



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

Motto +3 Degree College

- Name of the Head of the institution **Bibhuti Bhusan Jayadev Biswal**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **06786221552**
- Mobile No: **9437467101**
- Registered e-mail **mottocollege@gmail.com**
- Alternate e-mail
- Address **At/PO - Motto**
- City/Town **Bhadrak**
- State/UT **Odisha**
- Pin Code **756132**

#### 2. Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Fakir Mohan University, Balasore**
- Name of the IQAC Coordinator **Anjan Kumar Sahoo**
- Phone No. **06786221552**
- Alternate phone No. **06786221552**
- Mobile **7008743330**
- IQAC e-mail address **mottocollegeiqac2014@gmail.com**
- Alternate e-mail address

**3. Website address (Web link of the AQAR (Previous Academic Year))** <http://mottodegreecollege.ac.in>

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://mottodegreecollege.ac.in/academic-calendar/>

#### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>1.70</b>	<b>2017</b>	<b>23/01/2017</b>	<b>22/01/2022</b>

**6. Date of Establishment of IQAC** **24/06/2013**

**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
<b>Institutional 1</b>	<b>NSS Normal Grant</b>	<b>F.M.U.</b>	<b>2020-21</b>	<b>25800</b>
<b>Institutional 1</b>	<b>Infrastructure Development</b>	<b>State Govt.</b>	<b>2020-21</b>	<b>10,00000</b>
<b>Institutional 1</b>	<b>Infrastructure Development</b>	<b>State Govt.</b>	<b>2020-21</b>	<b>10,00000</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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**

- If yes, mention the amount

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

1. Awareness among the students to follow COVID Guideline strictly.
2. Providing online training how to join in online mode classes.
3. Making due arrangements for a quarantine centre in college campus.
4. Providing feedbacks how to attend online exams during this pandemic period.
5. Online motivational classes to meet the challenge of the time for the survival of human being during this pandemic period.

**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
Planned for orientation programme for faculties on how to take online classes during COVID 19.	Orientation programmes for faculties how to take online classes have been organised.
To arrange departmental seminars through online	Departmental seminars via online mode have been organised successfully.
Provide shelter for quarantine	College Hostel is allowed to make quarantine centre.
Provide masks, handwash, hand sanitiser.	Masks, handwash and sanitisers are provided to poor people of the area.
To donate two days salary of each staff to Chief Minister Relief Fund during COVID 19.	Two days salaries of all Aided Staffs and one day salaries of Non aided staffs have been taken to Chief Minister Relief Fund of Odisha.
To train students how to appear online internal as well as university exams.	Students training programme is organised how to attend internal and University exams.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	09/04/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Motto +3 Degree College
• Name of the Head of the institution	Bibhuti Bhusan Jayadev Biswal
• Designation	Principal
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://mottodegreecollege.ac.in">http://mottodegreecollege.ac.in</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mottodegreecollege.ac.in/academic-calendar/">https://mottodegreecollege.ac.in/academic-calendar/</a>				
<b>5.Accreditation Details</b>					
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Cycle 1	C	1.70	2017	23/01/2017	22/01/2022
<b>6.Date of Establishment of IQAC</b>			24/06/2013		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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Institutional	Infrastructure Development	State Govt.	2020-21	10,00000	
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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
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To train students how to appear online internal as well as university exams.	Students training programme is organised how to attend internal and University exams.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Staff Council	09/04/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	26/03/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
As it is an affiliated college, the concerned University has the right to introduce new curriculum to which the institution	



implements for the betterment of the students taking their admission. From the academic session 2016-17 the university has introduced and implemented Choice Based Credit System (CBCS) in affiliated colleges. As the institution has both BA and B.Com Courses which is purely inter disciplinary students are left free to chose a subject as per their will . System has strengthened inmates to mould them to meet and mitigate their future challanges. It has widened the scope of study which enables them for future competative exams to secure their place in that it has also made very dynamic and a bridge of cooperation and healthy relation among the students by the introduction of this new system.

#### **16.Academic bank of credits (ABC):**

The institution is keeping the data of results of every student in the shape of TR. Besides, the university keeps data of every student admited into different courses in the shape of soft copy. So no academic bank of credit is created at either in university or college level. College only provides teaching-learning in which students obtain certificates from concerned university.

#### **17.Skill development:**

The curriculum pattern developed and designed by the university mould the characters of the students creating an all-round development i them. it helps them to develop their language and communication skill making them employable. It develops their sense of reasoning to meet the challenge and understand and analyze it. It enhances skills among students educating them how to face different situations ain their careers.

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

The institution as well as state Govt. provide chances to the students to be educated adopting vernacular language as well as English medium learning. It makes them to apprehend Indian language, culture and behavior of human being. Learning modern indian languages are creating more favourable conditions for the spared of Indian culture, languages . Vernacular languages now a days are stood as best medium of learning even in Higher Education through which most students desire to resume their higher education.

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

Education aims to get outcome educating people in different fields and aspects. So the institution provide training to its

inmates and prepares them providing wisdom on different disciplines as far as practicable. It has aimed to make more of them in their life and utilize their lesson in everywhere in their life.

## 20.Distance education/online education:

The institution provide lesson on physical teaching mode which is purely regular at the time of need faculty is also adopt online mode of teaching but it has no distance mode of parting lesson. Classroom teaching or online mode of teaching are both adopted to build their career and life.

## Extended Profile

### 1.Programme

1.1	6
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	573
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	72
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	162
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	14
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	5
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	16
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8885587
4.3 Total number of computers on campus for academic purposes	20

## 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

The institutions curriculum has been planned and designed by Fakir Mohan University, Balasore. The University has introduced CBCS pattern during the year 2016-17. Being an Affiliated college it has to followed the functional system of the University. Facilities keeping in mind the Academic Colander design, lesson

plans for teaching learning process have been facilitated. Progress Register student Attendance are duly maintained. The Principal & the Academic Bursar do academic audit for smooth functioning of academic activities. Teachers are allowed 30 classes of 45 minutes each every week. The three year undergraduate course is schedule to six semester combining Mid and End semester. Mid semester examination and that of end are scheduled to be evaluated by departmental teachers by self institution and valuation zones respectively . The Final semester is conducted result year.

Proctorial system is adopted for better guidance of students. Internal audit system supervise all the mechanism regarding curriculum and documentation . Remedial classes are allowed to make the students competent.

But this year covid-19 has collapsed the system. Online system is the one and ultimate means for students feedback . Lockdown, shutdown have caused the old pattern augmenting and facilitating more use of Internet for learning and teaching process.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institution follows the academic calander of the concerned academic year in order to condut the Internal Examinations and evaluations to test the depth of knowledge and wisdom of the students . This system is a gate way to the End Semester examinations. Students are allowed to see their answerscripts if they need the students performance in the Mid Semester (Internal) examination very poor , they are explained and taught the chapter and allowed for more Internal examinations for their better results.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**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**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**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 Institution maintains ethics and values on human being on gender equality and its impact on our environment. Students are made aware on their rights and duties and about constitution, freedom and democracy. No discrimination on the basis of sex; the human values and conscience are given importance. How the environment can be sustainable for living being and the role of every human being to lengthen the span of life of the earth and surrounding are human concerned.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 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**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
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	<a href="#">View File</a>
URL for feedback report	Nil

**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**

**288**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

21

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

As the pandemic Covid period is going on all over India , so classroom teaching ceased and online mode of teaching, learning and evaluation is adopted . Both advance and slow learners are tagged in virtual mode classes. But the slow learners are provided more numbers of virtual classes, Special drive is taken to eradicate the problem of poor students to make them fit to struggle and survive in the present time. Slow learners are allowed for extra tests to make them update for the time. Advance learners are allowed to sit for internal as well as End semester Examinations and by this way their conceptual skill and depth is assessed . They are provided more opportunities like preparing their personal thesis and present it in departmental seminars. They are encouraged to be prepared for competitive and tertiary writing. Due arrangements are made for slow learners. Extra virtual classes, doubt clearing classes are provided to them. More Internal tests are conducted to measure their standard of comprehend the subject matter.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
573	14

File Description	Documents
Any additional information	No File Uploaded

## 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

Teachers impart lesson to students which are purely student centric. They teach students adopting friendly method and Cordiality. Their standard of receiving and learning are kept in mind. They are provided chances to ask questions and due clarification and explanations are made by teachers answering questions. They are allowed to present their topics is departmental seminars . Students are allowed to participate in teaching learning both physical and virtually which enhances their experimental and participative learning. The process helps students to acquire knowledge on the concerned topic which would keep them in higher studies in their future life.

File Description	Documents
Upload any additional information	No File Uploaded
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

Previously teachers adopted both physical mode of teaching; but this year as we heard the bit of footsteps of Corona every where, they have adopted virtual mode of teaching -learning process. They use ICT Tools of personal as well as of institution. Computers own android cell phone have been utilized in this case. Google meet, Zoom Apps have been utilized for online mode of classes . For sending study materials whats app also has been supporting both student as well as teachers Smart board enables teachers for online mode of classes . Students are provided different links of websites for more information and better study materials .

File Description	Documents
Upload any additional information	No File Uploaded
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

18

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

## 2.4 - Teacher Profile and Quality

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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

1

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)	<a href="#">View File</a>

### 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

29

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Institution conducts Mid Semester or Internal Examinations. Concerned teachers are entrusted to evaluate internal answer scripts in the office hour and students are provided xerox copies of the same if they demand. The students whose performance are very poor allowed more chances to develop their sphere of knowledge. Students centric steps have been taken for the wider spread of contextual knowledge. A fair examination system is ensured at institutional level to make the students more lesson research oriented. Every time priority has been given for maintainance of secrecy in examinations and evaluation system. This year due to covid-19 everything was performed in online mode. Concerned subject teachers are allowed to make question papers for internal examinations also.

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

A team headed by the Prof.-in-charge of Examinations conducts all examinations including both Mid semesters and End semesters. Making questions, conducting examination, evaluating answer scripts are done under the direct supervision of the Centre superintendent and Professor Exam-in charge. Everything of examination related is done sincerely , fairly and timely.. As far transparency is concerned the internal examinations and its evaluations and conduction of End semester examinations are performed satisfactorily and fairly. Any grivance of examination or evaluation related is dealt with the Centre Superintendent and the Incharge of examinations.

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.

Both teachers and students are aware of the outcome of the programmes and courses taught and learned . Arts stream students have determined for higher study, competitive examns in different fields and administrative jobs where as commerce students after the completion of graduation join multifarious courses like CA, CS, MBA, MCA, Accounting for Higher studies in concerned subject. These programmes carter the need of the students and prepared them widely for better performance and opportunities in their field of education and meet the need of the hour. Students appreciate this programme and teachers assist them for their good performance in examination and how it can be useful for their life and career making.

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

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

The institution has aimed to make students able and eligible for their future life. It has been making them conscious and awakened in different fields for the spread of women education, eradication of superstition and making them conscious in different fields. Through the spread of education it has made the inmates to face the future world and become prudent from different points of view. The students easily meet and manage the crises of the time and make them psychological stable. The programmes related to humanities and accounting taught in this institution shall be purely lucrative for the students. So in assessment the outcome of programmes and courses are vehemently beneficial and value added to the students for their life and career.

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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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://mottodegreecollege.ac.in/wp-content/uploads/2023/05/feedback.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)**

Nil

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

**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**

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
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

Nil

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

### 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

Nil

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

#### 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

Nil

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

### 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 Pandemic Covid-19 situation cease social and welfare activitie in neighbourhing community with the NSS and YRC volunteers. under the banner of Motto +3 Degree college have launched various programmes in neighbouring community and adopted villages.

1. N.S.S volunteers with special programmes have unweeded village pond of adajcent village Chakiasahi.
2. Cleaning of road side & Tuebwell has been done.
3. Sanitisers and face masks are distributed among villagers
4. Awarness programmes through road side play are organised on women education, alcohol consumption, AIDS and on save Girl child Foetus killing and use of masks and hand sanitiser to prevent the spread of Covid-19.
5. A quarentine centre was opened in college campus for Corona affected.
6. Cattle immunization programme was organised in adopted village by NSS volunteers and local vactionary experts

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

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

2

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

150

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

Nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 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

Nil

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

## 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 institution has adequate classrooms for physical teaching; but a small number of smart classrooms are available there is a laboratory for arts students and a computer laboratory both for student and staff. Special classrooms for different honours classes also add available for compulsory classes, separate classrooms are exist in the premises of institution besides these,

Reading room for Girls & Boys; Boys and Girls Common room, library, lavatories, ladies hostel are available in the campus of the institution. For refreshment there is a canteen inside the campus of the institution . Library is partially automated. Some classrooms are turned smart class rooms equipped with projectors and other related accessories including smart board and others.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The institution has adequate facilities for cultural activities sports, games, activities in the outskirts of the campus; but it has no auditorium or any indoor stadium for sports and games. It has no Yoga centre or gymnasium. A proposal has been given for an Auditorium but yet it is not sanctioned . The field which has been using as play ground is providing a number of corps in defence of the the country, policy and alike jobs . So it has been doing the work of an womb providing training and skill to the aspirant of the area as well as to our students. Some large classrooms are being used for multi purposes. Indoor stadium and gymnasium could simltinously mould the life and career of the students of the institution which it lacks.

File Description	Documents
Upload any additional information	No File Uploaded
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.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

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)	No File Uploaded

## 4.2 - Library as a Learning Resource

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

Library is a learning source both for students and faculties. They use it regularly both in manual and online mode. The library is partly automated. There are several reference book for students as well as teachers to be used for the augmentation of their knowledge besides reference books, text books and different kinds of magazines are available there in the Central library of the institution. Each year new reference books of different departments and text books are being purchased and provided to students to carter their need. Ex students and local intellectuals are also allowed to borrow books from the college library as and when they need. In this manner the library has been serving as a backbone and resource of learning for the aspirants.

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** E. None 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)	No File Uploaded

**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)**

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

**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**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Now a days, a day without computer assistance in the field of administration is difficult to explore. The institution has several computer and other IT accessories which help both in administration and teaching learning process. Computers smart boards projectors and other related things are being used gradually every year. Its number and importance are getting mileage . In the campus internet facility WiFi are provided to both students and staff.

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

#### 4.3.2 - Number of Computers

22

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

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 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)

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)	<a href="#">View File</a>

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.

During covid-19, the Institution under the aegis of IQAC of our college formed different committees to supervise existing infrastructure. They supervise and take due care to prevent them from decaying.

Library - The Library committee take due care for the proper maintainance and utilization of existing books and its infrastructure. It made provisins to add more number of books to it .

Class Rooms- Academic Bursar at the behest of the head of the institution supervises classrooms and laboratory to maintain and utilize related instrument regularly and properly. All ICT related tools are included to be supervised by the teachers utilizing them.

Computers & ICT- For the maintainance of computers & ICT of the institution proper care has been taken by the concerned users. Due to Corona this year the use of computers and ICT related rticles have got a new dimention and oppertunity during admission, examination, evaluation etc.

College Website- The college has its own official website. It is maintained and updated time to time



Sports Complex-All sports equipment are properly maintained by the concerned PET and Prof-in-Charge of the Athletic Council of the year; they also ensure the proper utilization of equipments.

Lavatory and other related equipments are ensured properly during the period and they also formed a healthy and hygienic condition in the campus.

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

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)	No File Uploaded

#### 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

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)	No File Uploaded

**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**

**C. 2 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

**1**

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

**1**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**B. Any 3 of the above**

**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**

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	<a href="#">View File</a>
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

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

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	No File Uploaded

**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**

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.**

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)	No File Uploaded

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 institution believes on doing everything or anything in a democratic way. So it facilitates students to take part in various work of the institution directly. Students actively participate in co-curricular administrative and extra-curricular activities. Being volunteers of NSS and YRC they actively serve to people in nearby villages to create awareness among people on Aids, Women Education, Road Safety Programmes , plantation, Interacts marriage, Self-employment. They are also nominated to administrative. bodies to actively participate in all round development of the institution

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**

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	No File Uploaded

## 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

There is an Alumni association in the College. The body actively participate in various developmental work. They have been observing actively various construction works of the institutions and put fourth for the academic development of students which make them to meet the challenges in life.

But yet it is not a legitimate body and no subscription is collected as the institution is located in a rural area of low income people their active support in developmental work is nearly praise working.

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	<a href="#">View File</a>

## 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 college has a distinct vision. To be one of the leading colleges in Odisha at par excellence in teaching , learning, research and governance-and to acheive them it has a special mission . Its mission is to provide higher education, need based education, introduced moral and ethical values, imact quality education, to develop a sense of responsibility , discipline and panctuality and honesty . The faculties are encouraged to undertaken research activities to impact computer education to establish effective and transparant system in examination and evaluation. To achieve the vision it has lunched its mission and introduced a strong governance system constituting varios manadatory bodies like -IQAC , Staff council, Antiragging cell, examination committee , Sports Council, Academic Affairs, Time Table, Budget Committee, Governing Body, Building Committee,

Discipline Committee , RTI Committee to govern the college effectively and develop a sence of brotherlyhood and responsibility. Alumni Association and Students Representative Council through selection mode have made the system more disciplined and well governed.

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

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

The institution beleive in decentralizing power from grass root level . For better management and development of the institution the college decentralizes the power in a participative mode and mutual cooperation. It has various cells and committees whose members are practically involved in various works of the institution. Examination cell, Building Committee, Purchase Committee, NSS, YRC, Budget Committee, Athletic Council, Dramatic and Cultural society all manage their concerned responsibility smoothly through their strong leadership and management.

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 Institution has decentralized its governing system for effective implementation of different policies and plans in a united way with its vision and mission. The designed plan has been achieved through accountability, review of assigned works . The IQAC of the institution is playing a vital role bringing a coordination and summoning meetings of different committees like academic and administrative set ups concentrating on qualities in every respect. In the field of infrastructure including class room building, e-governance, computer lab up gradation, up gradation of lavatories, installation of water purifier for safe drinking water

the institution has achieved a remarkable success. Online remedial coaching, health awareness program and awareness programs on paperless monitory transaction are being arranged.

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.

All committees of the college follow the rules and regulations of the institution. The Governing body also follows strictly the service rules during any recruitment and any other decision. The institution as per the rules of DHE of Odisha runs its business. The year 2020-21 has witnessed various developmental works in the college such as ICT facilities emplacing on E-governance and construction of more class rooms, drinking water facilities, purchasing of journals, construction of lavatories, remedial coaching, paperless transaction of finance. Everything or anything done in the campus of the institution is done keeping in mind the rules and regulations of DHE Odisha as well as its own.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**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	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

The college does its administrative work smoothly for the well functioning of the institution, Simultaneously it looks for the interest and welfare of its staff who are the real functional knights. For welfare of the staff it has generated EPF, Employees Welfare funds in the institution. The institution has been depositing EPF of the employees in addition with employer share regularly for accidental need of the staff. The staff welfare fund is created and at the time of need. They are provided financial support to meet the need. All are incorporated in this process of welfare irrespective of teaching and non-teaching staff.

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**

Nil

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)	No File Uploaded

### **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**

Nil

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### **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**

Nil

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)	No File Uploaded

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

Both teaching and non-teaching staff of the institution keep in mind some criterion or parameter of accessing the works of the staff .

For assessing the work of the staff (both teaching and non-teaching) , the institution has adopted some criterion or parameter measuring the deeds assigned to them . This is a major para meter to assess the quality of both teaching and non-teaching staff towards their commitment for works bestowed and assigned . The institution implements the different appraisal techniques of the Govt. as standard of measure for their performances.

The following high lights are-

- Performance of teaching faculties is approved on the basis of skill of teaching, punctuality, mentoring, valuation, examination , results and extra-curricular activities.
- Non-teaching staff both ministerial and menial are assessed by their attitude and temperament towards the institution, students, staff, public and their performances in the concerned field. Their manner is also viewed in this context of assessment.

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

## 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

In dealing with finance the institution has been maintaining a transparent mechanism with a team of personnel like-Accountant, Account Bursar and the head of the Institution. Every expenditure is incurred clearly and after the passing of the Budget in Governing Body meeting . The GB observes the budget minutely and approves it. The funds received during this year has been utilized and UCs are provided to the Funding Agency.

To make the financial activities more transparent, Internal Audits are done by the Head of the institution as well as the Accounts Bursar. External Audit is done by the Auditors /Chartered Accountant deployed by Government of Odisha. For this year the team of External Auditors have been Audited and the report has been obtained.

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

**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)**

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)	No File Uploaded

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

The college is fully aided by the Government of Odisha and it is included under section 2(f) & 12B of the UGC Act 1956. It receives grant under various schemes of Government of Odisha as well as India such as UGC, MP Lad , MLA Lad, World Bank etc. The college mobilises funds for its regular activity. Contribution and donation of individuals and alumni also assist to run the institution smoothly. The IQAC Committee, the Governing Body and the Alumni with a proper cooperation design plans for the optimal use of resources. The college carries out developmental works providing free studentship to needy student every year . This year the institution has received aids from Odisha Govt. under various infrastructure development works. But this year the institution has got more funds for infrastructure augmentation.

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

## 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

The IQAC of the college takes various steps to see progress of the different committees of the college. Audit of different segment of the institution through various external committees strengthen the system. It monitors the external committee to audit different sectors like-Academic setor, Gender equity, Green corridor, Administration, finance following the guidelines of the institution as well a Government. This year due to the pandemic covid-19 the IQAC tried to keep pace with the ICT enabled teaching learning process. The college provided L:aptops, white boards to all departments for ICT based classes. During the Pandemic period the institution observes various days like Republic Day, Independence Day , Road safety week, vanamohastav etc.

The IQAC has arranged different departmental seminars through online mode using Google meet and Zoom apps. Both students and staff at the time of need are invited are invited to join on this programme. Webinars has been arranged by affiliated university and the UGC. It has facilitated even for staff and students of other colleges to participate .

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

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 sole and primary duty of the institution is to provide good teaching bringing reformation in existing teaching learning process, structural, and methodloges of operations and learning outcomes. The IQAC instructs to implement the Ideas collected at the time of need feedback from students staff alumni and guardians.

The teachers are instructed to maintain progress register of the students keeping in mind the academic calander of the college. Low attendance of students are instructed to join remedial online coaching classes to clear their concept of knowledge. The teachers arranged their academic calander for their own. Teachers adopted and provided student centric teaching keeping in mind for their future need and challange of the time. The IQAC collected appraisal report from teachers as well as students also.

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)**

**D. Any 1 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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

Being a coeducation centre the institution adopts various measures to sensitize special f various activities. The Institution has adopted various courses in which women are provided much facilities. The subjects like Education, Pol. Sc. , History, Odia , English provide much scope for women study and on gender equity . In this institution for the promotion of women education financial rebate is granted. NSS & YRC of the institution through its different awareness programs propagates education for women , to save girl foetus, widow re-marriage. They are provided separate study, common room, toilets and allowed equally in sports and in annual athletic meet.

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	Nil

**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/**

**D. Any 1 of the above**

**power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 institution has adopted a systematic way of waste management to keep up the campus neat and clean. Solid and e-wastes are managed separately. some f the solid wastes are buried for its decompose and some are given to local vendors. Every time before their buried and solid plans are chalked out for its purpose .

As e-wastes are imperishable they are sold to local vendors either for recycling or systematic decomposition . Every time steps have been taken to eradicate campus from hazards wastes and the campus of the institution is made healthy and eco-friendly .

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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** D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>



**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	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**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**

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	<a href="#">View File</a>

**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-**

**C. Any 2 of the above**

**reading software, mechanized equipment****5. Provision for enquiry and information :****Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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 has been trying with its best to create a healthy harmony among different sects or religion of people. The NSS & YRC Units of the college via-awareness programs convinced people for religious tolerance and social harmony to create a communal fraternity among various religious practioners. The institution observes various days- Women's Day, AIDS Day, Republic Day, independence Day and declared holidays. Irrespective of caste, creed , religion all are allowed to continue their education in this institution and the minor sects are provided all sorts of facilities and protections in the institution. All are welcomed to different occasions of the institution . Blood donation camp, propagation for women education, propagation for environmental fraternity have created a suitable surrounding for cultural and linguistic harmony and socio-economic unit. Sharing and participating of intra-sect programs has further strengthend tolerance among different sects or religions of the locality.

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

The institution only does not act as the centre of learning for higher education; it also undertakes several programmes to sensitize the students and employees of the institution to obey our constitution to know their rights and be conscious of their duties to the country and its constitution. As citizens of the country they are welcomed to participate in various programs favouring the constitution of our country . In this regard the institution itself and NSS and YRC units organize different programs to convince about their duties towards their country and say constitutional rights. It observes the Republic Day, the Independence Day, the Constitution Day, the birthday of B.R Ambedkar and Sardar Ballav Bhai Patel and the birthday of other prominent freedom fighters and state figures. Historical events, events of freedom fighting all are observed with loyal devotion. To commemorate these days various competition programs are also arranged among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	No File Uploaded
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Despite of Covid-19 the institution celebrated /organized state level National or International commemorative days. Motto +3 Degree College with the help and services of its NSS & YRC volunteers observed and organized various days of both National & International. Women's Day breast feeding day, Red cross day, Republic Day, Indian Constitution Day, AIDS day, TB day, Gandhi Jayanti, Netaji Jayanti etc. They are observed and awareness messages are spread among the students, staff and local people to memories the days

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	No File Uploaded

## 7.2 - Best Practices

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

The spread of Corona virus all over the world has created a new dimension. The institutions best practices are -Rain water harvesting, Plantation by the road side and Immunization of local cattle. The institution from its own resource spend funds for the welfare of the surrounding and environment which would be sustainable for the living being

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

### 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

The vision of motto +3 Degree College is to provide Higher education to the poor people of the adjacent area. So in this context it is distinctive to provide opportunities and facilities for higher education and opportunities for learning computers but this year due to the spread of covid -19 the institution has adopted a new distinctive creative thing i.e teaching in various mobile apps.

Students are taught how to use Google meet apps, zoom apps for the study of their lesson and joining online classes. They learn how to creates links in what's app and how they can join for online mode classes . They used whats app and how to form groups in it which can be use dispatching data , study materials etc. They were taught how to send their files or answer scripts into college website and to University websites creating PDF files.

## 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

The institutions curriculum has been planned and designed by Fakir Mohan University, Balasore. The University has introduced CBCS pattern during the year 2016-17. Being an Affiliated college it has to followed the functional system of the University. Facilities keeping in mind the Academic Colander design, lesson plans for teaching learning process have been facilitated. Progress Register student Attendance are duly maintained. The Principal & the Academic Bursar do academic audit for smooth functioning of academic activities. Teachers are allowed 30 classes of 45 minutes each every week. The three year undergraduate course is schedule to six semester combining Mid and End semester. Mid semester examination and that of end are scheduled to be evaluated by departmental teachers by self institution and valuation zones respectively . The Final semester is conducted result year.

Proctorial system is adopted for better guidance of students. Internal audit system supervise all the mechanism regarding curriculum and documentation . Remedial classes are allowed to make the students competent.

But this year covid-19 has collapsed the system. Online system is the one and ultimate means for students feedback . Lockdown, shutdown have caused the old pattern augmenting and facilitating more use of Internet for learning and teaching process.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institution follows the academic calander of the concerned

academic year in order to conduct the Internal Examinations and evaluations to test the depth of knowledge and wisdom of the students. This system is a gate way to the End Semester examinations. Students are allowed to see their answerscripts if they need the students performance in the Mid Semester (Internal) examination very poor, they are explained and taught the chapter and allowed for more Internal examinations for their better results.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**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**

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 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 Institution maintains ethics and values on human being on gender equality and its impact on our environment. Students are



made aware on their rights and duties and about constitution, freedom and democracy. No discrimination on the basis of sex; the human values and conscience are given importance. How the environment can be sustainable for living being and the role of every human being to lengthen the span of life of the earth and surrounding are human concerned.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

#### 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**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
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	<a href="#">View File</a>
URL for feedback report	Nil

#### 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**

**288**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 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

21

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

As the pandemic Covid period is going on all over India , so classroom teaching ceased and online mode of teaching, learning and evaluation is adopted . Both advance and slow learners are tagged in virtual mode classes. But the slow learners are provided more numbers of virtual classes, Special drive is taken to eradicate the problem of poor students to make them fit to struggle and survive in the present time. Slow learners are allowed for extra tests to make them update for the time. Advance learners are allowed to sit for internal as well as End semester Examinations and by this way their conceptual skill and depth is assessed . They are provided more opportunities like preparing their personal thesis and present it in departmental seminars. They are encouraged to be prepared for competitive and tertiary writing. Due arrangements are made for slow learners. Extra virtual classes, doubt clearing classes are provided to them. More Internal tests are conducted to measure their standard of comprehend the subject matter.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
573	14

File Description	Documents
Any additional information	No File Uploaded

### 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

Teachers impart lesson to students which are purely student centric. They teach students adopting friendly method and Cordiality. Their standard of receiving and learning are kept in mind. They are provided chances to ask questions and due clarification and explanations are made by teachers answering questions. They are allowed to present their topics is departmental seminars . Students are allowed to participate in teaching learning both physical and virtually which enhances their experimental and participative learning. The process helps students to acquire knowledge on the concerned topic which would keep them in higher studies in their future life.

File Description	Documents
Upload any additional information	No File Uploaded
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

Previously teachers adopted both physical mode of teaching; but this year as we heard the bit of footsteps of Corona every where, they have adopted virtual mode of teaching -learning

process. They use ICT Tools of personal as well as of institution. Computers own android cell phone have been utilized in this case. Google meet, Zoom Apps have been utilized for online mode of classes . For sending study materials whats app also has been supporting both student as well as teachers Smart board enables teachers for online mode of classes . Students are provided different links of websites for more information and better study materials .

File Description	Documents
Upload any additional information	No File Uploaded
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

18

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

### 2.4 - Teacher Profile and Quality

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 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

1

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)	<a href="#">View File</a>

#### 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

29

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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.

Institution conducts Mid Semester or Internal Examinations. Concerned teachers are entrusted to evaluate internal answer scripts in the office hour and students are provided xerox copies of the same if they demand. The students whose performance are very poor allowed more chances to develop their sphere of knowledge. Students centric steps have been taken for the wider spread of contextual knowledge. A fair examination system is ensured at institutional level to make the students more lesson research oriented. Every time priority has been given for maintainance of secrecy in examinations and evaluation system. This year due to covid-19 everything was performed in online mode. Concerned subject teachers are allowed to make question papers for internal examinations also.

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

A team headed by the Prof.-in-charge of Examinations conducts all examinations including both Mid semesters and End semesters. Making questions, conducting examination, evaluating answer scripts are done under the direct supervision of the Centre superintendent and Professor Exam-in charge. Everything of examination related is done sincerely , fairly and timely.. As far transparency is concerned the internal examinations and its evaluations and conduction of End semester examinations are performed satisfactorily and fairly. Any grivance of examination or evaluation related is dealt with the Centre Superintendent and the Incharge of examinations.

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.

Both teachers and students are aware of the outcome of the programmes and courses taught and learned . Arts stream students have determined for higher study, competitive exams in different fields and administrative jobs where as commerce students after the completion of graduation join multifarious courses like CA, CS, MBA, MCA, Accounting for Higher studies in concerned subject. These programmes cater the need of the students and prepared them widely for better performance and opportunities in their field of education and meet the need of the hour. Students appreciate this programme and teachers assist them for their good performance in examination and how it can be useful for their life and career making.

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

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

The institution has aimed to make students able and eligible for their future life. It has been making them conscious and awakened in different fields for the spread of women education, eradication of superstition and making them conscious in different fields. Through the spread of education it has made the inmates to face the future world and become prudent from different points of view. The students easily meet and manage the crises of the time and make them psychological stable. The programmes related to humanities and accounting taught in this institution shall be purely lucrative for the students. So in assessment the outcome of programmes and courses are vehemently beneficial and value added to the students for their life and career.

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**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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://mottodegreecollege.ac.in/wp-content/uploads/2023/05/feedback.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)**

Nil

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

**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**

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
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**

Nil

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

**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**

Nil

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

### 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

Nil

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

### 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 Pandemic Covid-19 situation cease social and welfare activitie in neighbouring community with the NSS and YRC volunteers. under the banner of Motto +3 Degree college have launched various programmes in neighbouring community and adopted villages.

1. N.S.S volunteers with special programmes have unweeded village pond of adajcent village Chakiasahi.
2. Cleaning of road side & Tuebwell has been done.
3. Sanitisers and face masks are distributed among villagers
4. Awarness programmes through road side play are organised on women education, alcohol consumption, AIDS and on save Girl child Foetus killing and use of masks and hand sanitiser to prevent the spread of Covid-19.
5. A quarentine centre was opened in college campus for Corona affected.
6. Cattle immunization programme was organised in adopted village by NSS volunteers and local vactionary experts

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

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

2

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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**

150

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

Nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**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**

Nil

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

## 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 institution has adequate classrooms for physical teaching; but a small number of smart classrooms are available there is a laboratory for arts students and a computer laboratory both for student and staff. Special classrooms for different honours classes also add available for compulsory classes, separate classrooms are exist in the premises of institution besides these, Reading room for Girls & Boys; Boys and Girls Common room, library, lavatories, ladies hostel are available in the campus of the institution. For refreshment there is a canteen inside the campus of the institution . Library is partially automated. Some classrooms are turned smart class rooms equipped with projectors and other related accessories including smart board and others.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The institution has adequate facilities for cultural activities sports, games, activities in the outskirts of the campus; but it has no auditorium or any indoor stadium for sports and games. It has no Yoga centre or gymnasium. A proposal has been given for an Auditorium but yet it is not sanctioned . The field

which has been using as play ground is providing a number of corps in defence of the the country, policy and alike jobs . So it has been doing the work of an womb providing training and skill to the aspriant of the area as well as to our students. Some large classrooms are being used for multi purposes. Indoor stadium and gymnasium could simltinously mould the life and career of the students of the institution which it laks.

File Description	Documents
Upload any additional information	No File Uploaded
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.

1

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

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)	No File Uploaded

## 4.2 - Library as a Learning Resource

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

Library is a learning source both for students and faculties. They use it regularly both in manual and online mode. The library is partly automated. There are several reference book for students as well as teachers to be used for the augmentation of their knowledge besides reference books, text books and different kinds of magazines are available there in the Central library of the institution. Each year new reference books of different departments and text books are being purchased and provided to students to carter their need. Ex students and local intellectuals are also allowed to borrow books from the college library as and when they need. In this manner the library has been serving as a backbone and resource of learning for the aspirants.

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**

**E. None 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)	No File Uploaded

#### 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)

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	No File Uploaded

#### 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

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Now a days, a day without computer assistance in the field of administration is difficult to explore. The institution has several computer and other IT accessories which help both in administration and teaching learning process. Computers smart boards projectors and other related things are being used

gradually every year. Its number and importance are getting mileage . In the campus internet facility WiFi are provided to both students and staff.

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

#### 4.3.2 - Number of Computers

22

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

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)	<a href="#">View File</a>

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.

During covid-19, the Institution under the aegis of IQAC of our college formed different committees to supervise existing infrastructure. They supervise and take due care to prevent them from decaying.

Library - The Library committee take due care for the proper maintenance and utilization of existing books and its infrastructure. It made provisions to add more number of books to it .

Class Rooms- Academic Bursar at the behest of the head of the institution supervises classrooms and laboratory to maintain and utilize related instrument regularly and properly. All ICT related tools are included to be supervised by the teachers utilizing them.

Computers & ICT- For the maintenance of computers & ICT of the institution proper care has been taken by the concerned users. Due to Corona this year the use of computers and ICT related articles have got a new dimension and opportunity during admission, examination, evaluation etc.

College Website- The college has its own official website. It is maintained and updated time to time

Sports Complex-All sports equipment are properly maintained by the concerned PET and Prof-in-Charge of the Athletic Council of the year; they also ensure the proper utilization of equipments.

Lavatory and other related equipments are ensured properly

during the period and they also formed a healthy and hygienic condition in the campus.

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

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)	No File Uploaded

#### 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

88

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)	No File Uploaded

**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**

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

1

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

B. Any 3 of the above

**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**

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	<a href="#">View File</a>
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

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

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	No File Uploaded

**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**

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.**

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)	No File Uploaded

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 institution believes on doing everything or anything in a democratic way. So it facilitates students to take part in various work of the institution directly. Students actively participate in co-curricular administrative and extra-curricular activities. Being volunteers of NSS and YRC they actively serve to people in nearby villages to create awareness among people on Aids, Women Education, Road Safety Programmes , plantation, Interacts marriage, Self-employment. They are also nominated to administrative. bodies to actively participate in all round development of the institution

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**

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	No File Uploaded

#### **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



There is an Alumni association in the College. The body actively participate in various developmental work. They have been observing actively various construction works of the institutions and put fourth for the academic development of students which make them to meet the challenges in life.

But yet it is not a legitimate body and no subscription is collected as the institution is located in a rural area of low income people their active support in developmental work is nearly praise working.

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	<a href="#">View File</a>

## 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 college has a distinct vision. To be one of the leading colleges in Odisha at par excellence in teaching , learning, research and governance-and to acheive them it has a special mission . Its mission is to provide higher education, need based education, introduced moral and ethical values, imact quality education, to develop a sense of responsibility , discipline and panctuality and honesty . The faculties are encouraged to undertaken research activities to impact computer education to establish effective and transparant system in examination and evaluation. To achieve the vision it has lunched its mission and introduced a strong governance system constituting varios manadatory bodies like -IQAC , Staff council, Antiragging cell, examination committee , Sports Council, Academic Affairs, Time Table, Budget Committee,

Governing Body, Building Committee, Discipline Committee , RTI Committee to govern the college effectively and develop a sense of brotherhood and responsibility. Alumni Association and Students Representative Council through selection mode have made the system more disciplined and well governed.

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

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

The institution believe in decentralizing power from grass root level . For better management and development of the institution the college decentralizes the power in a participative mode and mutual cooperation. It has various cells and committees whose members are practically involved in various works of the institution. Examination cell, Building Committee, Purchase Committee, NSS, YRC, Budget Committee, Athletic Council, Dramatic and Cultural society all manage their concerned responsibility smoothly through their strong leadership and management.

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 Institution has decentralized its governing system for effective implementation of different policies and plans in a united way with its vision and mission. The designed plan has been achieved through accountability, review of assigned works . The IQAC of the institution is playing a vital role bringing a coordination and summoning meetings of different committees like academic and administrative set ups concentrating on qualities in every respect. In the field of infrastructure including class room building, e-governance, computer lab up

gradation, up gradation of lavatories, installation of water purifier for safe drinking water the institution has achieved a remarkable success. Online remedial coaching, health awareness program and awareness programs on paperless monitory transaction are being arranged.

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.

All committees of the college follow the rules and regulations of the institution. The Governing body also follows strictly the service rules during any recruitment and any other decision. The institution as per the rules of DHE of Odisha runs its business. The year 2020-21 has witnessed various developmental works in the college such as ICT facilities emplacing on E-governance and construction of more class rooms, drinking water facilities, purchasing of journals, construction of lavatories, remedial coaching, paperless transaction of finance. Everything or anything done in the campus of the institution is done keeping in mind the rules and regulations of DHE Odisha as well as its own.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**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	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

The college does its administrative work smoothly for the well functioning of the institution, Simultaneously it looks for the interest and welfare of its staff who are the real functional knights. For welfare of the staff it has generated EPF, Employees Welfare funds in the institution. The institution has been depositing EPF of the employees in addition with employer share regularly for accidental need of the staff. The staff welfare fund is created and at the time of need. They are provided financial support to meet the need. All are incorporated in this process of welfare irrespective of teaching and non-teaching staff.

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**

Nil

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)	No File Uploaded

**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**

Nil

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**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**

Nil

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)	No File Uploaded

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

Both teaching and non-teaching staff of the institution keep in mind some criterion or parameter of accessing the works of the staff .

For assessing the work of the staff (both teaching and non-teaching) , the institution has adopted some criterion or parameter measuring the deeds assigned to them . This is a major para meter to assess the quality of both teaching and non-teaching staff towards their commitment for works bestowed and assigned . The institution implements the different appraisal techniques of the Govt. as standard of measure for their performances.

The following high lights are-

- Performance of teaching faculties is approved on the basis of skill of teaching, punctuality, mentoring, valuation, examination , results and extra-curricular activities.
- Non-teaching staff both ministerial and menial are assessed by their attitude and temperament towards the institution, students, staff, public and their performances in the concerned field. Their manner is also viewed in this context of assessment.

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

#### 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

In dealing with finance the institution has been maintaining a transparent mechanism with a team of personnel like-Accountant, Account Bursar and the head of the Institution. Every expenditure is incurred clearly and after the passing of the Budget in Governing Body meeting . The GB observes the budget minutely and approves it. The funds received during this year has been utilized and UCs are provided to the Funding Agency.

To make the financial activities more transparent, Internal Audits are done by the Head of the institution as well as the Accounts Bursar. External Audit is done by the Auditors /Chartered Accountant deployed by Government of Odisha. For this year the team of External Auditors have been Audited and the report has been obtained.

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

**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)**

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)	No File Uploaded

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

The college is fully adied by the Government of Odisha and it is included under section 2(f) & 12B of the UGC Act 1956. It receives grant under various schemes of Government of Odisha as well as India such as UGC, MP Lad , MLA Lad, World Bank etc. The college mobilses funds for its regular activity. Contribution and donation of indivisuals and alumni also assist to run the institution smoothly. The IQAC Committee, the Governing Body and the Alumni with a proper cooperation design plans for the optimal use of resources. The college carries out developmental works providing free studentship to needy student every year . This year the institution has received aids from Odisha Govt. under various infrastructure development works. But this year the institution has got more funds for infrastructure augmentation.

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

#### 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

The IQAC of the college takes various steps to see progress of the different committiees of the college. Audit of different segment of the institutio through various external committiees strengthen the system. It monitores the external committee to audit different sectors like-Academic setor, Gender equity, Green corridor, Administration, finance following the guidelines of the institution as well a Government. This year



due to the pandemic covid-19 the IQAC tried to keep pace with the ICT enabled teaching learning process. The college provided Laptops, white boards to all departments for ICT based classes. During the Pandemic period the institution observes various days like Republic Day, Independence Day , Road safety week, vanamahastav etc.

The IQAC has arranged different departmental seminars through online mode using Google meet and Zoom apps. Both students and staff at the time of need are invited to join on this programme. Webinars has been arranged by affiliated university and the UGC. It has facilitated even for staff and students of other colleges to participate .

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

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 sole and primary duty of the institution is to provide good teaching bringing reformation in existing teaching learning process, structural, and methodologies of operations and learning outcomes. The IQAC instructs to implement the Ideas collected at the time of need feedback from students staff alumni and guardians.

The teachers are instructed to maintain progress register of the students keeping in mind the academic calendar of the college. Low attendance of students are instructed to join remedial online coaching classes to clear their concept of knowledge. The teachers arranged their academic calendar for their own. Teachers adopted and provided student centric teaching keeping in mind for their future need and challenge of the time. The IQAC collected appraisal report from teachers as well as students also.

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

<b>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)</b>	D. Any 1 of the above
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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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

Being a coeducation centre the institution adopts various measures to sensitize special f various activities. The Institution has adopted various courses in which women are provided much facilities. The subjects like Education, Pol. Sc. , History, Odia , English provide much scope for women study and on gender equity . In this institution for the promotion of women education financial rebate is granted. NSS & YRC of the institution through its different awareness programs propagates education for women , to save girl foetus, widow re-marriage.

They are provided separate study, common room, toilets and allowed equally in sports and in annual athletic meet.

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	Nil

**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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 institution has adopted a systematic way of waste management to keep up the campus neat and clean. Solid and e-wastes are managed separately. some of the solid wastes are buried for its decompose and some are given to local vendors. Every time before their buried and solid plans are chalked out for its purpose .

As e-wastes are imperishable they are sold to local vendors either for recycling or systematic decomposition . Every time steps have been taken to eradicate campus from hazards wastes and the campus of the institution is made healthy and eco-friendly .

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**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**

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	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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 has been trying with its best to create a healthy harmony among different sects or religion of people. The NSS & YRC Units of the college via-awareness programs convinced people for religious tolerance and social harmony to create a communal fraternity among various religious practioners. The institution observes various days- Women's Day, AIDS Day, Republic Day, independence Day and declared holidays. Irrespective of caste, creed , religion all are allowed to continue their education in this institution and the minor sects are provided all sorts of facilities and protections in the institution. All are welcomed to different occasions of the institution . Blood donation camp, propagation for women education, propagation for environmental fraternity have created a suitable surrounding for cultural and linguistic harmony and socio-economic unit. Sharing and participating of intra-sect programs has further strenghtend tolerance among different sects or religions of the locality.

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

The institution only does not act as the centre of learning for higher education; it also undertakes several programes to sensitize the students and employees of the institution to obey our constitution to know their rights and be conscious of their duties to the country and its constitution. As citizens of the country they are welcomed to participate in various programs favouring the constitution of our country . In this regard the institution itself and NSS and YRC units organize different programs to convince about their duties towards their country and say constitutional rights. It observes the Republic Day, the Independence Day, the Constitution Day, the birthday of B.R Ambedkar and Sardar Ballav BhaiPatel and the birthday of other prominent freedom fighters and state figures. Historical

events, events of freedom fighting all are observed with loyal devotion. To commemorate these days various competition programs are also arranged among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	No File Uploaded
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Despite of Covid-19 the institution celebrated /organized state level National or International commemorative days. Motto +3 Degree College with the help and services of its NSS & YRC volunteers observed and organized various days of both National & International. Women's Day breast feeding day, Red cross day, Republic Day, Indian Constitution Day, AIDS day, TB day, Gandhi

Jayanti, Netaji Jayanti etc. They are observed and awareness messages are spread among the students, staff and local people to memories the days

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	No File Uploaded

## 7.2 - Best Practices

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

The spread of Corona virus all over the world has created a new dimension. The institutions best practices are -Rain water harvesting, Plantation by the road side and Immunization of local cattle. The institution from its own resource spend funds for the welfare of the surrounding and environment which would be sustainable for the living being

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

## 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

The vision of motto +3 Degree College is to provide Higher education to the poor people of the adjacent area. So in this context it is distinctive to provide opportunities and facilities for higher education and opportunities for learning computers but this year due to the spread of covid -19 the institution has adopted a new distinctive creative thing i.e teaching in various mobile apps.

Students are taught how to use Google meet apps, zoom apps for the study of their lesson and joining online classes. They



learn how to creates links in what's app and how they can join for online mode classes . They used whats app and how to form groups in it which can be use dispatching data , study materials etc. They were taught how to send their files or answer scripts into college website and to University websites creating PDF files.

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

### 7.3.2 - Plan of action for the next academic year

- To observe and celebrate various National/International days and special days :
- To organize Blood Donation Camp & special Camp of YRC and NSS respectively.
- To organize various competitions among the Day's scholars
- To organize Annual Athletic Meet
- To organize Annual Day Celebration
- To organize College Foundation Day
- To commence the construction work of Multi-purpose Building sponsored by World Bank
- To build pucca intra campus ways
- To facilitate for pure drinking water
- Construction more class room and toilets
- To purchase more lands for a sports field
- To purchase more books for library