



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		Ramachandra Mardharaj Science College, Khallikote, Ganjam, Odisha
• Name of the Head of the institution		Dr. Surendra Kumar Swain
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		06810 291341
• Mobile No:		8895831538
• Registered e-mail		rcmsccollegekhallikote@gmail.com
• Alternate e-mail		rcmsccollege@gmail.com
• Address		Nirmalajhar, PO.Khallikote, Dist-Ganjam, Odisha
• City/Town		Khallikote
• State/UT		Odisha
• Pin Code		761030
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Semi-Urban

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	Berhampur University, Bhanja Bihar, Odisha																		
• Name of the IQAC Coordinator	Prof. Trinath Sahu																		
• Phone No.	8249092957																		
• Alternate phone No.	9437769730																		
• Mobile	8249092957																		
• IQAC e-mail address	rcmiqac2021@gmail.com																		
• Alternate e-mail address	rcmscollegekhalikote@gmail.com																		
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.rcmscollegekhalikote.com/Documents/AqarDocument/AQAR%20FINAL%20REPORT%202021-22.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rcmscollegekhalikote.com/Documents/AqarDocument/Academic%20Calendar%202021-22.pdf																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>70.65</td> <td>2006</td> <td>02/02/2006</td> <td>01/02/2011</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.41</td> <td>2016</td> <td>19/02/2016</td> <td>18/02/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	70.65	2006	02/02/2006	01/02/2011	Cycle 2	B	2.41	2016	19/02/2016	18/02/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	B	70.65	2006	02/02/2006	01/02/2011														
Cycle 2	B	2.41	2016	19/02/2016	18/02/2021														
6.Date of Establishment of IQAC	01/07/2011																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
R.C.M Science College, Khallikote, Ganjam	OHEPEE for Civil Construction Work	Higher Education Department, Government of Odisha	16/11/2020 (Three Years)	23177100
8. Whether composition of IQAC as per latest NAAC guidelines			No	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			No File Uploaded	
9.No. of IQAC meetings held during the year			02	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
<ul style="list-style-type: none"> Focus on construction of infrastructure for creating ample teaching learning facilities and Increase of ICT equipments and their maintenance for quality enhancement. 				
<ul style="list-style-type: none"> Focus on Better and Regular Mentoring System. Conduct of Student Satisfaction Survey (SSS). Promoting environmental consciousness and Green Campus Campaign, Promoting students participation in co-curricular and other activities. 				
<ul style="list-style-type: none"> Focus on conducting seminar on Gender Sensitization, Women Empowerment and various awareness programmes. 				

• Focus on collaborative extension activities: (i) Organising Blood Donation Camp by YRC and Red Ribbon Club of the college in collaboration with District Aids Prevention and Control Unit, Ganjam. (ii) Awareness programme on the use of Toll Free No. 1097 for getting necessary consultancy on TB and HIV/AIDS.

• Collection of feedback from various stakeholders, its analysis and action taken thereof.

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

Plan of Action	Achievements/Outcomes
<p style="text-align: center;">1. Curricular Aspects</p>	<p style="text-align: center;">1. Curricular Aspects</p>
<p>(a) Effective curriculum delivery to the students through wellframed lesson plan</p>	<p>Preparation and notification of lesson plan by May 2022 for the academic session 2022-2023. This has given a very good result to ensure more number of teaching days and completion of courses in time. The academic activities of the HEI has been effectively managed due to preparation of lesson plan much before the commencement of new academic session.</p>
<p>(b) Conduct of at least one Parent-Teacher meeting in each semester.</p>	<p>The mentors are coming in regular touch over phone with the parents by conducting Parent-Teacher meeting at the beginning of the academic session as a result academic progress and achievement of the wards are well communicated to the parents/guardians through mentors.</p>
<p>(c) Exposure given to students through co-curricular activities.</p>	<p>The HEI gives exposure to the students by conducting literary, cultural, athletic sports and games every year as a result students participate at college level, university level and inter university level. Our students have exceled in Cricket, Basketball, Ball Badminton, Volleyball, Kabaddi, State Senior Tennis-Koit and Chess in the Inter College Tournaments at university level and Inter Univeristy Tournaments.</p>
<p>(d) Strengthening of Career Counseling and Placement Cell.</p>	<p>The Career Counseling and Placement Cell of the college is functioning under the active</p>

guidance of a faculty member designated as Co-ordinator for Career Counselling and Placement Cell.

2. Teaching, Learning & Evaluation

2. Teaching, Learning & Evaluation

a) Participation of teachers and learners in seminars on different curriculum. Writing and presenting papers in seminars and their evaluation.

Conduct of seminars, Inviting resource persons from different places -. 1. Department of Chemistry has organised a National Seminar on 'Application of Advanced Material in different Emerging fields' on 17.08.2022. Students both U.|G and P.G have written and presented papers in the seminar. The papers written and presented by the students were evaluated by the subject teachers. 2. Department of Education conducted a seminar on 'The role and functioning of School Management Committee' on 26.07.2022. The papers written and presented by the students were evaluated by the subject teachers. 3. P.G Department of Chemistry conducted Five seminars on different topics inviting Resource Persons. a) 'Metal- ligand equilibrium in solution' conducted on 10.08.2022. Resource person- Dr.S.N.Sahu, Assistant Professor, P.G Department of Chemistry, Berhampur University b) 'Importance of statistical Thermodynamics' on 12.09.2022. Resource person. Dr.G.Phaomei, Assistant Professor, P.G Department of Chemistry, Berhampur University c) 'Importance of Heterocycle and natural Product' on

03.01.2023. Dr.B.B.Parida,
Assistant Professor, P.G
Department of Chemistry,
Berhampur University d)
'Synthetic Reagents in Natural
products' on

15.04.2023.Dr.B.B.Parida,
Assistant Professor, P.G
Department of Chemistry,
Berhampur University e)
'Importance of statistical
thermodynamics' on 15.04.2023

Dr.G.Phaomei, Assistant
Professor, P.G Department of
Chemistry, Berhampur University.

4. Department of History
conducted a seminar on 'Napoleon
Bonaparte- the child of French
revolution' on 08th December
2022. Dr. Pratibha Mayee Mitra,
Reader in History- cum-
Principal, K.B.D.A.V. College,
Nirakarpur, Khurda was graced
the occasion as a chief speaker.

5. Department of History
conducted a seminar on
'Administrative Experiments of
Muhammad -Bin- Tughlaq' on 28th
December 2022. Dr Akulananda
Padhy, Reader in History- cum-
Principal, Nuvapada College,
Ganjam, Khurda was graced the
occasion as a chief speaker. 6.

Department of Zoology organised
a seminar on 23.08.2022 on the
topic 'Basics of

Bioinformatics'. Dr. Sushil
Kumar Rathore, Asst. Prof. & Dr.
Bibhuti Prasad Barik, Asst.
Prof., Khallikote Unitary
University were graced the
occasion as Chief Guest and
Chief Speaker respectively. 7.

Department of Odia organised a
seminar on 10.08.2022 on the
topic of 'Odia Bhasara Utpati O

Krama Bikasha'. Dr. Debasish Mahapatra, Former Asso. Prof. Regional Institute of Education. 8. Department of Computer Science organised a seminar on 09.09.2022 on the topic of 'Artificial Intelligence'. Dr. Manas Ranjan Patra, Assit. Prof. Berhampur University was graced the occasion as Chief Guest. 9. Department of Economics organised a seminar on 27.08.2022 on the topic of 'Balance of Payment of India': Some issues and concerns by Dr. Alok Ranjan Behera, Asst. Prof. Utkal University, Exchange Rate & Its Impact on Indian Economy" by Dr. Siba Sankar Mohanty, Asso. Prof. Utkal University & Towards New Paradigms of Development Discourse in 21st Century Looking Human Development through the Prisms of SDG by Dr. Pramod Kumar Roy, Director, School and Mass Education. 10. The IQAC organised a seminar on 'Requisite of IPR Law in India' on 27.02.2023. Dr. Itishree Mishra, Asso.Prof. Birla Global University of Law was graced the occasion as Chief Guest. 11. The Commerce Dept. organised a seminar on 'Entrepreneurship an alternate career' on 23.01.2023. 12. The IQAC organised a seminar on 'The changing faces of Indian Economy' on 24.08.2022.

b) Use of latest technologies by faculties in teaching and research activities

Faculty members are using ICT facilities in teaching and learning activities while one Dr. Sunil Kumar Senapati, Lecturer in Botany as adopted latest technology in conducting

	<p>research on ` (i) `Phytochemical analysis of Mesua ferral Aoenrare medicinal plant used by the tribal community of Odisha' funded by OHEC. (ii) `Standardization of protocol for invitro propagation of Mesua ferral a rare medicinal plant and its conservation' funded by Department of Science and Technology (DST), Odisha.</p>
c) Student Induction Programme	<p>The 1st year students were inducted at the beginning of the session about the: a) Culture of the HEI, standard of discipline and dignity to be maintained inside and outside of the college campus, harmonious relation among students refraining from ragging, harassment to co- students etc. b) Facilities available for them in the college library, reading room, reference room, literary, cultural and athletic clubs and opportunity for participating in co-curricular and extracurricular activities organised by different societies of the college.</p>
d) Student centric activities and Remedial classes.	<p>The HEI has introduced interactive lecture, experiential learning, case based learning to make more effective the role of a teacher in student centric teaching. Remedial classes were taken to bridge the gap between the slow learners and advanced learners.</p>
3. Research, Innovations & Extension	3. Research, Innovations & Extension
(a) Promoting research and publication.	Research based articles were written by faculty members and

published in National and International peer reviewed and UGC approved journals during the year 2022-23. 1. 'Biological synthesis of GO-MgO nanomaterial using Azadirachta indica leaf extract: A potential bio-adsorbent for removing Cr(VI) ions from aqueous media'. Sahoo S.K.; Panigrahi G.K.; Sahu M.K.; Arzoo A.; Sahoo J.K.; Sahoo A.; Pradhan A.K.; Dalbehera A. Biochemical Engineering Journal (ISSN: 1385-8947), 2022. (DOI:10.1016/j.bej.2021.108272). 2. 'Electrospun magnetic polyacrylonitrile-GO hybrid nanofibers for removing Cr(VI) from water'. Sahoo S.K.; Panigrahi G.K.; Sahoo J.K.; Pradhan A.K.; Purohit A.K.; Dhal J.P. Journal of Molecular Liquids (ISSN: 0167-7322), 2021. (DOI:10.1016/j.molliq.2021.115364). 3. 'Bio-hydrothermal synthesis of ZnO-ZnFe₂O₄ nanoparticles using Psidium guajava leaf extract: Role in waste water remediation and plant immunity'. Journal of Cleaner Production. Sahoo S.K.; Panigrahi G.K.; Sahoo A.; Pradhan A.K.; Dalbehera A. Journal of Cleaner Production (0959-6526), 2021. (DOI:10.1016/j.jclepro.2021.128522).

<p>(B) Promoting teachers to apply for major and minor research projects</p>	<p>'Phytochemical analysis of Mesua ferral Aoenrare medicinal plant used by the tribal community of Odisha' funded by OHEC. (Dept. of Botany)</p>
<p>(C) Community Outreach Programme and institutional social responsibility through NSS/YRC</p>	<p>The community Outreach Programme believes that the best form of social service consists in</p>

and NCC with regard to Extension activities.	giving back to the community. The following programmes are conducted during the session Vano Mahotsav (In Odia), Blood Donation Camp, Azadi Ka Amrit Mohatsav, Debate Competition, Triranga rally under Azadi Ka Amrit Mohatsav, Campus cleaning under Swachhata Abhijan, Observation of NSS foundation Day, Orientation Programme for NSS Programme Officers
4. Infrastructure and Learning Resources	4. Infrastructure and Learning Resources
(a) Expansion of IT Infrastructure	More number of smart class rooms constructed during the year.
(b) High speed internet facilities through LAN in all departments.	The college has allocated funds for installation of High speed internet facilities through LAN in all departments.
(c) Conduct of Academic and Administrative Audit.	Academic and Administrative Audit has been conducted by external peer members. Steps have been taken by the Governing Body for maintaining academic and administrative excellence in accordance with the suggestions given by respective peer audit committee.
(d) Library resource enrichment	The HEI has purchased reference books spending an amount of Rs. 12286/- (Rupees Twelve Thousand Two Hundred Eighty Six) only for enrichment of library.
5. Students Support and Progression	5. Students Support and Progression
(a) Different scholarships are provided to the students	The following Scholarships are given to the students of HEI under Direct Benefit Transfer (DBT) mode. "Prerana" scholarship awarded to SC/ ST/ OBC/ SEBC

	<p>students. "e-medhabruti" scholarship awarded to meritorious students. "Banishree" Scholarship awarded to Disabled students. "Senior Merit Scholarship awarded to academic meritorious students". "National Scholarship" awarded to academic meritorious students. "Fakir Mohan Senapati" Scholarship awarded to the students securing Highest percentage of marks in Odia literature. 'Half Fee Freeship' awarded to students taking into consideration poverty and merit.</p>
6. Governance Leadership & Management	6. Governance Leadership & Management
(a) Faculty Empowerment.	The Governing Body of the college provides duty-cum-study leave for faculty members to participate in faculty development programmes, orientation and refresher courses. Three number of teachers of the H EI participated in FDP and workshop during the session.
(b) Administrative Calendar	The Administrative Calendar for the academic session 2022-23 was prepared and executed accordingly with minor changes.
7. Institutional Values & Best Practices	7. Institutional Values & Best Practices
(a) Beyond the campus environmental activities.	Campaigns and activities carried out in adjacent villages by NSS, NCC units to make better living conditions.
(b) Gender Sensitization.	The HEI is cautious about women issues therefore, imparts gender sensitivity among students and faculties through respective

cells of the HEI.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name

Date of meeting(s)

Governing Body of the College

13/06/2023

14. Whether institutional data submitted to AISHE

Year

Date of Submission

2022-23

20/03/2024

15. Multidisciplinary / interdisciplinary

The institute believes in the efficacy of inter disciplinary approach to enhance academic experience of learners which is accomplished by integrating humanities and science subjects. The areas of inter disciplinary approach includes students projects in which 6th Semester UG Students undertake projects which are interdisciplinary nature and are reflected in departments like Botany, Zoology, Education, English etc.

16. Academic bank of credits (ABC):

The college follows a Choice Based Credit System (CBCs) for all its program. This offers academic flexibility to students. The affiliated University of the HEI has opened digital Academic Bank of Credits (ABC) for all students both U.G and P.G of its affiliated colleges. The college follows a Choice Based Credit System (CBCs) for all its program. This offers academic flexibility to students. The affiliated University of the HEI has opened digital Academic Bank of Credits (ABC) for all students both U.G and P.G of its affiliated colleges. The college follows a Choice Based Credit System (CBCs) for all its program. This offers academic flexibility to students. The affiliated University of the HEI has opened digital Academic Bank of Credits (ABC) for all students both U.G and P.G of its affiliated colleges. The college follows a Choice Based Credit System (CBCs) for all its program. This offers academic flexibility to students. The affiliated University of the HEI has

opened digital Academic Bank of Credits (ABC) for all students both U.G and P.G of its affiliated colleges.

17.Skill development:

On its vision of empowering students through academic excellence R.C.M Science College facilitates to engage its students in experimental learning. The college ensures vocational training of students through skill trainings. Industry veterans and skilled craftsman are invited as trainer and resource person.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In lines with the mandates of NEP, Indian Language and Culture, the faculty members of the HEI follow in teaching and learning of their respective subjects in both English and regional language to give justice to appropriate integration of Indian Knowledge System.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution focused on student oriented educational approach for implementing outcome based education, programmes specific and course outcomes are charted and regularly communicated to the students.

20.Distance education/online education:

In the coming future online education is going to be a part of teaching learning process. Hence, the HEI must get ready to face for the changes and challenges. Our HEI has already implemented online mode of teaching with the regular teaching process which becomes a new normal for the institution. Online platforms like Zoom, Google Meet, etc are utilised for curriculum delivery and assessment. Webinars and online conferences on topic of relevance are also organised for staff and students.

Extended Profile

1.Programme

1.1 15

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

1938

Number of students during the year

File Description	Documents
Data Template	View File

2.2

345

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

438

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

50

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

43

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1938
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	345
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	438
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	50
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	43
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	31
Total number of Classrooms and Seminar halls	
4.2	44665742
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	95
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

To ensure effective curriculum delivery, the HEI has a well planned documented process in preparing the Master Time Table in the month of April i.e preceding to the new academic session. The Master Time Table is distributed to all Head of the Departments for verification of the number of classes allotted for each paper according to UGC guideline. Any lapses thereto are rectified taking necessary suggestions of respective Heads of the Departments and the Academic Bursar. The HODs distribute classes as per the yardstick for different semesters among the faculty members before the closure of the college for Summer Vacation so as to enable the faculty members to commence the teaching and learning process from the very day of reopening of the college after summer vacation. The HEI has a wide spectrum of library facilities with about 31058 (Thirty One Thousand Fifty Eight) books of various disciplines. Journals and periodicals of different spectrums are available for students and teachers in a well ventilated reading room, ICT facilities, free internet access

within the college campus, highest broad band access with 50 computers in browsing center, a language lab with well sophisticated instruments are available to ensure effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rcmscollegekhallikote.com/time-table.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The HEI ensures incorporation of an effective conduct of continuous internal evaluation system for the students of each semester through mid term examination to enrich the objective of the HEI. It also encourage the sense of accountability and transparency towards the mechanism of continuous evaluation of examination process. There is an internal examination for each midterm. The answer papers are evaluated by the respective subject teachers and made transparent before the students along with the scheme of evaluation. Subject teachers interact with the students for improvement of writing capacity of the students and guide the students to answer questions covering each part of the question for fetching good marks. As a result the students get much benefit in improving their standard of writing in the end term examination and secure good number of marks.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.rcmscollegekhallikote.com/Documents/AgarDocument/Academic%20Calendar%202022-23.pdf

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

A. Any 3 of the above

B. Any 3 of the above

Academic council/BoS of Affiliating

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

07

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

07

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The 1st semester of all UG programs has a course highlighting rights and gender issues under communicative English. Environmental science is also included in 1st semester for all the stream. Ethics and values is also added to 1st semester from the academic session 2022-23. A specialized course on entrepreneurship development and business ethics are added to 4th semester for commerce at the same time it will be quantitative and logical theory for Arts and Science students to sharpen their knowledge. This institution implemented "Juba Sanskar" (In odia), a recent initiative of Higher education to shape the culture and moral value of the students with the active participation of all staff members. Apart from above initiatives, Self Defence Training is also given to girls student to strengthen them both mentally and physically. Various social awareness programs such as, world environment day, world water day, world health day etc are observed in the campus with number of environment developmental plans. This institution gives emphasis on maintaining plastic free campus with proper sanitization and cleaning activities in time to time. Seminars and invited talks are organized very often to aware the students about environmental sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

438

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rcmscollegekhalikote.com/iqac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2304

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

625

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students, basing on their marks secured in the Mid Term Test Examination. This helps to identify the slow learners and to design remedial classes to bridge the gap between the slow learners and the advanced learners. The mentors of the respective classes extend valid support in classifying the students with reports based on observation and class tests. Moreover, the wide range of continuous assessment components that include, Weekly Home Assignments, Class Assignments, Seminars and Group Discussions, Class Tests and attendance, enable effective assessment of learning levels of students. Further, the Career Counselling Cell and Placement Cell of the college invites Companies and Industries to hold their placement drive at the college and students are encouraged to actively register for the interviews. To identify the slow learners and advance learners our institution conducted the Mentor-Mentee system by dividing the mentees under the responsible mentors of several departments. During the interaction the mentors were not only identified some slow learners but also shutout their queries by interacting with their respective mentees. This process helps as a base for monitoring the future progress of the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1938	50

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The HEI follows Experiential Learning, Participatory Learning and Problem Solving Methodologies for enhancing learner's learning experiences.

- The teachers in the classroom conduct Group discussions on a given topic selected from their curriculum as a Experiential Learning to assess the understanding power of the learner. Further, they are asked to adopt the theory/concept learned in the classroom in their own village to meet the community needs so as to get self confidence among them and developing leadership skills.
- With regard to participatory learning the students are given various projects to write through case studies They also often follow role play method.
- Coming to problem solving methodologies, students are given scope to identify the real world situations/problems and how the theory they are taught works in solving the real world situations/problems. In this regard, students are asked to prepare a register (i) Focus the Problem (ii) To prepare a list for possible solutions/options (iii) Select any one of the options above. (iv) Working out/ Adopt the plan to solve the problem.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools empower both teachers and learners. They transform the teaching and learning processes from being highly teacher-dominated to becoming student-centric and this transformation results in increased learning gains for students, creating and allowing for opportunities for learners. Appropriate use of ICT raise the interest levels amongst the students and has helped connect learning to real-life situations. Students enjoy while learning and perform better in examinations. Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. Hence, the HEI has provided ICT enabled classrooms with LCD projectors, Wi-Fi connectivity, software etc. PowerPoint presentations developed by teachers to expose the students to advanced knowledge and practical learning. The institution is also using the IT enabled learning tools such as PPT, Video clippings, animations, video demonstrations from online sources apart from providing reading materials and lab manuals through emails and other methods for effective teaching-learning process.

Overall, the ICTenable tools has improved the student learning outcomes and streamlined the teaching management process as well.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The H|EI maintains utmost transparency in the internal assessment and subsequent evaluation process. It prepares the Question papers for internal assessment as per the university examination pattern. The learners are informed about the programme of Internal Assessment 15 days before the commencement of Internal Examinations. At the end of the teaching of every chapter, students are provided with number of important questions as per the CBCS/Model Degree Syllabus question pattern and the procedure of answering the questions and also they are made aware of the scheme of evaluation of each question. As a result the learners secure good marks in the Internal Examinations. This process motivates the learners and becomes easy for them in presenting answers in an appropriate manner to the given questions at the end semester examinations. With regard to frequency and mode of conducting the internal assessment we can say that under hard cases students having less than 30% of marks are advised to appear more number of internal assessment (conducted in the classroom by their respective teachers) so as to enable them to improve their standard of writing and through interactive classes for developing their standard of learning.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Conduct of Internal Examination, evaluation of answer scripts on the scheduled time is well planned in the HEI. Grievances

pertaining to internal examination if at all reaches either to the Officer-in-Charge of the examination or to the Head of the Department or to the Head of the Institution, it is redressed then and there to clarify the related doubts in the mechanism of conducting the internal examination in toto so as to create a conducive and harmonious relation between the examiner and examinee besides having faith and confidence on the robust and befitting mechanism followed in connection with the conduct of Internal Examinations in the HEI.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Teachers and Students of the HEI are made well aware of the stated programme offered by the institution through the syllabus/course of studies duly prescribed by the affiliated university through making available in the college library, reading room and in their respective departments too. The HEI has language lab, laboratory for science students and laboratory for the students of Computer Science. The students of English Literature and Odia Literature take benefit of the Language Lab similarly the science students and the students of Computer Science from science laboratories.

Course outcomes are communicated in time to the students, teachers, mentors through the examination section of the HEI in time so as to enable the students to go for higher studies or to available opportunity in the job market.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are assessed by the academic bursar alongwith support staff soon after the University results are published. It is tabulated to place before the Principal-cum-Secretary Governing Body for discussion in the staff council meeting. The aforesaid Pos, PSOs and Cos are placed before the Governing Body meeting for perusal and necessary advises. Students who have done the best performance are honoured/felicitated in a celebration to motivate other students and parents. Parents are also invited to the felicitation ceremony. Governing Body issues letter of appreciation and letter of commendation to the faculty members and HOD whose department has shown outstanding performance in the University examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

511

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.rcmscollegekhalikote.com/Documents/AgarDocument/Student%20Satisfaction%20Survey%202022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

209000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

18

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

03

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college organizes a number of extension activities to promote neighbouring community on social and economic issues. The students are sensitized to go to the community for collecting information

on the questionnaire prepared much in advance taking into account the social, economical and other needs. The individual needs of the people of adopted villages are catered in consultation with the Gram Panchayat Officers (GPOs), Local Sarapanch and the Block Development Officer (BDO). All extension activities are conducted under the supervision of NSS Programme Officers, Officer-in-Charge of YRC and Officer-in-Charge of NCC through their volunteers and cadet respectively. At the end of this session meetings are conducted in the adopted villages inviting the Principal of the college, BDO and Panchayat members. Feedback of the villagers is taken asking their satisfactory level with the services of the NSS Volunteers, NCC Cadets et al.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

891

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The HEI has always given emphasis on the creation and up gradation of infrastructure. To develop advanced and modern infrastructure .The college utilized the funds provided by the state Govt. OHEPEE fund by World Bank, etc. The funds are utilised to renovate the classrooms, laboratories for students and library etc. from time to time. The college is taking effective measures for the modernizing the way of teaching. For that purpose:

1. There are 12 no of ICT enabled class rooms with LCD, Wi-Fi & LAN facilities.
2. In addition to this there is one smart class room, one class room with LMS facilities.
3. Two no's of Seminar Hallswith ICT facilities and also one Advanced Language Laboratory.
4. There are twenty five general class rooms with common facilities for the students and teachers.
5. There are 15 numbers of well equipped science laboratories for the UG and PG students.
6. One reading room for students.
7. Newly constructed Girl's Hostel with 56 seated capacity.
8. One Student's Common Room
9. One canteen for students and staffs.
10. Newly constructed One Cycle Stand for students.
11. Newly constructed two toilets attached to RUSA building.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1. **Facilities for cultural activities:** The HEI has one open-air stage and one auditorium for conduct of cultural activities of students.

1. Open air stage: Size 30 Ft X 30 Ft.
2. Established in the Year: 2014 (Golden Jubilee Open Air Stage)
3. Auditorium: Size :39 Ft X 78 Ft
4. Establised in the Year: 1964-65

1. **Facilities for sports and games:** The HEI has a stadium comprising (200 mts)size. Besides the HEI has one Basketball Court, One Badminton Court, Ball Badminton Court and a Volleyball Court.
2. The HEI provides one Gymnastic Center (Size 20Ft X 25 Ft) and one Yoga Centre for students and staff to develop their physical and mental strength.
3. The HEI provides Table Tennis for both Boys and Girl students
4. In order to increase the physical and mental strength of students, the college is organizing different cultural activities besides Ganesh Puja and Saraswati Puja every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24317153

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software -matrix
- Nature of automation -(partially)-26,189
- Version-2.0
- Year of Automation-2021-2022

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

12286

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

220

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure is the foundation or framework that supports a system or institution in computing, IT infrastructure is composed of physical and virtual resources that support the flow, storage, processing and analysis of the data.

Indeed the IT facility is the backbone of today's educational system. By giving this facility our college at present is having 95 number of computers i.e increasing from 63 to 95 (32 Computers) during this academic session and 05 number of laptops. Classes and Seminars have been organized through Wi-Fi. To promote the knowledge in different fields the college provides one Browsing Centre for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

509061

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The HEI is one of the premier colleges in Southern Odisha with good reputation in U.G and P.G result, due to very good physical, academic and support facilities like Smart Laboratories, Partly automated library and class room with ICT facilities, Wi-Fi connection, Reading Room, 56 seated Girls Hostel, College Canteen, One Common Room. The entire admission procedure has been carried out by Higher Education Department, Government of Odisha by SAMS portal basing on academic merit and reservation policy of the Government. The Library is partially automated. The laboratory and sports complex are run manually. This College provides 100 MBPS net with computers and internet facility to all department of the HEI.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1193

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

172

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

62

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The HEI has ample facilities for giving opportunity to the students to represent and to participate in various administrative, co-curricular and extra curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The HEI has an unregistered Alumni Association. The by-law of the Alumni Association was reviewed and approved by the Governing Body in its meeting held on 22/12/2021 vide Resolution No. 24. Steps will be taken for registration of the Alumni Association. During the year under report the alumni association of this college has conducted:

1. Tree Plantation in the college stadium.
2. Conducted Cricket Tournament and a friendly match between the present students and aluminas.
3. The Alumni Association has felicitated the students of HEI who have participated in the Inter University and National Level Cricket.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body of the college takes prudent steps and watch frequently pertaining to the benefits achieved by the stakeholders in consonance with the vision and mission of the HEI. The Honourable President of the Governing Body very often ask the participatory role and achievement of the students and teachers to fulfill the vision and mission of the HEI. The Principal as the Head of the institution at the ground level works sincerely and meticulously to fulfill the vision and mission of the HEI through the performance of the students, teachers and support staff in all spectrums including the need of the community around the college. The Internal Quality Assurance Cell (IQAC), Academic Bursar and Research Committee closely monitor the successful execution of the curriculum and the outcomes of the exams in order to detect any gaps and to recommend any necessary measures that are needed and executed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

A case study: For opening of a New Programme in the HEI.

Step - 1: The proposal comes from the department with necessary justification of students demand, feeding institutions, demand of the finished product in and at local, national and global market to the Principal.

Step - 2: The Principal with his note place the same in the agenda of the governing body meeting for decision.

Step - 3: The Governing Body after careful consideration resolves allowing the Principal to take further steps for opening of the new programmes.

Step - 4: The file with necessary instructions and copy of the resolution of the Governing Body moves to the Establishment Section for necessary timely action.

Step - 5: The establishment section with the endorsement of the administrative bursar places the file in the accounts section for deposit of necessary fees in Government Treasury in shape of challan. The accounts section alongwith the note of the accounts bursar mentioning specific amount of fees as prescribed by the Government seeks permission of the Principal to deposit the prescribed amount in Government Treasury.

Step - 6: With the permission of Principal the required amount is deposited in Government Treasury.

Thus, the leadership is visible at every step of institutional practices with decentralization and participative management for opening of a new programme in the HEI.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The multifaceted capabilities of the HEI have consistently produced excellent outcomes in the academic and socio-cultural arena. In order to achieve fairness, excellence, and employability is the goal under the strategic plan of the HEI which was effectively deployed at every step and corner. Equity and Excellence in the academic domains with high potential for employment are the institutional perspective plans carried out through the following strategies.

i) To improve the teaching/learning process.

ii) To expand the research activities.

iii) To create campus placement opportunity for meritorious students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Administrative Policy, Appointment Procedure, Service Rules and Procedures are well codified by the Department of Higher Education, Government of Odisha. The institutional head follow the codified rules and regulations at the college level. The Governing Body, the Regional Director of Education and the Director of Higher Education, Odisha keep a super-visional watch for all administrative activities of the HEI. The State Selection Board, Higher Education Department of Government of Odisha is the authority to conduct examinations and sponsor the names of qualified candidates to the Higher Education Department keeping in view the vacancies from time to time arise in the HEIs of Odisha. The Higher Education Department forward the names of such qualified/successful candidates to the Governing Body to issue appointment order. The Principal-cum-Secretary of the Governing Body issues the appointment order in favour of such candidates duly sponsored by State Selection Board and recommended by the Higher Education Department. The service rules and procedures etc. are well codified by the Higher Education Department applicable to the teachers of the HEI.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.rcmscollegekhalikote.com/Documents/AgarDocument/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching & Non-Teaching

Economic Security like pension and gratuity for the teachers and non-teaching staff in recognition of their 25 years of continuous satisfactory service on superannuation from service is provided by the Higher Education Department, Government of Odisha through Higher Education Department. Permanent Retirement Account Number (PRAN) has been opened in favour of Block Grant teachers under National Pension Scheme (NPS). EPF Account has been opened for teachers engaged by the Governing Body. Maternity Leave is allowed for a period of 180 days to Women employees with full salary. Family Pension to the family members after the demise of the employees are provided. Full pension to the spouse on the demise of the teaching staff during service till the date of superannuation is accorded. Group Life Insurance scheme has been introduced. |The

teaching staff presently appointed with the recommendation of the Higher Education Department duly sponsored by State Selection Board, Odisha are coming under National Pension Scheme (NPS).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There is a well planned/developed institutional Performance Appraisal System for both teaching and non- teaching staff. The Performance Appraisal format is provided to both teaching and nonteaching staff of the HEI at the end of each academic session.

The same is compared with the previous Performance Appraisal report the API scores codified by UGC is adopted by the HEI as the evaluation indicators. The metrics for non-teaching employees are effectively adopted for timely completion of given task. The college evaluates the success of its employees by taking into account both their own evaluations and those of the beneficiaries. Parents and students are two important sources of evaluators. The staff periodically completes and evaluates a self-evaluation. The principal offers confidential advice to the faculty members after taking into consideration the students' input on the personnel. The students are also requested to provide feedback on the knowledge they have learned from the particular programmes they have selected, and they are given the assurance that their identity would be kept private throughout. Additionally, evaluations from faculty members who are peers with one another are gathered and reviewed. The principal offers suitable and timely recommendations to the involved faculty and departments to enhance their performance based on the results of this survey. Since 2016, every department has been subject to an academic audit. Peers from other departments audit the annual reports that the departments submit. This year the academic audit of the college has been conducted by external peer members of high repute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

All financial transactions are strictly scrutinized by the Accounts Bursar. The Principal after satisfaction of the procedural correctness in accordance with GFR Rule 2005, Odisha Finance Department Circular either issue order on note-sheet for payment of account payee cheque or payment through RTGS/NEFT. Further, all the financial transactions are reported electronically through designated website which is monitored by officials of Higher Education Department at the state level. Conduct of External Audit: The Government of Odisha in the Department of Higher Education notifies at the beginning of every

calendar year for conduct of external audit. Accordingly the Director Higher Education, Odisha or Assistant Examiner of Audits

notifies the audit tour programme of the audit staff. During the course of audit, the accountant, accounts bursar submits the documents, registers, note sheet files, Bank passbooks, bills and vouchers and minutes of Governing Body. The establishment section cooperates the audit in providing the documents registers pertaining to establishment. The audit report is issued by the audit superintendent, Government of Odisha to the college after the audit is over. The Account Section of the college prepares the audit compliance. The audit compliance report is placed before the Governing Body of the HEI for review and further instructions to different sections of the HEI. The compliance of audit report after necessary review and approval of the Governing Body is submitted in triplicate along with the copy of GB resolution to the appropriate authorities of Government of Odisha. This process of external audit is conducted regularly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Officer-in-Charge of UGC, NAAC, ICSSR, HEI effective optimal

mobilization of funds can be seen in terms of setting up of and up-gradation of infrastructure for the upliftment of students. Funds received under OHEPEE have been effectively utilized in Civil Work and Non-Civil works.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

According to NAAC's plans, IQAC has been established for ongoing review and assessment of quality sustenance measures and to serve as a catalyst for quality improvement.

i. Development and application of quality parameters

The faculty and staff have been informed of the criteria for quality assessment by IQAC, which has also channeled activities, introduced new models, created forms, and kept records of their actions.

ii. Creating Learner-centric environment

The IQAC clearly played a leading role in converting the learning environment on campus into a learner centric one.

iii. Feedback response system

The IQAC organises an annual stakeholder survey to get feedback on the academic procedures..

iv. Organisation of Curricular Activities

For the professors and students' benefit, IQAC organizes workshops, seminars and competitions that promote contact between the academic and industrial worlds.

v. Documentation

The involvement of staff and students in various extracurricular

and curricular activities is scrupulously documented by the IQAC.

vi. Development of quality culture in the institution

The IQAC works closely with the administration of various programmes on campus and offers guidelines for event planning to the departmental clubs and students' council.

vii. Preparation of AQAR

Unquestionably, the IQAC's primary responsibility is to prepare the AQAR in strict compliance with the standards and requirements established by the NAAC, which it always accomplishes in time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The quality of the teaching-learning process, assessment and evaluation, research, and planning are crucially ensured and amplified by IQAC.. A member of the College Council, Academic Monitoring Committee, Planning Board, and College Development Council, the IQAC Coordinator ensures that strategies are implemented effectively.

ICT-enabled teaching and learning:

The IQAC recommended building smart boards and electronic podiums and buying college administration system software in order to provide contemporary technical tools for the teaching-learning process. IQAC hosted a session on "Technology Enabled Learning in Higher Education" with a focus on Moodle, LaTeX, and SPSS.

Assessment and Evaluation:

For a thorough and integrated assessment and evaluation of the students, IQAC took the initiative to design and build the Institution Management Software. A more recent version that makes use of a Moodle-based LMS is now in use.

Planning and Monitoring of the Quality of Teaching-learning Process:

The Principal, Vice-Principal, and all HoDs attend monthly Academic Council meetings where they discuss how well the curriculum is delivered.

Content/Knowledge Management:

For the college faculty, the IQAC organised a training session on Moodle learning management software. The use of e-resources from Inflibnet is reported to IQAC. It proposes regular upgrading while keeping an eye on new initiatives like WWS, SSP, and ASAP. Master plans, proposals for government budget allocation, green audits, energy audits, and academic audits are just a few of the policy documents that IQAC creates.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is one of the key challenges facing society today. The institute conducts gender equity promotion programs. Guest speakers from prominent field are invited to speak on the given topic which highlights the importance and contribution of women at home, society and workplace. Also discussions, debates and lectures pertaining to gender sensitization are arranged. Women's Day is celebrated every year with student's participation. Special talks are arranged to encourage women to explore opportunities in science and technology. An exclusive committee consisting of women faculty and girl students is also functioning related to gender equity issues. Trainings are also arranged in the institution on self defence for women. The entire campus is secured with CCTV cameras to avoid women harassment as a measure prevention.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>A. Safety and Security</u> The college has a <u>Women's Grievance Redressal Cell with Principal as the Chairman and appointed members. The college has installed CCTV cameras for close monitoring of campus activities, has a helpline number for women students and faculty, and a complaint box. Our college has security personnel at the gate and also night watchmen to keep vigil of the campus.</u> B. <u>Objectives: To deal with the complaints of sexual harassment and any other type of harassment of the female students, women staff of the college. To process all the individual complaints and take immediate suitable action. To provide assistance to the Faculty/Colleges for taking preventive steps in the matter of</u> C. <u>Activities</u> The college promotes equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College. The College builds upon existing arrangements to foster gender equality in all aspects of College life including admission process and appointments. The College takes active steps to establish good gender balance in decision-making processes in all areas of College's activities. The College continues research into gender gaps in student admissions and progress, and support the University's research into causes of gender gap in final examinations, where required. Every department has a student Advisor and mentors for every batch. The College embraces the laws and regulations of University of Kerala and current work on gender equality. Apart from the Women's</p>

Grievance Cell, all the committees formed in the college contain at least one female member, assuring gender equality in all spheres. D. Counselling Counselling is provided to the needy students of the college by the eminent psychologists under the auspices of the Department of Psychology refered by the mentors of the concerned departments. Documentaries and relevant films are screened occasionally. Seminars, talks by experts and interactions with renowned counsellors help to create awareness among the students about gender related issues. E. Common Room The college has a common room (Ladies Amenity Centre) for girls where there are two napkin vending machines and three incinerators are installed to dispose waste materials and sanitary napkins. It also has attached toilets and wash areas. It acts as a platform for discussing various women-centric issues as it houses a women's study cell also. It also provides women space for taking decisions on primary matters related to the general wellbeing, and for creating awareness about their rights. gender discrimination and sexual harassment

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The HEI has signed MoU with Government Industrial Training Institute (ITI), Berhampur for familiarizing the students with "Waste to Wealth" Concept and solid waste and e-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

The institution provides an inclusive environment for every one with tolerance and harmony towards cultural, regional linguistic, communal, socio economic and other diversities. Literary, sports and cultural activities are organized in the HEI to promote harmonious relationship among the students irrespective of caste, creed and religion. Important days like Women's Day, Yoga Day, Cancer Day, AIDS Day along with many spiritual festivals like Ganesh Puja and Saraswati Puja are celebrated in college by the students of all religions. Observations of all such activities establish a brotherly-hood among the students of different racial and cultural background. The Students Grievance Redressal Cell, Women's Grievance Redressal Cell deals the grievances of students without prejudice (considering any one's racial and cultural background).

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college has always been at the forefront of sensitizing students to the cultural, regional, linguistics, communal and socioeconomic diversities of the state and nation. The HEI celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the importance of freedom and the glory of Indian freedom struggle. The HEI also organize Blood Donation Camps to save the human life. The HEI also observed Swaccha Bharat Abhiyan to promote the importance of cleanness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code A. All of the above

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution has celebrated and organised following National and International days, events and festivals.

S1.

No

Name of the events/activities

Duration

No. of participants

1

Red Cross Day, 08-05-2023

1 day

55

2

International Yoga Day, 21-06-2022

1 day

47

3

Vana Mahostav, 08-07-2022

1 day

48

5

Vigilance Awareness Week, 31-10-2022

1 day

98

6

Voter Awareness Program, 17-11-2022

1 day

30

7

Constitution Day, 26-11-2022

1 day

88

8

World Aids Day, 01-12-2022

1 day

96

9

Voluntary Blood Donation Camp, 05-08-2022

1 day

49

10

World Youth Day, 12-01-2023

1 day

96

11

National Girls Day, 24-01-2023

1 day

67

Participants to be decided according to the attendance registers of the NSS Programme Officers.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - 1:

Enrichment of teaching learning process

Best Practice - 2:

Environmental Initiatives.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Rama Chandra Mardaraj Science College was established in the year 1964 in charming locality surrounded by green mountain peaks and natural beauty. It is one the oldest college in Odisha. The college owes its existence on account of the foresight of Raja Bahadur Rama Chandra Mardaraj Deo, the King of Khallikote Regency, a statesman and one of the strong advocates of amalgamation movement of Odia Speaking Tracts for formation of Swatrandra Utkal Pradesh eleven years before India got independence. The college is located in an area inhabitant by socially and economically back word people having less paying capacity for economic services let alone for education. It is, therefore, the management of the college has kept the admission fee of students in first year classes of all streams i.e. Arts, Science and Commerce and readmission fees in subsequent year, the lowest as compared to the admission of the colleges of Odisha. The management is determined to provide quality education to the students that are responsible to the deeds of the community to meet economic, social and environment challenges. The HEI maintains discipline, conducive environment for teachers, students and employees of the college for conduct of better teaching and learning with the use of more number of smart class rooms and ICT enabled class rooms.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

To ensure effective curriculum delivery, the HEI has a well planned documented process in preparing the Master Time Table in the month of April i.e preceding to the new academic session. The Master Time Table is distributed to all Head of the Departments for verification of the number of classes allotted for each paper according to UGC guideline. Any lapses thereto are rectified taking necessary suggestions of respective Heads of the Departments and the Academic Bursar. The HODs distribute classes as per the yardstick for different semesters among the faculty members before the closure of the college for Summer Vacation so as to enable the faculty members to commence the teaching and learning process from the very day of reopening of the college after summer vacation. The HEI has a wide spectrum of library facilities with about 31058 (Thirty One Thousand Fifty Eight) books of various disciplines. Journals and periodicals of different spectrums are available for students and teachers in a well ventilated reading room, ICT facilities, free internet access within the college campus, highest broad band access with 50 computers in browsing center, a language lab with well sophisticated instruments are available to ensure effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rcmscollegekhalikote.com/timetable.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The HEI ensures incorporation of an effective conduct of continuous internal evaluation system for the students of each semester through mid term examination to enrich the objective of the HEI. It also encourage the sense of accountability and transparency towards the mechanism of continuous evaluation of

examination process. There is an internal examination for each midterm. The answer papers are evaluated by the respective subject teachers and made transparent before the students along with the scheme of evaluation. Subject teachers interact with the students for improvement of writing capacity of the students and guide the students to answer questions covering each part of the question for fetching good marks. As a result the students get much benefit in improving their standard of writing in the end term examination and secure good number of marks.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.rcmscollegekhalikote.com/Documents/AqarDocument/Academic%20Calendar%202022-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

07

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

07

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The 1st semester of all UG programmes has a course highlights regarding right and gender issues under communicative English. Environmental science is also included in 1st semester for all the stream. Ethics and values is also added to 1st semester from the academic session 2022-23. A specialized course on entrepreneurship development and business ethics are added to 4th semester for commerce at the same time it will be quantitative and logical theory for Arts and Science students to sharpen their knowledge. This institution implemented "Juba Sanskar" (In odia), a recent initiative of Higher education to shape the culture and moral value of the students with the active participation of all staff members. Apart from above initiatives, Self Defence Training is also given to girls student to strengthen them both mentally and physically. Various social awareness programs such as, world environment day, world water day, world health day et care observed in the campus with number of environment developmental plans. This institution gives emphasis on maintaining plastic free campus with proper sanitization and cleaning activities time to time. Seminars and invited talks are organized very often to aware the students about environmental sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

438

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rcmscollegekhalikote.com/igac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2304

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

625

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students, basing on their marks secured in the Mid Term Test Examination. This helps to identify the slow learners and to design remedial classes to bridge the gap between the slow learners and the advanced learners. The mentors of the respective classes extend valid support in classifying the students with reports based on observation and class tests. Moreover, the wide range of continuous assessment components that include, Weekly Home Assignments, Class Assignments, Seminars and Group Discussions, Class Tests and attendance, enable effective assessment of learning levels of students. Further, the Career Counselling Cell and Placement Cell of the college invites Companies and Industries to hold their placement drive at the college and students are encouraged to actively register for the interviews. To identify the slow learners and advance learners our institution conducted the Mentor-Mentee system by dividing the mentees under the responsible mentors of several departments. During the interaction the mentors were not only identified some slow learners but also shutout their queries by interacting with their respective mentees. This process helps as a base for monitoring the future progress of the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1938	50

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The HEI follows Experiential Learning, Participatory Learning and Problem Solving Methodologies for enhancing learner's learning experiences.

- The teachers in the classroom conduct Group discussions on a given topic selected from their curriculum as a Experiential Learning to assess the understanding power of the learner.

Further, they are asked to adopt the theory/concept learned in the classroom in their own village to meet the community needs so as to get self confidence among them and developing leadership skills.

- With regard to participatory learning the students are given various projects to write through case studies They also often follow role play method.

- Coming to problem solving methodologies, students are given scope to identify the real world situations/problems and how the theory they are taught works in solving the real world situations/problems. In this regard, students are asked to prepare a register (i) Focus the Problem (ii) To prepare a list for possible solutions/options (iii) Select any one of the options above. (iv) Working out/ Adopt the plan to solve the problem.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools empower both teachers and learners. They transform the teaching and learning processes from being highly teacher-dominated to becoming student-centric and this transformation

results in increased learning gains for students, creating and allowing for opportunities for learners. Appropriate use of ICT raise the interest levels amongst the students and has helped connect learning to real-life situations. Students enjoy while learning and perform better in examinations. Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. Hence, the HEI has provided ICT enabled classrooms with LCD projectors, Wi-Fi connectivity, software etc. PowerPoint presentations developed by teachers to expose the students to advanced knowledge and practical learning. The institution is also using the IT enabled learning tools such as PPT, Video clippings, animations, video demonstrations from online sources apart from providing reading materials and lab manuals through emails and other methods for effective teaching-learning process.

Overall, the ICTenable tools has improved the student learning outcomes and streamlined the teaching management process as well.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
50	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
11	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
552	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The H|EI maintains utmost transparency in the internal assessment and subsequent evaluation process. It prepares the Question papers for internal assessments as per the university examination pattern. The learners are informed about the programme of Internal Assessment 15 days before the commencement of Internal Examinations. At the end of the teaching of every chapter, students are provided with number of important questions as per the CBCS/Model Degree Syllabus question pattern and the procedure of answering the questions and also they are made aware of the scheme of evaluation of each question. As a result the learners secure good marks in the Internal Examinations. This process motivates the learners and becomes easy for them in presenting answers in an appropriate manner to the given questions at the end semester examinations. With regard to frequency and mode of conducting the internal assessment we can say that under hard cases students having less than 30% of marks are advised to appear more number of internal assessment (conducted in the classroom by their respective teachers) so as to enable them to improve their standard of writing and through interactive classes for developing their standard of learning.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Conduct of Internal Examination, evaluation of answer scripts on the scheduled time is well planned in the HEI. Grievances pertaining to internal examination if at all reaches either to the Officer-in-Charge of the examination or to the Head of the Department or to the Head of the Institution, it is redressed then and there to clarify the related doubts in the mechanism of conducting the internal examination in toto so as to create a conducive and harmonious relation between the examiner and examinee besides having faith and confidence on the robust and befitting mechanism followed in connection with the conduct of Internal Examinations in the HEI.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Teachers and Students of the HEI are made well aware of the stated programme offered by the institution through the syllabus/course of studies duly prescribed by the affiliated university through making available in the college library, reading room and in their respective departments too. The HEI has language lab, laboratory for science students and laboratory for the students of Computer Science. The students of English Literature and Odia Literature take benefit of the Language Lab similarly the science students and the students of Computer Science from science laboratories.

Course outcomes are communicated in time to the students, teachers, mentors through the examination section of the HEI in time so as to enable the students to go for higher studies or to available opportunity in the job market.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are assessed by the academic bursar alongwith support staff soon after the University results are published. It is tabulated to place before the Principal-cum-Secretary Governing Body for discussion in the staff council meeting. The aforesaid Pos, PSOs and Cos are placed before the Governing Body meeting for perusal and necessary advises.

Students who have done the best performance are honoured/felicitated in a celebration to motivate other students and parents. Parents are also invited to the felicitation ceremony. Governing Body issues letter of appreciation and letter of commendation to the faculty members and HOD whose department has shown outstanding performance in the University examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

511

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.rcmscollegekhalikote.com/Documents/AqarDocument/Student%20Satisfaction%20Survey%202022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

209000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

18

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

03

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college organizes a number of extension activities to promote neighbouring community on social and economic issues.

The students are sensitized to go to the community for collecting information on the questionnaire prepared much in advance taking into account the social, economical and other needs. The individual needs of the people of adopted villages are catered in consultation with the Gram Panchayat Officers (GPOs), Local Sarapanch and the Block Development Officer (BDO). All extension activities are conducted under the supervision of NSS Programme Officers, Officer-in-Charge of YRC and Officer-in-Charge of NCC through their volunteers and cadet respectively. At the end of this session meetings are conducted in the adopted villages inviting the Principal of the college, BDO and Panchayat members. Feedback of the villagers is taken asking their satisfactory level with the services of the NSS Volunteers, NCC Cadets et al.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

891

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The HEI has always given emphasis on the creation and up gradation of infrastructure. To develop advanced and modern infrastructure .The college utilized the funds provided by the state Govt. OHEPEE fund by World Bank, etc. The funds are utilised to renovate the classrooms, laboratories for students and library etc. from time to time. The college is taking effective measures for the modernizing the way of teaching. For that purpose:

1. There are 12 no of ICT enabled class rooms with LCD, Wi-Fi & LAN facilities.
2. In addition to this there is one smart class room, one class room with LMS facilities.
3. Two no's of Seminar Hallswith ICT facilities and also one Advanced Language Laboratory.
4. There are twenty five general class rooms with common facilities for the students and teachers.
5. There are 15 numbers of well equipped science laboratories for the UG and PG students.
6. One reading room for students.
7. Newly constructed Girl's Hostel with 56 seated capacity.

8. One Student's Common Room
9. One canteen for students and staffs.
10. Newly constructed One Cycle Stand for students.
11. Newly constructed two toilets attached to RUSA building.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1. **Facilities for cultural activities:** The HEI has one open-air stage and one auditorium for conduct of cultural activities of students.

1. Open air stage: Size 30 Ft X 30 Ft.
2. Established in the Year: 2014 (Golden Jubilee Open Air Stage)
3. Auditorium: Size :39 Ft X 78 Ft
4. Establised in the Year: 1964-65

1. **Facilities for sports and games:** The HEI has a stadium comprising (200 mts) size. Besides the HEI has one Basketball Court, One Badminton Court, Ball Badminton Court and a Volleyball Court.
2. The HEI provides one Gymnastic Center (Size 20Ft X 25 Ft) and one Yoga Centre for students and staff to develop their physical and mental strength.
3. The HEI provides Table Tennis for both Boys and Girl students
4. In order to increase the physical and mental strength of students, the college is organizing different cultural activities besides Ganesh Puja and Saraswati Puja every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24317153

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software -matrix
- Nature of automation -(partially)-26,189
- Version-2.0
- Year of Automation-2021-2022

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

12286

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

220

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure is the foundation or framework that supports a system or institution in computing, IT infrastructure is composed of physical and virtual resources that support the flow, storage, processing and analysis of the data.

Indeed the IT facility is the backbone of today's educational system. By giving this facility our college at present is having 95 number of computers i.e increasing from 63 to 95 (32 Computers) during this academic session and 05 number of laptops. Classes and Seminars have been organized through Wi-Fi. To promote the knowledge in different fields the college provides one Browsing Centre for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

509061

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The HEI is one of the premier colleges in Southern Odisha with good reputation in U.G and P.G result, due to very good physical, academic and support facilities like Smart Laboratories, Partly automated library and class room with ICT facilities, Wi-Fi connection, Reading Room, 56 seated Girls Hostel, College Canteen, One Common Room. The entire admission procedure has been carried out by Higher Education Department, Government of Odisha by SAMS portal basing on academic merit and reservation policy of the Government. The Library is partially automated. The laboratory and sports complex are run manually. This College provides 100 MBPS net with computers and internet facility to all department of the HEI.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1193

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

172

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
---	----------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
---	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

62

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The HEI has ample facilities for giving opportunity to the students to represent and to participate in various administrative, co-curricular and extra curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The HEI has an unregistered Alumni Association. The by-law of the Alumni Association was reviewed and approved by the Governing Body in its meeting held on 22/12/2021 vide Resolution No. 24. Steps will be taken for registration of the Alumni Association. During the year under report the alumni association of this college has conducted:

1. Tree Plantation in the college stadium.
2. Conducted Cricket Tournament and a friendly match between the present students and aluminas.
3. The Alumni Association has felicitated the students of HEI who have participated in the Inter University and National Level Cricket.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
---	----------------------

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing Body of the college takes prudent steps and watch frequently pertaining to the benefits achieved by the stakeholders in consonance with the vision and mission of the HEI. The Honourable President of the Governing Body very often ask the participatory role and achievement of the students and teachers to fulfill the vision and mission of the HEI. The Principal as the Head of the institution at the ground level works sincerely and meticulously to fulfill the vision and mission of the HEI through the performance of the students, teachers and support staff in all spectrums including the need of the community around the college. The Internal Quality Assurance Cell (IQAC), Academic Bursar and Research Committee closely monitor the successful execution of the curriculum and the outcomes of the exams in order to detect any gaps and to recommend any necessary measures that are needed and executed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

A case study: For opening of a New Programme in the HEI.

Step - 1: The proposal comes from the department with necessary justification of students demand, feeding institutions, demand of the finished product in and at local, national and global market to the Principal.

Step - 2: The Principal with his note place the same in the agenda of the governing body meeting for decision.

Step - 3: The Governing Body after careful consideration resolves allowing the Principal to take further steps for opening of the new programmes.

Step - 4: The file with necessary instructions and copy of the resolution of the Governing Body moves to the Establishment Section for necessary timely action.

Step - 5: The establishment section with the endorsement of the administrative bursar places the file in the accounts section for deposit of necessary fees in Government Treasury in shape of challan. The accounts section alongwith the note of the accounts bursar mentioning specific amount of fees as prescribed by the Government seeks permission of the Principal to deposit the prescribed amount in Government Treasury.

Step - 6: With the permission of Principal the required amount is deposited in Government Treasury.

Thus, the leadership is visible at every step of institutional practices with decentralization and participative management for opening of a new programme in the HEI.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The multifaceted capabilities of the HEI have consistently produced excellent outcomes in the academic and socio-cultural arena. In order to achieve fairness, excellence, and employability is the goal under the strategic plan of the HEI which was effectively deployed at every step and corner. Equity and Excellence in the academic domains with high potential for employment are the institutional perspective plans carried out through the following strategies.

i) To improve the teaching/learning process.

ii) To expand the research activities.

iii) To create campus placement opportunity for meritorious students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Administrative Policy, Appointment Procedure, Service Rules and Procedures are well codified by the Department of Higher Education, Government of Odisha. The institutional head follow the codified rules and regulations at the college level. The Governing Body, the Regional Director of Education and the Director of Higher Education, Odisha keep a super-visional watch for all administrative activities of the HEI. The State Selection Board, Higher Education Department of Government of Odisha is the authority to conduct examinations and sponsor the names of qualified candidates to the Higher Education Department keeping in view the vacancies from time to time arise in the HEIs of Odisha. The Higher Education Department forward the names of such qualified/successful candidates to the Governing Body to issue appointment order. The Principal-cum-Secretary of the Governing Body issues the appointment order in favour of such candidates duly sponsored by State Selection Board and recommended by the Higher Education Department. The service rules and procedures etc. are well codified by the Higher Education Department applicable to the teachers of the HEI.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.rcmscollegekhalikote.com/Documents/AqarDocument/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
---	---------------------

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching & Non-Teaching

Economic Security like pension and gratuity for the teachers and non-teaching staff in recognition of their 25 years of continuous satisfactory service on superannuation from service is provided by the Higher Education Department, Government of Odisha through Higher Education Department. Permanent Retirement Account Number (PRAN) has been opened in favour of Block Grant teachers under National Pension Scheme (NPS). EPF Account has been opened for teachers engaged by the Governing Body. Maternity Leave is allowed for a period of 180 days to Women employees with full salary. Family Pension to the family members after the demise of the employees are provided. Full pension to the spouse on the demise of the teaching staff during service till the date of superannuation is accorded.

Group Life Insurance scheme has been introduced. |The teaching staff presently appointed with the recommendation of the Higher |Education Department duly sponsored by State Selection Board, Odisha are coming under National Pension Scheme (NPS).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There is a well planned/developed institutional Performance Appraisal System for both teaching and non- teaching staff. The Performance Appraisal format is provided to both teaching and

nonteaching staff of the HEI at the end of each academic session. The same is compared with the previous Performance Appraisal report the API scores codified by UGC is adopted by the HEI as the evaluation indicators. The metrics for non-teaching employees are effectively adopted for timely completion of given task. The college evaluates the success of its employees by taking into account both their own evaluations and those of the beneficiaries. Parents and students are two important sources of evaluators. The staff periodically completes and evaluates a self-evaluation. The principal offers confidential advice to the faculty members after taking into consideration the students' input on the personnel. The students are also requested to provide feedback on the knowledge they have learned from the particular programmes they have selected, and they are given the assurance that their identity would be kept private throughout. Additionally, evaluations from faculty members who are peers with one another are gathered and reviewed. The principal offers suitable and timely recommendations to the involved faculty and departments to enhance their performance based on the results of this survey. Since 2016, every department has been subject to an academic audit. Peers from other departments audit the annual reports that the departments submit. This year the academic audit of the college has been conducted by external peer members of high repute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

All financial transactions are strictly scrutinized by the Accounts Bursar. The Principal after satisfaction of the procedural correctness in accordance with GFR Rule 2005, Odisha Finance Department Circular either issue order on note-sheet for payment of account payee cheque or payment through RTGS/NEFT. Further, all the financial transactions are reported electronically through designated website which is monitored by officials of Higher Education Department at the state level.

Conduct of External Audit: The Government of Odisha in the Department of Higher Education notifies at the beginning of every calendar year for conduct of external audit. Accordingly the Director Higher Education, Odisha or Assistant Examiner of Audits

notifies the audit tour programme of the audit staff. During the course of audit, the accountant, accounts bursar submits the documents, registers, note sheet files, Bank passbooks, bills and vouchers and minutes of Governing Body. The establishment section cooperates the audit in providing the documents registers pertaining to establishment. The audit report is issued by the audit superintendent, Government of Odisha to the college after the audit is over. The Account Section of the college prepares the audit compliance. The audit compliance report is placed before the Governing Body of the HEI for review and further instructions to different sections of the HEI. The compliance of audit report after necessary review and approval of the Governing Body is submitted in triplicate along with the copy of GB resolution to the appropriate authorities of Government of Odisha. This process of external audit is conducted regularly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Officer-in-Charge of UGC, NAAC, ICSSR, HEI effective optimal mobilization of funds can be seen in terms of setting up of and up-gradation of infrastructure for the upliftment of students. Funds received under OHEPEE have been effectively utilized in Civil Work and Non-Civil works.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

According to NAAC's plans, IQAC has been established for ongoing review and assessment of quality sustenance measures and to serve as a catalyst for quality improvement.

i. Development and application of quality parameters

The faculty and staff have been informed of the criteria for quality assessment by IQAC, which has also channeled activities, introduced new models, created forms, and kept records of their actions.

ii. Creating Learner-centric environment

The IQAC clearly played a leading role in converting the learning environment on campus into a learner centric one.

iii. Feedback response system

The IQAC organises an annual stakeholder survey to get feedback on the academic procedures..

iv. Organisation of Curricular Activities

For the professors and students' benefit, IQAC organizes workshops, seminars and competitions that promote contact between the academic and industrial worlds.

v. Documentation

The involvement of staff and students in various extracurricular and curricular activities is scrupulously documented by the IQAC.

vi. Development of quality culture in the institution

The IQAC works closely with the administration of various programmes on campus and offers guidelines for event planning to the departmental clubs and students' council.

vii. Preparation of AQAR

Unquestionably, the IQAC's primary responsibility is to prepare the AQAR in strict compliance with the standards and requirements established by the NAAC, which it always accomplishes in time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The quality of the teaching-learning process, assessment and evaluation, research, and planning are crucially ensured and amplified by IQAC.. A member of the College Council, Academic Monitoring Committee, Planning Board, and College Development Council, the IQAC Coordinator ensures that strategies are

implemented effectively.

ICT-enabled teaching and learning:

The IQAC recommended building smart boards and electronic podiums and buying college administration system software in order to provide contemporary technical tools for the teaching-learning process. IQAC hosted a session on "Technology Enabled Learning in Higher Education" with a focus on Moodle, LaTeX, and SPSS.

Assessment and Evaluation:

For a thorough and integrated assessment and evaluation of the students, IQAC took the initiative to design and build the Institution Management Software. A more recent version that makes use of a Moodle-based LMS is now in use.

Planning and Monitoring of the Quality of Teaching-learning Process:

The Principal, Vice-Principal, and all HoDs attend monthly Academic Council meetings where they discuss how well the curriculum is delivered.

Content/Knowledge Management:

For the college faculty, the IQAC organised a training session on Moodle learning management software. The use of e-resources from Inflibnet is reported to IQAC. It proposes regular upgrading while keeping an eye on new initiatives like WWS, SSP, and ASAP. Master plans, proposals for government budget allocation, green audits, energy audits, and academic audits are just a few of the policy documents that IQAC creates.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

C. Any 2 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is one of the key challenges facing society today. The institute conducts gender equity promotion programs. Guest speakers from prominent field are invited to speak on the given topic which highlights the importance and contribution of women at home, society and workplace. Also discussions, debates and lectures pertaining to gender sensitization are arranged. Women's Day is celebrated every year with student's participation. Special talks are arranged to encourage women to explore opportunities in science and technology. An exclusive committee consisting of women faculty and girl students is also functioning related to gender equity issues. Trainings are also arranged in the institution on self defence for women. The entire campus is secured with CCTV cameras to avoid women harassment as a measure prevention.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>A. Safety and Security</u> The college has a <u>Women's Grievance Redressal Cell with Principal as the Chairman and appointed members. The college has installed CCTV cameras for close monitoring of campus activities, has a helpline number for women students and faculty, and a complaint box. Our college has security personnel at the gate and also night watchmen to keep vigil of the campus.</u></p> <p><u>B. Objectives: To deal with the complaints of sexual harassment and any other type of harassment of the female students, women staff of the college. To process all the individual complaints and take immediate suitable action. To provide assistance to the Faculty/Colleges for taking preventive steps in the matter of</u></p> <p><u>C. Activities</u> The college promotes equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College. The College builds upon existing arrangements to foster gender equality in all aspects of College life including admission process and appointments. The College takes active steps to establish good gender balance in decision-making processes in all areas of College's activities. The College continues research into gender gaps in student admissions and progress, and support the University's research into causes of gender gap in final examinations, where required. Every department has a student Advisor and mentors for every batch. The College embraces the laws and regulations of University of Kerala and current work on</p>

gender equality. Apart from the Women's Grievance Cell, all the committees formed in the college contain at least one female member, assuring gender equality in all spheres. D. Counselling Counselling is provided to the needy students of the college by the eminent psychologists under the auspices of the Department of Psychology referred by the mentors of the concerned departments. Documentaries and relevant films are screened occasionally. Seminars, talks by experts and interactions with renowned counsellors help to create awareness among the students about gender related issues. E. Common Room The college has a common room (Ladies Amenity Centre) for girls where there are two napkin vending machines and three incinerators are installed to dispose waste materials and sanitary napkins. It also has attached toilets and wash areas. It acts as a platform for discussing various women-centric issues as it houses a women's study cell also. It also provides women space for taking decisions on primary matters related to the general wellbeing, and for creating awareness about their rights. gender discrimination and sexual harassment

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid

waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The HEI has signed MoU with Government Industrial Training Institute (ITI), Berhampur for familiarizing the students with "Waste to Wealth" Concept and solid waste and e-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution provides an inclusive environment for every one with tolerance and harmony towards cultural, regional linguistic, communal, socio economic and other diversities. Literary, sports and cultural activities are organized in the HEI to promote harmonious relationship among the students irrespective of caste, creed and religion. Important days like Women's Day, Yoga Day, Cancer Day, AIDS Day along with many spiritual festivals like Ganesh Puja and Saraswati Puja are celebrated in college by the students of all religions. Observations of all such activities establish a brotherly-hood among the students of different racial and cultural background. The Students Grievance Redressal Cell, Women's Grievance Redressal Cell deals the grievances of students without prejudice (considering any one's racial and cultural background).

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college has always been at the forefront of sensitizing students to the cultural, regional, linguistics, communal and

socioeconomic diversities of the state and nation. The HEI celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the importance of freedom and the glory of Indian freedom struggle. The HEI also organize Blood Donation Camps to save the human life. The HEI also observed Swaccha Bharat Abhiyan to promote the importance of cleanness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution has celebrated and organised following National and International days, events and festivals.

Sl.

No

Name of the events/activities

Duration

No. of participants

1

Red Cross Day, 08-05-2023

1 day

55

2

International Yoga Day, 21-06-2022

1 day

47

3

Vana Mahostav, 08-07-2022

1 day

48

5

Vigilance Awareness Week, 31-10-2022

1 day

98

6

Voter Awareness Program, 17-11-2022

1 day

30

7

Constitution Day, 26-11-2022

1 day

88

8

World Aids Day, 01-12-2022

1 day

96

9

Voluntary Blood Donation Camp, 05-08-2022

1 day

49

10

World Youth Day, 12-01-2023

1 day

96

11

National Girls Day, 24-01-2023

1 day

67

Participants to be decided according to the attendance registers of the NSS Programme Officers.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - 1:

Enrichment of teaching learning process

Best Practice - 2:

Environmental Initiatives.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Rama Chandra Mardaraj Science College was established in the year 1964 in charming locality surrounded by green mountain peaks and natural beauty. It is one the oldest college in Odisha. The college owes its existence on account of the foresight of Raja Bahadur Rama Chandra Mardaraj Deo, the King of Khallikote Regency, a statesman and one of the strong advocates of amalgamation movement of Odia Speaking Tracts for formation of Swatrandra Utkal Pradesh eleven years before India got independence. The college is located in an area inhabitant by socially and economically back word people having less paying capacity for economic services let alone for education. It is, therefore, the management of the college has kept the admission fee of students in first year classes of all streams

i.e. Arts, Science and Commerce and readmission fees in subsequent year, the lowest as compared to the admission of the colleges of Odisha. The management is determined to provide quality education to the students that are responsible to the deeds of the community to meet economic, social and environment challenges. The HEI maintains discipline, conducive environment for teachers, students and employees of the college for conduct of better teaching and learning with the use of more number of smart class rooms and ICT enabled class rooms.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Quest for excellence with emphasis on quality education.
2. Promotion of the use of technologies.
3. More workshops for students on skill development.
4. To recognize the achievement of faculties particularly in the field of research.
5. To enrich and redesign the mentor-mentee system in light of NEP 2020.
6. To conduct green audit, energy audit and environment audit by ISO Certification Company.