Resource persons	-----	-----	-----

2.6 Innovative processes adopted by the institution in teaching and learning:

Some of the departments adopt innovative process in the class room teaching like PPT presentation, use of LCD projector in the seminars, use of Smart Board, distribution of handouts to students, coaching for entry into service for better performance of the students.

2.7 Total No. of actual teaching days during the academic year.

180

2.4 No. of Guest and visiting faculty and temporary faculty:

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

2.9 No. of faculty members involved in curriculum restructuring / revision/ syllabus development as member of Board of Study / Faculty / Curriculum Development workshops.

Member of Board of study	Curriculum development workshop
05	01

2.10 Average percentage of attendance of students:

80%

2.11 Course /Programme wise distribution of pass percentage:

Title of Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Three years degree course (Arts)	128	81.96	3.28	9.84	---	71.13
Three years degree course (Science)	84	80.09	6.82	4.55	2.27	90
B.C.A.						

- 2.12 How does IQAC contribute/Monitor/Evaluate the Teaching & Learning Process:
- (i) It focuses into the quality Assurance and quality enhancement among the faculties and students.
 - (ii) It evaluates month wise academic audit.
 - (iii) It monitors the students to attend regular classes (Theory & Practical).
 - (iv) It encourages the students for the use of internet, reading room and the study of Research journals available in the central library.
 - (v) It provides opportunities for participation of students in co-curricular and extracurricular activities and to present seminar papers through LCD projectors. The curricular and extracurricular programmes the ensures overall quality enhancement of teaching and learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / staff Development Programmes	Number of faculty benefited
Refresher Course	-----
UGC-Faculty Improvement Programme	-----
HRD Programmes	-----
Orientation Programmes	
Faculty exchange programme	-----
Staff training conducted by the University	01
Staff training conducted by the 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

1. IQAC always encourages the faculties for their research work. It suggests the faculties to attend National seminars. One of the faculty members has guided Research scholars (03) as supervisor, of which two were awarded their Ph.D. degree in this session.
2. IQAC suggest Principal to facilitate e-library system for the research activities of the faculties.
3. It also gives prior importance to purchase adequate Research journals for almost all departments of the institution.
4. It has sensitized Heads of all departments to apply Minor Research projects.

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	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details of Research Publication:

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		01	
e-Journals			
conference proceedings			

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	NIL	NIL	NIL	NIL
Minor projects	NIL	NIL	NIL	NIL
Interdisciplinary projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University / College	NIL	NIL	NIL	NIL
Any other (specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published (i) With ISBN No Chapter in Edited books

(ii) Without ISBN No

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme / funds

3.9 For Colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any other

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	
Commercialized	Applied	
	Granted	

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

Total	International	National	State	University	Dist.	College
01	-----	-----	-----	01	-----	-----

3.18 No. of faculty from the Institution

Who are Ph.D. Guides and students

Resisted 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	<input type="text" value="10"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.23 No. of awards won in NSS:

University level	0	State level	01
National level	0	International level	0

3.24 No. of awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of extension activities organized

University forum	NIL	College forum	NIL
NCC	NIL	NSS	Nil
		Any other	08 (By YRC)

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

Youth Red Cross (YRC) of the College is functioning under Indian red Cross Society. The YRC Volunteers have participated at South Zone YRC Study-Cum-Training camp at K.S.U.B. College, Bhanjanagar, and National Youth day, World AIDS Day, Swacha Bharat Aviyan, plantation and many other activities. The NSS unit of the college has undertaken plantation programme and has adopted a village (RAMAGUDA, CHIKITI) where they have performed activities pertaining to social responsibility.

The College itself has been awarded the WINNER trophy in Think, Plan & Emurate Competition organized as part of Digital India workshop held at Berhampur University on 30.08.2016 under Ministry of Electronics and Information Technology Government of India.

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	23000Sq.ft.
Class rooms	16	Nil	Own	16
Laboratories	07	Renovation of 02(Two) nos. in New Science Block.	Govt. of Higher Education, Odisha	Rs20 Lakh.
seminar Halls	01	Nil	MF	01
No. of important equipments purchased (≥ 1.0 lakh) during the current year	15 nos. of Computers, 01 no. of Water Purifier, 46 nos. of C.C.Camera, 01 no. of Inverter.			
Value of the equipment purchased during the year (Rs. In Lakhs)	9.0		Own	
Others	During the current academic session Rs has been spent for the purchase of equipments in various practical departments.			

4.2 Computerization of administration and Library

- (i) e-Notice Board for students and staff.
- (ii) Computerized Income Tax calculation.
- (iii) Office Administration and Accounts are fully computerized.
- (iv) All office correspondences are carried out on line.
- (v) Internal marks of Semester Programmes are uploaded to University Web-site.
- (vi) The Library is automated.
- (vii) Bar-Code system of books is under process.
- (viii) SMS facility is provided to the students and employees.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1950		165		2115	
Reference books	15646		1058		16704	
e-books						
Journals	15				15	
e-journal						
Digital Database						
CD & Video						
Others (Specify)	695				695	

4.4 Technology up gradation (overall)

	Total computers	Computer Labs	internet	Browsing Centre	Computer centres	Office	Departments	Others
Existing	47	02	18mbps	Nil	02	04	08	Nil
Added	15	-----	-----	-----	-----	03	07	01
Total	62	02	18mbps	Nil	02	07	15	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc)

The College is Wi-Fi enabled and under C.C. TV surveillance. Free Wi-Fi has been provided to employees and the students. Admissions are taking place through SAMS monitored by OCAC (Odisha Computer Application Centre). The relevant information are provided to all through SAMS for admission into First year U.G. course. There is a Bachelor in computer Science department imparting computer education at graduation level.(24x7) SMS facility is provided to staff and students.

4.5 Amount spent on maintenance in lakhs:

(i) ICT

1.0

(ii) Campus Infrastructure and facilities

1.50

(iii)	Equipments	0.50
(iv)	Others	11.0
	Total	14.0

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, Health awareness programme, NSS orientation programme, Swacha Bharat programme, and different camps like Bhima Bhoice Disable camp, Participation of mega health camp, involment in mega job fair, participation in mega Marathan are being conducted by IQAC through NSS Units to create awareness among the students.

5.2 Efforts made by the instruction for tracking the programming

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. They look after the day to day affairs of the conduct of classes. Regular meetings with faculty members are made by the principal for evaluating the overall progression of the institution. The staff council review the results of the students in the examinations.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1186	NIL	NIL	NIL

(b) No. of students outside the state

06

(c) No. of International students

NIL

Men	No	%	Women	No	%
	647	55		539	45

Last Year						This Year					
General	SC	ST	OBC	Physically Handicapped	Total	General	SC	ST	OBC	Physically Handicapped	Total
228	225	84	571	0	1108	203	249	101	633	0	1186

Demand ratio

75%

Dropout %

10.2

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

5.5 No. of students qualified in these examinations

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

5.6 Details of students 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

5.7 Details of campus placement

On campus			Off campus
Number of organization 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.

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	442	Rs12,48,053/-
Financial support from other sources	06	Rs2100/-
No. of students who received International/ National reorganizations	NIL	NIL

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: Grievances of students are mostly on

- (i) Permanent Cycle stand for staff and students.
- (ii) Separate Block for B.C.A.
- (iii) Opening of skill development course.
- (iv) Renovation of toilets for girls 'and Boys 'common rooms.
- (v) Supply of adequate nos. of library books.

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 and examination.

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.
02 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.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:-Printed Books-volume=18889, Reference books-volume=16704, Text Books-volume=2115 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	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	
Administration			√	

6.8 Does the University/Autonomous College declares results within 30 days.

For UG Programmes

NA

For PG Programmes

NA

6.9 What efforts are made by the University/autonomous College for examination Reforms?

Not applicable

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 alumni association

The Alumni interacts with the Principal and Governing body for all round development of the college. A meeting was organized on 11.01.2018 and gave suggestion towards different measures in the quality enhancement like

- (i) Providing pedagogical support to the College and taking motivational class to the present students by the Alumni established in different fields or society.
- (ii) To extend the hands (financial support) for poor families to enroll their children in the College.
- (iii) To organize social activities like Blood Donation Camp, Swacha Bharat Abhijan, and conducting social awareness programmes towards Women safety, women health, women education.

6.12 Activities and support from 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. A meeting was also organized on 18.01.2018 and gave suggestion towards different measures in the quality enhancement like

- (i) Construction of a permanent cycle stand.
- (ii) To encourage their children to access the internet facility provided by the College.
- (iii) To make the Campus Eco-friendly.
- (iv) Obey of traffic rule and use of Helmet should be encouraged to the students who run with motor vehicle.

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 always take initiation to clean the campus. The volunteers of these units in liaison with the Department of Socially Forestry planted many trees in the Hostel campus. Adequate nos. of dustbins are used in the College and Hostel, so that the staff and students do not hesitate to use them.

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:

- (i) Use of ICT in teaching and learning
- (ii) Extra care to the slow learners by the staff and students.
- (iii) Taking extra classes to avoid dropout in ensuing University Exams.
- (iv) Coaching for entry into service
- (v) Supplying adequate study materials in terms of printed books, Xerox copies of Lecturer notes related to competitive exams under the entry into services.
- (vi) Yoga practice

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

- (i) Feedback of the students, staffs, Alumni, Parents about infrastructure and quality education.
- (ii) Permission are sought to attend Refresher courses, Orientation courses, Seminars conducted by different state level and National level institutions and Universities.
- (iii) Faculties to undertake MRP from financial institution like U.G.C.
- (iv) Efforts made to release funds towards purchase of books& equipments.
- (v) 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 two best practices which have contributed to the achievement to the institutional objectives and contributed to the Quality improvement of the core activities of the college are:

- (i) Automation of college library and Office administration
- (ii) Focused student outreach Activities

**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 the environmental audit was conducted? Yes No

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

<p>Institutional strength</p>	<ul style="list-style-type: none"> • Adequate nos. of staff members. • Resourceful faculty. • To create environmental awareness, the institution has organised different plantation. • Hon's. In Arts & Science. • Better output in Exam result • Computerization • IT Lab. • Better performance at extracurricular activities.
<p>Weakness</p>	<ul style="list-style-type: none"> • Inadequate cycle stand. • Students hail from rural and tribal areas • Inadequate hostel facilities for boys. • Lack of communicative skill of students in English. • Research Lab & Language Lab. • Lack of college canteen.
<p>Opportunities</p>	<ul style="list-style-type: none"> • Higher study for Hon's students. • Management course nurtires employment opportunity. • Existence of Self reliant course (B.C.A.)
<p>Threats</p>	<ul style="list-style-type: none"> • 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.

7. Plans of institution for next year

The institution tries its best to realize the desired objectives in imparting higher education to undergraduate students keeping in view their strength and capability in a fast changing world.

- (a) Improving employability of graduates
- (b) Increased learning outcomes of the students
- (c) Obtaining autonomous status within 2 years
- (d) Implementation of academic and non-academic reforms
- (e) Improving interaction with industry
- (f) Enhancement of Research
- (g) Improving academic performance of SC/ST/OBC / academically weaker students.

Bamadebo Mishra
31.03.18

Signature of Coordinator IQAC
Name: Dr. Bamadebo Mishra

Sanjukta Satapathi
31.3.2018

Signature of chairperson IQAC
Name: Smt. Sanjukta Satapathi
Principal
Chikiti Mahavidyalaya, Chikiti,
Ganjam

