



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAMAJEE DEGREE MAHAVIDYALAYA

**AT/PO-BHISMAGIRI VIA-DIGAPAHANDI DIST- GANJAM
761055**

www.ramajeemahavidyalaya.edu.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The glory credence of Ramajee Mahavidyalaya signifies a historic moment of academic excellence. It is a co-educational college under Berhampur University in the south Odisha. According to Bhisma copper plate of seventh century the first Vishnu puja (worship) of odisha was started from the village named Binshugiri. In later period it was named as Bhismagiri. During the time of Monarchy Gang rulers of Sanakhemundi was built three Vishnu temple in the center of this village such as RAMJEE in 1719, JAGANATHA in 1780 and BALAJI in 1852. Bhismagiri occupies a significant position in the cultural history of Orissa. It is a border village of Ganjam and Gajapati district so near about 100 villages depends up on it. In 1952 Bhismagiri Gramapachaayata was formed and it awarded Adarsha Gramapanchayanta in 1980.

Ramajee Mahavidyalaya is situated at Bhismagiri, the temple of village in the district of Ganjam Odisha. Initially the college was named as Bhismagiri College; subsequently the name was changed to Ramajee Mahavidyalaya as a mark of commorative respect of Lord Sri Rama Chandra (Maryada Purusottama) of Ramajee temple. The college was established on 14 Aug 1978 under the patronage of Mahanta Sri Bhagaban Ramanuja Das Maharaja. He was donated 6 acres of land in which the college site is constructed. The campus Area in sqmt. 47598 and the Built area in sqmt. 14660.

. It is situated in 19, 3925288 latitude and 84, 4671424 longitude with natural surroundings of shady banyan and mango tree with pollution free environment. It creates an ideal atmosphere for healthy academic purist dissemination of knowledge. Its location is an ideal one as it revels in the picturesque surrounding of the Taptapani mountain range, abounding in diverse Flora and Fauna. The place is only 5 Kms away from the National Highway 216 and 45Kms away from Berhampur town, well linked with South-East railways. The nearest airport is Bhubaneswar which is nearly 300 Kms away from Bhismagiri.

Vision

Ramajee Degree Mahavidyalaya Bhismagiri aims at transforming higher education into effective instrument of socioeconomic change. The institution is geared to provide excellent educational opportunities that are responsive to satisfy the needs of students' personality development.

The vision of the institution is to promote equality and social justice through diffusion of knowledge. It aims to help the learners to find out a passion and a purpose in life by imparting quality education to the most neglected rural area of Ganjam District with the affordable fee & to transform the human resources to the 360o attributes with social ethics.

The institution aims to train the students for wise leadership and to build high moral character of students through these core values – WISDOM where

W- Welfare I-Integrity S-Sincerity D- Diligence

O- Open-mindedness M-Manager ability

We, the community of Ramajee Degree Mahavidyalaya, inspired by fundamental human values are committed to the creation of an education that promotes an ethical and prosperous society where equality, freedom and fraternity reign, by imparting higher education to poor ,backward rural youth, enabling them towards integral human development.

Mission

Ramajee Degree Mahavidyalaya aims at preparing the students as the wise and healthy human resource for society. It provides undergraduate learners employability enhancing the learning potential, seeking and advancing knowledge and wisdom, research and experimentation with a view of attaining mental and spiritual growth, facilitating better lifestyle, developing scientific and technological outlook and creating a spirit of service and sacrifice among the students participating in community development activities.

In the field of Higher Education, We are committed to academic excellence, healthy standards in extra-curricular practices and continuous progress of the institution. Socially, we work towards serving preferentially the underprivileged and rural youth, educating them to social consciousness of rights and responsibilities, rooting out social evils, and promoting total literacy, education and development of the neighbourhood. Spiritually, we aim at integrating ethical, cultural and constitutional values, developing a sense of the divine presence in nature and in the human person, by means of group activities and personal guidance, in a family atmosphere i.e “Basudava kutumbakam”.

The Nature of Governance and Perspective Plans

The Principal being the head of the entire management and organisation plays a vital role in the college administration. Under his/her leadership, the college functions adhering to the guidelines of Department of Higher Education, Government of Odisha and the affiliating Berhampur University Bhanja Vihar. The principal convenes meetings of the Staff Council, Advisory Committee, Governing Body and also other bodies and formulates policies and plans to run the administration smoothly. The Principal is the ex-officio secretary of the Governing Body and acts accordingly. The Staff Council and all Head of Departments actively involved in decision making process of administration and their implementation. At present, the sub-collector cum ADM Of Berhampur sub-Dvision ,Berhampur is the president of the Governing Body. The Governing Body with the Advisory Committee takes active part in the process of decision making.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Located at the Panchayata Headquarter with good connectivity to the border villages of Ganjam and Gajapati.
2. Strong community support from Alumni, students and parents.
3. Transparency in Admission as it is done through SAMS.
4. Updated information available on online basis.
5. Cordial relation between students and staff.
6. Ideal student-teacher ratio.
7. Highly obedient and disciplined students.
8. The average passes percentage in university examination above 90%.
9. Students' participation in NSS/YRC/SCOUT AND GUIDE/SELF DEFENCE/STUDENT EXCHANGE PROGRAMME is highly impressive.
10. The campus is free-from dirty student's politics. But student's representation is in democratic way.
11. Student are Participation in inter college sports and Games competition.
12. Students topping the merit list of university Examination.
13. Qualified faculty members.
14. A work dairy (DPR) is maintained by every teacher.
15. Modern tools like LCD and smart board for teaching and learning.
16. Use of ICT.
17. The college is Audited by competent authority year wise.
18. Wi-Fi campus.
19. Ragging free campus.

20. Facility for supply of pure drinking water.
21. Well-stocked library with rare collection of books including palm leaf manuscripts etc.
22. Well- equipped laboratories.
23. Reading room with adequate number of newspapers, journals and periodicals.
24. Automation of office, and accounts.
25. **Own play ground.**
26. **Responsive management to develop Higher education in rural areas.**

Institutional Weakness

1. Compressed campus area.
2. Limited opportunity in the curriculum design and development.
3. Lack of research and language Laboratories.
4. Lack of communicative skills among students.
5. Insufficient financial support from Govt.
6. No facility for NCC.
7. Non- availability of staff- quarters.
8. Insufficient publication by the faculty.
9. library automation.
10. lack of infrastructure facilities.

Institutional Opportunity

1. Higher studies for honor's students.
2. Prospects for students aspiring for management course.
3. Self defense training.
4. Providing equal opportunity.
5. Providing career counseling.
6. Acquiring Knowledge through latest technology and learning tools.
7. Provision for fieldtrip and study tours.
8. Involvement of students in curricular/co-curricular activities.
9. Provision for insurance of students.
10. Improving creativity of students through pages of departmental and annual magazines.
11. Encourages faculty to pursue Ph.D/M.phil degree.
12. Allows faculty to attend national/international level seminars/conferences/ also UGC sponsored refresher/orientation courses Academic training.
13. Greater exposure of students through participation in seminars,
14. Plans are afoot to open B.C.A / B.SC.VOCATIONAL courses in a few subjects.

Institutional Challenge

1. Students progress in terms of higher education and employment.
2. Getting better packages remains a challenge.

3. Complete digitization of the whole system of college.
4. Promoting creative and innovative spirit among students and faculty.
5. Encouraging young faculty to stay focused on research.
6. Implementing e-governance mechanism throughout the college.
7. Researching funding through projects.
8. Improving language and communication skills among students.
9. Infrastructural development and Modern teaching aids with inadequate resources.
10. Completion of courses within the given time frame of the semester system considering the vastness of the syllabus of CBCS pattern.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular aspect of courses at Ramajee Mahavidyalya is affiliated by Berhampur University of odisha. Multilevel systems have been evolved in the college for planning and implementation of the curriculum in a transparence and effective manner. The courses, pedagogy and infrastructure have been regularly upgraded to remain responsive to changing needs. The curriculum has been regularly upgraded and elective papers have always been retained to maintain flexibility and responsiveness to changing environment.

The curriculum designing, development and implementation is done by the affiliating university. The college ensures effective delivery of the curriculum to students through proper planning. The curriculum is strictly reviewed and monitored by the principal along with members of academic council. At the beginning of every academic session the respective department Heads with faculty chalk out an academic action plan to complete the syllabi within the stipulated time. The faculties are instructed to prepare the annual lesson plan and maintain daily progress register on the portion of the course allotted to them. In case of shortfall, extra classes are arranged by the concerned faculty to complete the syllabi in time.

As a learning organization, we have always engaged in a continuous process of obtaining feedback from different stakeholders in formal informal manners and have enriched the teaching learning process. The institution provides flexibility to the students to pursue the curriculum programme with reference to a timeframe. A student is allowed to opt and change the subject respecting the provisions prescribed under CBCS pattern. Students are inspired to achieve higher levels of academic performance by mastering the subject through regimented academic rigors. The principal with the help of IQAC and academic core committee members monitors the progress of curriculum and other enrichment programmes. The college conducts different class tests at regular interval to assess the performance of the students and to distinguish between slow and advanced learners. Extra classes are being taken to provide care to slow learners to come up with the programme. The advanced learners are encouraged to use library and internet to widen their knowledge horizon.

Teaching-learning and Evaluation

The college caters to students from different backgrounds enriching the geographical socio economic and cultural diversity within the institution. Equal opportunity cell of the college strives to provide an appropriate learning environment for student with special needs. Students are familiarized with the programmed outcomes mode of internal assessment etc. teacher plan strategies to reduce the gape in knowledge and skills. Students are encouraged to think critically and the innovative creative in tackling assignments projects and other tasks assignment them admission into all the UG streams (Arts & science) is made through e-admission process that centrally monitored by a Govt. portal named SAMS (student Academic Management System). The students apply through a CAF (Common Application Form) on line and admission is done on the merit basis respecting reservation rules of the government. The college caters to students from different backgrounds enriching the geographical socio economic and cultural diversity within the institution. Equal opportunity cell of the college strives to provide an appropriate learning environment for student with special needs. Teaching learning evaluation sedults are properly maintained by the principal with support of IQAC and faculty of the department. Students are familiarized with the programmed outcomes mode of internal assessment etc. teacher plan strategies to reduce the gape in knowledge and skills. Students are encouraged to think critically and the innovative creative in tackling assignments projects and other tasks assignment to them.

The main teaching- learning method adopted by the faculty members are lectures, experimental exercises and interactive sessions. Certain steps are taken to address the needs of individuals. Advanced and slow learners are identified through internal evaluation mechanisms such as class tests and presentations. Remedial coaching and tutorial classes are arranged for the slow learners to improve their standard. To make class room teaching more attractive, up-dated teaching aids are used. In several depts. Faculty members use computer assisted learning device such as LCD representing seminar papers, project works and to contribute their creative writings to magazines. Teachers, on the other hand, re-charge themselves by organizing seminars and workshops, attending refresher and orientation programmers.

Research, Innovations and Extension

Ramajee Degree Mahavidyalaya believes that an institution can become a centre of academic excellence only when research culture exits and proliferates amongst faculty and students. The college plays a very proactive role in promoting this culture. The college administrative always encourages research activities by teachers students.

Faculty members are granted duty/study leave to attend state/ national/international level seminars and conferences and UGC sponsored Refresher/orientation programmes.

The various extension programmes undertaken by the institution with the help of NSS, SCOUTE AND GUIDE and YRC units of the college include Blood Donation camp, campaign against AIDS/Drug Addiction, Road Safety and Traffic management programme, plantation programme, Self-defense and Yoga programme, Swatch-Bharat Abhiyaan, Gyanolaok programme, Betipadhao and Bati Bacho, Anitdowary Community Development programmes at the site of adopted villages etc.

Infrastructure and Learning Resources

The college is located in a most picturesque environment. The college ensures adequate facilities for smooth teaching and learning, extra-curricular and Administrative activities. It has good infrastructure like class rooms with proper lighting, ceiling and ventilation, well-equipped laboratories, well-organized and up-graded library, sports fields, air-conditioned computer labs, internet and purified drinking water facilities, secured campus Camera surveillance, Wi-Fi enabled campus, reading room with sufficient journals, magazines and papers, common rooms for boys, girls and staff. Separate laboratory for Boys Girls and staffs. The college has promoted the use of ICT tools to adapt latest pedagogical exploits. Generators have been installed for uninterrupted power supply. Separate rooms have been allotted for SPORTS, NSS, YRC AND SCOUTE& GUIDE, SELF DEFENCE units. The college has a well maintained canteen. Regular maintenance and up-gradation plans for the same are regularly monitored and assessed by the college authorities periodical suggestions are also sought from the stake-holders.

Student Support and Progression

The college provides a meaningful partnership between student and a teacher. Students are pride and priceless possession of an institution. This is seen in the planning of all academic, co –curricular and extracurricular activities. Student with financial constraints are offered a wide variety of supports with different scholarships from different hades like SC/ST/OBC sarmika kalyana panthi (for labor card holder), Medaburti, orphan child , aids affected parent wards etc. the college attempts to provide access to all kind of reinforcements the student would need to complete their education. Remedial and tutorial classes, Bridge course and are arranged for slow learners. The advanced learners are encouraged to use the library and internet to widen their knowledge horizon. Class test and midterm examination are held at regular interval asses improve their performance. The college ensures academic monitoring at all level and ensures students progression in all regular courses. Career counseling at various levels prepares them for progression of higher studies as well as finding suitable placements.

Co-curricular activities are given the pride of place and are a vital part of the life of students in the college. Thus enabling them to discuss their true potential. The college has democratically elected students union guided by faculty members. The student explolars their talent and interested through creative and meaningful opportunities of enhancing student learning experiences and outlook, the different department of the college conduct study tours, field trips , industrial visit etc. in order to install democratic and cultural values among the students, the college celebrates different national days in the college premises. Students are guide to make presentation in seminar and right articles to public in annual magazine of the colleges.

The college also as a strong Grievances redressal system and a well functioning internal complaints committee. The faculty guidance both through formal and informal ways to play a crucial role in student progression with respect Endeavour's. Feedback also taken form student on different activity and corrective manner are implemented.

Governance, Leadership and Management

For fulfillment of the college mission the leadership strives to maintain an open and interactive environment all stakeholders are actively encouraged to participate and voice their perspective for effective decision making and policy formation. The college promotes a culture of participative management. It is a non-government aided educational institution. State government gives only the salary component of the aided staff. Besides it little fund for infrastructure development and pursuing of laboratory equipment. The institution is also benefited from UGC as an infrastructure and academic in grant in different academic session.

The college functioned by a regular governing body .the G.B is formed under the guideline of the state government the member of which is either selected or nominated by government. The principal, secretary is the executive's head who runs the administration by the aid and advice of different committees and IQAC. Before the commencement of each academic session staff council committees are formed. Under the guidance of the principal the staff council has freedom to formulate their plan and decide executive strategies. The decision of staff council remains final and all the committees have to get their decisions rectified the council.

This participatory nature of governing system bears the testimony to transparency and decentralization of governance of the college is regulated by a governing body, the members of which is either selected or nominated by Govt. the principal is the real head of the institution who runs the administration by the aid and advice of different committees and IQAC. The vision, mission and goals of the institution are achieved through strategic action plan. This participatory nature of governing system bears the testimony to transparency and decentralization of governance. The faculty is encouraged to attend refresher/orientation, academic training course to enrich their knowledge and skills. Non-teaching staff is also sent for training to improve administrative efficiency. The college IQAC functions by monitoring all the curricular and internal activities it intervenes in the functioning of all the key bodies and committees.

Institutional Values and Best Practices

Ramajee Degree Mahavidyalaya has always pioneered in displaying the best institutional values and Practices. The institution is committed to sustainable development its engagement to social and environmental issues is very evident and is landed from various quarters.

The college promotes gender equity and sensitivity through various gender equity promotion

programmes. Several activities are conducted for the promotion of national values and communal harmony. The college also provides facilities for the differently abled and works extensively to engage with the local community through each of its departments. Environmental consciousness has been an integrated component of the college activities. The college adopts the policy of Reduce, Recycle and Reuse. The institution plans to install a solar power system to offset carbon emissions and follows the policy of replacing lighting fixtures with LED lights. Further the college maintains transparency in its financial academic, administrative and auxiliary functions.

Ramajee mahavidyalaya is committed to inter disciplinary education and capacity building of young students in developmental and professional education. The college faculty and students have responsibly engaged with people and communities, fulfilling its role in making knowledge and information accessible to people.

Some of the institutional values and best practices at Ramajee mahavidyalaya

1. Thrust on imparting quality education.
2. Transparent admission policy.
3. Highly qualified and committed faculty.
4. Addresses environmental issues through various programmes.
5. Energy conservation measures.
6. Promotes plastic-free campus.
7. ICT based teaching –learning.
8. Decentralized administration set-up
9. Representation from all sections of employees in the executive committee of the college.
10. Clean and beautiful campus.
11. Free-from dirty campus politics.
12. Extra care for slow learners and physically challenged students.
13. Participation of students in important affairs of college.
14. Sensitive to women's rights and gender issues.
15. Promotes secular values and cultural unity.
16. Camps on blood donation, health and hygiene.
17. Regular class tests to facilitate students' preparation/performance.
18. Infusion of cultural ethics and values.
19. Career counseling.
20. Feedback from all stakeholders.
21. Promotes creativity and research.
22. Imparts a few professional courses.
23. Speedy redressal of students' problems.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAMAJEE DEGREE MAHAVIDYALAYA
Address	At/Po-Bhismagiri via-Digapahandi Dist- Ganjam
City	Berhampur
State	Orissa
Pin	761055
Website	www.ramajeemahavidyalaya.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Raghunatha Nayak	06814-255931	9348674449	-	mahavidyalayaramajeedegree@gmail.com
IQAC / CIQA coordinator	Kanhu Cahrana Padhy	-	9337934053	-	kanhuanglo2@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-08-1978

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Orissa	Berhampur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	19-01-2010	View Document
12B of UGC	19-01-2010	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	At/Po-Bhismagiri via-Digapahandi Dist- Ganjam	Rural	47598	14660

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics Honours	12	INTERMEDIATE	English	32	11
UG	BA,Education Honours	12	INTERMEDIATE	English	48	46
UG	BA,History Honours	12	INTERMEDIATE	English	48	27
UG	BA,Odia Honours	12	INTERMEDIATE	Oriya	48	35
UG	BA,Political Science Honours	12	INTERMEDIATE	English	48	42
UG	BSc,Botany Honours	12	INTERMEDIATE	English	16	13
UG	BSc,Chemistry Honours	12	INTERMEDIATE	English	16	13
UG	BSc,Mathematics Honours	12	INTERMEDIATE	English	16	14
UG	BSc,Physics Honours	12	INTERMEDIATE	English	16	13
UG	BSc,Zoology Honours	12	INTERMEDIATE	English	16	14
UG	BA,Ba General	12	INTERMEDIATE	English	32	0
UG	BSc,Bsc General	12	INTERMEDIATE	English	48	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				2			
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				13			
Recruited	0	0	0	0	0	0	0	0	7	6	0	13
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	8	1	0	9
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	6	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	86	0	0	0	86
	Female	92	0	0	0	92
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	5	14	10	7
	Female	14	7	14	4
	Others	0	0	0	0
ST	Male	8	7	11	8
	Female	3	7	3	4
	Others	0	0	0	0
OBC	Male	46	82	83	89
	Female	49	66	78	66
	Others	0	0	0	0
General	Male	44	49	31	20
	Female	46	52	26	21
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		215	284	256	219

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	NA
2. Academic bank of credits (ABC):	NA
3. Skill development:	NA

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	NA
5. Focus on Outcome based education (OBE):	NA
6. Distance education/online education:	NA

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	13	13	12	12
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	13	13	12	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	215	284	256	219
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	215	284	256	219

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
167	162	113	230	102

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	13	13

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	13	13

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
3442579	2530245.84	2850038.73	7003788	8907317.56

4.3**Number of Computers****Response: 18****4.4****Total number of computers in the campus for academic purpose****Response: 10**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curricular aspects of Ramajee Degree Mahavidyalya are governed by Berhampur University Orissa. For the effective implementation of the curriculum along with these the broad vision and goals of college are kept in mind. We have various well structured process that enable communication and dialogue among the various stake holders groups. The effective delivery of the curriculum includes a wide variety of things such as work culture, supervision and periodic meetings regarding completion of course.

Committees for Effective Implementation :-

The college level committees prepared a broad guidelines and frame works to suit requirements of different courses at the departmental level. The Staff Council in conjunction with the academic, timetable and workload committee of the college and individual departments provides directions and regularly monitors the efficacy of the same throughout the session. For the newly introduced Choice Based Credit System (CBCS) Course. They are duly appointed mentoring committees both have the college and departmental level. The re CBCS co- ordination committee at the college level to decide the G.E, SEC, AECC,DSE to be offered. The decision of this committee is given in the prospectus. The marking schemes are planned and written for continuous evaluation. The systems have been structured to help maintain uniformity, transparency, academic standards and quality during internal assessment of students.

Planning, Teaching and Evaluation :-

Departmental meeting held at the end of the semester to discuss and plan in advanced the execution of courses in the subsequent semester. Teaching focus, class assignments, internal assessments, use of reference material for teacher are discussed.

The college has a practice of inviting external experts for various projects, practical and theory evaluation with the view to ensure quality education and objectivity in the teaching learning process. The teacher allowed to attained the Refreshers courses, orientation programmes and Academic Training by the University to update their knowledge which will help them to translate the curriculum. The department arranges educational tours and excursions, industrial trips, Seminars, Workshops, from student, teacher and other stakeholders gainfully employed to strengthen curriculum planning and development. The Internal Quality Assurance Cell (IQAC) tandem with academic affairs committee monitors the effective implementation of the curriculum throughout the year.

Supportive college Infrastructure:

The college infrastructure and facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The college well -equipped laboratories and class rooms for students. There is a well-stocked college library. The college also provide computer facilities for the students.

Monitoring and Mentoring process:

To ensure learning outcomes of each subjects, continuous evaluation and internal assessment is carried out through presentations, assignments, projects, class tests, and group discussion. Under CBCS each practical class is assessed to monitor the learning process of students. More over tutorials are an essential part of the theory courses of CBCS, where the teacher meet the students weekly for providing additional guidance.

Besides college has a mentoring programme which enable the students to provide also feedback to teachers on curricular issues, college infrastructure and administrative matters.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**Response:**

The institution adheres to the academic calendar for the conduct of CIE

Academic calendar is prepared by Principal, Academic Bursar in consultation with H.O.D s

- In the beginning of the academic sessions the student are appraised of academic calendar and same is uploaded on college website and displayed on notice boards ad at strategic locations.
- Only head of the institutions can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances.
- The course teachers announce the syllabus and display question bank for Odd and Even Mid-Semester and also the End semester as per the academic calendar.
- The date of Odd and Even Mid semester and End semester Examination are mentioned in the academic calendar. Examination schedule of these Exam is announced and displayed in advanced by Examination In charge
- Following table shows the schedule and implemented dates of internal evaluation parameters.

Internal evaluation parameter (2019-20)	Scheduled Date as per academic calendar	Date of implementation

Odd Mid- semester	5th semester	23rd Oct 2019 to 26th Oct 2019	23rd Oct 2019 to 26th Oct 2019
	3rd semester	1st Nov 2019 to 6th Nov 2019	1st Nov 2019 to 6th Nov 2019
	1st semester	17th Dec 2019 to 20th Dec 2019	17th Dec 2019 to 20th Dec 2019
Even Mid - semester	6th semester	19th Feb 2020 to 20th Feb 2020	19th Feb 2020 to 20th Feb 2020
	4rd semester	19th June 2019 to 24th June 2019	19th June 2019 to 24th June 2019
	2st semester	19th Aug 2019 to 22nd Aug 2019	19th Aug 2019 to 22nd Aug 2019
University Examination (End semester)	5th semester	07/11/2019 to 18/11/2019	07/11/2019 to 18/11/2019
	3rd semester	29/11/2019 to 10/12/2019	29/11/2019 to 10/12/2019
	1st semester	20/01/2020 to 31/01/2020	20/01/2020 to 31/01/2020
	6th semester	28/02/2020 to 11/03/2020	28/02/2020 to 11/03/2020
	4rd semester	28/06/2019 to 10/07/2019	28/06/2019 to 10/07/2019
	2st semester	11/09/2019 to 21/09/2019	11/09/2019 to 21/09/2019

II. Schedule of Odd mid-semester Examination 2019-20:-

•

•	Name of the subject (B.A/B.SC (HON) B.SC (PASS COURSE)	@. @.	•
1.	Core-11/ DSE-1A	1.	▪
1.	Core-12/ DSE-2A	1.	•
1.	DSE-1/ DSE-3A	1.	•
1.	DSE-11/ SEC-3	1.	Saturday

Semester -III

•	Name of the subject	@. @.	•
---	---------------------	----------	---

(B.A/B.SC (HON) B.SC (PASS COURSE))			
1.	Core-5/ DSC-1C	1.	•
1.	Core-6/ DSC-2C	1.	•
1.	◦	1.	◦
1.	•	1.	•
1.	1.	1.	■

Semester- I

• Name of the subject (B.A/B.SC (HON) B.SC (PASS COURSE))			
		@. @.	•
1.	Core-1/ DSC-1A	1.	•
1.	Core-2/ DSC-2A	1.	■
1.	AECC-1/ DSC-3A	1.	Thursday
1.	GE-1/ AECC-1	1.	•

III. Schedule of Even mid-semester Examination 2019-20:-

•

• Name of the subject (B.A/B.SC (HON) B.SC (PASS COURSE))			
		@. @.	•
1.	Core-13/ DSE-1B	1.	◦
1.	Core-14/ DSE-2B	1.	•
1.	DSE-3 /DSE-3B	1.	Wednesday
1.	DSE-4 /SEC-4	1.	Thursday

Semester -IV

• Name of the subject (B.A/B.SC (HON) B.SC (PASS COURSE))			
		@. @.	•
1.	Core-8/ DSC-1D	1.	■
1.	Core-9/ DSC-2D	1.	•

03 03	Core-10/ DSC-3D	1.	•
1.	SEC-02/ SEC-2(regular)	1.	•
1.	1.	1.	◦

Semester- II

•	Name of the subject (B.A/B.SC (HON) B.SC (PASS COURSE)	@. @.	•
1.	Core-3/ DSC-1B	1.	◦
1.	Core-4/ DSC-2B	1.	Tuesday
1.	AECC-2/ DSC-3B	1.	Wednesday
1.	GE-2/ AECC-2	1.	Thursday

IV. Schedule of University Examination (End semester) 2019-20:-

5th Semester-07/11/2019 to 18/11/2019

3rd semester-29/11/2019 to 10/12/2019

1st semester- 20/01/2020 to 31/01/2020

6th semester- 28/02/2019 to 11/03/2019

4th semester -28/06/2019 to 10/07/2019

2nd semester -11/09/2019 to 21/09/2019

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

4. Assessment /evaluation process of the affiliating University**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****Response:** 85.71**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 12

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 5**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 44.05**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
20	81	120	120	180

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The Curriculum that we adopt is prescribed by Berhampur University which includes courses that integrates the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics that enable our students to encounter the newly emerging challenges related to gender equality, global warming and adoption of global standards of professional ethics that encompass the personal and corporate standards of behavior expected by professionals.

Ramajee Degree Mahvidyalaya has a strong lineage of mainstream socio cultural issues in its Curriculum and teaching pedagogy. The college has always focused on issues of marginalized community groups and the inequalities existing in society. All the undergraduate programmes in the Humanities, Science streams include courses that promote global competencies and awareness about the contemporary realities of life. Environmental Science is an integral part of the three year course structure of all the streams that sensitize our students about the ever-changing climate, Ozone layer depletion and our environmental issues and solution to them.

Special emphasis is laid on inculcating ethical practices among the students. The college has duly constituted Institutional Ethics Committee. The Committee not only examines research proposals but also builds capabilities of staffs and students about its various dimensions. The transaction of various courses has a strong focus on Gender differentials in the socialization of children and differentials in participation in the work force, marginalization faced by women in governance and policy making, feminization of poverty as well as inequalities of hunger, food security, environmental degradation and climate change. Planning and review of flagship development programme of the

government are an integral part of our core courses at the UG level the students are made aware of the concept of sustainability and to critique programme and polices from the lens of sustainability.

Courses in language and literature that again are integral part of all the programmes instill in the students efficient communicative skills, cultural and human values that prepare them for the academic, social and professional expectations after their academic career. The papers on women's writing in English language and literature courses aims at acquaint our students with complex and multi-faceted literature by women of the world, reflecting the diversity of women's experience and their varied cultural moorings. These papers address the issue related to gender inequality, social stigmas and taboos prevalent in different societies. The study of these course help to build a society free of inequality and prejudices.

The cross- cutting issues are also an intrinsic part of the students co-curricular activities. Student is encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activates. The Core Paper-14 of Education Honors stresses the importance of Education that emphasize various emerging issues, problems and strategies of current trends relating to Peace education, Human Rights Education, Value Education and Life Skills Education.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1326.39

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
167	164	152	175	186

File Description	Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	
Response: 67.98	
1.3.3.1 Number of students undertaking project work/field work / internships	
Response: 121	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni	
Response: A. All of the above	
File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:
<ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected
Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 60

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	215	284	256	219

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
384	384	384	384	384

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	215	284	256	219

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college takes every majors possible to understand the needs and requirement of students before the commencement of the programme. Students are council led at the time of admission and an orientation programme is organized in which students are familiarized with the course, mode of internal assessment as well as facilities available in the college.

The Departmental teachers take all the responsibility of the students after they got admitted in to the College. They review the academic performance of the students from class room lecturer and discussion, laboratory practical, unit tests, previous board's results and class seminars. The individual requirement of each student is analyzed and the students are classified as advanced learners and slow learners.

Equal Opportunity Cell of the college monitors the academic of students with special needs. They are provided an appropriate learning environment with the support of peer learning and modification of taking methods based on the needs of the students. Their academic needs are assessed and each Department makes sure that they provide the required support to the students be it technological or verbal to ensure better learning.

Slow Learners:-

The slow learners are motivated and encouraged for proper utilization of library books. Special attention is given to the weaker students in extra remedial classes. The personal difficulties and doubts on the subjects are solved in the remedial classes. In the beginning of the session of the classes, fundamental concepts are taught for the better understanding of the subject. Sometimes the weaker students' cannot understand difficult tasks. These are repeated in the consequent classes. The motive of the class room teaching learning process is to reach and understand all the students. The slow learners are encouraged to do black board work before the class for clarification of their doubts.

- Sometimes, extra classes are conducted for full coverage of the syllabus.
- The department subject teachers provide the slow learners personal, educational and vocational guidance to solve various problems.
- The department H.O.D. gives personal counselling service to each weaker student for better result in the examinations, more regular attendance, better discipline in the campus and more participation of the students in both curricular and co-curricular activities.
- The slow learners are encouraged to take active part in whatever subjects that interest them to motivate into learning.

Advanced Learners:-

- The institution gives special attention and motivate the advanced learners to strive for higher

goals. They are provided special care and additional inputs for better career planning and growth like:

- The advanced learners are identified during classroom discussion, performance in the internal assessments and feedback from the teachers.
- Students are motivated to involve in projects as prescribed by the University. All the departments organize Seminars and group discussion to develop the presentation skill.
- Thus the college is hopeful that advanced learners needs are met and they are supported in their quest for knowledge.

Advanced learners are provided career counseling service to choose a suitable career in the future life.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 12:1

File Description	Document
Any additional information	View Document

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

Response:

Learning at the college has always been student centric. The student participate in various academic and co-curricular activities within and outside the college. Visit to other institutions, field and educational trips, seminars, and talks by experts are organized during the year. Students are given individuals projects and class assignments focusing on self study and independent learning.

The College undertakes many student-centric methods for enhancing learning experiences. The committed faculty members are in general aware of the students need in terms of knowledge and skills and they have desire to help the students beyond teaching hours. The following steps and methods are undertaken by the faculty members to enhance the learning experiences.

- The students are taken on industrial trips/ visits to get hands on experience and clarify their doubts on whatever is happening in their related field.
- The students are taken to nearby rural tribal villages and make socio-economic survey of the families. The students practically collect data and prepare a final report under the guidance of teachers.
- The classes are usually interactive with students coming up with their own innovative ideas with the guidance of the teachers.
- The students are encouraged to attend seminars and group discussion for getting clarity in the subject matter.
- Students are encouraged and motivated for proper use of Library to cater their needs.
- Advanced learners are helped by providing extra handouts/reading materials and are encouraged to concrete reference materials and websites.
- The College Career and Guidance cell and faculty help students in their plans for future development and progress. Resourceful counselors and subject experts are invited from reputed institution for counseling classes.
- Some of the teachers follow Smart Board classes and use ICT laboratories for enhancement of gaining quick knowledge.
- Education tours are conducted to various historical places for independent learning and gaining more knowledge

Workshops also encourage creativity, innovation and adaptation of ideas to yield multiple need based solution to meet the challenges of contemporary society. Students are given projects/ dissertations to final creative solution to the real world problem and challenges of organization they work with assignments are designed to promote to holistic understanding of concepts tagged In theory along with their practical applications.

Department Chemistry organized the industrial visit if which offers in valuable experiential learning. Students of the Department of History Visit the historical places from which they enable the ancient cultural monument of India. Schools Experience Programme(SEP) is a significant component of education course and gives a practical experience to the learners in the real school situation which helps in contextualizing their theoretical understanding of the course. The Biological science interacts closely with framer leaning about Plantation and harvestation. The Department of Mathematics take participate in Madava Medhabruthi Competition (MMC) which provide the student with the learning experiences.

Such opportunity by the different Departments foster better leaning among student as they are based on firsthand experience.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The need of the hour is to foster an ambience to promote innovation and creativity in teaching and learning, all round development of a child by creating a sound mind in a sound body. It is rightly remarked by Kothari Education Commission that the destiny of a country is shaped in her class room. It is clear that innovation and creative talents are becoming more important for the development of the students in the class room. The College is committed to innovations in knowledge delivery through an optimal use of available technology. The teachers use various innovative methods like discussion method, problem solving method, experimental method both in class room and laboratory, assignment method, project method, field study visit to industries and historical places etc.

To facilitative teaching-learning process innovative and creative, the College makes use of ICT. Some faculty members use LCD projectors in the IT laboratory for smooth and successful presentation of important topics. To make the students confident in the class room, paper presentations are encouraged. After teaching a topic, the teachers give the students assignment which may include paper presentations on the topic. It helps all categories of students to participate and clarify their doubts and difficulties. The chemistry department teachers apply experimental learning process such as taking the students on industrial site visits to make them understand the practical problems and finding solution to sort them out. The Education students visit nearby tribal villages and collect data through questionnaires to know the socio- economic condition of five families. The students prepare project records on the basis of the information collected in practical field. These activities promote the creative and innovative ideas among the students.

To promote creative and innovative spirit, the College organizes functions internally as well as sends students to participate in debates, youth festivals, competitions and sports and games. Students are encouraged by NSS wings and Youth Red Cross service and Bharat scoute and guied programmes to go on rallies promoting social awareness on the important National and International days. It includes AIDS awareness programme, Swacha Bharat abhijan, plantation programme, literacy programme, Blood donation etc. Another innovative procedure is mentoring systems for students. Here the teachers take personal interest to provide the students educational personal and vocational guidance. Teachers discuss academic difficulties with students' personally and figure out remedial measures. These steps aim at to promoting hundred percentage success rate and minimum failure in the examinations. Class tests are conducted to bring out the students individuality and update the students on the contemporary developments in their respective field of study though discussions or seminars. The teachers also undertake remedial classes to facilitate students' performance. Apart from this, advanced learner programmes are undertaken in the general classes and the previous question papers of five years are solved. This helps all the learners to appear in the final examination

with more confidence and ensure good University result thereafter.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 12:1

2.3.3.1 Number of mentors

Response: 15

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 0

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0.47

2.4.3.1 Total experience of full-time teachers

Response: 7

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institution ensure that all students are aware of the evaluation process through the college prospects which is update annually. The orientation programme held at the beginning of every academic year appraises student and their parents at the evaluation process and the scheduled. In each of the department for each subjects (theory/practical) being taught at under graduate level. A senior faculty member is nominated as conveyor who then coordinates curriculum transaction with other faculty members teaching the subject during the semester. Before the session begins teaching plans are prepared and discussed along with the mode of Continuous Internal Evaluation (CIE). Further, the Academic council of the college has recomondate a basic structure for the continuous internal Assessment of theory and Particles with guidelines for dealing with absenteeism. Guidelines for Teacher and Students for internal Assessments prepare as per the university guidelines are made available to all faculty.

The college follows the modalities of conducting CIE as prescribed by the Berhampur University. The continuous Internal Evaluation as prescribed by B.U presently carried out from 2016 onwards as the Choice Based Credit System (CBCS). The internal Assessment for theory papers is 20% of the total marks.(20marks in 100Marks papers) which is split into 5Mrks for attendance and 15marks for one assessment for practical Papers 5marks for attendance and 10marks for the one assignment.

Dates for the Test/ submission of assignment are notified on the college notice board and announced by faculty in their respective classes at least a week in advanced. After checking answer sheet /assignments are shared with student and marking pattern is discussed. The internal assessment list are displayed on the notice board at the end of the semester then forwarded to the

University. Transparency and security of evaluation system is ensured. The institution has an effective mechanism for redressal of grievances pertaining to internal assessment . A staff council constituted moderate low marks if marking has been strict the maximum and minimum marks on internal assessments are further reviewed, discussed and debated regularly.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college adopts fair mechanism to deal with examination related grievances after announcement of results by the college authority and university. The mechanism is transparent, time bound and efficient. The students enjoy freedom to approach the concerned subject teachers after the publication of results of internal assessments. Students are provided counseling if they secure less mark in the internal assessment. Students write their internal examination in blue books prescribed by the college and the university. After evaluation of the answer scripts in the internal examination, students are returned for verification. After the announcement of the external examination conduct by the University, students are given sufficient scope for the redressal of their grievances to evaluation of the different papers in the following manner:

The internal assessment committee discussed on dates during which the internal assessment assignment are to be given to students and dates by which the marks need to be submitted to the office. The dates are adhered to during each semester. In the odd semester the dates for first assignment / test for theory papers lies towards last week August while for the second one in te last week Sept./beginning Oct. In the event semester the dates are usually in the beginning of the Feb. and March. Dates are for conducting/ submission of assignment and submission of marks are all displayed on notice boards by Internal Assessment committee.

This committee address all grievances related to Internal Assessment Marks. The committee is set up at the college level to sort issues related to attendance and internal assessment all quires are responded by the internal assessment convener .the committee promptly deals with mistakes /errors related to attendance, internal Assessment of the students.

The students can ask for a photocopy of the test paper to check whether the paper is justly valued. In case the evaluation is found to be defective, the students are legally eligible under the university rules for rechecking of the answer scripts with a fee. The controller of the examination makes the final decision with regard to examination related grievances at the university level. The college is totally responsible to announce the revised result within time bound with the coordination of the university. The internal marks are recorded in a format as per the norms of the college. Each department

provides internal marks to the students before uploading them in the University portal to know how much they would get as the internal marks. Every teacher maintains a record of attendance for which a student is to have the minimum 75% of attendance. The students are expected to have taken a part of in the project work, classroom discussion, seminars to gain the minimum marks set by the examination committee. The examination committee headed by the principal is to solve the grievances of the students.

File Description	Document
Link for additional information	View Document

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.

Response:

The institution follows the guidelines of Berhampur University and increases the employability quotient of the students for programme outcomes, programme specific outcome and course outcome. All programmes offered by the institution are circulated to all faculties and displayed on the notice board for the information of the students. Teaching is planned in such a way so as to bring out the desired outcomes as stated in the syllabus. The main objective of the course is to prepare the students with the technical and theoretical aspects of different courses. Expected course outcomes of all courses are prepared and distributed to the students at the beginning of the academic year. Students are prepared and motivated towards outcome throughout the course of the programme by course teacher. The programme specific outcomes aimed towards imparting in depth subjective and objective knowledge of the discipline among the students. The I.Q.A.C. of the college analyzes the feedback obtained from students with regard to their respective teachers. The outcome of the feedback is passed on to the H.O.D. for the corrective measures and improvement. The Regional Director of Higher Education Odisha, the District Level Consultant and others keep keen contact with the institution and its academic matters. The senior members of the society, the members of the Governing Body, and some of the parents used to give positive information about the college and faculty members.

Mechanism of communication of course out comes:

- 1. Communicated our programme outcomes to stakeholders especially employers, parents though electronic media.**
- 2. Posted in the College notice board.**

Intimated to the students in the classrooms.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

Attainment of programme outcome, programme specification and course outcomes are duly evaluated by the institution. The evaluation system and students feedback ensures that the course objectives are received through proper channel to the students. It is proved by various indicators that our students are well placed in the various options available in the job market either in the public or private sector. The institution conducts frequent class tests in all the departments to gain confidence in the relevant subject and the weak areas are identified and discussed with the students. Each faculty members is given charge of 15 students who will observe the development of the students, give counselling if required and calculate the attendance and communicate with the parents periodically, if needed to discuss the growth of the students. Our college also has a grievance mechanism cell where the students can also place their problems at any point of time while studying. The teachers prepare the teaching plan and maintain daily progress report to achieve the predefined outcomes. Apart from the written test assignments and seminars are given to the students to enable them to gain more knowledge in the subjects. The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures such as organizing class test and subject oriented quizzes. Students' seminars as well as talks and measure discussion are a part of their improvement schemes. Various departments observe development activities like Science Society, Odia Sahitya Samaj, Cultural day etc. The college also organizes various university level competitions as a programme specific outcome to encourage our students. Extension activities such as Observation of National and International Days in inculcate values among the students. The activities such as Plantation Programme, Observation of World Aids Day, Swacha Bhart Programme, and International Yoga Day by Yoga Programme, Self Defense for girls students, Cleaning Programme, Gender Sensitization etc. which enable our students, to be creative and promote the moral values among them. As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution is able to make many students to obtain distinctions, medals and give honour among our students those who have participated in the inter college Sports and Cultural meets at national level and have brought name and fame to our institution. The IQAC of the college publishes an academic report which is displayed on the College Board as a part of mechanism communication. Our college also has a counselling cell which helps in resolving students problems academic, psychological etc. in order to attain programme outcomes. On successful completion of final year study, there is reward system through which students are encouraged to excel in life.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years**Response:** 80.26**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
167	162	113	230	102

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
224	208	176	236	117

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 45**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	8	6	10

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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 last five years.

Response:

The institution believes in encouraging its students as well as the community in the nearby villages to carry out various duties as responsible humans to better the world.

- 1.The NSS units of the college had organized a Winter Special Camp from 26 December, 2019 to 31 December, 2019, in the adopted villages of Ratnamanipur, kailasha pura. During the camp, the village community were made aware of the benefits of Yoga, Use of toilets and mosquito nets, and how injurious is the use of alcohol and drugs to their health. The Program Officers, along with the students, cleaned kailasha pura village and Ratnamanipur to promote clean and healthy environment.*
- 2.The NSS, YRC units of the college had organized various rallies and programs to raise awareness on various social as well as health related issues like AIDS, use of toilets, Communal Harmony, women's safety and hygiene, etc. on the occasions of Communal Harmony Day, International Aids Day, International Yoga Day, Road Safety Day and International Women's Day, "Azadki amurtha mohshaba" .*

The college had observed various National and International Days like International Yoga Day, Independence Day, Gandhi Jayanti, International Aids Day, National Voter's Day, Road Safety Day, Swachhata Pakshya Divas, World Toilet Day, Communal Harmony Day, National Youth Day, Netaji Jayanti and awareness programs were carried out by the NSS, YRC and SCOUTE AND GUIDE, SELF DEFENCE units.

The college gives high important to the stakeholders' opinions and solicits their perception on overall performance and quality of the institution.

- 1.The students are free to approach the Principal of the college to meet and interact about their grievances and suggestions without any prior permission.*
- 2.The students of the college are made well aware of their academic and co-curricular performance through meetings, letters and phone calls and are always encouraged to do better.*
- 3.Parents are also free to interact with the Head of Departments or members of admission*

committee while seeking admission in the college.

4.*The suggestions of the parents or guardian of the students' are highly valued and taken into consideration. They may approach the Principal on any working day as per their need to convey suggestions or problems.*

The college encourages students to be part of various extensions and outreach activities through it NSS, YRC and SCOUTE AND GUIDE, SELF DEFENCE units.

The institute promotes the participation of students and faculty in extension activities through following measures –

The P.Os of NSS, YRC and SCOUTE AND GUIDE, SELF DEFENCE units.

- *units encourage and motivate students to actively participate in various extension activities.*
- *The news of extension activities have been flashed in esteemed newspapers.*
- *For new entrants, the P.Os and existing volunteers of various units help them in getting acquainted with the significance of extension activities and how these will help them in inculcating leadership qualities.*
- *The institution activates the students and faculty in various extension activities including NSS, like special camps, blood donation camps, women empowerment programs, etc.*

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 5

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	1	1	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 53

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	16	12	12

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 297.28

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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
290	630	917	861	813

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**Response:** 10**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	08	00	000	00

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****Response:** 11**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	09	00	00	00

File Description**Document**

Institutional data in prescribed format(Data template)

[View Document](#)

Criterion 4 - 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.

Response:

The Institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college through technologically advanced pedagogical tools. At the beginning of the academic session need assessment for replacement/up gradation/addition of existing infrastructure is carried out based on the suggestions from G.B members, Head of the Departments, Administrative and Academic Bursars after reviewing course requirements, computer- student ratio, budget constraints, human resources availability and also student grievances. The Time Table committee plans ahead for the requirements regarding classrooms, furniture and other requirements. Optimal deployment of infrastructure through conducting workshops, awareness programs, seminars, meetings, co- curricular activities, examinations, etc.

There are 11 numbers of classrooms and 10 Departmental rooms which are well equipped with benches, blackboards and whiteboards. One classroom has been well equipped with projector and smart board. Other 10class rooms are fitted with LCD & Computers. There is also a seminar hall to equip 100 students with projector and public address system.

The Computer center provides desktop computers, printers, CD writers, laptops, scanners, etc.

File Description	Document
Paste link for additional information	View Document

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

Response:

The record of achievements of the Department of Physical Education forms one of the biggest strengths of the college during the last decade.. The College has well laid out facilities for indoor and outdoor game. The followings are the facilities for indoor and outdoor games. There is sports room with adequate furniture for storage of sports equipment.

Facilities for outdoor games/ Facilities for indoor games

01 no. of play ground having dimension 100mx60m		
Facilities	Nos.	Description
Sport room	01	22.3X 11.9
Play ground	01	100mX100m outdoor field
Kabadi Court	01	11mX8m
Khoko field	01	36mx18m
Athletic Track 200mtr.		Athletic track with long jump, discuss throw etc.
Caroms and chess boards	06	Avalibility and Boy's and Girls co
Outdoor podium	01	for cultural activities

The students through busy with a well engaging and diverse curriculum have a life of art, cultural and activism during the semester. The range of co-curricular learning rooted in belonging to different student association (Debate, Dance, song, mono action, literacy, fine arts etc). For overall coordination of Student Union activates, a faculty member is assigned to roll of the staff advisor. Further each society has a faculty member as staff advisor and student representative who plan and execute the events of their society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 100

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3442579	2530245.84	2850038.73	7003788	8907317.56

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The Ramajee degree mahavidyalay Library has been trying its level best to provide the best service to its users, i.e. faculty, students and staff of this institution and other nearby educational institutions. The library consists of 4573 number of books comprising all branches of social and physical sciences, language and literature in English and Odia. There is separated reading room for staff ,student and faculty members with adequate facilities.

To meet the growing needs of students and maintaining academic integrity in the college, various steps were taken by the Library during the last few years. Now the college register the N-listed by 2022-23 year. Our library is a traditional one so the book are issued to the students staffs and faculty members in old pattern.

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 226206.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	48972	780001	233325	68733

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

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

Response: 80.31

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

Response: 155

File Description**Document**

Any additional information

[View Document](#)**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi**

Response:

In our college, there no BSNL cable connection so we are using 5 Real time 4G Ruter

With Jio Network connection. 5 separate Wi-Fi Networks are configured within the college premises and our Wi-Fi network works in the frequency of 2.4 Ghz. In our office, two departmental class room ,one smart class room and other is one seminar Hall.we are using 5 access points to broadcast wireless connections to all office members, and some classrooms where as another network that is installed on the classrooms and. These 5 access points are connected with 5numbers of normal range wireless routers to boost the connection speed. The new access points are good, cheaper, have cloud-based management, do not need license. The Server which is connected to the Router is controlled by us to impose the restriction on browsing any illegal contents by members. The network is monitored by us on regular interval. We are also providing Wi-Fi network inside the classroom, and computer installed at various departments use it. Wireless LAN credentials are enforced to access the Wi-Fi network by the server.

The institute has formulated certain policies. Computer and IT facilities have also been provided to different departments. The individual or the department shall be responsible to report any hardware or software related faults to the authority. The authority shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be given by the concerned Department.

If a gross violation has occurred, the authority will take immediate appropriate action. Such action may result in closing of internet and/or email privileges, severe reprimand and/or disciplinary action. The users computing and network access may be suspended.

Students shall be bound by all the rules and regulations formulated by the institution from time to time on use of computing facilities and Wi-Fi facilities provided to them.

Any computer, peripheral or network capable device and personal devices connected to the campus network must be formally brought to the notice of the appropriate authority. Any deviation will be seriously dealt with.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 18:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 5 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 30.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
1978530	1993203	31307	550066	525203

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

The college has an established systems for maintenance and utilization of physical, academic and support facilities. Some of the sections of the institution maintain and provide these facilities are Administrative section, Account section, Academic section, Budget and Planning section, Construction section, Physical Education and Computer section also play a role in it.

The Planning and Development and Administrative Sections prepare strategic and operational plans, general development assistance under UGC and State Government schemes.

The Construction and Campus Beautification Section looks after the construction, repair, maintenance and augmentation of new buildings, provision of electricity and so on at the main campus.

The Principal and Head of the Departments of the college oversees the classroom maintenance and general academic matters. The Administrative Section looks after land acquisition and estate related affairs. The college has around 47598 and the Built area in sqmt. 14660.sq. ft. built up area with a big playground. Plantation work has been maintained by the NSS units. The college has around 500 sq. meters plantation of rare plants, like teak, sesame, neem, baula, champak, etc. The large greenery adds to the beauty of the college.

The college has Purchase and Store section. The requisition for various items are received from the different teaching department sections after due approval of the competent authority, with budget allocation and provisions. Purchase section maintains and deals with annual maintenance of identified services through due process. The Account Section regularly reviews the vouchers of different sections.

The Academic Section formulates the policies and regulations of the academic programs in consonance with the affiliating University, Government of Odisha, Higher Education Department and UGC. Accordingly it implements these. The Academic Section also provides student support services. It deals with all academic affairs of the students, including facilitating them and guiding them for state scholarship, post matric scholarship, etc. It also extends support for dealing with educational tour, students medical insurance and all other students related affairs.

The IT and Computer Cell provides services, like internet access, emailing, Wi-Fi to both students and

faculty members. The college website carries necessary guidance in respect of support and services for all students.

The Physical Training Instructor arranges the physical activities, games and sports events for the students. It organizes training and coaching in sports, games and physical fitness. Furthermore, have been conducted by hired Yoga teacher. The college also organizes self defense programs for the girl students. Outdoor facilities, includes playground for conducting games, like cricket, football, volleyball, Kabaddi, etc.

Our library is a pride for our college. It is a knowledge hub for all stakeholders. It boasts collection of worthy books in subjects like English and Odia literature, History, Political Science, Economics, Education, and Physical science, Chemical Science, Bio-science and Computer. The library purchases good number of newspapers, magazines and journals. A well equipped study room has been provided. The Library has been partially automatized.

File Description	Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 41.09

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
79	75	85	119	109

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0.23

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document

5.2 Student Progression

<p>5.2.1 Average percentage of placement of outgoing students during the last five years</p> <p>Response: 2.37</p>														
<p>5.2.1.1 Number of outgoing students placed year - wise during the last five years.</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>4</td> <td>4</td> <td>1</td> <td>0</td> </tr> </tbody> </table>					2020-21	2019-20	2018-19	2017-18	2016-17	9	4	4	1	0
2020-21	2019-20	2018-19	2017-18	2016-17										
9	4	4	1	0										
<p>File Description</p>		<p>Document</p>												
Upload any additional information		View Document												
Institutional data in prescribed format		View Document												
<p>5.2.2 Average percentage of students progressing to higher education during the last five years</p> <p>Response: 13.77</p>														
<p>5.2.2.1 Number of outgoing student progressing to higher education.</p> <p>Response: 23</p>														
<p>File Description</p>		<p>Document</p>												
Upload supporting data for student/alumni		View Document												
Institutional data in prescribed format		View Document												
<p>5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</p> <p>Response: 60</p>														
<p>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) year wise during last five years</p>														

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	1	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	1	0

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 32

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	15	12	4	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

Our college has a Student Union since 1996 till 2018. A president was elected by the student every year through voating. The Higher Education Department suspended elaction in all colleges and universities through out the states in 2019. Student representative of each department are directed to convey their needs, problems and Grievances to their respective mentor teacher, subjective teacher, the head of the departments or the Principal. The college encourages the students to be part of various administrative, co-curricular and extracurricular activities. Besides that the various wings like NSS, YRC, Bharat Scout and Guide are doing their jobs for social up liftmen by their awareness camps. Every year NSS volunteers organize normal & special camp at various villages at juhanapali, pashibanda, s.tikarapada and nearby area. The volunteers take active in camps to eradicate the social evils like Superstition, Bllind belive, Dowry and Child Marriage. They also take active participation for the Sanitization, Adult Education. They celebrate various days like World Yoga Day on 21stJune of every year, Independence Day, Republic Day etc. in their curriculum.

Again in the field of YRC wing of our college plays a pivotal role. The college observes YRC Day, Cancer Day, AIDS Day etc. Beside that the student volunteers and YRC consulates attended the inter college YRC Camps like Khemundi college, B.D pur College etc. So far as the Scout and Guide is concerned the volunteers of this unit organizes service Camp at the village like Patiguda, Badadimula to serve the people. They observe the Communal Harmony Day every year in the month of November with the collaboration of different wings of our college.

Every year our college organizes Athletic Meet and Dramatic Function by the active participation of College Union. In that function, the Champion of Athletics Meet and the best Dramatic an is felicitated by the inviting Chief Guest.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	2	3

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

The institution has an Alumni Association Registered under the Govt. of Odisha Scheme “MO COLLEGE ABHIJAN” It cooperate the college administration in different activities and contribute to the academic and infrastructural development of the college. Mr. Sunil kumar Bisoyi Z.P Member Gajapathi act as President and Mr. Chandra Sekhar Das District Co-ordiantor of Bansali Trust Bihar act as Secretary in the Alumni Association.

The institution seeks the cooperation and suggestions from the Alumni members and retired faculties. They are invited in College Annual Day and other academic Conferences. Retired faculties are invited to take classes and deliver lectures on different issues. Some of them have also instituted prizes and awards for the students and other co-curricular activities. It being a small place, the network and collaboration usually becomes personal and telephonic. We also contact with each other in our Alumni Whatsapp group. The Whatsapp group is playing a vital role in current scenario.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

Vision Statement

Ramajee Degree Mahavidyalaya Bhismagiri aims at transforming higher education into effective instrument of socioeconomic change. The institution is geared to provide excellent educational opportunities that are responsive to satisfy the needs of students' personality development.

The vision of the institution is to promote equality and social justice through diffusion of knowledge. It aims to help the learners to find out a passion and a purpose in life by imparting quality education to the most neglected rural area of Ganjam District with the affordable fee & to transform the human resources to the 360o attributes with social ethics.

The institution aims to train the students for wise leadership and to build high moral character of students through these core values – WISDOM where

W- Welfare I-Integrity S-Sincerity D- Diligence

O- Open-mindedness M-Manager ability

We, the community of Ramajee Degree Mahavidyalaya, inspired by fundamental human values are committed to the creation of an education that promotes an ethical and prosperous society where equality, freedom and fraternity reign, by imparting higher education to poor ,backward rural youth, enabling them towards integral human development.

Mission Statement

Ramajee Degree Mahavidyalaya aims at preparing the students as the wise and healthy human resource for society. It provides undergraduate learners employability enhancing the learning potential, seeking and advancing knowledge and wisdom, research and experimentation with a view of attaining mental and spiritual growth, facilitating better lifestyle, developing scientific and technological outlook and creating a spirit of service and sacrifice among the students participating in community development activities.

In the field of Higher Education, We are committed to academic excellence, healthy standards in extra-curricular practices and continuous progress of the institution. Socially, we work towards serving preferentially the underprivileged and rural youth, educating them to social consciousness of rights and responsibilities, rooting out social evils, and promoting total literacy, education and development of the neighbourhood. Spiritually, we aim at integrating ethical, cultural and constitutional values, developing a sense of the divine presence in nature and in the human person, by means of group activities and personal guidance, in a family atmosphere i.e “Basudava

kutumbakam”.

The Nature of Governance and Perspective Plans

The Principal being the head of the entire management and organisation plays a vital role in the college administration. Under his/her leadership, the college functions adhering to the guidelines of Department of Higher Education, Government of Odisha and the affiliating Berhampur University Bhanja Vihar. The principal convenes meetings of the Staff Council, Advisory Committee, Governing Body and also other bodies and formulates policies and plans to run the administration smoothly. The Principal is the ex-officio secretary of the Governing Body and acts accordingly. The Staff Council and all Head of Departments actively involved in decision making process of administration and their implementation. At present, the sub-collector cum ADM Of Berhampur sub-Division, Berhampur is the president of the Governing Body. The Governing Body with the Advisory Committee takes active part in the process of decision making.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution provides wider opportunities to develop leadership qualities in staff members and students through decentralized and participative management. The staff members are relieved to attend different leadership training programmes being organized by government authorities and other institutions. They are also entrusted with the leadership responsibilities of government administration from time to time. The NSS Programme Officers, Officer in Charge of Rovers and Rangers, YRC Counsellor and Officer in Charge of Self Defence Training Programme (SDTP) have been relieved to attend training and leadership programmes. Students are also groomed for leadership through students' union election, organizing functions holding various offices, NSS, YRC and SDTP.

The college promotes and practices a culture of decentralization and participative management without which it would be impossible to efficiently run the complex network of academics, holistic development, employment opportunities and smoothly functioning administrative machinery. This has ensured that competent staffs are given suitable decision-making platforms.

Decentralization

The institution follows a decentralised governance system and delegates authority to the Head of the Departments and other Unit Heads such as NSS Programme Officers, YRC Counsellor, Officer in Charge of Rovers and Rangers, Officer-in-Charge of Self Defence Training Programmes. All functions are undertaken as per the respective guidelines of university for the benefit of the students in general and institution in particular. The Principal is just like the best among the equals but he/she plays the role of the guardian of the institution.

The management has delegated the decision making responsibilities in daily operations to Principal and HODs. Major decisions in framing policies concerning the Institution are taken by the top management through the feedback of stakeholders. The various teams strive with coordinated effort to lift up the brand name of the College in all assigned areas. The various functions that are delegated includes Teaching Learning Process, Academic aspects, Faculty Empowerment, Planning and Development of department infrastructure, Conduction of Exam, Alumni and Stakeholders interaction, Student Discipline, Library and College Admission etc.

Participative Management System

The institute promotes a culture of participative management by involving staff and students and by taking feedback from all the stakeholders in all its decision making process.

All the members of staff are assigned different extracurricular duties as reflected in the college calendar for well functioning of the college administration and all other activities in team spirit and good coordination. These are clearly observed in the celebration of National Days, Annual Function, Athletic Meet, Students' Union Election, Conferences, Seminars and Workshops.

Case Study

- An Infrastructure Committee has been formed as per Government of Odisha guidelines on dated 02/07/2018. This committee looks after the construction work of infrastructure and proper utilisation of funds provided by the government time to time.
- The ever first meeting of Infrastructure Committee was held on dated 04/07/2018. The decision and action plan was finalized to construct an Administrative block and a library room premises.
- The construction of above infrastructure started on dated 09/03/2019, under the guidance of Mr. G.D lenka, Assistant Engineer, Digaphandi Block Rural Development, Government of Odisha.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Governing body designs and executes Short-term, Long-term plans integrating departmental plans, findings of SWOT analysis and other recommendations from the stake holders. Every year this process is conducted in the institution. The policy and planning are carried with consultation with stake holders. The college administration with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan. Ramajee Degree Mahavidyalaya aspires to give Quality Education to its students. It has an annual strategic planning process. The planning process usually happens in the months of June and July for the whole academic year and has its inputs in the form of University regulations and mandates • Needs of students • Needs of Faculty • Market scenario and expectations from students. The participants of the Planning Process are: Administrative Staff Council, the Principal, the finance officer/Administrator and the IQAC Coordinator. The Founding Body and the administrative Staff Council overview the long and short term plans of Ramajee Degree mahavidyalaya along with the Principal. The Principal is both the academic as well as the administrative head of the institution and oversees the planning, organizing and execution of all academic activities, is responsible for admission of students, finance, conduct of various committee meetings, Students' welfare, discipline and all regular activities of Ramajee Degree mahavidyalaya is assisted by the Academic Burser, IQAC Coordinator and the Office Associate in taking administrative and academic decisions.

The institute has a perspective plan for the development keeping in mind the development in the spear of higher education. The quality policies of the institution have been clearly stated in the vision statement of the college. Steps have been taken by the institution always to deploy these in regular schedule. The leadership of the principal provides clear vision and mission to the institution. It's academic and administrative units are governed by the principles of participation and transparency. The implementation of the strategic plan of the institution is clearly visualised in the following areas.

Teaching and learning

New methods of teaching aids followed for the students such as use of projector in seminar presentations, department or seminars, report writings, interactive sessions, literary writing in wall magazines and college magazines, poster presentations, group discussions, essay, debate and quiz competition through various students societies.

Community engagement

The institution gives emphasis on community in various functions such as foundation day, annual days, athletic meet and others. The activities of NSS, they are see concentrate on community

engagement. The NSS camps in the adopted villages create wider opportunities for student common mass interaction and development of community, welfare feelings in the students.

The enthusiastic public, cooperative alumnae and the active governing body off the college extended they are maximum cooperation in all positive thinking. In the mean time a good library is a t our hand with the sincerity and enthusiasm off the staff members we dream of a college which can fulfil the aspirations of the public and students of the locality.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Functions of various bodies:

Academic council:

1. Mentor-mentee report.
2. Remedial and mentoring classes were extended to help the academically weaker students.
3. Regular class test and maintenance of mark list.
4. Academic Audit was conducted by the experts from the University from time to time.

IQAC:

1. Orientation program for New Staff and first year students on institutional history, vision, mission, culture and values.
2. Faculty development programs on various topics.
3. Student support services.
4. Certificate courses
5. Parent-Teachers Interface
6. Website updating
7. SWOC Analysis of the College
8. National Seminar /International seminar

Feedback committee :

1. **Suggestion Boxes: Regular collection of grievances and finding solutions.**
2. **Feedback: Annual feedback from Students, Faculty, Parents and Alumni.**

Publication committee:

1. **College Calendar**
2. **Up-dating of the Web-site.**

Minority Committee:

Scholarship was extended to the students by Government of Odisha from time to time.

Student Development Committee:

1. **Road safety program in the village.**
2. **Usage of fire extinguisher.**
3. **First aid Awareness Programme.**
4. **Awareness program on AIDS.**
5. **Special Lectures on "Health and wellness"**
6. **Cancer Awareness Rally.**
7. **Village outreach program**

- **Awareness program on Health and hygiene in the villages.**
- **Awareness program on Dengue, Malaria and Typhoid.**
- **Awareness program on ill health due to Alcohol.**
- **Awareness program on Water sanitation and water harvesting.**

1. **Service rules and procedures: - The College has its by-laws and service rules. Soft and hard copies are available.**
2. **Recruitment:-The College strictly follows the Govt. norms for recruitment of staff.**
3. **Promotional policies as per the rules and regulation of Higher Education Department, Government of Odisha.**
4. **Grievance redressal mechanism:-A well planned mechanism to redress the grievances: The redressal cell Suggestion box The by-Laws of the Students' prospectus etc. are available in the College.**

Organogram

Ramajee Degree Mahavidyalaya's logo stands for all round development. Comprises book, fish, industry, candle, paddy and lotus. Book stands for the light of knowledge that expels darkness of ignorance. Fish stands for the growth and procreation. Industry stands for prosperity and plenty. Paddy stands for vitality and lotus stands for purity and beauty.

Ramajee Degree Mahavidyalaya imparts knowledge, eradicates darkness of ignorance by the

candle, the jyoti, an embodiment of Brahman. Its logo inspires to reach the pinnacle of glory and the height of perfection.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution offers the following welfare measures for teaching and non teaching staff

- **Pension Plan/EPF**
- **Purified Water**
- **Sanitized Toilets**
- **24 hours power backup**
- **Provide Duty Leave to staff members**
- **Maternity/Paternity Leave**

- Sanctions study leave for pursuing higher studies Mphil, (PhD)to staff members

Grants fund for financial help to needy staff members after review of Staff Council of college

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 5.74

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	02	02	00

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	00	00	00	00

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 10.87

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	04	01	01	00

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Institution performance appraisal system

The institution has performance based appraisal system for the assessment of teaching and non teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extracurricular activities. There are mechanisms evolved for regular appraisal of staff.

Goal

Performance assessment helps the institution to plan future strategies and set up performance targets of employees to achieve the final target of the institution.

Methods

The performance appraisal system is a means for administration to evaluate and provide feedback

on faculties performance and also try to improve on there shortcomings as needed. The feedback mechanism acts as a means of identifying the strengths and weaknesses of each faculty and each department.

Process

Performance appraisal report submitted by the teachers are forwarded with comments by the principal to the higher authority for necessary action. Adverse remarks, if any are communicated to the teachers concerned by the authority for improvement.

Efforts

The institution encourages the teachers to undergo training of refresher course, to participate in seminars conferences workshops and orientation programs and to undertake research projects for professional development. The non teaching staff members are recommended to undergo accounts training and Computer literacy programs at regular intervals. The college also organises lecture programs inviting eminent persons to motivate employees.

The institution recommends the names of faculty members to the directorate of higher education, Odisha to get its approval for sanctioning study leave to them to undergo M.Phil., PhD work and other training programs.

The award winner faculty's and higher degree holder faculties and felicitated by the principal in the staff council meetings and students teachers meetings. This effort motivates the faculties to achieve Success beyond all odds and also encourage the students to fight their battles and be a winner in the society they live in.

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts External Audits annually. There is no internal audit system in the institution. The Directorate of Higher Education (DHE), government of Odisha, the express sends a list of firms to our institution to choose one of them for the audit. The institution selects 3-4 firms from the list and the DHE, Govt. of Odisha randomly sends an audit team from amongst the chosen list of firms by the institution.

The selected firm deputes 2-3 members of its firm to the institution for audit purpose as the date prescribed by the firm concerned. The auditors come to the institution in their stipulated time and discharge their duties

with the help of officers dealt with Accounts section of the institution. After the completion of the process, the report is sent to the Audit Superintendent, Local Fund Audit, Berhampur, Ganjam, for verification and if any objection arises, the Audit Superintendent may visit the institution or ask to solve the problem and send it for approval again. One approved copy of the report is sent to the DHE, Government of Odisha and to the institution. The external audit has been carried out during the time period of 2016-17, 2017- 18, 2018-19 , 2019-20 and 2020-21. The external audit of session 2020-21 has been carried out in November 2021.

Resource mobilization refers to all activities involved in securing new and additional resources of the college with proper Audit. It also involves making better use of funds and maximizing existing resources. Resource mobilization is critical to any institution for the following reasons: The resources of the college are internal as well as external. The internal resources include staff, teachers, volunteers, tuition, equipments, etc. the external resources include financial support from donors and foundations. These resources are divided into two broad categories, namely monetary resources and non-monetary resources. The monetary resources include cash resources like tuition fees, membership fees and grants of government, the non- monetary resources include all the available human resources in the college and from outside, like Researchers, Examiners from the University, the Governing Body, volunteers etc. and logistics (vehicles, computers, buildings, etc.), There are some other resources like technical assistance, study, training, counselling, mediation, study tours, coaching, transportation, publishing, etc. Money is one of the key resources that all organizations need to operate and carry out their activities. However, other resources may also be useful. It is important to distinguish between two types of resources: restricted and unrestricted resources. Unrestricted resources can be used to carry out various activities that are left to the discretion of the college. Restricted resources are allocated in particular to specific and predefined activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

All financial transactions, purchase and expenditure are made by the principal as per Govt. norms duly approved by the Purchase Committee and the Governing Body. There is an account Bursar to help him in financial matters. The institution allocates its funds from admission and readmission of students, Grants received from State government and UGC, and from the cultivation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Soft skill

The soft skill certificate program implemented by the college aims at training the students at various soft skills related to training the rural youth which they will need to improve their performance and help them to understand in various communication.

In the subject of career guidance, soft skills are the life skills that creates a positive environment which enables a person to obtain a desired job that suits ones qualifications when he seeks a career opportunity.

Soft skills are essential in the professional arena as well as the daily life of a person.

The Importance of Soft Skills:-

- **To build and maintain interpersonal relationships.**
- **To make meaningful/appropriate decisions**
- **Efficient Communication**
- **To influence the professional development**
- **For effective, efficient and higher performance Soft Skills**
- **Understanding oneself**
- **Innovative thinking**
- **Problem management**
- **Stress and emotional management**
- **Leadership**
- **Team work**
- **Communication**

Computer Programme

The computer certificate program implemented by the college aims at training the students at various skills related to computer which they will need to improve their performance and help them understand the various functionalities of computer.

•

The college planned to provide 40 hours of computer training classes to the students and it was successfully completed every year. The students were given practical experience along with theoretical knowledge by experienced trainer. Tests were conducted to evaluate the level of understanding of the students and if any student is found lagging behind, it was made sure that its doubts were cleared. The training helped the students in their career a lot, especially during covid times where everything was made digitalized. Their knowledge did not just help them but, also the people around them who were in need of it and could not be a part of the computer certificate program due to various reasons. It created a healthy atmosphere in the college where students learnt how to share their knowledge and benefits with their friends and people around them in need.

The college lacked in fund and it resulted in shortage of desktop computers for a class of around 81 students. But, it was made sure that each of the students got an opportunity to do the practicals by

themselves even if they had to share one computer with two of their mates. The college tried to arrange all the resources required for the program. A well trained lecturer of the college was appointed to teach the students. Computers were arranged to the best of college's capability. Students were provided with necessary materials and notes related to the course. After the end of the program, the registered students were given certificates that will be beneficial for their future employment opportunities as well as career.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

- **The Principal-IQAC- Heads of Departments form an integral whole. They work together for academic and administrative efficiency.**
- **The IQAC cell of the college monitors the academic quality through feedback mechanism and proposes suggestive measures for administrative and academic participation formulating ways and methodologies to assure the strategic management for academics, research and financial enhancement of the institution by formulating appropriate parameters.**
- **The decision of the IQAC have been approved and implemented by the authority and Governing Body.**
- **Lesson plan and Progress Register is maintained by all faculties. They are reviewed time to time and the suggestion of IQAC is strictly followed in this regard.**
- **All Departments organise departmental seminar and workshops for the enhancement in prevailing academic atmosphere and all round development of students.**
- **Department wise students' teachers meetings have been organised to improve the teaching learning process and good communication between the two.**
- **Parent-Teacher meeting has been organised by the Principal at the beginning of every session/semester. The feedbacks from parents are considered by the IQAC and necessary steps are taken for the implementation of suggestions by parents.**
- **An Induction program for new/fresher students has been organised by the Principal at the beginning of every session. The Teacher's Day (5th September)) is the tentative date for Induction. All the fresher students and other students of Honours Societies attend this program. The purpose of the Induction is to motivate the students to improve the academic atmosphere and to provide a healthy environment for the personality development of the students.**
- **The IQAC continuously reviews and monitors the teaching learning process of the college.**

The Principal and the IQAC Coordinator play active role in this process. The initiatives make the outcomes effective and faithful. Performances of students are discussed outcomes effective and faithful. Performance of students is discussed in the meetings of IQAC and further steps are taken for the better performance. The policies and mechanism with regard to the quality assurance aspect of the institution are communicated to the staff members in the meeting organised for the purpose. The outcome of the process is discussed at different levels-employees, students, Governing Body and other forums. Feedback from students and Alumni are also considered by the IQAC. The IQAC Cell aims at continuous improvement in quality education and achieves academic excellence. Therefore, it adopts a participatory approach in quality management strategies in all academic and administrative aspects.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - 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 last five years.

Response:

Gender inequality has been there with human kind since the beginning of time. The college is well aware of the problems arising because of gender differences and the inequality that comes with it and makes every possible effort to sensitize students about the problem and why it is essential to maintain a broad view when it comes to gender.

While there can be development seen in almost every field in the modern world, most of the individuals have been trying to do something new and different. Humankind is, unfortunately, still under the curse of ignorance. It is ignorance which is at the root of most of the world's problems. The college is well aware of the fact that the students are coming from rural areas where they have been brought up in male dominated families with strict adherence to the various gender roles and stereotypes. But, the main motto of any educational institution is to educate its students about various social issues and help them see things in a different and under positive light.

The college practices equality among the students and provides equal opportunity to them where gender is not kept in view. The students are encouraged to use more gender neutral language and develop mutual respect for one another, irrespective of what gender one chooses for itself. The college also organizes gender sensitization programs on various issues that are related to gender inequity and various stereotypes attached to it. The course of study of different departments in the college has gender related papers which helps the students to understand gender related issues even better.

The Principal as well as the staff members together try to sensitize the students as much as possible on gender related issues and make them understand that gender is not something which can be enforced on individuals, rather it should be accepted by persons with an open heart and happiness. Various seminars and webinars have been organized by the institution to sensitize students regarding issues surrounding gender.

Majority of the times, the issues surrounding girls and women gets acknowledged but, boys and men are left unheard. The college believes that even its male students undergo various problems, be it physical or psychological, and the staff members make sure that they are open to understanding the issues faced by the male students of the college and tries to sort it out. Self defense classes are given to female students. The students are made well aware of the various laws protecting their rights and wellbeing.

The students are also sensitized about the Backward community through curricular and co-curricular activities, like through various competitions with topics related to it and talks given on the topic. Even in classroom teaching, the lecturers of the college make sure that they instill in the

students' minds that people have the right to choose their gender and every individual deserves equal opportunities and respect, irrespective of what gender it chooses for itself.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

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

Response:

The college is well aware of the insensitive exploitation of all the resources provided by our planet by humans that has led to an emergency situation when it comes to our environment and its climate. It promotes a clean environment where pollution of any kind can be cut down. The institution tries its best to adopt every possible way to manage wastes generating within the campus and even works on cleaning the nearby and adopted villages. The college has adopted solid waste management methods so as to reduce the pollution and other harmful impacts that solid wastes cause to the environment.

The college has adopted the composting method to manage solid wastes, like, dried leaves, , tree branches, etc. The college has a composting bin at a distance where the solid wastes are dumped and the compost is used in the garden area of the college as it is beneficial for the soil as well as the plants.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: C. 2 of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for 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**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

India is a democratic country. Democracy is, “By the people, of the people, for the people”. Though we belong to different castes, religions and regions and speak different languages, we recognize that we are all one. We are Indians.

Today’s child is the future citizen of the country. The destiny of India depends on the qualitative achievements of the future citizens. So the role of education should inculcating among the students the spirit of oneness that we are Indians, providing positive/healthy attitude for an inclusive environment, inculcating tolerance and harmony towards various diversities.

Our educational institution, Ramajee Degree mahavidyalay, Bhismagiri, Ganjam has taken various initiatives regarding this. It celebrates the days of eminent personalities, national festivals, NSS, YRC and Socute and guides other such activities by bringing students and teachers with diverse background on single platform for creating inclusive environment.

To facilitate women’s education, there is a fee concession for female students in admissions. Scholarship are given by the state govt. for the tribal students for their study. The students have been benefiting from it.

For the promotion of unity and diversity, NSS units organizes programs under “Ek Bharat, Shrestha Bharat”. It aims at strengthening the bond between the states to strengthen the unity of the unity of India. Also NSS units organizes “RashtriyaEkta Divas”. A large number of lecturers and students participate in it. Our institution observes communal harmony day to sensitize the students about the importance of communal harmony, national integration and fraternity, Azadki Armut Mohashaba. Every year a winter special camp has been organized in the adopted villages for NSS volunteers as

well as for the community. These camps are directed towards various social issues impacting the lives of the people in the community inculcating social and communal values among the young students. In the year 2017, the winter special camp was conducted from 12 jan, 2017 to 18 jan, 2017, in the Ratnamanipur village and kailasha pur Village. A winter special camp was conducted from 17/01/2018 to 19/01/2018 at S. tikrapada, jnanapali, and pashibandha .

Besides these, social protection cell, women's advisory committee aims at social protection, ensuring tolerance and harmony, reducing vulnerability, building human capital, empowering girls, cultural and regional inclusion. Excursions to other places in a year expose students to the practical challenges and make the students from different cultures adapt to one another to create a tolerance and harmony within the organization.

Along with curriculum, additional classes are conducted to provide feedback to students and to communicate equality. Various cultural programmes make the students aware of their social responsibilities and understand the implications of their actions. They share their opinions and disagreements in a harmonious manner. Students are encouraged to participate in various Co-curricular activities to make them mix with one another.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

India is a democratic country. The constitution of India is the supreme Law. The document lays down the framework that demarcates fundamental political code, structure, Procedures, powers and duties of government institutions and sets out fundamental rights, directive principles and the duties of citizens.

The destiny of India depends upon the qualitative achievement of the people. Today's children are the future citizens. Values must be inculcated among the students to become democratic citizens in future. So the role of education should be inculcating values, rights, duties and responsibilities within the students.

1. **Observation of constitutional day, swachata pakhya pakoda to nurture students as citizens with moral, ethical and social values to know and obey And respect the rules of constitution as a democratic citizen of the country.**
2. **Observation of Republic day to inculcate among students spirit of patriotic feelings.**
3. **Observation of various social awareness programs to bring responsible behavior among students.**

1. **Through regular and special camps by NSS students are motivated to take various activities for village development.**
2. **Through NCC programs students are trained to raise sense of selflessness.**
3. **Through YRC, the volunteers are trained to prevent human suffering and ensure respect for every living thing and work to get the for societal development.**
4. **The college observes communal harmony day to create goodwill and harmony among various communities and to promote tolerance among students.**
5. **Self defense programs are also organized by the institution so as to train girls and women to develop confidence and to learn how to protect themselves under any difficult situation.**
6. **Inspirational talks given by the lecturers to the students of the college on various social issues, importance of obeying rules, properly following the laws of the country, respect one another, patriotism, Faith in God, hard work, truth, equality, peace, promotion of the common good and welfare of the society as a whole and most importantly have confidence in themselves.**
7. **Various competitions, like quiz competitions, essay competitions, debates, etc., are organized by the institution to make students efficient for the society.**
8. **The institution also organizes voters' day to make students well acquainted with the democratic system and government of the country and make them understand the value of voting and how it is a social responsibility as a responsible citizen of India.**
9. **Various athletic meets are also organized by the institution to promote sports and physical fitness among the students.**
10. **Formation of dramatic society.**
11. **The students who secured the highest marks are awarded and are encouraged to do even better in life. Even the students who may not have secured great marks are motivated and encouraged to keep pursuing their dreams and to keep working hard.**

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

1. **The Code of Conduct is displayed on the website**

2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

India is a hierarchical society and offers astounding variety in virtually every aspect of life. Lots of diversities are observed, whether ethnic, linguistic, regional, economic, religious, class and caste groups etc.

Important days and events are an important part of preparation of any competitive examination. the college observes almost every national as well as international days, events and festivals so as to make its students aware of the significance and many important facts related to the days.

The college had observed various National and International Days like International Yoga Day on June 21, Independence Day, Gandhi Jayanti, International Aids Day on December 2, National Voter's Day on January 25, Road Safety Day, SwachhataPakwada Divas, Communal Harmony Day, National Youth Day, Netaji Jayanti, B. R. Ambedkar remembrance day on April 14, etc.

On May 31, The college observes anti tobacco day to make the students as well as the people around aware of the harmful effects of consuming tobacco and how it may affect their health By causing diseases like cardiovascular diseases, cancer, tooth decay, staining of teeth, etc.

On May 8, the college observes world Red Cross day to commemorate the birth anniversary of the founder of Red Cross, Henry Dunant.

The institution also carries out awareness rallies on some of these important days like azadki amuth maohashaba ,SVEP etc.

File Description	Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

1. TITLE OF THE PRACTICE :

COMPUTER CERTIFICATE PROGRAM.

1.OBJECTIVES OF THE PRACTICE :

WITH THE ADVANCEMENT IN TECHNOLOGY, IT HAS BECOME ESSENTIAL TO MAKE STUDENTS WELL ACQUAINTED WITH COMPUTER TECHNOLOGY AND ITS APPLICATION. THE COMPUTER CERTIFICATE PROGRAM IMPLEMENTED BY THE COLLEGE AIMS AT TRAINING THE STUDENTS AT VARIOUS SKILLS RELATED TO COMPUTER WHICH THEY WILL NEED TO IMPROVE THEIR PERFORMANCE AND HELP THEM UNDERSTAND THE VARIOUS FUNCTIONALITIES OF COMPUTER. IT WILL ALSO HELP THE STUDENTS IN PURSUING ADVANCED EDUCATION, RESEARCH AND DEVELOPING AND MAKE THE STUDENTS AWARE OF THE CAPABILITY AS WELL AS THE LIMITATIONS OF COMPUTERS. THROUGH THE PROGRAM, ALL POSSIBLE EFFORTS WERE MADE TO DEMONSTRATE THE ADVANTAGES OF USING COMPUTERS TO SOLVE VARIOUS PROBLEMS AND HELP THEM ADAPT TO THE CHANGING SOCIETY WHERE A WIDESPREAD UTILIZATION OF COMPUTERS CAN BE SEEN.

1.THE CONTEXT :

STUDENTS FROM RURAL INDIA NORMALLY LACK ACCESS TO ADVANCED LEARNING TOOLS, SUCH AS COMPUTER EDUCATION, DIGITAL LEARNING, ETC. THE COLLEGE BEING LOCATED AT A RURAL AREA, WHICH IS NOT VERY ADVANCED AT COMPUTER SKILLS AND APPLICATION DUE TO LACK OF PERSONAL COMPUTERS AT HOMES, THE STUDENTS HAD TO FACE MANY CHALLENGES WHEN IT COMES TO USING ONE. THERE WAS LOW LEVEL OF ACCESSIBILITY FOR THESE STUDENTS WHICH IN LATER STAGES OF THEIR CAREER PROVED TO BE REALLY CHALLENGING AS THEY MANY A TIMES WERE NOT ABLE TO

MATCH UP TO THE SKILLS OF PEOPLE, MOSTLY IN THE CITIES, WHO WERE AU FAIT WITH TECHNOLOGY. HENCE, THE COLLEGE DECIDED TO BEGIN A COMPUTER CERTIFICATE PROGRAM FOR ITS STUDENTS SO AS TO MAKE THEM WELL ACQUAINTED WITH COMPUTER APPLICATION AND TRAIN THEM TO FACE CHALLENGES THEY MIGHT FACE IN THE FUTURE RELATED TO IT. THE COURSE WAS DESIGNED BY EXPERTS IN THE FIELD IN SUCH A MANNER THAT IT COVERS FROM BASIC COMPUTER OPERATION KNOWLEDGE TO

USING COMPUTER APPLICATIONS, LIKE MICROSOFT OFFICE. THE COURSE INCLUDED C PROGRAMMING AS WELL.

1. THE PRACTICE :

THE COMPUTER CERTIFICATE PROGRAM WAS STARTED WITH AN AIM TO MAKE THE STUDENTS OF THE INSTITUTION UNDERSTAND THE VALUE OF COMPUTER EDUCATION AND MAKE THEM LEARN ABOUT ITS VARIOUS APPLICATION BECAUSE THE INSTITUTE BELIEVED AWARENESS IS CENTRAL TO LEARNING THAT LASTS. IT NOT ONLY BENEFITTED THE STUDENTS BUT, THE FACULTY MEMBERS WERE ALSO GETTING AN OPPORTUNITY TO INCORPORATE THEIR SKILLS AND IT HELPED THEM TO BETTER THEIR OWN KNOWLEDGE AND PERSONAL GROWTH AS WELL. THE COURSE WAS DESIGNED BY EXPERTS AND IT WAS CIRCULATED AMONGST THE STUDENTS IN DETAIL SO THAT THOSE INTERESTED KNEW WHAT THEY WERE SIGNING UP FOR. AFTER THE STUDENTS WENT THROUGH THE ADMISSION PROCESS, THEY WERE GIVEN THEORY AS WELL AS PRACTICAL CLASSES BY THE ASSIGNED FACULTY MEMBER OF THE COLLEGE. FORTY HOURS OF CLASSES WERE TAKEN. AFTER THE COMPLETION OF THE COURSE, THE STUDENTS HAD TO GIVE AN EXAMINATION COVERING THE SYLLABUS IN THE PROGRAM SO AS TO ASSESS STUDENTS' PROGRESS AND IF, ANY STUDENT WAS FOUND HAVING ANY PROBLEM IN UNDERSTANDING ANYTHING RELATED TO THE COURSE, DOUBT CLEARING CLASSES WERE PROVIDED.

IN TODAY'S GENERATION, KNOWLEDGE IN COMPUTER HAS BECOME A VALUABLE SKILL. IT INCREASES THE EFFICIENCY OF THE STUDENTS AS SAVES A LOT OF TIME. MOREOVER, AFTER THE END OF THE PROGRAM, THE STUDENTS ARE GIVEN CERTIFICATES

WHICH GIVES THEM CERTIFICATION TO PERFORM SPECIFIC TASKS ON THE COMPUTER. COMPUTER TRAINING CERTIFICATION HAS BECOME A REQUIREMENT FOR MANY JOB SEEKERS. UNDER THE CERTIFICATE PROGRAM OF THE COLLEGE, STUDENTS ARE TRAINED TO USE MICROSOFT PAINT, EDIT TEXTS IN MICROSOFT NOTEPAD, USE MICROSOFT OFFICE AND BASIC OF "C" PROGRAMMING LANGUAGE.

THE COURSE HAD ITS LIMITATIONS. AS THE STUDENTS OF THE INSTITUTION WERE NOT VERY ACQUAINTED WITH THE BASICS SO, IT WAS NOT POSSIBLE TO INCLUDE MUCH ADVANCED LEVEL COURSE FOR THE COMPUTER CERTIFICATE PROGRAM. DUE TO LACK OF PERSONAL COMPUTERS AT MAJORITY OF THE REGISTERED STUDENTS' HOMES, IT BECAME DIFFICULT FOR THEM TO PRACTICE WHAT THEY LEARNT IN THE CLASS AT THEIR HOMES. THE COLLEGE LACKED IN FUND TO AFFORD MORE NUMBER OF

COMPUTERS FOR THE REGISTERED STUDENTS TO GET THEMSELVES DO THE PRACTICAL INDIVIDUALLY. BUT, THE COLLEGE TRIED THEIR LEVEL BEST TO SORT OUT THE HINDRANCES THAT CAME ITS WAY AND DID EVERYTHING POSSIBLE TO MAKE THE PRACTICE BENEFICIAL TO THE STUDENTS.

1.EVIDENCE OF SUCCESS :

THE COLLEGE PLANNED TO PROVIDE 40 HOURS OF COMPUTER TRAINING CLASSES TO THE STUDENTS AND IT WAS SUCCESSFULLY COMPLETED IN THE LAST 02, i.e. in the year 2019-20 & 2020-21, ACADEMIC YEARS. THE STUDENTS WERE GIVEN PRACTICAL EXPERIENCE ALONG WITH THEORETICAL KNOWLEDGE BY EXPERIENCED TRAINER. TESTS WERE CONDUCTED TO EVALUATE THE LEVEL OF UNDERSTANDING OF THE STUDENTS AND IF ANY STUDENTS IS FOUND LAGGING BEHIND, IT WAS MADE SURE THAT ITS DOUBTS WERE CLEARED. THE TRAINING HELPED THE STUDENTS IN THEIR CAREER A LOT, ESPECIALLY DURING COVID TIMES WHERE EVERYTHING WAS MADE DIGITALIZED. THEIR KNOWLEDGE DID NOT JUST HELP

THEM BUT, ALSO THE PEOPLE AROUND THEM WHO WERE IN NEED OF IT AND COULD NOT BE A PART OF THE COMPUTER CERTIFICATE PROGRAM DUE TO VARIOUS REASONS. IT CREATED A HEALTHY ATMOSPHERE IN THE COLLEGE WHERE STUDENTS LEARNT HOW TO SHARE THEIR KNOWLEDGE AND BENEFITS WITH THEIR FRIENDS AND PEOPLE AROUND THEM IN NEED. THEREFORE, IT CAN BE CONCLUDED THAT THE PURPOSE OF THE COMPUTER CERTIFICATE PROGRAM CARRIED OUT BY THE COLLEGE WAS SERVED AND A SUCCESS.

1.PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED :

NO EVENT CAN BE A SUCCESS WITHOUT PROBLEMS INVOLVED IN IT. HOW WE OVERCOME AND WHAT WE LEARN FROM THOSE IS WHAT MATTERS IN THE END. THERE WERE FEW OBSTACLES THAT THE MENTORS AND TRAINERS FACED WHILE IMPLEMENTING THE PRACTICE. THE COLLEGE LACKED IN FUND AND IT RESULTED IN SHORTAGE OF DESKTOP COMPUTERS FOR A CLASS OF AROUND 40 STUDENTS. BUT, IT WAS MADE SURE THAT EACH OF THE STUDENT GOT AN OPPORTUNITY TO DO THE PRACTICALS BY THEMSELVES EVEN IF THEY HAD TO SHARE ONE COMPUTER WITH TWO OF THEIR MATES.

THE COLLEGE TRIED TO ARRANGE ALL THE RESOURCES REQUIRED FOR THE PROGRAM. A WELL TRAINED LECTURER OF THE COLLEGE WAS APPOINTED TO TEACH THE STUDENTS. COMPUTERS WERE ARRANGED TO THE BEST OF COLLEGE'S CAPABILITY. STUDENTS WERE PROVIDED WITH NECESSARY MATERIALS AND NOTES RELATED TO THE COURSE. AFTER THE END OF THE PROGRAM, THE REGISTERED STUDENTS WERE GIVEN CERTIFICATES THAT WILL BE BENEFICIAL FOR THEIR FUTURE EMPLOYMENT OPPORTUNITIES AS WELL AS CAREER.

Soft skill certificate programme:-

The soft skill certificate program implemented by the college aims at training the students at various soft skills related to training the rural youth which they will need to improve their performance and help them to understand in various communication.

In the subject of career guidance, soft skills are the life skills that creates a positive environment which enables a person to obtain a desired job that suits ones qualifications when he seeks a career opportunity.

Soft skills are essential in the professional arena as well as the daily life of a person.

The Importance of Soft Skills:-

- **To build and maintain interpersonal relationships.**
- **To make meaningful/appropriate decisions**
- **Efficient Communication**
- **To influence the professional development**
- **For effective, efficient and higher performance Soft Skills**
- **Understanding oneself**
- **Innovative thinking**

- Problem management
- Stress and emotional management
- Leadership
- Team work
- Communication

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The institute takes continues efforts to reflect its vision, priority and thrust through various activities. The vision of our institute is impart Higher education to socially & educationally deprived class living in rural area of Ganjam District. There was no facility of Higher education in this area before the establishedment of our institute. Our aim is to provide Higher education to all classes of society to make them self confident and self reliant. We strive to give quality education and provide better facilities to the students who comes from remote villages. To full fill the social needs, the college provided UG Arts and Science Programmes in different disciplines.

“Education through self help” is the motto of our institute. To supplement the academic programme, the college has introduced short term courses computer certificate and Soft Skill Personality Development. Besides it we have signed MOU with different college in various programme. The college also conducted Industrial visits to Sakti Sugar Factory, Dhenkanal and Aska sugar factory, Aska. To improve the overall personality of the students the institute conducted several co-curricular extra-curricular activities like Yoga, Song, Dance, Mono action etc. Essay, Debate, Rangoli, Quiz competition. While imparting education the college makes no distinction of gender, religion, region, caste, creed or class because we believe in the principle of liberty, equality, and fraternity which foster human democratic values.

All the college activities are student centric. Distinctiveness of the college is the introduction of short term courses. 21st century is an era of computer and technology Soft Skills are most essential factors for students to cap up with global competition. These skill can be acquired through short term courses. This has created an opportunity for the student from rural background to learn new skills. After completing graduation in our college students are take the higher education in master

degree like M.A, M.SC, MBA and also professional courses like B.Ed. ,LAW, and journalism and so on at the university or other institution. After completing graduation in our college the student are placed are various job in corporate, government and Privet Sector. We feel proud that we are successful to bring our vision and mission into reality.

National Service Scheme, popularly known as NSS, is an extension of activities to the higher education system to orient the student youth to community service while they are studying in education institutions, under the aegis of ministry of youth affairs and sports, Government of India. NSS was formally launched on 24th September, 1969, the birth centenary year of the father of the nation. Therefore, 24 September is celebrated as NSS Day. The union education minister V. K. R. V Rao launched the NSS. The most important aim of NSS is to believe and practice the idea of “Humanity above all”.

The motto of NSS, “Not Me But, You”, reflects the essence of democratic living and upholds the need for selfless service. The philosophy of NSS is a good doctrine in this motto, which underlines on the belief that the welfare of an individual is ultimately dependent on the welfare of the society as a whole and the NSS volunteers shall strive for the well being of the society.

The institution believes in encouraging its students as well as the community in the nearby villages to carry out various duties as responsible humans to better the world. The following activities are shouldered by the college through its NSS units.

1. **The NSS units of the college had organized a Winter Special Camp from 12/01/ 2017 to 18/01/2017, in the adopted villages of Ratanamanipur and kailashapur. Another winter special camp 13/01/2018 to 19/01/2018 in the adopted village of S.tikarapada ,juanapali and Pharsibandha. from During the camp, the village community were made aware of the benefits of Yoga, Use of toilets and mosquito nets, and how injurious is the use of alcohol and drugs to their health. The Program Officers, along with the students, cleaned Ratanamanipur, kailashapur ,S.tikarapada ,juanapali & Pharsibandha village to promote clean and healthy environment.**
2. **The NSS units of the college had organized various rallies and programs to raise awareness on various social as well as health related issues like AIDS, SVEEP Rally, AZZAD KI AMURTHAMUCHHABHA” etc. on the occasions of International Aids Day, International Yoga Day, Road Safety Day.**
3. **The college had observed various National and International Days like International Yoga Day, Independence Day, Gandhi Jayanti, International Aids Day, National Voter’s Day, Road Safety Day, Swachhata Pakshya Divas, Human rights day, Constitutional Day, kargil Vijaya Divasa, National Youth Day etc. and awareness programs were carried out by the NSS units to raise social consciousness among the students and the staff members.**

The college believes in the empowerment of students' voices and desire of the young minds to bring in positive changes in the society and encourages their active significant involvement in various simple, yet powerful, activities through the NSS units of the institution, promoting a positive mindset in the students which will help them understand their duties as responsible citizens and most importantly, as humans. The college has undertaken the following programs with the students –

1. **Awareness Rally on Swachh Bharata Abhijan.**
2. **Cleaning of college campus to keep it free of solid wastes, like plastic, papers, dried leaves etc.**
3. **Awareness rally regarding plantation of trees.**
4. **Campaign to make the nearby village people aware of the benefits of using toilets and mosquito nets.**
5. **Conducted seminars and webinars to raise awareness on HIV/AIDS, women's health and safety and the benefits of practicing Yoga.**
6. **Seminar on Drug Abuse and its eradication.**
7. **Plantation of trees by the students within the college premises to promote eco-friendly green campus.**
8. **Celebration of NSS day.**

1. **Discussion of the Principal with the students in their general meetings and enlightening them on various social and climate issues.**
2. **Organization of diverse activities like:**
 - **Debate competition on social issues.**
 - **Essay writing competition on social topics.**
 - **Rangoli making competition on burning social the topic.**
 - **Voters' awareness drive.**
 - **Slogan making competition on various climate and social issues.**

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

it we have signed MOU with different college in various programme. The college also conducted Industrial visits to Sakti Sugar Factory, Dhenkanal and Aska sugar factory, Aska. To improve the overall personality of the students the institute conducted several co-curricular extra-curricular activities like Yoga, Song, Dance ,Mono action etc. Essay, Debate, Rangoli, Quiz competition. During covid-19 Pandemic our institution organised national and International webinar week. A number teacher student resource person and delegated are participated national and international webinar to make its grand success. During the period our institution organised college level awareness programme on second wave pandemic situation. our Teacher and most of the student volunteer are participated in this webinar.

Concluding Remarks :

The institute takes continues efforts to reflect its vision, priority and thrust through various activities. The vision of our institute is impart Higher education to socially & educationally deprived class living in rural area of Ganjam District. There was no facility of Higher education in this area before the establishedment of our institute. Our aim is to provide Higher education to all classes of society to make them self confident and self reliant. We strive to give quality education and provide better facilities to the students who comes from remote villages. To full fill the social needs, the college provided UG Arts and Science Programmes in different disciplines.

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All the college activities are student centric. Distinctiveness of the college is the introduction of short term courses. 21st century is an era of computer and technology Soft Skills are most essential factors for students to cap up with global competition. These skill can be acquired through short term courses. This has created an opportunity for the student from rural background to learn new skills. After completing graduation in our college students are take the higher education in master degree like M.A, M.SC, MBA and also professional courses like B.Ed. ,LAW, and journalism and so on at the university or other institution. After completing graduation in our college the student are placed in various job in corporate, government and Private Sector. We feel proud that we are successful to bring our vision and mission into reality.