



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		RURAL INSTITUTE OF HIGHER STUDIES (RIHS) BHOGRAI, BALASORE
Name of the head of the Institution		Mr. Sushil Kumar Giri
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06781231303
Mobile no.		9937569298
Registered Email		principalrihs060@gmail.com
Alternate Email		priniqacrihs1980@gmail.com
Address		At/PO- Jaleswarpur, PS-Bhograi
City/Town		Balasore
State/UT		Orissa
Pincode		756036

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Dharendra Kumar Jena
Phone no/Alternate Phone no.	06781231303
Mobile no.	8270165424
Registered Email	principalrihs060@gmail.com
Alternate Email	priniqacrihs1980@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.rihsbhograi.org/img/AOAR%202018-19.pdf">http://www.rihsbhograi.org/img/AOAR%202018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.rihsbhograi.org/img/Academic%20Calendar%202019-20.jpg">http://www.rihsbhograi.org/img/Academic%20Calendar%202019-20.jpg</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	68.50	2006	21-May-2006	20-May-2011
2	B	2.03	2016	05-Nov-2016	04-Nov-2021

<b>6. Date of Establishment of IQAC</b>	01-Jun-2012
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**7. Internal Quality Assurance System**

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

A training programme for teaching staff on Development of Professional Ethics	17-Aug-2019 1	50
A training Programme for non-teaching staff on Punctuality, Accountability, and Responsiveness.	28-Sep-2019 3	23
Initiative on proper fund utilization	07-Oct-2019 1	1881
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Rural Institute of Higher Studies, Bhograi	OHEPEE	World Bank	2019 365	1500000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

A meeting was held on 20/06/2019 to adopt the plan of action.

A training programme for teaching staff on Development of Professional Ethics was conducted on 17/08/2019.

A training Programme for non-teaching staff on Punctuality, Accountability, and Responsiveness was conducted on 28/09/2019.

undefined

Initiative on proper fund utilization was conducted on 07/10/2019.

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

Plan of Action	Achivements/Outcomes
IQAC will ensure rigorous field studies for project work. It will also ensure study tour and seminar in all departments of the institution.	IQAC ensured rigorous field studies for project work. It also ensured study tour and seminar in all departments of the institution.
To upgrade e-governance and e-administration, more numbers of computers, projectors, and connection of Wi-Fi in classroom will be installed.	Upgradation of e-governance and e-administration with more numbers of computers, projectors, and connection of Wi-Fi in classroom was done.
More numbers of career counselling programmes and seminars will be conducted.	More numbers of career counselling programmes and seminars was conducted.
Renovation of gents and ladies toilets.	Renovation of gents and ladies toilets was done.
Plantation of tree and beautification of campus.	Plantation of tree and beautification of campus were done.
Publication of code of conduct handbook and academic calendar for the session 2019-20.	Publication of code of conduct handbook and academic calendar for the session 2019-20 were done.

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	07-Mar-2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission	2020
Date of Submission	30-Jun-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	RIHS, Bhograi functions with Management Information System (MIS) for effective e governance and e administration keeping eyes on modern day technology, and smart management. It adopts modules like Local database and human resources management.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curricula in operation in various programmes offered by the institution clearly identify the programme outcomes, programme specific outcomes and course outcomes. The institution imparts education in science, social sciences, language and commerce. The courses offered are of both conventional and professional importance. The curricula in each course have been prepared by F.M University, taking into account the current progresses in the subject in the local, regional, national and international level. Each course offered by the institution is outlined by its objective and course outcome. The total course content is blended with basic knowledge and the skill enhancement through different pedagogical discourse. The course, have both basic and applied components that are reflected in the programme outcome as well as programme specific outcomes. The programs are designed for a holistic growth of the student and to enable the student to have adaptability to the current requirements. The Institution (Rural Institute of Higher Studies (RIHS), Bhograi) ensures effective curriculum delivery by following the academic calendar provided by Department of Higher education, Govt. of Odisha and F.M. University, Balasore , Odisha . The college follows the model UG syllabus for the Undergraduate students designed and developed by the Department of Higher Education and is following strictly from the academic session 2020-21. The curriculum of Post graduate students is designed by the FM University, Balasore. The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, academic tests, etc. the students are being given practical insight into the curriculum that helps them to develop their higher order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The periodic tutorial / class test / MCQ examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. Teachers put in all efforts to ensure quality and enhance academic growth. Practical, theoretical & oral examinations are conducted to judge the

understanding of the students. The new examination pattern introduced by affiliating Institution is being strictly adopted by the college. The curriculum is enriched by participation of our teachers in Board of Studies, Meetings, Seminars, Conferences organized by affiliating Institution (FM University) from time to time. The effective delivery of the curriculum includes a wide variety of steps like work culture, supervision and revision through periodic meetings with the principal, faculty and students. The college has taken the following initiatives for effective curriculum planning, development and deliverance: CBCS model as per the Institution norms is in operation. To prepare a planned work schedule with a consideration of due weightage for each paper and number of hours allotted as per Institution guidelines, the library is updated with books of the changed syllabi every year.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	EDUCATION (HONS, PASS, ELECTIVE)	01/06/2016
BA	EDUCATION (HONS, PASS, ELECTIVE)	01/06/2016
BA	ENGLISH (HONS, PASS, ELECTIVE)	01/06/2016
BA	HISTORY ( ( HONS, PASS, ELECTIVE)	01/06/2016
BA	MATHEMATICS (HONS, PASS, ELECTIVE)	01/06/2016
BA	ODIA (HONS, PASS, ELECTIVE)	01/06/2016
BA	PHILOSOPHY (HONS, PASS, ELECTIVE)	01/06/2016
BA	POLITICAL SCIENCE (HONS, PASS, ELECTIVE)	01/06/2016
BA	SANSKRIT (HONS, PASS, ELECTIVE)	01/06/2016
BCom	( HONS, PASS, ELECTIVE)	01/06/2016
BSc	PHYSICS (HONS, PASS, ELECTIVE)	01/06/2016

BSc	CHEMISTRY (HONS , PASS , ELECTIVE )	01/06/2016
BSc	BOTANY ( HONS , PASS , ELECTIVE )	01/06/2016
BSc	ZOOLOGY ( HONS , PASS , ELECTIVE )	01/06/2016
BSc	MATHEMATICS ( HONS , PASS , ELECTIVE )	01/06/2016

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga	12/07/2019	167
Self-defense for Girls	12/07/2019	310
Human Rights	12/07/2019	211
Start-up and Incubation	12/07/2019	310
Naturopathy	18/07/2019	115
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ECONOMICS (HONS)	25
BA	EDUCATION (HONS)	34
BA	ENGLISH (HONS)	17
BA	HISTORY ( (HONS)	36
BA	MATHEMATICS (HONS) ARTS	2
BA	ODIA (HONS)	36
BA	PHILOSOPHY (HONS)	24
BA	POLITICAL SCIENCE (HONS)	38
BA	SANSKRIT (HONS)	36
BSc	BOTANY (HONS.)	46
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nil

Parents

Yes

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

#### Feedback Obtained

The College has a strong feedback mechanism .Both Positive and Negative are received from the students, teachers and employer who are encouraged to put feedback on the issues they want to highlight. Academic Bursar of the college interacts with the students to take care of the views on quality of the lectures delivered by the faculties and enquires about the areas of weakness and strength. Feedback helps to make academic , infrastructural , extracurricular and policy improvements in the college .The feedback is collected in written form the students and from the suggestion box put near the IQAC in a standardized format .The complaint is discussed with the principal and academic council. if the feedback relates to the examination section then a meeting is held by the principal taking the Controller of examination and the examination committee to discuss the issue and arrive at an amicable solution .Similarly If a feedback is related to the wrong practices of a department then the concerned HOD is apprised and corrective and implementable measures are taken after discussion. During the academic session 2019-20 the positive feedback from the students had been received on higher degree of satisfaction on quality of teaching, practical, laboratory work, examination and evaluation, interaction with teachers outside the class, guidance and counselling, departmental seminar library and students have mediocre degree of satisfaction on co curricular activities, central library, cleanliness and ambiance, security arrangement, canteen facilities, medical facilities and sport facilities. Negative feedback received from the Students has low degree of satisfaction on internet facilities in the institution. Likewise students have low degree of satisfaction on central library, security, internet and canteen facilities. Sport facilities have been upgraded to accommodate more number of students in different Sports and games. Action has been taken to upgrade library with course books and reference book from institutional development plan (IDP). Regarding sanitation the institution has employed more persons now for better sanitary up keeping. Some Parents had given positive feedback on quality of food served in hostels while some had suggested for opening the new hostels as well increasing furniture for hostel. The Alumni had expressed displeasure on not holding extra mural lectures frequently. The employee of the college had given negative feedback on the improper functioning of the canteen, lavatories and cleanliness of the campus. Action taken in priority basis after the feedback from employees, students, parents and the alumni members.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, Education, English, history, Odia, Philosophy, Pol. Science, Sanskrit, Mathematics	320	3196	320
BSc	Physics,	224	1427	224



	Chemistry, Botany, Zoology, Mathematics			
BCom	Commerce	80	142	66
MA	Odia	16	47	16
MA	English	16	14	14
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1881	30	41	0	7

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
48	39	84	8	2	22

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentoring system of the institute aims at addressing deficiencies in attitudes, habits, and knowledge of the students in academic and other fields. The mentoring programme addresses issues like students study habits, study planning and techniques, attendance, real-world issues, exam preparation, identification of weaker students, need for remedial classes, improvement of academic performance, improvement of students discipline, and participation in various college activities. Therefore, mentors are assigned after admission to students to help them during their studentships. The mentor provides students with assistance to their concerns and helps them set goals, practise time and stress management, and create more efficient study habits. Teachers act as mentors for them, ensuring that students comprehend the material completely. Remedial classes are also planned for weak students. Advanced students are recommended to research the subjects further online and in libraries. As first-generation learners, the majority of students find it difficult to make their own decisions in the fast changing world of technology. In this situation, the institutes mentorship programme is crucial since it assists students in achieving success in life by guiding and counseling them in both extracurricular and academic activities. Students with special needs are also taken care of by mentors. The mentor also discusses and evaluates how well the students performed. The students are given a suggested route plan based on this. Mentors also establish contact with students parents or guardians in the event of any requirements. Students are also counseled by concerned mentors in case of any requirement. Such healthy relation between mentor and students, and mentors and guardians also help in shaping and guiding the future course of action. The role of mentors has become important towards the end of the session 2019-20 due to the outbreak of COVID-1. Due to the closure of physical classroom teaching, online teaching and learning was automatically preferred. As all were new to this online education, mentors had to guide students properly. They remained in constant contact with the students and looked after their emotional and psychological well-being during the global pandemic.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
1911	48	1:40

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
53	48	5	0	5

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	119B	Final Semester	23/09/2020	21/10/2020
BA	0319B	Final Semester	23/09/2020	21/10/2020
BA	0419B	Final Semester	23/09/2020	21/10/2020
BA	0519B	Final Semester	23/09/2020	21/10/2020
BA	0819B	Final Semester	23/09/2020	21/10/2020
BA	1019B	Final Semester	23/09/2020	21/10/2020
BA	1119B	Final Semester	23/09/2020	21/10/2020
BA	1319B	Final Semester	23/09/2020	21/10/2020
BA	1419B	Final Semester	23/09/2020	21/10/2020
BA	1719B	Final Semester	23/09/2020	21/10/2020
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated college of F.M. University, Balasore, the institution abides to the regulations framed by the university. The college has, however, brought

certain reforms to the Continuous Internal Evaluation (CIE) method. The norms of F. M. University for internal assessment are adhered to, with 20 marks for Mid-Semester exam in each theory paper, 100 marks for project work in one paper in final semester, and 40 marks for each practical paper. However, the institute has implemented reforms to uphold the quality of the academic standards and the teaching and learning process. In order to develop reliable and valid questions, an internal question framing body has been established. Additionally, rubrics have been made. The members worked hard to keep the review process open and transparent. While preparing the questions, a marking scheme is also created, aiding in the reliability of evaluation. Students are also given performance-based feedback to help them get better. Continuous unit tests are also administered by a number of departments to evaluate students periodical progress. Continuous evaluation has been initiated not just in curriculum activities but also in extra-curricular activities. Because of the sudden outbreak of COVID 19 towards the end of 2019-20 sessions, the entire evaluation process of even semesters got hampered. Online evaluation through Google forms, scanning documents and sending the questions and answer scripts online were preferred.

**2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

The college regularly prepares its own academic calendar. Though the college is affiliated to F.M. University, Balasore and follows its schedule, a tentative academic calendar has been prepared by the college calendar committee in consultation with academic bursar and administrative bursar. The academic calendar includes tentative schedule of academic activities such as reopening of college, commencement of classes, classroom seminars, unit test, all literary and cultural competitions, study tour, conduction of examination, and publication of result etc. However, in most of the cases, the college provides the possible week or month of the academic activities instead of exact date. It so happens as we follow University schedule. However, the tentative week or month given in the calendar gives students the possible time and helps them to make themselves prepared in advance. The academic calendar has been published in college calendar (page no 78), and its physical copy is distributed to all students. The copy of academic calendar is also uploaded in college website for easy accessibility. However, the untimely outbreak of COVID-19 towards the end of the session 2019-20 hampered the academic calendar. The institution couldn't follow its schedule from March, 2020 till the end of the session. Beginning of online teaching to finish the remaining courses was started and the remaining examinations were conducted online. Such newly and sudden introduction of e-learning and e-evaluation delayed the process. Hence, it became impossible and hard to follow the academic calendar for the last couple of months of the session 2019-20.

**2.6 – Student Performance and Learning Outcomes**

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

<http://www.rihsbhograi.org/coo.php>

**2.6.2 – Pass percentage of students**

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
119B	BA	Arts Pass	9	5	55.55

0319B	BA	Economics	26	20	76.92
0419B	BA	Education	34	32	94.11
0519B	BA	English	17	15	88.23
0819B	BA	History	36	34	94.44
1019B	BA	Mathematics Arts	2	0	0
1119B	BA	Odia	36	35	97.22
1319B	BA	Philosophy	24	22	91.66
1419B	BA	Political Science	38	33	86.84
1719B	BA	Sanskrit	36	36	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<http://www.rihsbhograi.org/img/SSS%202019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

**No Data Entered/Not Applicable !!!**

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	EDUCATION	1	6.93
International	EDUCATION	1	6.50
International	EDUCATION	1	Null

[View File](#)

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

Department	Number of Publication
ENGLISH	1
Political Science	2

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	2	0	0
Attended/Seminars/Workshops	0	6	2	0

[View File](#)

**3.4 – Extension Activities**

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
ROVER/RANGER MOOT 2019 AT BARIPADA COLLEGE, MBJ, ODISHA	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	1	2
ROVER/RANGERT ADVANCE TRAINING , BHUBANESWAR	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	2	0
NATIONAL CAR FESTIVAL SERVICE CAMP, PURI	BHARAT SCOUTS AND GUIDES, NEW DELHI	0	2
RAJYA PURASKAR (GOVERNORS AWARDS)	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	1	8
SPECIAL COURSE IN PIONEERING AT STC, BARUNEI, KHORDA, ODISHA	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	0	3
NATIONAL R/R MINI JAMBOREETTEE , STC, ODISHA	BHARAT SCOUTS AND GUIDES, NEW DELHI	0	4
SUKANYA- EMPOWERMENT THJROUGH PARTNERSHIP, STC, BARGAON, SUNDARGARH, ODISHA	ROVER/RANGER UNITS, RIHS, BHOGRAI AND ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	0	4
DISTRICT LEVEL LITERARY COMPETITION, F M COLLEGE, BALASORE	F M COLLEGE, BALASORE	1	4
PRD CAMP	STATE NSS, ODISHA	1	4
SWACHHATA KI SEVA, BBSR, ODISHA	STATE NSS, ODISHA	1	0
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
ROVER/RANGERT ADVANCE TRAINING , BHUBANESWAR	Service Award	BHARAT SCOUTS AND GUIDES, NEW DELHI	2
NATIONAL CAR FESTIVAL SERVICE CAMP, PURI	Service Award	BHARAT SCOUTS AND GUIDES, NEW DELHI	2
RAJYA PURASKAR (GOVERNORS AWARDS)	RAJYA PURASKAR (GOVERNORS AWARDS)	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	8

SPECIAL COURSE IN PIONEERING AT STC, BARUNEI, KHORDA, ODISHA	Service Award	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	3
DISTRICT LEVEL LITERARY COMPETITION, F M COLLEGE, BALASORE	LITERARY COMPETITIONS	F M COLLEGE, BALASORE	3
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
ROVER/RANGER MOOT 2019 AT BARIPADA COLLEGE, MBJ, ODISHA	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	SOCIAL SERVICE	1	2
RAOVER/RANGERT ADVANCE TRAINING, BHUBANESWAR	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	SOCIAL SERVICE	2	0
NATIONAL CAR FESTIVAL SERVICE CAMP, PURI	BHARAT SCOUTS AND GUIDES, NEW DELHI	SOCIAL SERVICE	0	2
RAJYA PURASKAR (GOVERNORS AWARDS)	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	SOCIAL SERVICE	1	8
SPECIAL COURSE IN PIONEERING AT STC, BARUNEI, KHORDA, ODISHA	ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	SOCIAL SERVICE	0	3
NATIONAL R/R MINI JAMBOREETTEE, STC, ODISHA	BHARAT SCOUTS AND GUIDES, NEW DELHI	SOCIAL SERVICE	0	4
SUKANYA-EMPOWERMENT THJROUGH PARTNERSHIP, STC, BARGAON, SUNDARGARH, ODISHA	ROVER/RANGER UNITS, RIHS, BHOGRAI AND ODISHA STATE BHARAT SCOUTS AND GUIDES, ODISHA	SOCIAL SERVICE	0	4
DISTRICT LEVEL LITERARY COMPETITION, F M COLLEGE,	F M COLLEGE, BALASORE	LITERARY ACTIVITY	1	4

BALASORE				
PRD CAMP	STATE NSS, ODISHA	Social Service	1	4
SWACHHATA KI SEVA, BBSR, ODISHA	STATE NSS, ODISHA	SOCIAL SERVICE	1	0
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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

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

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20.28	29.65

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing



Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E-GRANTHALAYA	Fully	3	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21202	3685906	372	10035	21574	3695941
Journals	826	54753	8	185	834	54938
<a href="#">View File</a>						

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

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

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	53	1	46	1	0	4	8	200	0
Added	0	0	0	0	0	0	0	0	0
Total	53	1	46	1	0	4	8	200	0

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

200 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

62.95

54.85

10.8

10.48

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

The institution takes necessary steps for maintenance of support service facility. There are different committees constituted to monitor the smooth functioning of the institute. Laboratory The institute has both Physical Science and Bio-science laboratories which are maintained by respective departments. Time to time, the instruments are checked and repaired by experts and technicians if require. Some instruments are under the supervision of respective companies from which they are purchased. Proper uses of laboratories are ensured by respective departments. All the laboratory facilities are made accessible to all the students of the departments. Library A library committee is formed by the Principal of the institute who monitors its smooth and effective functioning. Some peons are allocated to take care of the books. The library is accessible to all the students and staff of the institution. Every year the library committee finalizes the annual budget, purchase of books, journals, newspapers, article etc. Stock verification is done regularly. After arrival of the new books, their titles are displayed on new arrival section. There is a separate reading room available for students. Computers: There is sufficient number of computers in the institution maintained by the Computer Maintenance Committee. Necessary steps are taken to maintain the computers. The computer lab has been established and made accessible to all students for learning purposes. Sport Facilities: Sports materials are maintained by the In-charge of Sports Committee. All the sports materials and equipments are stored in the Sports Store Room of the institution under the careful supervision of the concerned committee. These equipments are regularly used by the students and are also used during Annual Sports Meet. Classroom: The institute possesses spacious and well ventilated classrooms. The Construction Committee of the institute pays great attention to furnish the classrooms and ensure uninterrupted quality of teaching-learning activities. Required gadgets and accessories are purchased and maintained by the concerned committee.

<http://www.rihsbhograi.org/pp.php>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling	32	32	40	Nil

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	5	B. Sc	Physics	SOU BBSR, Ranchi University, Nagarjuna University, Tejpur University	M. Sc, B. Ed
2020	4	B. A	Sanskrit	CSU New Delhi	P. G and B. Ed
2020	2	B. A	Chemistry	M. Sc	Utkal University, Central University
2020	3	B. A	Odia	P. G	NOU Baripada and MPC Auto. College
2020	3	B. A	Philosophy	P. G	UU BBSR
2020	5	B. Com	Commerce	M. Com	MBA

					Berhampur, Bhadrak Auto. College
2020	2	B. A	Pol. Science	M. A	Utkal University, Central University
2020	10	B. Sc	Botany	M. Sc and B. Ed	Gunupur University, Nagarjuna University
2020	6	B. Sc	Economic	P. G	FM University, SOU BBSR
2020	16	B. Sc	Zoology	B. Ed and M. Sc	Utkal University, BBA Allahabad, FM University
<a href="#">View File</a>					

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

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

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

Activity	Level	Number of Participants
Running 100 meters	UG	32
Running 200 meters	UG	20
Running 400 meters	UG	17
Running 800 meters	UG	20
Long Jump	UG	17
High Jump	UG	16
Javelin Throw	UG	17
Discus Throw	UG	20
Shot put Throw	UG	12
Classical Song	UG	18
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Students with academic, extra-curricular and leadership excellence are elected and nominated to Student Council/Student Union. Student Council/Student Union is consisted of students representatives as members, Principal (ex-officio), advisors, President, Vice President, General Secretary, Assistant General Secretary, class representatives, Dramatic secretary, Athlete secretary, SSG Secretary, DSA Secretary, women representative etc.. The Student members are represented to different key decision making and executive bodies of the College like IQAC, dramatic society, athletic society, science society etc for enhancement of quality academic, administrative, management activity of the college. Through college union, student leaders/representatives present the problems and grievances of the students before the principal as well as other decision making and executive bodies of the college. Through dramatic and athletic bodies they give proposals for execution by which the students achieve more and more in cultural and sports competition inside and outside the campus. Further, college union through SSG committee, BCR, GCR anti sexual harassment, Anti-ragging committees makes welfare of the students and protects their rights. Class representatives work as bridge among principal, students and H.O.Ds effectively. They help in organizing seminars, discussion in the college. They also help to observe all the observations and celebrations along with teachers, H.O.Ds and principal. In this way, student representatives are real escalators for development of the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

143

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

2

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

The College has 14 teaching departments, each led by a head of the departments. The departmental affairs are decided by a teacher council consisting of all faculty members of the department. The smooth workflow with decentralization and participation of the various administrative and academic bodies of the college is ensured through formal structures and informal efforts of the employees of the institution. Academic administration- There are nearly 12 committees which undertake various college activities. Some of the important committees of the Staff Council are: the Admission Committee, the Exam Committee, the Time table Committee, , the Discipline Committee, the Sports Committee, the Cultural

Committee, the Infrastructure Committee, the Maintenance and Supervision Committee, the Purchase, Stock Disposal and Stock Verification Committee, and the IT Infrastructure Committee. Apart from these committees, various other committees are also formed by the Principal of the College for carrying out any specific tasks. Also, the staff association is consulted for making important decisions pertaining to the college. The college involved in several programs. It is ensured that there is all round participation of students and leadership and organizational activities is encouraged in the societies by giving them formal responsibilities. Faculty members are responsible for supervising and managing the routine activities of different programs .Academic administration is dealt by Academic Council of the college which has been comprised of Principal as Chairperson, Academic Bursar as Secretary, the Heads of the Departments, coordinator of IQAC and the Examination-in-Charge of the college. It is the top-decision making body of the college with regard to all academic matters including introduction of courses, determining the seat strength of the various courses and approval of syllabic changes. It supervises and works for timely completion of the syllabus of the college. It also facilitates for making and updating syllabus for add on courses and organizing seminars, symposium of the college. It prescribes institutional guidelines for conduct of examinations of semester, internal and unit tests and works for the timely evaluation of the examinations if required. It also takes care of the enhancement of the quality teaching in the campus. IQAC: Evaluates teacher performance rules and guidelines set by the Govt. Of Odisha plans and executes initiatives for enhancing quality of the academic and administrative outcome of the college (iii) Chief Warden: Recommendation of faculty as hostel wardens, allocation of support staff, assigning duties, allotment of hostels to students monitoring, evaluation and improvement of residential facilities,(iv ) Examinations in charge : Supervision of selection of invigilators and smooth conduct of university end semester exam. (v)Account Bursar : management of the finance of the college (vi)Ministerial staff (Head Clerk): Deals with the student related issues-admission, registration, scholarships, fellowships, cultural activities, , sports, etc. Fiscal planning and administration (i) Preparation, rationalization and supervision of the Annual Budgetary expenditure (ii) Audit process and due interventions (iii) Allocation / reallocation of funds as per required. At the end of 2019 -20 session pandemic situation arises due to covid-19 which affected the academic of session.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>The college has a mandate to offer up to date curriculum to the students. In the session 2019-20, the college has adapted the CBCS system of curriculum in the undergraduate level and syllabus of university for post graduate level .</p> <p>All the teaching departments have adapted the revised CBCS system in the session. The students have been given flexibility in choosing the discipline specific electives and the generic electives. Communicative English and computer education have been offered to all students for their skill up</p>

	<p>gradation.</p>
<p>Teaching and Learning</p>	<p>Initiatives like academic calendar in every semester have systemised the functioning of the departments. The college always strives to improve the quality of the teaching learning environment. Consequently the teachers have been encouraged and facilitated to attend refresher and orientation courses, technology workshops and teaching-learning evaluation programmes . Monthly seminar has become a compulsory component in each department. Each student is guided by a teacher to deliver a seminar lecture participated by all students of the department . Active student participation in the teaching learning process is encouraged. There are doubt clearing classes for slow- learners and special coaching for advanced learners. The departments provide coaching to students for success in national eligibility test.</p>
<p>Examination and Evaluation</p>	<p>As per the directions of the University, standardized practices in semester examinations are followed in the College. For Internal Assessments, different types of evaluation methods are followed by faculty members in different departments as per the guidelines of the University. Seminars, presentations, class tests, assignments and case study analysis are used as part of continuous evaluation. The examination system has been updated in the academic session. The examination is conducted on decentralized manner in each department. For maintaining the confidentiality as well as transparency. The evaluation process for internal exam is done by H.O.D. with other staff. Each semester has both internal and end term examination system. The final result is the cumulative performance of the continuous evaluation of students' performance. The results of students are published within minimum date days after the conduct of examination by the University .</p>
<p>Research and Development</p>	<p>The college received grants from Govt. Of Odisha ,World bank etc . The development of infrastructure ,laboratory ,library etc are done by that grants. Skill development programs have been initiated. The students are</p>



capacitated to serve as entrepreneurs.

Library, ICT and Physical  
Infrastructure / Instrumentation

Library system is completely computerized .The physical infrastructure of the college was increased by every year . Several scientific equipments are purchased and from Institutional development fund was also added to the laboratory infrastructure. The departmental library and the central library procured text books. In central library thousands of book was purchased. New computers were purchased to add to the e-resource of the university. The computer laboratories of various departments were modernized by up-gradation of the existing system.

Human Resource Management

The total number of vacancies and process of selection and recruitment are strictly ordained by the Govt. of Odisha. Teachers are encouraged and permitted to participate in general and specific training programmes like induction programmes, refresher courses, faculty development programmes and workshops. The faculty is provided with semester time-tables well in time .Teachers have to submit lessons plans. In spite of the human resource deficiency the college has performed all its function by efficient management of its human resources. In addition to the normal duties the teachers of the college have discharged the duties of Academic bursar, Administrative bursar, Examination in charge, Chief Warden, Wardens of hostels, coordinator IQAC s. All offices have been ICT enabled and the activities like examination, admission, allotment of hostels, receipt and expenditure and scholarships have been automated. The supporting staffs are regularly trained to deal with the functioning of various offices.

Admission of Students

The efficient student-friendly process ensured that the admissions for the year 2019-20 were carried out smoothly. The paperless computerized admissions system was well-organized. The instant print-out of the identity and library cards through computers proved very popular among the new students. Multiple checks have ensured dispute and grievance free admission. The admission was conducted online. Total applications were received for UG



through SAMS. No hard copy received from students. The selection, intimation, admission, core and elective subjects and the admission to the hostels were done online. The results were available in the website and messages were sent to the students. The entire admission process was completed before July 2018 and commencement of classes was done immediately. Parents were continuously informed about the position of their ward during their admission process.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Student Admission and Support- Focus of the management information system in the College is to develop improved information flow among stake holders like the students, parents, teachers, management, administrative and library staff, alumni, retired teachers, etc. so that healthier student-teacher relationship, and better service to students and faculty members from the administrative staff is ensured. The focus is also in developing better values in the interpersonal relationships among various stake holders towards promoting excellence for the College. The principal of our College ensures the smooth functioning of all activities of the College in collaboration with other faculty members.</p>
<p>Administration</p>	<p>The college has many steps to adopt e-governance mechanisms. The notices, circulars, notification, regulation and proceedings of various meetings are being circulated through e-mails among the stake holders.</p>
<p>Finance and Accounts</p>	<p>All payments of the college, as far as practicable, are made through e-payment gateways. The admission fees, semester registration fees, hostel fees and all other fees are collected through e-payment mode. Many financial and accounts system are carried out through e-governance like UGC, World Bank and Govt. fund transfer are made through IFMS under e governance.</p>
<p>Student Admission and Support</p>	<p>Focus of the management information system in the College is to develop improved information flow among stake holders like the students, parents,</p>

teachers, management, administrative and library staff, alumni, retired teachers, etc. so that healthier student-teacher relationship, and better service to students and faculty members from the administrative staff is ensured. The focus is also in developing better values in the interpersonal relationships among various stake holders towards promoting excellence for the College. The principal of our College ensures the smooth functioning of all activities of the College in collaboration with other faculty members.

**Examination**

The entire examination process of the college is done through e-governance mechanism. The college maintains the students data base. The registration of students for the examination, processing of results and publication of results are done on-line by University. Student enrolment, registration result publication, marksheet etc is done through e-governance.

**6.3 – Faculty Empowerment Strategies**

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Development of Professional Ethics	Nil	17/07/2019	17/07/2019	50	Nil
Nil	Nil	Training Programme for non-teaching staff on P	26/09/2019	28/09/2019	Nil	23

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Contemporary Indian Polity Issue and Trend	2	22/10/2019	11/11/2019	21

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF/ NPS is available to all members, 2. For attending workshops/ conferences/ seminars, the teachers are provided academic leaves,	EPF/ NPS is available to all members, 2. As per the Odisha government aided college rules, all the allowances are given to all the employees as per their entitlement without any delay.	A Counseling Cell run by selected teachers and students of all Departments., 2. The college has a Fee Concession Committee, an Internal Complaint Committee, an Anti-Ragging Committee, and a Student Grievance Redressal Cell to cater to the needs of the students. College believes in acknowledging and appreciating the achievements of its students. The college honours its outstanding students for their hard work and sincerity through various categories of awards and scholarships. During 2019-20. Each department follows the Mentor-Mentee program in which a group of students are assigned to a teacher who mentors them. Students meet their mentor on a frequent

basis to iron out any problem they are facing. This helps in identifying and mentoring personal and academic issues. The reserved category students are getting scholarship from various sources including State Govt. The societies and cells of the college like NSS, ,NCC,YRC,Scouts and Guides, Eco Club, Women development Cell, sensitize the students towards environment, gender equality, women empowerment, health, management and social responsibility. From this year onwards, the IQAC has organized Personality Development classes for the final year students of the college on weekly basis by the expert.

#### 6.4 – Financial Management and Resource Mobilization

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

This process ensures that proper record and justification is available for all expenditures and payments done. Every year External Financial Audit is also done for which the Auditors from Chand and Co visit the college. The entire accounts department staff engages with them providing necessary supporting documents and explanations to satisfactorily answer all queries. Being a public funded institution, the college itself takes lead in conducting external financial audit periodically to maintain the highest level of trust, transparency and integrity. In the year 2019-20 Audit is done by ABPS and Associates 324706E Lead Auditor on dated 3/3/2021.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Students	1113300	Development of institution
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

1113300

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	ABPS and Associates 324706E	Yes	ABPS and Associates 324706E
Administrative	Yes	ABPS and Associates 324706E	Yes	ABPS and Associates 324706E

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

1. There are activities organized by the College wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of first year students attend an Orientation on all academic programs and conduct of parent teacher meeting on the day of commencement of classes through an induction programme attended by the students, teachers and the parents. The departments organize a one-on-one dialogue with parents whose children need further support and counseling services to enrich performance. 2. Sharing of the contact details between the parents and the teachers and the sharing of feedback on the students with the parents. 3. Formation of small proctorial groups for each Department assigning the same to a teacher regular contact between the parents and the concerned teacher.

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

1. Orientation programmes for the support staff conducted to acquaint the staff with the emerging requirements. 2. Training of staff for specialized assignments like operation of the equipment procured in the year 3. Sufficient provision is made for purchase of equipment and for maintenance of infrastructure. Welfare measures provided by the government are being implemented without any delay. 4. Best Practices on Managerial and IT tools for the Non Teaching Staff.

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

1. Installation of Wi-Fi connection in Administrative office, Language Hub, smart class room. 2. Special training to the students for success in various national examinations, 3. Participation in different competition related to e-resources. 4. Installation of inverters in various departments and labs for uninterrupted power supply.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	A training programme for teaching staff on Development of Professional Ethics	17/08/2019	17/08/2019	17/08/2019	50
2019	A training	26/09/2019	26/09/2019	28/09/2019	23

	Programme for non-teaching staff on Punctuality, Accountability, and Responsiveness.				
2019	Initiative on proper fund utilization	07/10/2019	07/10/2019	07/10/2019	19
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
How to Build pathways for Gender Equity	08/08/2019	08/08/2019	87	38
Role of Technology in reducing Gender Discrimination	16/01/2020	16/01/2020	97	58

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

Percentage of power requirement of the University met by the renewable energy sources
<p>To make the campus eco-friendly, various programmes have been conducted like plantation programmes. Such activities are taken up by Bharat Scouts and Guides and NSS wings of this college. Students are encouraged to use bicycles as a part of environmental consciousness and sustainability. LED bulbs are replaced all other bulbs used before in the college campus. Solar panels are installed to meet power supply as a part of environmental consciousness and sustainability. As the pandemic COVID-19 strated towards the end of the session 2019-20, the college remained shut down till the session end.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	0
Rest Rooms	Yes	8
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	05/10/2019	2	Environmental Protection Awareness	Sensitization for environmental protection measure	56
2020	1	1	05/03/2020	1	Cleanliness awareness in rural areas	Sensitization on healthy India campaign	88
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct: A Handbook for Students and Staff	20/06/2019	The students and staff (both teaching and nonteaching staff) follow the guidelines and ethics as mentioned in the handbook.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Unity Day	31/10/2019	31/10/2019	100
National Youth Day Celebration	12/01/2020	12/01/2020	100
Dr. B.R.Ambedkar Jayanti( online)	14/04/2020	14/04/2020	80
<a href="#">View File</a>			

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

1. Campus residents have taken a number of actions to preserve the campus environmentally friendly. 2. Various activities were planned by several departments to raise awareness of the environment. 3. The campus is being worked on to become plastic-free. 4. The campus roadways have fixed dustbins installed along them for the disposal of trash and other debris. 5. Cutting down trees is prohibited on campus.

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. Title of the Practice-I: Involving students in maintenance of infrastructure. 2. Duration: 2019-2020 3. Objectives of the Practice • To promote a way of making perfect classroom or campus environment for the current



students and the forthcoming students. • To give knowledge about craftsmanship needed in daily life. • To gain the knowledge about the maintenance of a well decor inside the campus and in the daily life routine. 4. The Context: All the classrooms in the college are well furnished and devoid of anything which will put adverse effect on the classroom teaching. A few years ago the classrooms was not that type with respect to now a day's situation. The students took responsibility to overcome that situation and made it possible. The students maintained planted trees across the campus to make it beautiful and help the campus more suitable during summer. The college made successful effort to convince the students about the problems and how to overcome situation. Now the students are well aware that they can easily pick the problems and can overcome them by making a group and collaboration among them. 5. The Practice: The practice helped the students to gain knowledge about cleanly environment and their effect on the study. They are getting to know that the perfect environment help to concentrate more than the before scenario. By the practice they got to know about the classroom maintenance and how to take care the equipment used in the classroom and the library management during the period of their graduation career. The practice has been successfully followed by the students and will be followed properly in forthcoming years. 6. Evidence of Success Because of this kind relationship between the students and the college administration the damages in the classroom and campus became very less or equal to zero. By doing that practice the campus after few years became very pleasant for the study. 7. Problems Encountered and Resources Required At the beginning some problems arise but those things got fixed by the student and administration meeting. Some evaluation is required to calculate the resources required and as per our calculation and motive the resources made available by the college. 8. Notes Nil. Best Practice-II 1. Title of the Practice-II Decentralization of the academic and administration functions 2. Duration: 2019-2020 3. Objectives of the Practice • To make the system optimum for the administration and the students. • The approach is to make disciplinary steps in the college. • To take a dig into the small and micro problems, which will make the relation between student and staff better. 4. The Context The old top down approach couldn't met the demand of students, after the decentralization the teaching staff, non teaching staff and the students getting more flexibility and greater speed in reacting to changes in the curriculum and facility. The students and staffs can deal the situation better when a complex work surfaces. The centralization and network increase the ability to cope with difficulties. This process increases a sense of ownership and for work. 5. The Practice By this process the decision making ability in the system increased top the maximum due to the easy consultation between the teaching and non teaching. It encouraging the lower level employees to take initiatives and taking some decisions which get consulted by higher rank to fix it. By this practice the top managements or top rankers getting some relive from the work load. This practice also facilitating the staffs to take risk and long-term thinking, emphasizing the importance of research. 6. Evidence of Success The efficiency of the staffs both teaching and nonteaching improved after practicing this technique. The integrity between the staffs and students got increased after this practice. Ability to plan and coordinate across whole statistical system got increased. 7. Problems Encountered and Resources Required After the decentralization it was difficult to coordinate and plan systems wide, some sectors became weak after that. It is difficult to set a common standard after this approach. The main resource is the man power in large scale required. 8. Notes Nil

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

<http://www.rihsbhograi.org/img/Best%20Practice%202019-20.pdf>



### 7.3 – Institutional Distinctiveness

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

**Training and Workshop on the Betel Cultivation with the Farmers:** The area where our college is situating is the heaven for the cultivators of betel plant. The college produced several students who work in the field of agriculture in India. From the establishment day to till today the college produced a platform for the farmers to ask the experts from the department of biology for the cultivation of crops in their locality. As the agriculture plays an important role in both world and Indian economy, the people of this are benefited by this betelvine cultivation. The people of this locality rely on this cultivation for their economical and their livelihood directly or indirectly. From the betel paddy field to the consumers the process is too tough for a single farmer, as it take so much man power to cultivate, harvest and market the leaf. The process involve establishment of betelvine yard, establishment of new plant, harvesting of leaf, arrangement of leaf into a pack, merging the packs into a big container, packaging, marketing. This process needs constant effort and man power to make it possible for the use of consumers. The workshop about these processes helps the farmers to overcome the possible loss and gaining more economical assistance. The experts of betelvine make the farmers aware about the leaf quality, perfect time of cultivation, diseases of the plant how to tackle them. Some experienced farmers are also taking the workshop to that mark from where the small and naive cultivators getting assistance and some special methodology which helping those farmers to get more benefited from betelvine farming.

Provide the weblink of the institution

<http://www.rihsbhograi.org/>

### 8.Future Plans of Actions for Next Academic Year

1- National and International Webinar series will be organised by every department on the eve of Covid-19. 2- Classes will be conducted through online platform like Google Meet, Zoom, etc for the academic excellence of this institution. 3- Installation of first-aid fire fighting appliances to protect from fire. 4- ICT training to all staffs. 5- Campus sanitization programme in every week. 6- Online workshop to upgrade the skills of students related to ICT.