



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>SRI SATHYA SAI COLLEGE FOR WOMEN</b>
• Name of the Head of the institution	<b>Dr. Manasi Kumari Bastia</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>06742353253</b>	
• Mobile No:	<b>9861008295</b>	
• Registered e-mail	<b>sathyasaicollege2015@gmail.com</b>	
• Alternate e-mail	<b>manasikumaribastia@gmail.com</b>	
• Address	<b>Plot No- 1560 / 7782, Jagamara, Gandamunda</b>	
• City/Town	<b>Bhubaneswar</b>	
• State/UT	<b>Odisha</b>	
• Pin Code	<b>751030</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	RAMADEVI WOMEN'S UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Prasanta Kumar Pradhan				
• Phone No.	06742353253				
• Alternate phone No.	7655050691				
• Mobile	9437302574				
• IQAC e-mail address	iqac@ssscwbbsr.org				
• Alternate e-mail address	ssscwbbsr2015@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/08/2019-20-edited-aqar.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/08/2019-20-edited-aqar.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://ssscwbbsr.org/academic-calender.php">http://ssscwbbsr.org/academic-calender.php</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.4	2009	25/02/2009	24/02/2014
6.Date of Establishment of IQAC			20/06/2019		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTIONAL	LAB EQUIPMENT	STATE GOVERNMENT	2020-21	RS.8,50,000/-
INSTITUTIONAL	INFRASTRUCTURE	STATE GOVERNMENT	2020-21	RS.10,00,000/-
INSTITUTIONAL	RENNOVATION CAUSED BY FANI	STATE GOVERNMENT	2020-21	18,00,000

<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>		
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>		
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>			

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

For Students - To acquaint the freshers with the environment, make them comfortable to the new atmosphere and educate them with the ethos and culture of the institution, an induction programme is conducted To guide them on the path of self discovery and self realization, skill and career counselling programmes are conducted regularly. Remedial classes and self learning materials are provided to slow learners. cultural and sports activities, seminar and workshops for academic excellence, awareness programmes on gender

equity and women empowerment, Publication of e-student research magazine "Jigyansa" for the development of the intellectual thought.

For Faculty - Organization of faculty development programme, conduct of seminar and workshop, participating and presenting papers in various webinars, seminars and conference, encouraging the faculty to attend various refresher, orientation and FDP programme conducted by various university & Institutions, promoting teachers to publish more and more papers in different journals.

For Institution - Training programmes for Non-teaching staff, infrastructural development such as library, classroom, laboratories, better WIFI data connections, installation of routers, purchase of different books and text books for all the departments, renovation of prayer hall for meditation, construction of smart class rooms, online parent-teacher meet, online classes due to covid-19, applied for permanent affiliation of degree course in science stream and opening of Hons subjects in Hindi and computer science.

For Accreditation - Conduct of IQAC meeting, formation of NAAC preparation committee based on seven criteria, preparation of Backlog AQARs, preparation of academic, administrative and green audit, feed back collection from stake holders, signing of MOU's.

Overall Activity - Connecting Alumni through "Mo College Abhiyan". Initiative taken for placement, certificate courses for the students, mentoring activities, formation of various committee for smooth functioning of the college. Inviting eminent resource person for interaction with students and faculties. Observation of various national and international day and functions.

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

Plan of Action	Achievements/Outcomes
Lockdown guidelines for dealing with covid-19 pandemic both in academic and hostel premises.	Guidelines were prepared and banners were placed at different corners of the institution.
Strengthening of student's mentoring System.	Mentoring and counselling system has been implemented in all Departments where regular mentoring of the students is done by their mentors
Preparation of student data base in all the departments for 2018	Database has been Prepared in all departments for which an

and 2019 Admission batch	online format was Prepared and Circulated among the students.
Gender Equity Initiatives	One Day Workshop in the college premises was held on the topic
Arrangement of External expert interaction	1. Meeting was arranged for faculties to orient them regarding AQAR preparation. 2. Prof. Basanta ku. Ratha and Prof. Bibhudendu Pati were invited as mentors to interact with the faculty members regarding AQAR preparation. 3. Sri Sudarsan Das of Prajapita Brahma kumari was invited to deliver a lecture on value education. 4. Sri Rajanikanta Das inspired the students by his enlightening speech on
Extended Activities to be done	1. Foundation Day was celebrated in online mode on 16th August 2021 where Shri Susanta Mohanty, Resource person of SSS seva organisation delivered the speech as chief guest. 2. International yoga day was celebrated on 21st June 2021 in online mode. Sri Satrughna Das, Retd. Chief Engineer enlightening the students through his soulfull speech. Our Faculty, Smt. Bindulata Panda exhibited some of the yoga posture in online platform and threw lights on the benefit of yoga to all students and staff. 4. Sister Durgesh Nandini Choudhury, Center Incharge Brahma Kumari, BBSR along with her team tied Rakhi on all the students and staff of the institute and deliver a lecture on Stress Management. 5. National Youth day on 12.01.2020 and 2021 was celebrated in

	online mode. 6. International Women's Day was observed.
Preparation of CET	An awareness programme cum Training on CET for final year students was held.
Preparation for backlog AQAR to be initiated.	Seven Criteria's based NAAC preparation Committees are constituted for the smooth functioning of AQAR preparation.
Encouragement of Alumni involvement	Mo College Abhijan has been given wide publicity enabling alumni to register themselves
To apply for opening of Hons Subject in Hindi and computer science	Applied in RDE, Bhubaneswar
To apply for permanent affiliation of +3 Degree Science stream	Inspection completed, notification awaited.
Facilitating inclusive education by providing Ramp for the physically challenged studen	Ramp has been constructed which facilitates their mobility,.
Initiation for publishing Research Magazine 'Jigyansa'.	Publication of Research Magazine 'Jigyansa' is in Progress.
Collection of Feedback from stakeholders	Completed
Academic Audit Format	Completed
Administrative Audit Format	Completed
Environmental And Green Audit Format	Completed
To organize FDP in the institution	FDP on Digital Literacy Program
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	20/12/2021

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

Year	Date of Submission
2020	24/02/2022

**15. Multidisciplinary / interdisciplinary**

A committee has been framed to look after the implementation of NEP at the college level under the chairmanship of the principal and the Head of the Department. The committee has already sat for three sittings during the last six months and found out the modalities for the implementation of the NEP. However, as this college is fully financed by the Government of Odisha and we are controlled and regulated by the Director of Higher Education, Govt. of Odisha, no formal communication from the Education Department has so far been received by any colleges of the State. As such the committee couldn't able to take any concrete and final decision in this regard. However, this college adhere to multidisciplinary approach with regard to teaching learning and research is concerned. All the courses are coming under Choice Based Credit System with due importance to Community engagement and Service, Environmental Education and Value Based education towards the attainment of a holistic approach for the student.

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

NA

**17. Skill development:**

Employability is one of the focuses of NEP-2020 which recognises the role of education in providing students with right skill sets. Instead of traditional content learning and rote learning approach the NEP lays emphasis on a more holistic view. It calls for a creative and multi-disciplinary curriculum that includes humanity, sports & fitness, language, culture, arts & crafts. It recognises soft skill such as communication, co-operation, team-work, resilience as life skill. This altered approach is designed to help students develop academic expertise with vital leadership skills that can help them in their career path. However, this Institute adheres to value -based education named "EDUCARE" to inculcate optimistic mindset in the students. Values like truth, righteousness, peace, love, non-violence, compassion, kind and

<p>empathy are inculcated among the students by creating conducive environment. Students are asked to visit orphanage, slums, old age homes and engaged them in various social activities to make them realise the values of life. Citizenship values like brotherhood, Patriotism, Sharing and caring, beauties and rights, public values are instilled through various programmes. As per CBCS, Students are opting courses from other stream as their elective paper. Skill Development Courses are the part of Course Curriculum and besides that we go for certificate courses to inculcate special skill for their improvement (DSE-I, DSE-II, DSE-IV, AECC-I, EV). All the syllabuses for these programmes are analyzed by the affiliated University i.e. R. D. University. In every Course the Outcome Based Education have been specially mentioned and accordingly teaching learning practices are being practiced.</p>
<p><b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b></p>
<p>Being the part of the curriculum, Language such as Sanskrit, Hindi and Odia are taught using both offline and online mode. All the teaching faculties are delivering their talks in the classroom in bilingual mode since its inception. Hindi Language as M.I.L. and Sanskrit, Odia as Hons subjects are included in CBCS syllabus. The ancient knowledge of Veda and Upanishad are taught to all the stakeholders in various ways like spiritual class, study circle, lectures etc. Talk on Naturopathy are conducted periodically. Yoga and Meditations are also practiced to make the students physically and mentally fit. Indian Arts i.e. Music, Dance, sketching, painting, drawing, rangoli competitions are held in the institution. On a regular basis, Indian languages (Sanskrit, Odia and Hindi) are taught to the students. Various celebrations, observations are organized to promote cultural interest within the students.</p>
<p><b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b></p>
<p>All the syllabuses for these programmes are analyzed by the affiliated University i.e. R. D. University. In every Course the Outcome Based Education have been specially mentioned and accordingly teaching learning practices are being practiced.</p>
<p><b>20.Distance education/online education:</b></p>
<p>We do not have the facilities to conduct any online and distance courses as per the State Government.</p>
<p style="text-align: center;"><b>Extended Profile</b></p>
<p><b>1.Programme</b></p>



1.1	02
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	451
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	71
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	148
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	35
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	35
Number of Sanctioned posts during the year	

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

**4.Institution**

4.1	32
Total number of Classrooms and Seminar halls	
4.2	RS.23,93,570/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	21
Total number of computers on campus for academic purposes	

**Part B****CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

This is an affiliated college under the RD Women's university of Bhubaneswar. As such we abide by the curriculum developed by the university. Of course, University follows the model curriculum prescribed by the UGC New Delhi and our faculties are the members of some Board of Studies. College has hardly any freedom to bring any changes in it. But the implementation of the curriculum vests in the hands of the colleges and we took utmost care in implementing the same for the greater interest of our students. At the beginning of the session, we go for preparation of Academic Calendar in consultation with all the faculty members and circulars of state government for the purpose. The same academic calendar is circulated among all faculties and students when the college reopens after the summer vacation. This calendar is generally non-negotiable calendar.

- Departmental progress register and individual lesson plans are prepared and well-maintained.
- 75 percent attendance of the students of each semester is mandatory.
- Various Activity Based Learning like class presentation, participations, spot quiz, Role play, Assignments, Poster

competitions, Debates etc. are conducted on regular basis.

- The departments strive for effective implementation of curricular delivery through innovative method. Each department organises seminar, extra-mural lectures and webinars. Group discussions, illustrations, brain storming, experiments and other such things are conducted for enhancing the quality of teaching-learning.
- Multilingual mode of instructions is followed whenever possible to promote inclusiveness in the teaching-learning process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/09/academic-calendar-2020-21.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/09/academic-calendar-2020-21.pdf</a>

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

The Academic Calendar issued by the RDWU is adhered to in all matters of internal and End semester Examinations. In addition the college follows its own academic calendar with regard to the students orientation, syllabus distribution, field visit, project work and remedial coaching. CIE include

- Innovative teaching methods like group discussion, role plays, Peer teaching.
- Class tests, assignments and evaluation, surprise tests and mock tests.
- Interactive session.
- Group Discussion.
- Elocution.
- Competitions like debate, elocution, essay writing, mono-acting etc.
- Mid semester in all disciplines for all papers.
- Effective mentoring system prevails where the mentor verifies mid-sem. marks of the students before it is uploaded in the university portal.
- End semester examination and evaluation.
- Direct and indirect methods of assessment.
- During the lock-down following covid-19 pandemic:

- Quiz competitions held on online mode.
- Online assignments given and collected from the students.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/front-1.1-1.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/front-1.1-1.pdf</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## **1.2 - Academic Flexibility**

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

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

**2**

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

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

110

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

110

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Cross cutting issues relevant to Professional Ethics, Gender sensitization, Environment and Sustainability, Governance and Citizenship, Disaster Management and many such other issues are integrated to the curriculum for the all-round development of the student.

Professional Ethics are imparted to students as part of their curriculum. Moral and ethical values are an integral part of education. To develop inter personal and leadership skills teachers put their sincere efforts to motivate students. Awareness programmes

on road safety, drug abuse, child rights, anti-social activities, moral values are conducted on a regular basis.

#### Gender Equality:

Government has come out with courses related to gender issues in various programmes. These are to create awareness of women's rights, women empowerment, to promote more cultural space for women, to foster a distinctive identity of their own. To empower women through education and strengthen them with social values and ethical sphere of life, to promote a culture of respect and equality for women. Seminars on the above issues are held regularly. To empower young girls self-defense training programmes funded by govt. of Odisha, are regularly conducted.

Human values bring out the fundamental goodness of human beings and society at large. These values have been imparted through regular spiritual studies since the inception of this college.

#### Environment and sustainability:

Environmental studies are taught to the students to create awareness. NSS unit of the college promotes environmental protection through tree plantation, clean and green campus, rain water harvesting, polythene free campus and other sustainable development programme.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

15

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

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

192

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**A. All of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows		B. Feedback collected, analyzed and action has been taken
File Description	Documents	
Upload any additional information	<a href="#">View File</a>	
URL for feedback report	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/feedbback.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/feedbback.pdf</a>	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of sanctioned seats during the year		
192		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Institutional data in prescribed format	<a href="#">View File</a>	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)		
2.1.2.1 - Number of actual students admitted from the reserved categories during the year		
41		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		
This college has a large number of students who come with a challenge of their own socio-economic background and that is reflected in their academic performance. In order to address this		



particular entry level disadvantage, the institution has developed a mechanism of indentifying the slow and inadequate learners. Basing on the result the college identifies the advnced learner too. However, the college follows a strategy for identifying slow and advance learner. Mentor-mentee strategy has been adopted for the all-round development of both slow and advance learner. After admission, the students are evaluated as slow and advanced learners as per their CHSE mark. This classification is further refine by observing by class participation, group activities, presentation and internal examination.

#### Steps taken for Slow learner:

- Special online classes for slow learners.
- Providing exam oriented notes for easy understanding.
- Giving additional learning materials like question bank, university question papers.
- Training for the students regarding scanning of answer scripts, preparing pdf format, uploading the same through mail/ whatsapp.
- Mock test for filling up the form and online examination.
- Providing special attention on non-academic factors such as communication skills, public speaking to build up the self esteem.

#### Steps taken for Advance learner:

- Engagement in peer teaching.
- Provision of Project Work and assignments.
- Use of Shodhganga, Swayam, E-PGPathashala.
- Encouragement to participate in Seminars, Conference, internship.
- Motivate to publish articles in different journals.
- Encouragement to appear competitive Examination.

File Description	Documents
Link for additional Information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/09/advance-learner-and-slow-learner.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/09/advance-learner-and-slow-learner.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
451	35

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The teaching-learning methodology adopted by all the departments of the institution is fully student-centric. Various methods of experiential and participatory learning, as well as problem-solving methodologies are implemented to make sure that students are dynamic participants in the teaching-learning process.

### Experiential learning:

Students experience theoretical learning through related practicals. They are allowed to conduct experiments independently in practical classes. They are encouraged to do internship. Field trips are also organised departmentally which facilitate the students in collecting data and specimens related to the subject for project work.

Participative learning:: Participative learning is a technique used to develop more understanding of the subjects and creativity in students. In all subjects, faculty members conducted activities which involved active participation of students.

- Students are motivated to participate in Seminars and Online/offline Certification Courses to get the participative learning environment.
- Quiz test, power point presentation, drawing and poster making competitions are organised to give exposure to students to show their creativity and their knowledge.
- Student development programs and workshops are conducted to enhance the learning capabilities of the students.
- students are involved in organising and coordinating various activities which develops leadership skills, team spirit, skill of critical thinking among the students.

### Problem solving:

- Students are motivated to take part in Training and Placement.

- Research based projects are assigned to the students.
- Students are encouraged to participate in National, International Conferences.
- Students are motivated to visit the web portals of e-learning like SHODHGANGA, E-pathashala, Spoken Tutorials.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/09/2.3.1..pdf">https://ssscwbbsr.org/wp-content/uploads/2022/09/2.3.1..pdf</a>

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

The role of Information and communication technologies (ICT) in teaching learning process ensure that students play an active role in the learning process. Faculty combines technology with conventional method of teaching to engage students in long term learning. Covid forced the teacher and students to go for online teaching. Pandemic resulted in an immediate increase in innovation and technology which the teacher use to finish the curriculum. The goal was to create a traditional, educational environment using digital technology. Our college extended online support services for conducting the following criteria:-

For Online teaching process-

- Provision of High speed WIFI connection in the campus.
- Teachers are encouraged to prepare questions, fill-up form and conduct examination in online mode.
- Teachers are trained for online teaching.
- To make classrooms ICT enabled by installing projector.
- Students are trained for learning through ICT, online examination, including form fill-up with money transation, download of admit card, mock test.

For online learning process -

- Faculties engaged students for online classes by using Google meet, Zoom App, whatsapp, Gmail, Youtube, Google classroom.
- Syllabus uploaded in the website.
- Power-point presentation of seminar papers by students.
- soft copies of study materials provided.

- conducted quiz and examination.
- Various events such as Poster making, Project presentations, debates, paper presentations, quiz etc. were organized with the help of various Information Communication Tools.
- Students were also encouraged to prepare e-banners on important online activities of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ssscwbbbsr.org/wp-content/uploads/2022/09/2.3.pdf">https://ssscwbbbsr.org/wp-content/uploads/2022/09/2.3.pdf</a>

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

#### 2.3.3.1 - Number of mentors

35

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

### 2.4 - Teacher Profile and Quality

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

35

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

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****13**

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

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers****35**

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

**2.5 - Evaluation Process and Reforms**

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

**Mechanism of internal assessment -**

The college has a well-structured transparent, robust mechanism for continuous internal evaluation (CIE) of students. The process of internal assessment includes formative and summative modes for which the following mechanisms are conducted.

1. Internal Examination Committee
2. Question Paper Setting
3. Conduct of Examination

## 4. Result display

## 5. Interaction with students

- The schedules of the internal assessments are communicated to the students and the faculty members at the beginning of the semester through the Institute Academic Calendar.
- The schedule for the university examinations are communicated during the semester as and when the schedule is released by the university.
- Dates for the internal Examinations are notified by the Exam cell of college at least one week in advance.
- All the records and data relating to the attendance of the students in mid semester, question paper, valued answer scripts are properly maintained by the teachers of each department.
- Mid sem. marks are uploaded after Valuation in RDWU portal.
- The college insists on a minimum 75 percent attendance of students per semester.
- A comparative evaluation of student's performance is carried out by staff meeting headed by the principal.

Besides Mid semester programmes like Regular Monthly Class Test, Assignments, Quiz are conducted on regular basis to assess the learning outcomes. Based on the performance Students are individually suggested to overcome their barriers.

In summative mode students take a semester end examination on the university pattern. The students have consistently featured in the university merit list and have own laureles each year.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/2.5.1.-for-link.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/2.5.1.-for-link.pdf</a>

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

SSSCW has a dedicated Examination Grievance Committee for impartial treatment of all students related to examination like assesment and evaluation.

- The committee on receiving a complaint, resolves the issue within a week.
- If the students have any grievances regarding internal examinations, students have to approach Examination Incharge. An application duly stating the grievances is to be submitted to the Examinations cell. Having gone through application the exam cell forwards it to the principal.
- The principal in consultation with Examination Incharge and faculty members takes necessary steps to resolve the grievances.
- If a student is not able to appear for examination due to medical or any genuine reason, examination is conducted for that student as per the norms of the university.
- There is complete transparency in the internal assessment through offline and online mode.
- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared and communicated to the students well in advance.
- Valuation at the College level begins on the day of the test itself. Evaluation is done by the course handling faculty members within three days from the date of examination.
- The final internal assessment marks are uploaded in the University Portal.
- The college strictly follows the guidelines and rules issued by the university while conducting internal examination. With these systems in place, the institute exhibits transparency in the mechanism of dealing with grievances related to the internal examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/2.5.2.-for-link.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/2.5.2.-for-link.pdf</a>

## 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.

The college has prepared Programme and Course Outcome for B.A. and B.SC. Every programme offered under CBCS enable the students to choose a paper of their choice, which are offered to broaden the

knowledge of the students and to initiate them into inter-disciplinary field. The HOD's and teachers of all departments chalk out teaching strategies and evaluation methods in alignment with these outcomes. The teachers discuss the learning outcomes in the college at the beginning of each semester and session. Thus the students are aware of course expectations at the very commencement of the teaching learning process. The college usually uploads the result in the notice board and website too.

The following mechanism is followed by the college to communicate the learning outcomes to the teachers and students.

Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all programs are well stated and displayed through:-

- College website.
- College notice boards.
- College Calendar.
- Awareness about COs, POs and PSOs are made to students by faculty at the beginning of the semester and through orientation programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/2.6.1.-for-link.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/2.6.1.-for-link.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The Programme Outcomes & Course Outcomes are evaluated by the institution by direct and indirect method and considered formative and summative evaluation.

Evaluation of the programme outcomes is done:-

- Regularly during teaching,
- periodically through mid semester assesment



- evaluating the university result of the out going students
- student's progression to higher studies
- personal feedback from students.
- Placement.

SSS college has introduced several value added courses in addition to regular syllabi which focus on topics of Gender equity, spiritual values, environmental issues, skill development. All departments organise departmental seminar presentations, debates, internship etc. on topics related to social, economic, ethical and environmental issues. This has been making students more responsible towards society as indirect measures of attainment of outcomes.

Attainment level is measured in terms of actual percentage of student getting a set percentage of marks. After result publication a review meeting is generally conducted to evaluate the programme and course outcome. The HOD of respective departments present their departmental results and the principal appreciates the departmental head whose result/performance is better. Besides the students who secure positions in the university ranking are felcitated To achieve the desired outcomes the students are generally guided by mentors.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/2.6.1.-for-link.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/2.6.1.-for-link.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

128

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

## 2.7 - Student Satisfaction Survey

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

<https://ssscwbbsr.org/wp-content/uploads/2022/10/Student-satisfaction-survey-20-21-1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

NA

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

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

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

NA

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

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

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

09

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year****3**

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

The College regularly conducted the extension activities involving the student with the objective of sensitizing various social issues. Such programme aim to connect the institution with the society. This will not only transform the outlook of the students but also inculcating leadership qualities, morality within them. Due to covid-19 Pandemic, the institution could not conduct the activities as Planned, but still the entire college joined hands together to carry out social/extension Programmes to contribute to the society in whatever was possible and to Create among the students the feeling of social responsibility.

- Major extension activities are carried out inside the campus under the banner of NSS, YRC. These programmes were related to observation of Constitution Day, Human Rights Day, Republic Day, Independence Day, traffic awareness Programme, International Women's Day, International Yoga Day, National Youth Day, Voter Awareness Programme, World No Tobacco Day etc.
- The institution actively and enthusiastically conducted OPSC exam like RI, OS exam on 26th & 28th August, 2021.
- A cluster level study cum training camp was organized by the YRC unit of SSSCW. 26 YRC volunteers from our college along with Rajdhani & Ekamra college were trained about Road Safety, HIV Aids, First Aid and Disaster management in the 3 Days training camp.
- As part of Environmental and health awareness programme such as plantation, Covid Awareness, Vaccination Awareness, Campaign against Tobacco, Pandemic and stress Management, Program on World AIDS Day were Organised. These programmes helped a lot in sensitizing students to social issues and holistic development.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/3.3.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/3.3.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

16

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

11

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

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

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

150

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

### 3.4 - Collaboration

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

145

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

02

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

- The college has always worked for providing the adequate infrastructure and physical facilities to create effective teaching learning environment.
- Class Room : The college has 10 acres of land. There are 14 classrooms in Arts Block along with library, reading room, examination room, establishment section, accounts section and 9 in Science Block. There is also a staff common room and SAMS Lab. There are two smart class room in Arts block and one smart class room in science block with LCD facilities. Most of the classrooms provide conducive environment for technology enabled learning. Three of the big classrooms are equipped with laptops, projectors and other audio-visual facilities.
- Laboratory : The institution has seven laboratories with adequate equipment's to cater the needs of the students of science departments as well as social science departments having practical components. In this session the Government has sanctioned an amount of Rs. 8.5 lakhs for laboratory development. Hence, most of the laboratories are adequately equipped with latest instruments.
- Computing Equipment: The arts & Science blocks are Wi-Fi enabled and the college is under CCTV surveillance. Computer Lab, there is 10 computers for practical of IT and Physics students. Mathematics and psychology department have also 1 computer each for the students. Apart from that, the examination section, accounts section, SAMS lab and establishment section has also computers and printers for their official work.

The College library is fully automated and equipped with printer, computer, xerox machine etc. for teaching learning and research facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/4.1.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/4.1.pdf</a>

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

The College has adequate facilities for conducting the curricular and extra-curricular activities effectively and efficiently. Such activities include cultural, sports, indoor and out-door games, NSS, YRC, cultural activities, yoga, spirituality etc. There is an outdoor open pandal for cultural activities with a capacity of 1000. There is a pole inside the college premises which is used for hoisting and unfurling the National flag in Independence Day and Republic Day. The students are much talented in different sports & cultural activities and also take part in inter-college competitions. Each year the college organizes cultural week to explore the hidden talents of students in different fields.

The college has a big play ground which is well maintained. A quadrangle within the premises is used for activities like badminton, kho-kho and throw ball. Student common room is well equipped with carrom board and chess board. Each year the annual sports is organized under the guidance of the PET.

Prayer hall is used for yoga, practicing dance and co-curricular activities. The physical education teacher teaches yoga and sometimes also call yoga instructor for training and orientation. The international yoga day is also observed each year. The self-defence programme is implemented each year to empower the girl's students with life skills which helps them to protect themselves in any unexpected situation. It is a government programme.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/4.1-1.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/4.1-1.pdf</a>

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

3

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

33

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/4.1.3.-new.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/4.1.3.-new.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

23,93,570

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

**Library is automated using integrated library management system (ILMS).**

**Name of ILMS software - E-granthalaya.**

**Nature of Automation - Fully Automated**

**Version - 6.01**

**Year of Automation - 2020-2021**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/library-data-in-excel-format.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/library-data-in-excel-format.pdf</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

**100584**

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

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

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

110

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college provides updated ICT facilities with WI-FI.

In session 2019-2020, WIFI facility was installed with latest Cisco wireless controller. All buildings, hostels, Seminar halls, conference rooms and common areas in the campus are now wi-fi enabled.

In session 2020-21, 03 no.s of HP desktop (with i5, 8GB RAM, 1 TB HDD) was purchased to upgrade the computer lab. This lab is used by student's for practical purpose. Since 2015, we are using 100 Mbps Internet speed in our campus. User friendly online admission is being held every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

21

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

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

A. ? 50MBPS

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

23,93,570

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

HOD's and other in-charges request for required Maintenance work to be done to the principal. Principal then presents the proposal before the Purchase Committee, who takes the final decision on priority basis. Principal assigns the work to the concerned personnel. Regular maintenance work in the college takes place

immediately, while longer projects are executed during vacation. Physical Education department maintains the sports facilities and equipment in the college. Stock checking is carried out annually, and stock books are maintained by the different departments. Library provides reprography facility. Weeding of old books, binding, pest control and other maintenance measures are undertaken periodically. 2 personnel on a daily wage basis maintain cleanliness and upkeep of physical infrastructure. The maintenance of electrical items is voluntarily carried out by competent non-teaching staff of the respective departments. Any major repair work is carried out by professionals from outside the college. Coordinated effort of Management, Principal and the College staff on the various committees for academic and administrative planning has resulted in enhancement and strengthening of infrastructure for excellent academics, research, co-curricular activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/4.4.2.-weblink.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/4.4.2.-weblink.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

26

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

A. All of the above

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

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

156

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

156

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

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**27**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education****24**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****1**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****2**



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

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

The Student Representative Committee plays an important role by actively participating and providing suggestions for overall improvement of the academic ambiance and to build the culture of excellence. This committee is operational in the college to show case student representatives and engagement in various administrative, co-curricular and extra-curricular activities.

- The institution selected student representatives from different class on the basis of their marks for the formation of student representative committee (SRC).
- The students securing the highest mark with Co-curricular activities will be the secretary and the representatives will be treated as the member of the committee.
- These representatives act as a bridge between principal and the students.
- The student representatives put the grievances of the student's (if any) before the principal and the principal resolves the problem through convenor of respective committee.
- The committee meeting discusses and resolves various issues relating to student's need.
- The representative of the committee encourages and promotes various sports and cultural activities, to involve in YRC & NSS activities too.
- Due to Covid-19 Pandemic, the college was mostly run-in online mode with a smaller number of students on the campus. However, the student representative committee was constituted this year too.
- Most of the functions were held in virtual mode for which students were trained to participate, Students are involved in the committee of college-magazine too. To develop the

leadership skill most teachers try to convey their message to other students via these representatives.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/student-representative.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/student-representative.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

1

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

### 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

Alumni Association is created to build an engaged supportive alumni committee. The Institute has a Alumni Association for building strong bond between alumni and present students. The association is in the process of registration under the society registration act . The bylaws have been framed. The alumni give support to the students through interaction, financial funding, guidance and placement.

Alumni members are the hidden forces to drive our students beyond the academic ambience provided by the institution. They act as role models for the students of the institution. Their support mostly comes in the form of non-financial means. Most of the alumni

associations are active online as WhatsApp groups.

#### Objectives of the Alumni association:

- To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.
- To promote and encourage friendly relations between all members of the alumni body.
- To initiate and develop programs for the benefit of the alumni.
- To assist and supporting the efforts of the Institution in obtaining funds for development.
- To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.

#### Activities and Contributions:

- Alumni meets are conducted periodically.
- Online Alumni meets conducted during covid-19 pandemic too.
- Alumni have donated funds to assist the Poor & Merit students of the Institution.
- They also donate books to the Seminar library of parent departments.
- Few Alumni gave Guest lecturers to the existing students on some contemporary technological developments and career guiding focuses.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/alumni-pdf_merged.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/alumni-pdf_merged.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### 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

### Vision

The college aspires to be recognized as a college of first choice for excellence in academic and character-building dedicating to serve the society through intellectual, cultural, technological, and professional contributions.

### Mission

Our mission is to create integrated personalities by inculcating a blending of cultural awareness, compassionate and progressive attitude, scientific insights, and time-tested traditional values.

The college functions in tune with the vision and mission of the institution. It ensures decentralized and participatory governance by emphasizing on collaborative administration incorporating all its stake holders. It is high moral and values are reflected in its policy of welcoming girl's student from all strata of the society.

Internal Quality Assurance Cell (IQAC) with Principal works together for quality education. IQAC take care of academic and administrative policies by preparing and planning in consultation with HODs, and senior members of the college. Academic and activity calendar is prepared for smooth functioning of the college. Meetings are conducted and policy decisions are conveyed to faculty members. Different committees are formed to take care of day-to-day proper functioning of the college.

IQAC plans to strengthen the research activity by motivating students & teachers to participate in the seminar & conference. Students are motivated and encouraged for Internship programmes. Students are given exposure through field visits, guest lectures and Soft Skill workshops. Skill development courses are conducted to make students employable. Various initiatives are undertaken to make the campus eco-friendly. E-governance is incorporated in areas of administration, accounts, admission, and examination.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/about-us/mission-vision/">https://ssscwbbsr.org/about-us/mission-vision/</a>
Upload any additional information	<a href="#">View File</a>

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

Since the college is a constituent college of RDW University, the guidelines and parameters suggested by RDWU, are strictly followed in governing and running the college. Within these rules and regulations, the college practices policy of the decentralization and participative management in attaining the vision and mission of the institution.

The power of the college has been decentralized in different academic and administrative bodies like Examination, Academic, Finance, Cultural and Administrative committees adhering to RDW University guidelines.

- Our faculties play an indirect role as a member of BOS & Syndicate of RDWU to suggest and amend the syllabus.
- The Sub-Collector, being the president, principal and IQAC discuss and approve important administrative issues such as budget, recruitment of teaching and non-teaching staff, maintenance and operation of infrastructure etc as per the norms.
- The college focuses on decentralizing the management of academic and administrative responsibilities by providing equal opportunities to all the stakeholders to participate and give suggestions in various matters.
- Administrative Powers and different responsibilities are delegated to teachers on the basis of their competence, commitment, and aptitude to meet the institutional objectives.
- The staff council also review the activities and gives appropriate suggestions.
- College administration believes in imparting quality education through IQAC for smooth functioning of the college.
- The institute above all has adopted the decentralization and participative management in the process of academic and administration. The top management gives generous freedom and flexibility to the Principal to deal with all the academic activities of the college.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/11/6.1.2-pdf.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/11/6.1.2-pdf.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has successfully deployed its entire strategic plan in an effective way. Physical infrastructure, library, laboratory, value added programs, academic excellence, sports are the factors which address the qualities of academic and co-curricular activities. Many academic policies are designed by the IQAC and executed through various committees. Through these committees, the college has continuously work for the improvement of academic functions according to the changing demands.

Although the institution has been realized most of its perspective plans, notables are:

- Improvement of teaching learning environment.
- Many of the class rooms have been ICT enabled, bringing into fold the technological advancement in teaching-learning.
- Virtual Mode of teaching was adopted.
- The college provides internet access through LAN & WIFI facilities in the campus.
- Introduction of certificate course in varied areas.
- The renovation of infrastructure
- Increase in laboratory equipment's and library resources by means of grants from state government.
- Three smart classrooms have been constructed.
- Science laboratories and parents waiting room & Common room have been renovated.
- To inculcate innovative and research capabilities within under-graduate students, e-magazine 'Jigyansa' is in progress.
- MOU's have been signed with institute of repute.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/strategic-plan.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/strategic-plan.pdf</a>
Upload any additional information	No File Uploaded

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

The college is governed by the governing body and affiliated to RDW University

#### Administrative Setup:

The institution functions as per the norms of DHE, Odisha. The various stakeholders follow and abide by a code of ethics as stipulated by the college prospectus. This adherence has created a congenial and academic atmosphere in the college. Major policy decisions are taken by the DHE.

#### IQAC

The IQAC is considered as the think-tank of the college. It comprises of the Principal, Co-Ordinator, teachers, and other stakeholders like student representative, Alumni, parent representative and representatives from industry, education, and corporate sectors. All academic, curricular, extra-curricular, extension, planning and infrastructural developmental activities come under the purview of the IQAC. The plans proposed are discussed by the respective Cell and then finalized. The Principal, IQAC, HOD's, committee/cell in-charges and office staff monitor and work together for the effective implementation of these policies.

**Appointment:** The appointment is conducted through OPSC & SSB. Recruitment of Guest Lecturers is done individually by the college following the rules of Higher Education.

**Promotion:** Career advancement scheme of the regular faculty members is done by the Director of the Higher Education as per the norms. Promotion of non-teaching is also done as per the policies of the government of Odisha.

**Service Rules:** All the employees of the college follow Odisha Government Rules.

Code of conduct in the hostels is framed and the boarders are made aware of them. Covid specific SOP has also been displayed at various key locations.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/6.2_compressed.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/6.2_compressed.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/09/ORGANOGRAM.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/09/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

### Welfare Schemes for Teaching and non-Teaching Staff:

**Encouragement & Motivation:** The College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. Non- Teaching staff are encouraged to participate in Professional



Development Courses related to Administration work and Duty leaves are sanctioned to the staff for this purpose.

**Encouragement and Motivation for Higher Studies:** The College always encourages & motivates Teaching Staff for their Doctoral, Post-Doctoral Studies & the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.

#### General Welfare Schemes

- The Govt. has provided Group Insurance Scheme, Provident Fund, National Pension Scheme.
- Leave as per Odisha leave rule is readily sanctioned to the staff for personal work, attending refresher course, Faculty Development Programme, Orientation programme, Seminars & Conferences.
- Faculty members are encouraged to publish their research paper in reputed journals for their career enhancement.
- Free Wi-Fi facilities for academic as well as official purposes.
- Faculty members are encouraged for operating computers independently.
- CCTVs and security guards ensure security of staff and students.
- Provision of Maternity, Paternity, Casual, Earned & Study Leave.
- Summer & Puja vacation.
- Health Check-up Camps, Covid 19 Awareness Programs are conducted by the College from time-to-time, all precautionary measures were taken by the College during the Covid 19 Pandemic situation for example increasing number of Wash Basins, Oximeters, Sanitizers, Temperature Guns, Soaps and maintaining physical distance structure etc.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/6.3.1..pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/6.3.1..pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

4

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

01

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

8

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

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

The performance-based appraisal for each employee is done at the end of every academic year. The salient features of the performance appraisal system are as follows:

##### Teaching Staff -

- Appraisal system measures employee's performance against previously agreed goals, set future objectives and give staff guidance on their developmental and training needs.
- Confidential Report of Teaching and Non-Teaching Staff is prepared by Principal of the College every year.
- A very systematic and structured self-appraisal form is given to each faculty member for evaluation purpose.
- The institute undertakes a wide range of activities besides academics for which the Institute accords appropriate weightage for the employee's contributions in their overall assessment.
- Promotions are based on the PAR/ACR proforma.
- The ACR/PAR reflects the details of the refresher/ orientation course and workshop etc. attended by the teachers as it is deemed mandatory for promotion.
- The performance of the teacher is also computed from the involvement of the teacher in curricular, co-curricular and extra-curricular activities.
- The principal who adds his remarks on the document and forwards them to the Management. The Management adds their final remarks on the Teachers' Appraisal form.
- The head of the institution maintain CCR for the promotions of the staffs.

**Non-Teaching Staff -**

- The performance appraisal for non-teaching faculty is done by the principal. The principal gives report where in general performance, conduct, character is evaluated and appraised.

The ACR/PAR helps in evaluating the performance of employees, in motivating them, analysing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/self-appraisal_merged.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/self-appraisal_merged.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.4 - Financial Management and Resource Mobilization**

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

Financial audit of the account is an important process. Internal-external audits are conducted regularly. For transparency in transactions, Annual Financial Audit is done by Local Fund Audit, Govt. Of Odisha every year. A chartered accountant who is allocated by Local Fund office audits the accounts of the institution which includes

1. Purchase register and dead stock register
2. Library records and accession register.
3. Receipts and payments

College receives grants from University Grant Commission, and other funding agencies. External auditor checks whether proper procedure is followed for utilization of grants as well as whether expenditure is allowed under particular head and its limit.

They also verify and confirm all financial related document. The copies of the audit are also presented in the college for record. This helps in review of funds, planning and preparing budget of the

next financial year. The annual audit report is uploaded by the chartered accountant. All the process in the college is strictly monitored by the principal. Audit objections if any are complied with promptly by the accounts section of the college and the CA is also consulted whenever required. The college is making cashless transactions and following E-payment in order to maintain and timely payment.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/audit-report-2020-21.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/audit-report-2020-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

890209

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

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

Proper utilization of financial resources is planned at the beginning of every financial year. The requirements of the office, departments, library, laboratory are submitted by the concerned HOD's and coordinator of different cell. Principal along with the budget committee decide and judiciously allocate funds. A budget is prepared by conducting a meeting. Once the budget is approved, the funds are disbursed accordingly. The expenses of the funds are mainly due to

- Salaries
- Departmental Budget

- Infrastructure
- Maintainance
- Administrative Expensses
- Cultural & Co-curricular activities
- sports activities

After final approval of budget the purchasing process is initiated by purchase committee and accordingly the quotations are called and comparative statements are prepared.

After the negotiation, purchase order are placed.

The payments is released after delivery of the respective items.

All transactions has transparency through bills and vouchers.

The Accounts section of the college maintains all the records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are audited by a chartered accountant.

The main source of funds for the college are from-

student fees

Donations

Some funds are received from certain philanthropists for definite purpose of conducting development activities of students such as scholarships which is given to bonafide students in the Annual function of the college.

The faculty members take up research projects out of which the institutional share is a part of resource mobilization. The Alumni association also make some contribution for the development of the college.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/6.4.3..pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/6.4.3..pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

**For Students :-** To acquaint the freshers with the environment, make them comfortable to the new atmosphere and educate them with the ethos and culture of the institution, an induction programme is conducted

To guide them on the path of self-discovery and self-realization, skill and career counselling programmes are conducted regularly.

Remedial classes and self-learning materials are provided to slow learners.

cultural and sports activities, seminar and workshops for academic excellence, awareness programmes on gender equity and women empowerment, Publication of e-student research magazine "Jigyansa" for the development of the intellectual thought.

**For Faculty:-** Encouraging the faculty to attend various refresher, orientation and FDP & seminar conducted by various university & Institutions, promoting teachers to publish more and more papers in different journals.

**For Institution -** Training programmes for non-teaching staff, infrastructural development, better WIFI data connections, installation of routers, purchase of books, renovation of prayer hall for meditation, construction of smart class rooms, online parent-teacher meet, online classes, applied for permanent affiliation of degree course in science stream and opening of Hons subjects in Hindi and computer science.

**For Accreditation -** Conduct of IQAC meeting, formation of NAAC committee based on seven criteria, preparation of Backlog AQARs, preparation of academic, administrative, and green audit, feedback collection from stake holders, signing of MOU's.

**Overall Activity -** Connecting Alumni through "Mo College Abhiyan". Initiative taken for placement, certificate courses for the students, mentoring activities, formation of various committee for smooth functioning of the college.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/6.5.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/6.5.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The institution has a functional IQAC set up. The committee through discussions and recommendations identifies the need for improvement towards teaching, learning and prepares a plan of action for the upcoming session.

IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct certificate courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC organises induction program for teachers.

IQAC organises departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted.

Parent teacher meetings are organized by the college in which parents have suggested improvement for the educational ambience of college pertaining to the students attending the class and keeping the campus clean.

Every teacher is expected to submit a work done report periodically on teaching learning process and co-curricular and extracurricular activity. Every year teacher is expected to fill annual Performance Based Appraisal Form.

Incremental improvements made during the year:

- Training programmes for faculty members for online mode of teaching.
- Modalities for conducting of online examination, form fill-up, scanning answer scripts and converting it to pdf format for UG students.
- A robust SOP for implementation of Covid-19 guidelines in the



college promotion & hostels.

- Additional value-added course.
- FDP on computer application.

File Description	Documents
Paste link for additional information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/6.5.2._compressed_compressed.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/6.5.2._compressed_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<b>Nil</b>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<b>No File Uploaded</b>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**Annual Gender Sensitization action Plan:**

**Our institution promotes gender sensitization through various initiatives to keep the atmosphere safe, secure and healthy . The**

events organized in the current session are : Seminars and talks on gender sensitization were arranged.

#### Safety & Security

- Well tracked and vigilant security guards stationed at the entrance.
- Security checkpoints at entries & exits.
- CCTV cameras were installed for better security.
- A covid team was formed to look into the matter relating to Covid protocol guidelines on a rotational basis.
- College provided sanitizer and thermometer-checking to the staff and students at the time of entry.
- All the faculty members were assigned the duty of Proctor at institution.
- Sanitary Napkins vending machine is being installed in the campus.
- Grievance redressal mechanism for the safety of our students such as grievance cell, Anti-Ragging Committee, implementation of RTI, Parents Teacher meet too were in place.

#### Counseling

- Informal avenues for counseling the students and staff for academic & other problem.
- Class & Proctorial committees available for counseling the students.
- Gender sensitization work shops organized in online mode.
- Specific courses dedicated to gender issues.

#### Common Rooms:

A common room equipped with sitting arrangement is available to students to spend their leisure time.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/annual-gender-action-plan.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/annual-gender-action-plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/7.1-1.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/7.1-1.pdf</a>

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

**B. Any 3 of the above**

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

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

**Solid Waste:**

The waste generated by all sorts of routine activities are collected from all the departments and office by the safai karmachari and compiled the waste in the dustbin kept in various places in the campus. Then the gathered solid wastes are collected by the BMC safai karmachari from the college, segregate, recycle them and dispose them at the landfills authored by the govt.

**Liquid Waste:**

Liquid waste generated by the canteen, kitchen (Hostel) are used for gardening purpose.

Laboratory waste liquids are put into a pit at a corner place, much away from the building of the campus through sewage system.

**E-waste management:**

Memory chips, Mother board, compact disc, cartridges, Computer, TV, Phone, Printers, xerox are either recycled or reused them after repairing. The e-waste generated from hardware which cannot be reused or recycled is being collected at one place to dispose them through govt. agencies BMC.

**Waste recycling system :** Wash rooms wastes are directed to a septic tank. Sanitary napkins are disposed of by an incinerator.

**Bio-Medical Management:**

Four separate plastic dustbins (Red, Yellow, Blue, Green) are kept for infectious, hazardous, radio active and general waste separately.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://ssscwbbsr.org/wp-content/uploads/2022/10/7.1.3.-for-link.pdf">https://ssscwbbsr.org/wp-content/uploads/2022/10/7.1.3.-for-link.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for**

**A. Any 4 or All of the above**

greening the campus are as follows:

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Describe the institutional efforts/initiative in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio economic and other diversities.

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Different sports & cultural activities organized inside the college promote harmony towards each other.

Yoga day, Foundation day, Guru Divas, Birth day of Bhagwan Sri Sathya Sai Baba, Festival like Saraswati puja, Ganesh Puja, Guru Purnima were celebrated in the college in both offline & online mode.

There is a grievance cell to deal with grievance's without considering anyone's racial and cultural background.

Institute has code of ethic for students and separate code of ethic for teachers and other employee, which has to be followed by each one of them irrespective of their regional, linguistic, cultural, communal, socio-economic & other diversities.

Teachers and students have been to orphanages, old age homes spent their time with the kids belonging to orphanage and the old people residing at old age home.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Sensitization of students and employee of the institution to the constitutional obligations: values, rights, duties, and responsibility of citizens.**

The college has made great effort to increase the level & awareness among the students with regard to constitutional obligations.

The college celebrated the Independence Day & Republic Day with great vigor.

31st may 2020 was observed to pay tribute to the front line covid warriors by reciting "Bande Utkal Janani" in the college campus. Campus was enchoing with patriotism and gratitude.

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

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

**A. All of the above**

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

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

1. Basanta Panchami festival was celebrated
2. Guru Purnima was observed
3. Guru divas was celebrated on 5th Sept.2020 as the teacher day.
4. National Voter's Day on 25th Jan 21 was observed by all.
5. Independence day on 15 August 2020
6. World Environment Day was observed on 5th June 2020.
7. Vigilance Week was observed by sensitizing the students & staff of the college regarding the heed to combat corruption & oral practice on 31st Oct to 4th Nov.
8. International women's day on 8th march 2020 was observed by the students & staff.
9. The constitution day (26th Nov 2020) was observed.
10. International Human rights Day on 10 Dec 2020 was observed.
11. Bhagwan Sri Sathya Sai Baba birthday was celebrated on 23rd Nov 2020 in a simple way.
12. 39th College Foundation Day was organized on 10 August 2020.
13. 31st May was to all the Covid warriors at 5 P.M. at the college campus by meeting "Vande Utkal Janani".
14. No Tobacco Day observed on 7.1.2021.
15. International Yoga Day on 21st June 2020 & 21st June 2021.
16. 40th College Foundation Day was organized on 10 August 2020.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>



## 7.2 - Best Practices

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

**Best Practices 1-**"Relive us from tools, Put us into the school"("Child is meant to learn, not to earn.") - Educating Slum children

Bhubaneswar is flooded with slums. Thousands of people migrate from across the country to BBSR to earn the livelihood, as they cannot afford a comfortable life. They prefer to stay in slums. Due to necessitous condition, they are compelled to engage their kids in the work field instead of sending them to schools for studies to generate income for their family. Hence, educating the slum kids being the fundamental right of any citizen is being debarred because of poverty.

**Objectives:**

1. To create awareness among them of the importance of education.
2. To enrol the slum children in to nearby schools by motivating their parents.
3. To recognize their inherent talents.
4. To provide them better life style.
5. To make our students realize and acquaint them with the problems facing the marginalized society.
6. To develop their self confidence and self-esteem through social activities.

**Evidence of success:**

- Our students learnt to be more caring towards slum children.
- Few of our students thought of joining NGO's to educate slum children.
- These activities spurred self-confidence within them.

**Best Practices 2-**"Shree Shakti"

Education is the most effective weapon towards empowerment.

"If you educate a boy, you educate one, but if you educate a woman, you educate a family." Thus, our vision is to empower a woman through academic excellence.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

The institution has established its distinctiveness by empowering the student to be the torch bearer of a better society through their selfless services. The vision of the institution to mould and empower the students in the pursuit of knowledge, values and social responsibilities. Our institution help its stake holders to achieve excellence in various speers and thereby prepare them for a better future. The main objective behind is to instill spiritual values in the form of love, service and compassion in the heart of the students.

Our institution empowers women raising by their status through education awareness programme, learning and training programme being organised by the women empowerment cell 'Sri Shakti'. Our College initiated value based spiritual class and talk from eminent resource person from various field. FDP and awareness programmes on 'Online teaching, leadership, digital marketing were organized.

Students were also encouraged to attend training programme being organized by ICICI foundation and also got recruited in various sacters. Talks were organised on all kinds of harrasments including sexual harrasments, menstrual hygiene, yoga session for better health were organized.

Self-defense training programme were held to empower the students with psychological and physiological strength to deal with any situation.

Awareness programme on cyber fraud and crimes were conducted to make the students aware about various fraudulent activities.

Thus our institution trained our girls to acquire wide range of skills and knowledge in order to develop an integrated holistic personality for the betterment of one and all.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- Implementation of ICT/e-governance in all the administrative & academic section to make the campus fully automated.
- To increase National & International Linkage with Industries & higher education Institutions & establish skill-driven Industry-Academia atmosphere in the College.
- Preparations made to get some MOUs by each academic department for student and faculty exchange.
- Strengthening the Alumni database & their contribution at the departmental level.
- College plans to strengthen the staff development facility and organize regular training programs capacity building workshops for both teaching & non-teaching staff members.
- Construction of Auditorium in the college.
- A plethora of value-added courses not just pertaining to academics but also related to life skills will be offered.
- Encourage the students for group learning, role play, news letter, blog writing , online magazines, youtube videos related to learning.
- Promote the Workshops/seminars on Research methodology,Intellectual Property Rights (IPR) and entrepreneurship.
- Encourage the teachers to apply for research, guideship and also motivate them to publish papers/books in journals, conferences.Encourage students to publish paper with their project work in final year (eg: Literature review of any relevant topic,teachers doing parttime Ph.D. give works to students from their topic and publish.
- Improve the activities of the College career guidance cell to provide proper guidance for competitive examinations and career counselling etc.
- . Complete the procedure for ISO certification.
- Disable friendly pathways classrooms, wheelchair,- hand rail in upstairs.
- . Display fundamental rights and duties, National integration quotes in the college campus.