



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	KARANJIA AUTONOMOUS COLLEGE
Name of the head of the Institution	Kishore Chandra Mishra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06796220236
Mobile no.	9437320703
Registered Email	karanjiacollege@gmail.com
Alternate Email	karanjianet@rediffmail.com
Address	At/Po- Karanjia, Dist- Mayurbhanj, Odisha
City/Town	Karanjia
State/UT	Orissa
Pincode	757037

2. Institutional Status																									
Autonomous Status (Provide date of Conformant of Autonomous Status)			03-Nov-2011																						
Type of Institution			Co-education																						
Location			Semi-urban																						
Financial Status			Self financed and grant-in-aid																						
Name of the IQAC co-ordinator/Director			Dr. Abani Kanta Dash																						
Phone no/Alternate Phone no.			06796220236																						
Mobile no.			8917549262																						
Registered Email			karanjiacollege@gmail.com																						
Alternate Email			karanjianet@rediffmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://www.karanjiacollege.com/kjkphoto/pdf/AQAR/AQAR2017-18.PDF																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://www.karanjiacollege.com/kjkphoto/pdf/AQAR/ACADEMIC-CALENDER-2018-19.pdf																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.05</td> <td>2009</td> <td>15-Jun-2009</td> <td>14-Jun-2014</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.13</td> <td>2016</td> <td>19-Jan-2016</td> <td>18-Jan-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.05	2009	15-Jun-2009	14-Jun-2014	2	B	2.13	2016	19-Jan-2016	18-Jan-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.05	2009	15-Jun-2009	14-Jun-2014																				
2	B	2.13	2016	19-Jan-2016	18-Jan-2021																				
6. Date of Establishment of IQAC			18-Jun-2009																						
7. Internal Quality Assurance System																									
<div> Quality initiatives by IQAC during the year for promoting quality culture </div>																									

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting for approval of Action plan for the academic year 2018-19	25-Jul-2018 01	10
Parent-Teacher meeting by IQAC for the collection of feedback	03-Jan-2019 01	117
Alumni Meet on overall development of the College organized by IQAC	04-Mar-2019 01	47
Regular meeting of Internal Quality Assurance Cell (IQAC) for review of previous year	28-May-2019 01	10
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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
Karanjia Autonomous College, Karanjia, Dist-Mayurbhanj	OHEPEE	World Bank	2018 1825	3400000
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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 :

4

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. Road side Plantation. 2. Swachha Bharat Abhijan. 3. Blood Donation Camp. 4. Workshop on Professional Ethics. 5. Stress Management Training.

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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
Installation of First- Aid Boxes	14 First-Aid Boxes were installed in the College and the Hostels.
Providing more equipment to Laboratories.	Physics, Chemistry, Botany and Zoology Laboratories were provided with required equipment in view of the introduction of uniform CBCS syllabus.
Life rescue operation Training.	Life rescue operation training was conducted by ODRAF (Odisha Disaster Rapid Action Force) and the students were given first hand training to rescue life in different situations.
Firefighting training.	The local Fire officer and his team demonstrated the use of Fire extinguishers installed at various places in the college. The team also imparted training to fight fire.
Student-faculty satisfaction survey.	Student -faculty satisfaction survey was conducted online and submitted to Govt. for review. The review was made at the state level. No specific review of the College was made but several suggestion to improve the quality of the Institution were made.
Activating CCC and organizing Career Counselling Programmes.	Career Counselling Programmes were organized to guide the students in the right direction to achieve their goals.
Organising regular In house Seminars and at least one National level Seminar by each dept.	Number of in house seminars were organized by various depts. National level seminars by the dept. of English and the dept. of Odia were organized on 20.01.2019 and 21.01.2019 respectively.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of Karanjia Autonomous College, Karanjia, Dist- Myurbhanj, Odisha	18-Oct-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	2019
Date of Submission	02-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The management information system is operational in the institution. It has been established to provide information relating to most of the aspects of the institution. One is students' academic management system (SAMS) and the second is library management system by Barcoding the books and the third one is HRMS. Admission of student is done through SAMS monitored by the Govt. of Odisha. The system Generates students database. Besides, information in connection with scholarship. The salary of staff members is disbursed through the HRMS system. A Library management software developed by a local firm named Easy Technology is operational and it provides information relating to the availability of books, journals, magazines and periodicals. The students and teachers can access the library through this software. The accounts, establishment and examination are operational under Information Management System. Information, as and when required, is also uploaded in the MIS portal of the Govt.</p>

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	UGBA	Economics	17/07/2018
BA	UGBA	English	17/07/2018
BA	UG BA	Pol. Science	17/07/2018

BA	UG BA	History	17/07/2017
BA	UG BA	Philosophy	17/07/2018
BA	UG BA	Sanskrit	17/07/2018
BA	UG BA	Odia	17/07/2018
BCom	UG BCom	Accountancy	17/07/2018
BSc	UG BSc	Botany	17/07/2018
BSc	UG BSc	Chemistry	17/07/2018
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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
BSc	(Applied Chemistry)	17/07/2018	BSc	17/07/2018
BSc	Organic Farming (Botany)	17/07/2018	BSc	17/07/2018
BSc	Pathological Test (Zoology)	17/07/2018	BSc	17/07/2018
BSc	X-Ray Technic (Physics)	17/07/2018	BSc	17/07/2018
BA	Spoken English (English)	17/07/2018	BA	17/07/2018
BCom	Auditing, IT Solution, Marketing Management (Financial Accounting)	17/07/2018	BCom	17/07/2018
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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
BA	Philosophy	17/07/2018
BA	Odia	17/07/2018
BA	History	17/07/2018
BA	English	17/07/2018
BA	Economics	17/07/2018
BSc	Zoology	17/07/2018
BSc	Physics	17/07/2018
BSc	Mathematics	17/07/2018
BSc	Chemistry	17/07/2018
BSc	Botany	17/07/2018

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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	Economics	17/07/2018
BA	English	17/07/2018
BA	Pol. Science	17/07/2018
BA	History	17/07/2018
BA	Philosophy	17/07/2018
BA	Sanskrit	17/07/2018
BA	Odia	17/07/2018
BCom	Accountancy	17/07/2018
BSc	Botany	17/07/2018
BSc	Chemistry	17/07/2018
BSc	Physics	17/07/2018
BSc	Mathematics	17/07/2018
BSc	Zoology	17/07/2018

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
Self Defense Training programme	12/02/2019	84
Communicative English	15/07/2018	144
Soft Skill (IT)	15/07/2018	40
Yoga class	15/08/2018	112
Health and Hygienic	03/02/2019	93
Career Counselling	14/11/2018	82
Career Counselling	26/11/2018	68
Stress Management Session	13/12/2018	56
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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	Economics	25
BA	Pol. Science	45
BA	Odia	46
BA	History	42
BSc	Chemistry	30
BSc	Zoology	32

BSc	Botany	31
BCom	Accountancy	41
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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
<p>The institution has developed feedback format for both stakeholders. Feedbacks are collected through a structured questionnaire from the stakeholders i.e. Students, teachers, Employees, Alumnis and Parents. Attention is given to gain information on every aspects such as curriculum, teaching-learning process, infrastructure facilities, library, laboratory etc. The feedback collected from the stakeholders are reviewed and analysed through a committee constituted by IQAC. The analysis report is placed before the appropriate authority to take action, as deems fit. The action taken report is placed before the IQAC and subsequently before the G.B. for its approval. The action taken report is also placed before the IQAC in the next meeting for the appraisal of the members.</p>

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
BA	Sanskrit	48	203	48
BA	POL. Science	48	223	48
BA	Philosophy	16	65	16
BA	Odia	48	210	48
BA	History	48	199	48
BA	English	16	58	16
BA	Economics	32	152	32
BSc	Physics	32	230	32
BSc	Chemistry	32	223	32
BSc	Mathematics	32	114	32
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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	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2018	1440	Nil	45	Nil	Nil

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	Number of smart classrooms	E-resources and techniques used
45	35	8	5	2	3

[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)

Yes, it is available in the institution. The mentoring system is an important part not only because of the knowledge and skills students can learn from mentors, but also because mentoring provides professional specialization and personal support to facilitate the success of the students' performance. Before the commencement of the mentoring system a meeting was convened by the Coordinator, Proctorial committee. In that meeting modalities of the mentoring system was finalised and the format for mentoring system was decided. On that basis the format was sent to all the HODs of thirteen regular departments. The HODs had distributed the proctorial formats to all the faculty members of their respective departments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1440	45	1:32

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
52	45	7	Nil	4

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
2018	Dr. Abani Kanta Dash	Assistant Professor	Bidya Bhusan Award by Utkal University, Bhubaneswar
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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-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BCom	Coimmerce	2nd semester 2019	27/04/2019	10/06/2019
BCom	Commerce	5th semester 2018	22/12/2018	05/02/2019
BCom	Commerce	3rd semester2018	28/12/2018	12/02/2019
BCom	Commerce	1st semester2018	29/12/2018	12/02/2019
BA	Arts	6th semester2019	15/04/2019	29/05/2019
BA	Arts	4th semester2019	15/04/2019	29/05/2019
BA	Arts	2nd semester 2019	27/04/2019	10/06/2019
BA	Arts	5th Semester 2018	22/12/2018	05/02/2019
BA	Arts	3rd Semester 2018	28/12/2018	12/02/2019
BA	Arts	1st Semester 2018	29/12/2018	12/02/2019
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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
23	1402	1.64

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.karanjiacollege.com/aqar.aspx>

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
UGBA	BA	Economics	21	17	80.95
UGBA	BA	POL. Science	43	30	69.76
UGBA	BA	Sanskrit	45	26	57.77
UGBA	BA	Englsh	8	3	37.50
UGBA	BA	History	33	13	39.39
UGBA	BA	Logic & Philosophy	12	3	25

UGBA	BA	Odia	40	19	47.50
UGBSc	BSc	Botany	33	32	96.96
UGBSc	BSc	Physics	33	26	78.78
UGBSc	BSc	Chemistry	33	29	87.87
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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://www.karanjiacollege.com/kjkphoto/pdf/agar/221121/Students%20Satisfaction%20Survey%20Report-%202018-19.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

Yes
Name of the teacher getting seed money
Jyoti Kishore Mohanta
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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
Nill	NIL	Nill	Nill	Nill
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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
Nill	0	Nill	Nill	Nill
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

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
A Seminar on Ecological	Zoology	17/02/2019

Engineering in Pest control		
A Seminar on Green Technology	Chemistry	03/02/2019
A Seminar on Solar Energy	Physics	17/11/2018
A Seminar on Intellectual property right	Botany	21/01/2019
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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
Odisha Civil Service (OAS)	Kanakalata Soren	OPSC	Nill	UGC NET
MHRD GATE	Kalandi Pradhan	MHRD	Nill	CSIR NET
MHRD GATE	Kanakalata Soren	MHRD	Nill	MHRD GATE
MHRD GATE	Abhipsa Mishra	MHRD	Nill	MHRD GATE
CSIR NET	Kalandi Pradhan	CSIR	Nill	MHRD GATE
UGC NET	Sioun Kumar Das	UGC	Nill	OAS
No file uploaded.				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Botany	1

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)
Nill	NIL	Nill	Nill
No file uploaded.			

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
NIL	Nill

No file uploaded.

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nill	Nill	Nill
No file uploaded.			

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
NIL	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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 citation	Institutional affiliation as mentioned in the publication
NIL	Nill	Nill	Nill	Nill	Nill	Nill
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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	Nill	10	16	30
Presented papers	Nill	2	6	9
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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)
Economics	Deepak Cashew Processing , Saharpada, Keonjhar	Self	0
Commerce	Black Granite Stone carving Idol making, Keshna, Mayurbhanj	Self	0
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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
Economics	Awareness Programme on	Training	0	12

	Cashew Plantation and processing			
Commerce	Awareness Training on Stone carving	Training	0	5
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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
Awareness programme on Menstrual Hygiene and Health	YRC Unit, Karanjia Autonomous College	5	96
Observation of World Health Day	YRC Unit, Karanjia Autonomous College	13	58
Observation of World Cancer Day	YRC Unit, Karanjia Autonomous College	14	46
Observation of Road Safety Week	YRC Unit, NSS Volunteers Karanjia Autonomous College	13	252
AIDS Awareness Programme	YRC Unit, NSS Volunteers Karanjia Autonomous College	16	121
Blood Donation Camp	YRC Unit, NSS Volunteers Karanjia Autonomous College	7	35
Maintenance of discipline during Car festival, Karanjia	NCC unit of Karanjia Autonomous College	9	39
Swachhata Bharat Abhijan	NSS Volunteers of Karanjia Autonomous College	23	115
Plantation Programme	NSS Volunteers, Karanjia Autonomous College	25	123
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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
Car Festival National Service Camp-2018	Best volunteers	Bharat Scouts Guides	5

Rover Ranger Moot	Best volunteers	Bharat Scouts Guides	7
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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 activities	Number of students participated in such activities
NSS Pol. Science Dept	NSS Unit Pol. Science Dept., Karanjia Autonomous College	Voter's Awareness Rally	11	119
YRC	YRC Unit, Karanjia Autonomous College	AIDS Awareness Camp	16	121
YRC Pol. Science	YRC Unit, Dept. of Pol. Science Karanjia Autonomous College	Gender Sensitisation Programme	11	133
NSS	NSS Unit, Karanjia Autonomous College	Swachha Bharat Abhiyan	19	103
NSS	NSS Unit, Karanjia Autonomous College	Swachha Bharat Abhiyan	23	115
YRC	YRC Unit, Karanjia Autonomous College	Blood Donation Camp	7	35
NSS	NSS Unit, Karanjia Autonomous College	Tree Plantation Programme	7	121
NSS	NSS Unit, Karanjia Autonomous College	Gender Sensitization Programme	12	115
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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
Faculty Exchange Programme	T.T. Mahavidyalaya, Ghatagan, Dist-	Internal	730

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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
Periodical	Project work	Anjali Gold Soap Factory, Chakulia, Jharkhand	15/03/2019	16/03/2019	25
Periodical	Project work	ORIPLAST Ltd., Balasore, Odisha	28/02/2019	01/03/2019	19

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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
T.T. Mahavidyalaya, Ghatagan, Dist-Keonjkhar	01/06/2017	Faculty exchange and Research and Development	773

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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
50.1	48.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added

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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
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LIBMS (Software developed by Easy Technology)	Partially	1.0	2016
e-granthalaya	Partially	1.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22053	3797523	1147	266484	23200	4064007
Reference Books	10872	5535000	Nill	Nill	10872	5535000
Journals	371	46220	9	15550	380	61770
e-Books	585	285000	Nill	Nill	585	285000
Others(s pecify)	1	58000	Nill	Nill	1	58000
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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
NIL	NIL	NIL	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	41	1	2	1	1	4	4	10	0
Added	4	0	0	0	0	2	0	0	0
Total	45	1	2	1	1	6	4	10	0

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

10 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
NIL	Nill

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	Expenditure incurred on	Assigned budget on	Expenditure incurredon
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
4	3.59	3	2.94

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)

The college has a written mission statement or set of objectives that respects the autonomy, identity and integrity of the stakeholders. ? The institution has its own policy and associated procedures for maintaining and utilizing the Physical, intellectual, digital and emotional infrastructure of the institution with a commitment to ensuring the quality in all respect. ? The management of the institution gives utmost priority to extension of physical infrastructure of the institution for providing adequate number of classrooms for teaching-learning activities. The laboratories are well equipped to cater to the needs of the science students as well as social science students having practical components from time to time in view of syllabic need. ? The language laboratory is fully utilised for conducting soft skill programmes and spoken tutorial classes for better employability of the students. ?The Smart classrooms and the Computer Laboratory are utilized for better dissemination of knowledge by the teachers and the students. ? The institution has a library with thousands of text books and reference books which is maintained by the librarian and other support staff. Emphasis is always given to keep the latest published books of all subjects for providing learning resources to the teachers and the students. Every year, books are purchased as per the need of the programmes. Automation of the college library is partially done by Easy Solution for acquisition, cataloguing, circulation, serial control, OPAC and administration. ? The study room provides various regional, national and international journals, magazines in addition to the local and national dailies for updating the knowledge of the stakeholders. Hence, much importance is given to make this study room well equipped. ? As a token of encouragement for spectacular performance of the students, Best Graduate and the toppers in Science, Arts Commerce streams are felicitated every year by the institution. ? The College website is regularly updated for providing information publicly. ? Regular Board of Studies, Board of Conducting Examiners, Academic Council and Examination Committee Meetings are held to run the Autonomous system as per UGC Guidelines. Online publication of results is ensured by the institution. ? Teachers are encouraged to undergo Orientation / Refresher courses apart from participating and presenting papers at National / International seminars, conferences and workshops. They are also encouraged to go for higher study to upgrade their knowledge in their subjects for the larger interest of the institution. The institution is committed to organizing all sorts of academic events: seminars, workshops, publication of proceedings in the form of books with ISBN. ? Proper use of electrical appliances: lights, fans, air conditioners, computers, printers, copiers and projectors is ensured and repair / upgradation and purchase of hardware and software are done by the management and administrative team in consultation with technical persons. The internet and LAN facilities are also functional and properly maintained and monitored by the T.As. ? The College has a large playground for outdoor games and sports activities along with one indoor sports complex for indoor games which are managed and

<https://www.karanjiacollege.com/kjkphoto/pdf/QualityMaintenancePolicy.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	Free ship	1165	153780
Financial Support from Other Sources			
a) National	Prerana (Post matric), e-medhabruti, Banishree (PWD), Sanskrit Scholarship, Students'	798	2476746
b) International	NIL	Nil	0
No file uploaded.			

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
Remedial classes	17/07/2016	511	Internal Faculty
Proctorial Mentoring	17/07/2016	1163	Internal Faculty
Yoga and Meditation	19/10/2016	667	Internal faculty
Communicative English	26/09/2018	339	Internal Faculty
No file uploaded.			

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 passed in the comp. exam	Number of students placed
2018	How to face the competitive examination	47	28	19	13
No file uploaded.					

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
16	16	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
-----------	------------

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	145	31
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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	3	BA	English	CU Hyderabad, NOU, Baripada, Ravenshaw University	MA
2019	15	BA	Economics	CU Hyderabad, NOU, Baripada, Ravenshaw University, DD (Auto) College, Keonjhar,	MA
2019	28	BA	POL. Science	Utkal University, BBSR, KIIT-DU, BBSR, Ravenshaw University, DD (Auto) College, Keonjhar, MPC (Auto) College, Baripada	MA
2019	9	BA	History	Calcutta University, Kolkata, MPC (Auto) College, Baripada	MA
2019	16	BA	Odia	Viswa Bharati Shantiniketan, NOU, Keonjhar campus Berhampur University	MA
2019	21	BA	Sanskrit	NOU, Keonjhar	MA

				Campus , Sri Jagannath University, Puri, Rastriya Sanskrit University, Tirupati.	
2019	2	BA	Philosophy	MPC (Auto) College, Baripada	MA
2019	23	BCOM	Accountancy	MPC (Auto) College, Baripada, DD (Auto) College, Keonjhar, Affinity Business School GIFT, Bhubaneswar	MCom, MBA
2019	18	BSC	Physics	KIIT, BBSR, Kolhan University, Jharkhand, Central University, Jharkhand, Ravenshaw University, MPC (Auto) College, Baripada	MSc, MCA
2019	17	BSc	Chemistry	KIIT, BBSR, SOA, BBSR, DD (Auto) Colleg, Keojhar, Kolhan University, Jharkhand, Central University, Jharkhand, Ravenshaw University, MPC (Auto) College, Baripada	MSc, MCA

[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
-------	---

Any Other	31
Any Other	10
No file uploaded.	

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

Activity	Level	Number of Participants
Inter College Cricket Tournament	University Level (NOU, Baripada)	15
Inter College Kabadi Tournament	University Level (NOU, Baripada)	12
Annual College Athletic Meet	College Level	389
Dance	College Level	53
Music (Song)	College Level	69
Music (Instrumental)	College Level	48
Debate	College Level	75
Essay	College Level	67
Inter-Class Football Tournament	College Level	75
Inter-Class Cricket Tournament	College Level	65
No file uploaded.		

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 !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are important stake holders and they are involved in all-round development of the Institution. They do represent in various Committees of the Institution like Internal Quality Assurance Cell (IQAC). Representation of students from Arts, Science and Commerce streams in IQAC is given emphasis for direct participation. Publication of student's project reports. Organisation of workshops for student's on preparation of project reports. Timely publication of examination results. In all the Departments, students representatives are elected as Seminar Secretaries, Assistant Seminar Secretaries and Class representatives. They act as student representatives in their respective departments. They take active part in all the departmental activities like organisation of Departmental seminar, competitions and other curricular and cultural activities. Students are elected / nominated to students' union for organizing various curricular and extracurricular activities in the institution. There is residential committee wherein students do represent for taking decision with regard to all-round development of the five hostels in the institution. Students also represent the library committee to look into the

overall improvement of library and reading room facilities. In this way there is decentralization in the process of management.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

673

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Departmental Seminar 2. Internship facility 3. Industry-Academia connection

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)

As a State Govt. Autonomous Body, the Institution has a strong mechanism for delegating authority and operational autonomy to all the functionaries to work towards the decentralisation and participatory management as per the norms and regulations which is mandatory. Principal level: The Governing body delegates all the academic and all the operational decisions based on Govt. policy to be implemented by the Principal. The Principal along with all the Bursars have to formulate common working procedures and entrust the implementation with the Heads of departments and faculty members. Faculty Level: Faculty members do represent in various committees/cells and G.B. of the College and conduct various programmes to showcase their abilities. They are encouraged to develop leadership quality by discharging various co-curricular and extracurricular responsibilities. They are given authority to conduct the programmes like organisation of extra mural lectures, seminars, Career Counselling programmes, Union election, designing of syllabus and hostel administration etc. For decentralization, different cells/committees are formed like Admission Committee, Building Maintenance Committee, Anti Ranging Cell, Career Counselling Cell, Development Committee, Discipline Committee, Examination Committee, Equal Opportunity Cell, Grievance Redressal Cell, Internal Quality Assurance Cell, Library Committee, Purchase Committee, Proctorial Committee, Students welfare committee etc. Decentralization is done by forming all those committees and cells where faculty members are delegated with the power for smooth management of their assignments. Student level: Students are empowered to play an active role on being elected as student representatives and seminar secretaries in different departments. In IQAC, student members are nominated to represent student community, who take active part in all the discussions.

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
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Admission of Students	<p>Transparency in admission is maintained as the merit list for admission to different programmes is prepared by the Govt. of Odisha H.E. dept. through SAMS. While preparing the said list Govt. gives emphasis on reservation policy in force for ST, SC, Women, PH, Children of Ex-Military Personnel, NCC certified applicants.</p>
Human Resource Management	<p>The Governing Body of the College gives emphasis on Reservation Policy of the Govt. in the process of recruitment of both Teaching and Non-Teaching Staff. As it is a Fully Govt. Aided College when there is no recruitment of staff by SSB the G.B. appoints Teachers to fill in the vacant posts as per the UGC Norm to meet the teaching learning requirement of this Institution. Faculties and staff are encouraged to participate in the self-development programmes. As per the Govt. Rules the staff members both teaching and non-teaching are provided with financial and non-financial benefits to boost their Morales. Teachers are promoted to senior lecturers and Readers with increase in salary. The non-teaching employees are also promoted in due time. Pension benefits are extended to the retiring employees along with gratuity and GIS. At the time of need the Principal is authorized by the Govt. to sanction refundable loans from the GPF accounts of the teachers and employees.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library ICT and Physical infrastructure/instrumentation strengthen the quality aspect of the institution. Initially it has been planned for installation of CCTV in the library for maintaining transparency. Regarding ICT, two nos. of smart class rooms are there in the institution. Books and journals are made available in the study room. Facilities for differently able (Dibyang) candidates are provided. Students are provided with the opportunity of photocopying and getting printouts of the study materials. The library is well equipped with latest publications of reference books which are used both by the students, teachers and researchers. Under physical infrastructure and instrumentation, strategic planning has been done for Ramp provision for</p>

physically challenged individuals, provision of better infrastructural facilities to departments. The practical departments have purchased equipment required for choice based credit system syllabus. CCTV has already been installed in the library. All the class rooms, office, Examinations Section Autonomous Cell are under CCTV Surveillance.

Examination and Evaluation

Semester examinations are held strictly according to the schedules outlined in the academic calendar drawn up at the beginning of the academic session. Timely conduct of examination and publication of results are the hallmarks of this institution. Examinations are conducted in a fair and transparent way under strict supervision of the invigilators inside examination halls. Question papers are set and answer scripts are evaluated by academics of credibility approved by the Board of studies. Mid-semester exams are also conducted for different courses. Robust grievance redressal mechanism is in place in respect of examinations. Application forms for students are entertained for re-addition, The entire examination section works under the guidance of the Controller of Examinations, Deputy controller and support staff. Students fill up their forms online for examinations. The admit cards are downloaded by the students. The result of the examinations is uploaded in the college websites. Tabulation, re-addition works have been digitalized. Utmost care is taken for quick publication of the exams.

Teaching and Learning

Teaching and Learning: Teaching-Learning plays a vital role in the process of quality enhancement of the institution. At the beginning of the session it is planned to introduce mentoring system for the students, preparation of database, soft skill development, organisation of workshop for faculty and students. Database format has been designed and circulated to all the departments. Seminar presentation, group discussion are organized in the language laboratory. Soft skill development like spoken tutorial is organised for the selective students for their employability. The

smart classrooms and the language laboratory are used to acquaint the students with the use of various tools and technologies to enable them study keeping pace with other institutions in the country for better performance. For better dissemination of knowledge they are advised to use Google search, Wikipedia and internet .Projectors are used in the Science Laboratories.

Curriculum Development

Academic Calendar is prepared at the beginning of the session wherein details in connection with examination and other academic activities are reflected and conducted. The so prepared calendar is prepared keeping alignment with the academic calendar published by the Higher Education Dept., Odisha. Curriculum is a broad term which includes both curricular and co-curricular activities. Curricular activities are already designed by the university and choice based credit system is already operational since 2015. Board of studies comprising of experts from outside and the academic council approve the syllabus each year. The Common Minimum Standard prescribed by the Higher Education Dept., Odisha is followed in the institution. All the co-curricular activities are properly implemented as per the Academic Calendar prescribed by Govt. of Odisha, Higher Education Department and the Institution itself. Answer Scripts of various Semester examinations are evaluated by external examiners and internal examiners and utmost care is taken to maintain transparency in the process of evaluation. The Research committee constituted with the eminent teachers from the institution and outside having research experience looks into the soft research programmes: Project Paper writing carried out by the final year students.

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

E-governance area

Details

Administration

The College is run the Rules and Regulations of the Govt. of Odisha H.E. dept. The Principal is the Administrative head. Decentralization is the hall mark of the institution. There is an academic bursar who looks to the academic matter, one administrative bursar who looks to

administrative matters of this institution. As far as financial matter are concerned the accounts bursar prepares the annual budget and ensures proper utilization of funds. S/he also takes steps for College Accounting Procedure Automation (CAPA). The heads of the depts. take care of the implementation of academic calendar and ensures completion of course along with organizing various events: Seminars, Conferences and Workshops. The performance appraisal report of the teachers are prepared online and sent to the Govt. Leave applications of the employees are received and various Govt. orders, circulars and internal office orders are received and issued through e-dispatch portal. The Administrative Bursar, Accounts Bursar, Academic Bursar and different other officers render required assistance to the principal in implementing the policies of the Govt.

Finance and Accounts

The receipts and payments of the college as per the provisions made in the budget are audited by the registered chartered firms sponsored by the directed of Local Fund Audit, the statutory audit organization of Govt. of Odisha under Finance Department. The audit reports of different financial year are uploaded in the DLFA (District Local Fund Audit) website from time to time by DLFA. The finance Committee of the College prepares the budget for the academic year by examining the genuine requirements of various depts. and infrastructure needs of the Institution. The budget is presented before the finance committee duly constituted as per the guidelines of the UGC and finally the Governing Body approves it. The Committee approves the raising of funds and utilisation of the same as per the details specified in the budget like statutory, academic, infrastructure, college development etc. The expected income and the proposed expenditure is closely monitored by the Accounts Bursar. Procurement of different items is done as per the OGFR (Odisha Govt. Financial Rules). Students fees are also collected in digital mode. The Scholarships are disbursed through the NEFT by the Govt. The salary of the teachers employees is prepared and

disbursed through HRMS.

Student Admission and Support

Candidates do apply online in response to the advertisements published in the local dailies by the Govt. for submission of application to various colleges for admission into different undergraduate programmes and the merit list is prepared by the Govt. The name of the college and streams to which candidates can be admitted are published online by the Government.

After selection, students report themselves with the documents for verification and admission. Even admission fees are collected in online mode. The meritorious students are provided with scholarships by the State Govt. and Union Govt. which is facilitated by the college. The ST, SC students are also provided with scholarship. The institution grants free studentship to the needy students. Accommodation is provided to both the boys and the girls in the hostels. There are five hostels Two for boys and Three for Girls. There is a subsidized canteen in the campus for refreshment of the students. Photocopies of study materials are provided to the students at a subsidized nominal price. Students are given ample scope to improve their sense of social responsibilities through outreach programmes conducted by NSS and YRC. For promotion of sports all sorts of facilities are provided both for outdoor and indoor games in the Indoor Stadium and the large playground. The NCC wings help the students to keep themselves physically fit and in getting certificates which help them find employment.

Examination

Semester examinations are held strictly according to the schedules outlined in the academic calendar drawn up at the beginning of the academic session. Timely conduct of examination and publication of results are the hallmarks of this institution. Examinations are conducted in a fair and transparent way under strict supervision of the invigilators inside the examination halls. Question papers are set and answer scripts are evaluated by academics of credibility approved the Board of studies. Mid-Semester exams are also conducted for different courses. Robust grievance

redressal mechanism is in place in respect of examinations. Filled in application forms of the aggrieved students are entertained for re-addition. The entire examination section works under the guidance of the Controller of Examinations, Deputy controller and support staff. Students fill up their forms online for examinations. The admit cards are downloaded by the students. The result of the examinations is uploaded in the college websites. Tabulation, re-addition works have been digitalized. However, the results are published within 45 days from the date of completion of examination.

Planning and Development

There is an Institutional Development Plan (IDP) which broadly covers all the aspects of developments in order to achieve excellence and equity. It is approved by the department of Higher Education Govt. of Odisha. The planning and development of the institution both vertically and horizontally are taken care of keeping alignment with The mission and vision of the institution. The institution is tagged with Odisha Higher Education programme for excellence and equity, a World Bank assisted project. The planning Committee of the college prepares the road map of the institution in each session.

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
2018	Subash Chandra Jena	International Conference at Ravenshaw University, Cuttack	Odisha Pol. Science Association (OPSA	1000
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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	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2018	World Bank (OHEPEE) Sponsored Programme	Capacity building	18/09/2018	19/09/2018	2	5
2018	Training on communicative skill organized by Infosys with collaboration with HE Dept. Govt. of Odisha	Development of communicative skill in English	29/09/2018	01/11/2018	1	1
2019	Perspective of Academic Leadership, KIIT, BBSR	Academic Leadership Training	06/03/2019	11/03/2019	1	1
2018	A training on CAPA	A training on CAPA	18/09/2018	19/09/2018	1	1
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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
Nill	Nill	Nill	Nill	Nill
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
27	18	18	25

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative Store for supply of essential commodities at subsidized rate. Maternity leave is allowed as per the Govt. Norms. Paternity leave is allowed as per the Govt.	Cooperative Store. Maternity leave is allowed as per the Govt. Norms. Paternity leave is allowed as per the Govt. Norms.	Student Utility center. Canteen at subsidized rate. Photocopy of study material at subsidised rate. Group Insurance of students.

6.4 – Financial Management and Resource Mobilization

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

The Institution conducts internal audit regularly. Internal audit is done by the Accounts Bursar and External audit is done by the Auditors from Department of Higher Education and auditors from Local Fund Audit regularly. Besides, the stock register and asset register are also verified by the auditors regularly. The authority takes action on receiving the audit objection in the event of any objection or irregularity fund by the audit party. After the audit reports are complied the same is sent to the audit superintendent for clearance. There are two types of stock registers like central stock register and departmental stock registers. Both the stock registers are verified relating to bill no. and date, the items purchased etc. They also verify the resolutions of purchase committee and process of purchase of items. For maintaining transparency in the financial matter.

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
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

894218

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	H.E. Dept. Govt.	Yes	Principal Academic Bursar
Administrative	Nill	Regional Director of education, Balasore G.B. of Karanjia Autonomous College.	Yes	Principal Administrative Bursar

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

In the academic session 2018-19 Parent-Teacher meeting was jointly organized on 03-January-2019. Parents provided their valuable suggestions through Feedback Format provided to them. • They suggested measures for improvement of educational ambience of the College pertaining to students' attendance in class and keeping the campus clean.

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

• There is a cooperative society from which non-teaching. Staff get credit facilities at a low rate of interest. • Accounts training is given to the Non-Teaching staff by the financial dept., Govt. of Odisha. • At the time of crisis the support staff are sanctioned advance against their salary.

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

- **Expansion of Physical facilities:** The proposal for new academic building under OHEPEE, WB Assisted project has been approved.
- Proposal has been sent to the HE Dept. for opening up of new PG Courses in different subjects.
- National level Seminars have been organized.
- Support system has been improved to a great extent.

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
2018	IQAC meeting for action plan	25/06/2018	01/06/2018	31/05/2019	10
2018	A workshop on research methodology was organised for faculty members and students.	20/06/2018	20/06/2018	20/06/2018	392
2019	A One-day workshop was organised in the College for students and faculty members.	08/01/2019	08/01/2019	08/01/2019	456
2019	IQAC Meeting for analysis of action taken preparation of AQAR	28/05/2019	01/06/2018	31/05/2019	10
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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
Gender Sensitization	25/08/2018	25/08/2018	25	18

Awareness Programme				
A workshop on Empowerment of Tribal Women through PRI by the dept. of Pol. Science	10/01/2019	10/01/2019	45	19
National Seminar on Literature in digital age	20/01/2019	20/01/2019	37	55
Jagatikaran O Sampradika Odia Kabita organized by Odia Dept	21/01/2019	22/01/2019	51	44
Observation of International Womens Day organized by Sexual Harassment Cell	08/03/2019	08/03/2019	40	25

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
1. Road side plantation by YRC 2. Vermicomposting

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3

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
2018	1	1	27/12/2018	01	Enquiry committee for sexual harassment in working place by women sexual ha	Sexual harassment in campus	7

					rassment cell		
2018	1	1	03/07/2018	03	Observation of Bana Mahotsav by Planting trees	Deforestation	47
2019	1	1	04/03/2019	01	Awareness rally on Road Safety	To check Road accidents	76
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Workshop on Code of Conduct of the employees	15/08/2018	The Principal, Administrative Bursar other senior faculties conducted the workshop to make the employees aware of their code of conduct in the Institution. They were advised to maintain decency and follow common etiquettes. Emphasis was given on Human values and professional ethics.
Observation of National Integration Day	19/11/2018	National Integration Day was observed to inject the spirit of Nationalism in the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International day of non-violence and peace on the occasion of Gandhi Sashtri Jayanti	02/10/2018	02/10/2018	76
Vigilance Awareness Week was also organised by the NSS Unit of Karanjia Autonomous College.	02/11/2018	02/11/2018	30
No file uploaded.			

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

Karanjia Autonomous College has undertaken several ecofriendly initiatives for

a cleaner environment and safer campus for a better teaching learning environment. Out of which the following are worth mentioning. 1. Plantation programme on 16.07.2018. 2. Campus cleaning "Swachhata hi - Seva" was organised on 24.08.2018. 3. Save nature save earth campaign was done on Earth Day.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Digilocker system for preservation of old and rare documents and online availability of Degree Certificates of the students. 2. Introduction of Santali as a subject of MIL for promoting the Language and culture of Tribal Community.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.karanjiacollege.com/kjkphoto/pdf/agar/SantaliLanguage.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

The College is situated in a semi urban, tribal dominated area wherein the first generation unprivileged learners do pursue higher education to cater to the needs of higher education the institution is committed to prepare the youth for making them responsible and useful citizens of the nation. From among the total students most are women belonging to ST/SC community and the institution provides or soughts of support and help to bring them into the mainstream of the society. To make the Institution a centre of excellence with special focus on innovative, skill based and result oriented teaching. To bridge the gap between Rural / Tribal and marginal students with the urban / advanced students with the mainstream of the society to equip the students with the right kind of knowledge to face the contemporary as well as the emerging world with all boldness. The institution makes best efforts in the following areas:1. Curriculum Development- Choice Based Credit System (CBCS) has been implemented since 2015. The syllabus is finalised by the Board of Studies. Teaching-learning process: Classes are conducted regularly by adopting innovative approach such as ICT enabled classrooms. Career counselling programme is implemented in this institution. Self Defense Training Programme: Self Defense training programme are organised in the institution for the girl students. Karanjia Autonomous College Karanjia is the only institute in the state promoting "Santali" Language and literature.

Provide the weblink of the institution

[https://www.karanjiacollege.com/kjkphoto/\(I.D.P\)/IDP-Vision-Mission.pdf](https://www.karanjiacollege.com/kjkphoto/(I.D.P)/IDP-Vision-Mission.pdf)

8.Future Plans of Actions for Next Academic Year

The plan of action for next academic year includes :- 1. Preparing the College for Cycle 3 NAAC Assessment. 2. Strengthening the proctorial /mentoring system in the next academic year. 3. Opening of PG in different subjects like Economics, Odia, Pol. Science, History and commerce. 4. Ensuring the quality education through the introduction of new teaching learning methods for enhancement of employability skills. 5. Establishment of Eco-club to create a clean and green consciousness amongst students through various innovative methods. 6. Skill development and job oriented training for employability of the students. 7. Introduction of market oriented courses. 8. To organize more National and International Seminars / Conference and faculty development programmes. 9. Complete automation of library. 10. More ICT facilities for better teaching learning activities. 11. Introduction of add-on courses to inculcate the entrepreneurial spirit and improving the skills of the students.

