# YEARLY STATUS REPORT - 2022-2023

## Part A

## Data of the Institution

**1.Name of the Institution**  Government Science College , Chatrapur

- Name of the Head of the institution  Sri Kishore Kumar Behera

- Designation  Assistant Professor of Political Science

- Does the institution function from its own campus?  Yes

- Phone no./Alternate phone no.  09437322173

- Mobile No:  09437322173

- Registered e-mail  principalgscc@gmail.com

- Alternate e-mail  iqacnaacgscc22@gmail.com

- Address  Chatrapur, Near NH 16

- City/Town  CHATRAPUR

- State/UT  ODISHA

- Pin Code  761020

**2.Institutional status**

- Affiliated / Constitution Colleges  Affiliated

- Type of Institution  Co-education

- Location  Semi-Urban

- Financial Status        **UGC 2f and 12(B)**

- Name of the Affiliating University      **Berhampur University**

- Name of the IQAC Coordinator      **Sri Manoranjan Maharana**

- Phone No.      **9090145493**

- Alternate phone No.      **9090145493**

- Mobile      **9090145493**

- IQAC e-mail address      **gscciqac@gmail.com**

- Alternate e-mail address      **principalgscc21@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**      [https://gscc.ac.in/aqar.php](https://gscc.ac.in/aqar.php)

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

- if yes, whether it is uploaded in the Institutional website Web link:      [https://gscc.ac.in/](https://gscc.ac.in/)

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 2** | **B+** | **2.58** | **2017** | **23/01/2017** | **22/01/2022** |
| **Cycle 1** | **B** | **70.50** | **2006** | **17/10/2006** | **16/10/2011** |

**6.Date of Establishment of IQAC**      **01/07/2014**

**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 |
|---|---|---|---|---|
| **RUSA** | **1.0** | **UGC** | **2018** | **4.88 CRORES** |
| **IDP** | **2.0** | **WORLD BANK** | **2019** | **3.2 CRORES** |

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

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

IQAC

**9.No. of IQAC meetings held during the year**      **2**

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report      [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

**1.Parent teacher meeting held to raise the academic standard of students and to promote understanding between teachers and parents.**

**2.Anti-ragging notice containing contact number of squad members were displayed on the walls of the college.**

**3.Induction programme held for newly joined students to make them understand the transition from school to graduation.**

**4.Several seminars were conducted to amplify the curiosity and interest among students for higher education.**

**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 |
|---|---|
| **To complete the syllabus of the subjects on time** | **Syllabus of the courses covered in time.** |
| **Organizing seminars for the students.** | **Seminars were organized in regular interval.** |
| **To conduct parent teacher meeting.** | **Parent teacher meeting conducted.** |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| IQAC GOVERNMENT SCIENCE COLLEGE CHATRAPUR | 16/10/2023 |

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

| | |
|---|---|
| **Part A** | |
| **Data of the Institution** | |
| **1.Name of the Institution** | **Government Science College , Chatrapur** |
| • Name of the Head of the institution | **Sri Kishore Kumar Behera** |
| • Designation | **Assistant Professor of Political Science** |
| • Does the institution function from its own campus? | **Yes** |
| • Phone no./Alternate phone no. | **09437322173** |
| • Mobile No: | **09437322173** |
| • Registered e-mail | **principalgscc@gmail.com** |
| • Alternate e-mail | **iqacnaacgscc22@gmail.com** |
| • Address | **Chatrapur, Near NH 16** |
| • City/Town | **CHATRAPUR** |
| • State/UT | **ODISHA** |
| • Pin Code | **761020** |
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| • Location | **Semi-Urban** |
| • Financial Status | **UGC 2f and 12(B)** |
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| • Name of the IQAC Coordinator | **Sri Manoranjan Maharana** |

| | |
|---|---|
| • Phone No. | **9090145493** |
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| • Mobile | **9090145493** |
| • IQAC e-mail address | **gscciqac@gmail.com** |
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| | |
|---|---|
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|---|---|---|---|---|
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| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** | |
| • Upload latest notification of formation of IQAC | View File | |
| **9.No. of IQAC meetings held during the year** | **2** | |

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

| | | |
|---|---|---|
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |

| | |
|---|---|
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |
| • If yes, mention the amount | |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| IQAC GOVERNMENT SCIENCE COLLEGE CHATRAPUR | 16/10/2023 |

## 14.Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---|---|
| 2021-22 | 24/02/2023 |

## 15.Multidisciplinary / interdisciplinary

This college follows the model CBCS syllabus prescribed by higher Education Department of Government of Odisha. So,there is less scope for opening multidisciplinry courses, the institution is planning to include such subjects in undrer graduate as well as in post graduate level taking into consideration the basic academic development of students and to face the challenges ahead. However some significant area of interdisciplinary topics like waste management, Disaster management, sustainable development, Pollution control, sanitation and hygiene etc are taught in the Environmental Science syllabus and literature (under AECC-1 and AECC-2). During the project work of final semester students, mentor/ supervisors encourage and motivate the students to take up topics related to these topics. Seminars/Webinars are conducted at Department and college level to acquaint students on multidisciplinary and interdisciplinary topics.

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

Academic Bank of credits (ABC) will be very effective system that would enable students to open their academic accounts and give flexibility and multiple functions for entering or leaving college. In near future and after implementation of NEP-2020, the institution plans to adopt this facility. College will also create the ABC of individual students and will integrate it with resources/ scheme such as NPTEL, SWAYAM, and V-Lab etc .Credit verification, storage, transfer and redeem will be enabled for providing broad scope and privilege.

## 17.Skill development:

The real empowerment of students lies in identification of

individual talents and development of professional skills, soft skills, ethics, morality and values. The skill Enhancement Course (SEC) included in the CBCS syllabus provided basic knowledge in the field of Communicative English and Quantitative Techniques and Logical reasoning. The institution presently successfully conducts few skill development programmes. Cultural and Literary competitions are held during different occasions to promote writing skill, fine art, performing art of students. In future college plans to create add on courses on soft skill and technical skill development.

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

Indian knowledge system is based upon the its rich heritage and traditional values as well as the modern and new age technology .In the present syllabus students get exposure to all such prospects through the curriculum of History, Political Science etc. The last semester students of department of Odia and History, are guided by their teachers to carry out project work on such topics. In future college plans to incorporate the concept of Indian Knowledge system in an accurate and scientific manner throughout the curriculum wherever relevant. Tribal knowledge , culture and indigenous and traditional ways of learning, will be covered and included in curriculum.

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

As the college is bound by the model syllabus provided by Higher Education Department, there is less scope in changing the syllabus. but the college plans to focus on research and innovation, create industry academic linkage and interdisciplinary researches. Internship programmes will be more vibrant with local industries and business establishments. Career counseling cell would be strengthened and employability will be enhanced and entrepreneurship programmes will be initiated. Science syllabi will be more practical oriented and innovative ideas will be developed through collaboration. Students will be motivated to carry research in fields related to development of society , natural resources, Energy conservation and alternate source, Agriculture, Women Studies etc.

**20.Distance education/online education:**

The college has introduced Odisha State Open University under Sambalpur University in the year 2021. It provides different

**professional and certificate courses in distance mode in UG and PG courses. This centre is the only diatnce education centre**

**situated at the that provides opportunity to distance learners.**

## Extended Profile

### 1.Programme

| 1.1 | **268** |
|---|---|
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

### 2.Student

| 2.1 | **1409** |
|---|---|
| Number of students during the year | |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| 2.2 | **351** |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| 2.3 | **409** |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

### 3.Academic

| 3.1 | **35** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
| --- | --- |
| Data Template | [View File](#) |

| 3.2<br><br>Number of Sanctioned posts during the year | **44** |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Data Template | [View File](#) |

| **4.Institution** | |
| --- | --- |
| 4.1<br><br>Total number of Classrooms and Seminar halls | **35** |
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **173.52** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **20** |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**The institution implements the CBCS curriculum as decided by the affiliating university and has taken the following steps to ensure the effective delivery of the curriculum to the students.**

**1Departmental time table is prepared by concerned department based on the master time table containing the theory, practical, virtual classes and seminars. 2.The Heads of each department distributes the complete course to the faculties of that department. 3.Each faculty of the institution has to prepare a lesson plan-progress register throughout the academic year to document the effective delivery of the curriculum. 4.The lesson plan-progress register of each faculty is duly verified through their Head of Departments and the head of institution. 5.Also, the academic bursar along with the HODs of the concerned department oversee the**

implementation of the entire plan by holding departmental meetings at regular intervals, thereby reviewing the progress in implementation of the syllabus.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

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

The academic calendar lays out the teaching-learning hours, which enables teachers to plan for their lectures in advance, complete the syllabus on time and ensures that adequate time and resources have been allotted according to the requirement and needs of the learners. Thus the academic calendar helps to meet the desired learning outcome targets. The academic calendar is prepared in accordance with holidays and examination dates, and lists the monthly and semester-wise lesson plans for all the UG and PG departments of the college. This enables teachers to evaluate their own performance and monitor the preparedness of the learners. Every teacher in the different UG and PG departments of the college prepare a monthly lesson plan and record the progress of the completion of the course. This also helps teachers to review the effectiveness of the teaching-learning process in the classroom and make necessary adjustments as per the requirements of the class.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

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

B. Any 3 of the above

**of Curriculum for Add on/ certificate/
Diploma Courses  Assessment /evaluation
process of the affiliating University**

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

## 1.2 - Academic Flexibility

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

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

**13**

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

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

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

**0**

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

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

0

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

0

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

## 1.3 - Curriculum Enrichment

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

**The institute is affiliated to Berhampur University, Berhampur and follows the curriculum designed by the university. The institute offers a wide range of undergraduate and postgraduate courses in the fields of Arts, Commerce and Science. The institute adopted the Choice Based Credit System (CBCS) pattern in 2015-16 which includes self-learning and value-based non-CGPA courses of interdisciplinary nature. The institute prioritizes the importance of social and human values, professional ethics, gender equality, health and hygiene and environmental respect in their curriculum. To promote these values, they regularly conduct programs such as seminars, workshops and invited lectures on different topics. The institute places a high emphasis on teaching human values to students by arranging lectures or speeches on the occasions of celebrating the birth and death anniversaries of national leaders and freedom fighters. Through these activities, students are exposed to the lives and teachings of these leaders and learn about the values they upheld and the impact they had on society. The institute follows the guidelines of IQAC and collects feedback from students on the curriculum annually. This feedback is then analyzed and discussed in departmental meetings and necessary actions are taken after communicating with the Principal. The actions taken are based on the feedback analysis and include improving infrastructure, and enhancing student facilities such as tutoring, library, ICT and other resources available to students.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

**13**

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

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

**376**

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

## 1.4 - Feedback System

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

**D. Any 1 of the above**

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

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

**B. Feedback collected, analyzed and action has been taken**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | Nil |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**792**

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

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

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

125

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

Regardless of merit, caste, gender, or reservation, the institution accepts all types of students and the students are being instructed and taught together in general classes as per timetable. However, all students do not recives equally as some of them are slow learners and some of them are advanced learners There are several methods are ther for teachers to keep tabs on both fast and slow learners. In the first place by looking at their previous exam marks. Then by day to day interactions in general classes, their performances in different class examinations and internal assessmentsand so on.

For slow learners,a variety of factorsincluding social, economic, and financial problemscontribute to their poor performance. Students from financially poor family gets scholarship from government in the EBC catagory to continue their study. The teachers encourage and motivate the slow learners separately. The teachers also take extra classes for the needy students. These students are also encouraged to ask their doubts to the concerned teachers at their free times.

Advanced learners are encouraged and motivated to maintain their high levels of performance. For that they are jaudged in each step during the programme. Each department conduct student seminars and teach some part of their course in class. Also they are advised to attend differnt seminars, workshops, talks, film screenings, symposiums, soft skill programmes, field trips, excursions, and other extracurricular activities for their advanced learning.

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

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

| Number of Students | Number of Teachers |
|---|---|
| 1409 | 35 |

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

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

**The faculty members work hard to help students realise their full potential and grow as leaders. The college focuses on student centered approaches to improving students' life long learning abilities. Its faculty members work tirelessly to make learning more interactive. The institution promotes experiential learning by allowing students to participate in study tours, local field trips, exposure trips, various workshops and seminars, hands-on training, and other activities organised on and off campus. In science classes, experimental methods are used to familiarise students with facts through direct experiences. Students are also encouraged to take part in group discussions, role-playing exercises, and other activities. To supplement their learning experience, departments organise student seminars that include discussions and question-and-answer sessions. The institution also assigns tasks to students that teach them problem-solving skills. The lecture method allows the teacher to interpret, analyse, and explain the topic's content.The institution encourages the use of LCD projectors in regular classes. Faculty members use a variety of ICT tools to facilitate learning in seminars and workshops. LCD Projectors are used by faculty members for Power Point Presentations of class lectures and discussions.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

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

**ICT is necessary in facilitating teaching and learning. Used of ICT tools have changed classroom communication methods and instructional strategies. Instead of the traditional teaching approach, ICTs have made teaching and learning interactive and collaborative. It is widely assumed that integrating ICT will assist us in making education more accessible and affordable. The increasing role of ICT in education makes education more democratic, which improves the quality of education services available to students even in the most remote corners of the country. College teachers all strive to make the best use of technology in their classrooms. At present four science departments i.e., Physics, Chemistry, Botany and Zoology have classrooms with projectors and screens. One conference hall and one language lab also contain projectors and screens. In addition to that one virtual class roomwith projector, smart boad and facility to connect internet to that.The college promotes the use of ICT enabled teaching, e-learningresources, and online courses in order to make the teaching-learning process more outcomeoriented and student-centric. It has a well equipped virtual classroom for all students.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [https://www.gscc.ac.in/gallery.php](https://www.gscc.ac.in/gallery.php) |

**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. | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

**35**

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

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

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

**12**

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

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

## 2.4.3.1 - Total experience of full-time teachers

153

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

## 2.5 - Evaluation Process and Reforms

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

**The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis by SAMS. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.**

**Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit and Seminars Presentation. Unit tests are conducted regularly as per the schedule. The pattern for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted : Examination Committee · Question Paper Setting. · Conduct of Examination · Result display · Interaction with students regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the students more appropriately. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students**

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

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

**The institution has a well-defined system in place to deal with examination related grievances. For this purpose, there is a student grievance redressal committee which consists of 4-5 faculty members, I/C examination and academic bursar. The committee addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related to internal examination consisting of class tests, assignments etc. are returned to students with detailed remarks. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers and college. The marks are sent to the university only after each student has been given sufficient opportunity and time to review and register her complaint, if any through grievance register and suggestion box.**

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

## 2.6 - Student Performance and Learning Outcomes

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

**Outcome Based Education is a student-centric learning approach and is made mandatory to Higher educational institutes by all regulatory bodies like UGC, NAAC etc.A total of 268 courses from all programmes (both UG and PG) that includes both theory and practical has beenadapted by the college as recommended by affiliating institution.The course structure includes core, generic, discipline specific,Skill enhancement and AECC.The syllabus of each programme provides clear information about core courses, generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes.The syllabus also provides information about scheme of instruction and evaluation.The POs and COs primarily aim at**

imparting knowledge and skills for building students' skill and personality.There is also an importance given on holist development of the students as the learning outcomes focus on imparting values and ethics and improving their interpersonal and communication skills. The POs/COs of all the programmes are communicated to all the stakeholders of the programme through Faculty- student meetings, Parents meetings at individual department level.

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

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

At the end of each academic year, computation of POs and COsattainment is done from the attainment of all curriculum components. Direct assessment tools are used to test the knowledge and/or skills of students in that course. Examination are the prime tools for evaluation of PO and CO attainment directly. First three levels of learning like remembering, understanding and applying to some extent and fourth level of leaning by analysing can be assessed by conductingexaminations and giving problems in the project work. Indirect Methods like, Student Feedback on Curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes if any are made. PO is evaluated based on the performance of the students in terms of their progression to higher studies and qualification in competitive examinations. These are also evaluated by the feedback of the parents during parent-teachers meeting. Programme outcomes and course outcomes are also measured basing on the performance of students and student achievements in curricular, cocurricular and other activities.

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

## 2.6.3 - Pass percentage of Students during the year

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

**144**

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

## 2.7 - Student Satisfaction Survey

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

https://www.gscc.ac.in

## 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)

**1.5**

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

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

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

1

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | <u>View File</u> |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | <u>View File</u> |
| Paste link to funding agency website | <u>https://oshec.odisha.gov.in</u> |

### 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

5

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

### 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**

2

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

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

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

0

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

**3.3 - Extension Activities**

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

Government Science College, Chatrapur has One YRC unit, one NSS unit, two NCC units (naval wing and army wing). These units periodically conduct extension activities in the neighborhood community on sensitizing students to social issues e.g. child marriage, child labor, woman empowerment, save girl child, Swachh Bharat, AIDS awareness, Gender issues and so on, for their holistic development and impact thereof during the year.

The YRC unit of the college organized a blood doanation camp,campus cleaning program. It also observed national youth day,AIDS awareness day.Further it provided social service at Puri Ratha yatra which wasreally praise worthy.

**The NCC naval wing celebrated International yoga day and world earth day at the college premises. In addition to this they participated in observation of Har Ghar Tiranga programme. Further they took part in cleaning of Bijipur tank,Berhampur which wasvery appreciable.**

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

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | **No File Uploaded** |
| 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**

**18**

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

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

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

**359**

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

**3.4 - Collaboration**

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

**7**

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**The college spans over the geographical area of 4.1 acres. Admin and science block has classrooms and laboratories. At the beginning of the academic year need assessment for replacement or upgradation or addition of the existing infrastructure is carried out based on the suggestions from the Academic Bursar, the HODs and College Development Committee after reviewing course requirements, availability of classrooms, and working condition of the existing infrastructure. The college ensures optimal utilization of the college resources by encouraging innovative teaching-learning practices like the use of power point presentations, LCD projectors, smart boards etc. The college has adequate classrooms. The College has a Library building comprises of central librarywith reading room for students and staff. The administrative block of the college includes Principal's chamber, Establishment section, accounts section, Examination section, SAMS lab and Admission section. All of them equipped with well-maintained toilets, fire safety provisions and CC-TV surveillance. The college has well equipped seminar halls, conference hall, staff common room, boys and girls common room and help desk counter.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | [https://www.gscc.ac.in/gallery.php](https://www.gscc.ac.in/gallery.php) |

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

**The college conducts Cultural activities like dance competitions, annual day celebrations, NCC day celebrations, one-act plays, mono-action, song competitions, rangoli competitions etc. Besides, fresher, and farewell parties are also celebrated at the departmental level. The students and staff use the college pandal for Cultural events, staging annual college Drama etc. The college has a magnificent record of excellence in the field of various sports and athletics. Many students were selected to represent at university level in hockey, cricket and athletics. The athletic club of the college is running smoothly and is well equipped with various sports materials. It has indoor game facilities in student common rooms for chess, carrom, table tennis .**

**The college facilities different co-curricular and extra-curricular activities along with cultural and sports events. It has a outdoor mini stadium consisting of Badminton, Kho-Kho, Volleyball and Kabaddi Courts.**

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

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

**7**

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

**7**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.gscc.ac.in/gallery.php |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**173.52**

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

## 4.2 - Library as a Learning Resource

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

**The college has well-equipped library with adequate numbers of text and reference books to cater the needs of the students and teachers for various departments. Library plays a vital role in providing reliable content for students, teachers, and researchers. It includes books of different fields like art, literature, ethical and moral values, scientific innovations, tribal culture, management and many more.**

**It is a platform for making and shaping the future of the students. It is a gateway to personality development and capacity building for young learners. Though the Library is not fully automated but is in the under the process of automation. The total numbers of books in the library are about 36108 and the number of visitors per day is 15-20. The library has a separate reading room**

with 40 sitting capacities for teachers and students with separate sections. The college has a Library advisory committee consisting of The Principal, as Chief Coordinator, the OIC Library as Coordinator and other three senior Members including a junior librarian. The committee meets at regular intervals to decide on the purchase and improvisation of the library. Newspaper and internet connectivity have been extended in the library for easy student access

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

**4.2.2 - The institution has subscription for the** E. None of the above **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

0.306

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

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

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

4

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

## 4.3 - IT Infrastructure

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

Government Science College, Chatrapur has upgraded its IT facilities which covers with IT policy and CCTV Surveillance connectivity and has allocated budgetary provisions for updating its IT facilities. The college supports to data Services & sharing to teachers for the purpose of management of online classes and research activities. Teachers are motivated to use their mobile data & hotspot synchronization making teaching learning conducive & for academic excellence. The IT sector & the support software make the teachers as front liners and covid warriors during this pandemic scenario. The college has updated its IT facilities with increasing the number of computers, printers, scanners, smartboards, LCD projectors, Xerox machines, online admission process, dynamic website, and various software.

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

## 4.3.2 - Number of Computers

20

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

## 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 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)

173.52

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

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

Building Infrastructure: College has constituted a development committee to look after the maintenance, repair, and construction of the building. There is a purchase committee to investigate the purchase of different items are being executed through a transparent process as per Govt. norms. The maintenance and up gradation work related to construction and electricity, government agencies like R&B Division, PWD etc supervise the work done by the contractors. The minor faults related to the electricity and repairing of building are attended and repaired by the hired electrician, technician, carpenters etc.

Laboratory equipment and machines: Every department maintains stock registers for keeping the list of chemicals, glassware,

equipment, and other instruments used in laboratory.

Computer and IT infrastructure: Stock registers are maintained regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level and concerned technicians are hired whenever necessary.

Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.

Sports Equipment: The officer in charge of sports and games regularly maintains the stock register for the equipment and materials related to the sports

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

582

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

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the

**institution / non- government agencies during the year**

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

0

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

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

C. 2 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

0

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

0

| 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) | **No File Uploaded** |

**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 | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | <u>View File</u> |

## 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

1

| File Description | Documents |
|---|---|
| Self-attested list of students placed | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |

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

**5.2.2.1 - Number of outgoing student progression to higher education**

**14**

| 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 | <u>View File</u> |

**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**

**2**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | <u>View File</u> |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

**0**

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

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

**The college is a government institution and it runs as per the policies decided by the Higher Education Department, under Govt. of Odisha. By keeping eye on different situations, the Higher Education Department decides whether in an academic year, all the colleges in Odisha should conduct election to form student council or not. As per the guidelines issued by the department, the colleges conduct elections. Except that the college also choose some active students as student representatives and add their name in the committees for different activities related to students and ask them to take step in that direction. Student representatives are also members of the IQAC of the college.**

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

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

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

**54**

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

## 5.4 - Alumni Engagement

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

**There is a registered Alumni Association in the College. It extends its helping hand to the college whenever it is required by the college administration. Its major contributions were the organizational support it gave during the NAAC Peer Team's Visit to the college in the last two cycles.**

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | **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

**The vision of the Institution is to promote value-based quality education with emphasis on character building and leadership**

building, resulting in overall growth of students to become partners for the social development and hence in National development process. To achieve this objective, plans are made to complete the curriculum within stipulated time.Also the college organizes several co-curricular and extracurricular activities quiz, painting , extempore, song etc. Students are encouraged to participate in these activities for their holistic development, enabling them to reach their true potential. The decision making bodies like Staff council, Development committee, IQAC etc. help in smooth functioning and overall development of the institution.

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

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

Upon commencement of every academic year, the principal, the head of the institution assign different responsibilities of co-curricular, extracurricular and other activities to different teachers in order to decentralize the administrative process and to ensure the participation of every teacher in the management process of different activities of the institution. In the process different committees and societies are formed consisting of members of different teaching staffs, such as Admission committee, Examination committee, Anti-ragging cell, Purchase committee, College development committee, Scholarship committee, Athletic Association, Student Grievance cell, Disciplinary committee etc. All committees are headed by a Convenor or an Officer in Charge. All the committees and bodies meet several times during an academic year to plan and execute the different activities in the college.

Also each department works under the supervision of its head of the department. All the academic and departmental activities are performed under his supervision. As per the instruction of the government, proctorial classes are conducted once in every week. Each teacher is allocated a list of students to mentor. Additionally, students were nominated as Seminar secretary/ class representative to ensure student representation.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a formally stated quality policy, mentioned in the vision and mission statements of the College. The council designs the various strategies to accomplish the quality policies regularly. The Principal, secretary of staff council and staff club in co-ordination with administrative bursar, academic bursar, teaching staff, non-teaching staff, librarian, student representatives from the Students' Union are involved in the quality activities making process. Curriculum designing and development is decided by the affiliating university. Principal and Faculty members interact with the university and provide their views related to curriculum development. The institute encourages every departments to organize seminars on topic related to current societal problems, development in science and technology.

Affiliating university conducts the end semester examinations. The internal assessments of students are conducted by college adhering to the University guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates, etc. are conducted by concerned departments to evaluate the students.

The admission of new students is a completely online process. Fully online admission system, from application to the counselling process has ensured a transparent process and students have been admitted on the basis of merit.

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

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

**This is a government institution. Appointments of different staff for the institution are being carried out by different central bodies of the state government. And also the service rules of these employees are defined by the state Govt.**

**The Principal as the head of the institution, administrate through the different policies defined by the state government. Administrative Bursar with the help of Senior and Junior Assistants gives the administrative support to the principal. For the financial part, Principal take the assistance of Account Bursar, Accountant and Senior and Junior Assistants. Academic Bursar takes the help of supporting staff preset in the administrative section to assist the Principal. The heads of different departments, with the help of the other teaching faculties and supporting staff of the departments give the academic and administrative support to the principal. Teachers, who are assigned the responsibilities for admission, examination and library, take the help of the supporting staff of the corresponding section to assist the institution head.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | https://www.gscc.ac.in |
| Upload any additional information | **No File Uploaded** |

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

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

## 6.3 - Faculty Empowerment Strategies

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

**The teaching and non-teaching staff are the backbone of educational institution like a college. They play vital roles in ensuring the smooth functioning of the institution and the holistic development of students. They are indeed the real assets and the driving force behind the success of any college.**

**Monetary welfare measures: Every member of the college's both teaching and non-teaching staff is entitled to a salary and other benefits as periodically determined by the government. The monetary benefits avail by the staff are such as**

- **Government Loan facilities**
- **Group Insurance Scheme**
- **Vehicle Loan and Education Loan**
- **Health Insurance and House Construction Advance**
- **Group Provident Fund**
- **Festival Advance for Class III and Class IV employees**
- **The regular employees of the college are allowed to enjoy annual increment of salary and Dearness Allowances as admissible time to time**

**General welfare measures: Different types of leaves that avail as per Government guidelines are**

- **15 days casual leave**
- **13 days earned leave**
- **20 days medical leave**
- **Six months Maternity and 15 days paternity leave**
- **15 days Academic Leave within a year for teaching staff.**
- **The teaching staffs of the college are also allowed study**

**leave for research activities**

**The staff of the college are allowed to attend Faculty Development Programmes, workshop, seminar and symposium as participants or Resource Persons. They are also attend Refresher Course, Summer Course , Orientation Programme , Course Work , Short term Teaching Promotional Programmes …etc.**

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

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

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

**0**

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

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

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

**0**

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

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

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

**6**

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

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

**The objective of the Performance Appraisal Report (PAR) is for employees to assess their individual efficacy at work and have their assessments reviewed by higher authorities. It displays the character role of the employee and provides their performance**

**rating, significant work, and type of service provided to the institute at the discretion of the Principal. The system is an annual assessment which is normally submitted at the end of the financial year through Human Resource Management System (HRMS) portal managed by the state Government. The submitted Performance Appraisal Report (PAR) by the teaching staff is reviewed by Principal as the Executive Head of the institution, who fills up the Part-II of the report with his remark and rating to the individual employee. He forwarded to the higher authority for future course of action. Promotion and new grade pay are based upon the PAR approved by the higher authority.**

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

## 6.4 - Financial Management and Resource Mobilization

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

**Internal and external financial audits are very essential for the financial wellbeing of an institution.The external audit of the funds is generally carried out by AG Odisha and Higher Education Department.**

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

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

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

**0**

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

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

**Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute use the state government rules for the fund usage and resource utilization. Source of Income- 1. Different fees collected from students related to admission, examination etc. 2. Funds received from state government and different funding agencies e.g RUSA, World Bank Project, IDP, Research fundings and fundings received from other Govt. agencies. 3. Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.**

**Mobilization and utilization of funds – 1. Account section and development committee decide and monitor the mobilization and optimum utilization of funds as per Govt. guidelines. 2. Funds received for building are being utilized through PWD department of State Govt. 3. Any purchase are being carried out through the purchase committee by seeking quotations from vendors, scrutinization of quotations, then order the item and then payment. 4. Funds allocated for laboratory and other expenses are distributed to different departments as per the need and being utilized accordingly. 5. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget and as per the rules and regulations defined by the state Govt.**

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

## 6.5 - Internal Quality Assurance System

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

**The IQAC has played a significant role in the quality enhancement ofthe educational institution. It adopts various strategy to cover the syllabus of various courses on-time, to organize seminar at different departments, to conduct parent teacher meeting for better understanding between stakeholder of the institution. It has undertaken several measures for smooth functioning of the administrative section , account section of the college. One of the key highlight is SBI e-Collect.**

**Before introduction of this mode of payment, students had to wait for long hours in queue to pay their readmission fees, examination fees which was quite tiring for both the students and the account section personnel. After it's introduction, students were able to pay their fees as per their convenience. It also made the job of account section and examination section personnel easier. Parent teacher meeting was conducted to make the parents aware of the progression of their ward. Departmental seminars were organized to introduce the students, staff members about the recent trends going on around the globe.**

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

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

**The IQAC being the centre of Institutional development it continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance and circulated in the Institute. All newly admitted students iaremade aware of the rules and regulations, the teaching learning process, compulsory core courses, skill development courses, various co-curricular activities, discipline and culture of the Institute. Students are also introduced with the Time-Table, Programme structure, syllabi of the courses before the semester commences. The Academic Bursar make visits to ensure the smooth functioning of classes. The campus disciplinary committee ensures maintainace of discipline inside the campus. Feedback**

**collected from students is communicated to IQAC and accordingly action are taken.**

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

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

**D. Any 1 of the above**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**Prioritising 'gender equity' is one important and significant step that a mature educational institution takes to create a safe and convivial atmosphere for teaching-learning. Our college being a coeducational institution, has a sustainable system in place to bring parity among various genders. The college has separate Girls Common Room (GCR) and Boys Common Room ( BCR) with all the basic amenities including lavatories in place to keep our young learners engaged when they do not have class. The college has organised**

self-defence programmes for our girl students in the year 2022-23 to prepare them to be able to defend themselves in any unforeseen situation. The college assigned a few dedicated women staff members to be in charge of this programme. In addition, the college has an active Sexual Harassment Cell working through out an academic year to oversee cases related to sexual harassment and subjugation. Lastly, not only through infrastructural and governance support, the institution makes attempt to bring gender parity through its curriculum as well. The syllabus of UG English and Pol. Sc. has components on gender studies. The sole purpose is to sensitize our students about the politics and variant factors underlying sexes.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | [Girl's common room](#) |

**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**

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

The college embodies the spirit of Swach Bharat Stresth Bharat by implementing some initiatives to keep its campus clean and tidy. The college has dedicated staff who keep the campus clean and uncluttered 24×7 be it classrooms, office rooms, corridors of buildings or open space on campus. One can find dustbins

positioned at every strategic corners of buildings to keep clutters at bay. Huge stack of used papers, left out and abandoned articles or materials are regularly disposed either by storing in the designated storerooms or by burning them down. In some instances, used materials or products are recycled to make them reusable. The college takes stock of it's furniture benches, desks, chairs, tables, cctv cameras, tubelights etc. on regular basis to ascertain their functionality. The defunct and discard products are stored in the storeroom only to be routinely sold off or repaired. There are washbasins installed in staff common rooms, labs, departments. Though our college does not have a huge campus, the systematic and routinely efforts made to manage the waste has always brought positive outcomes.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | [View File](#) |
| Geo tagged photographs of the facilities | **Nil** |
| Any other relevant information | **No File Uploaded** |

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

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly  pathways

4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Any other relevant documents | **No File Uploaded** |

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

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

**E. None of the above**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **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 reading material, screen reading**

**B. Any 3 of the above**

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

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

In various aspects the institution has tried its best in providing an inclusive environment. The college has students and employees from diverse backgrounds across Odisha.

Boys' and Girls' Common Room, Library and Reading Room facilities are made available to all students, irrespective of their social background and gender.

The students, irrespective of their socioeconomic, regional backgrounds are encouraged to participate in various cocurricular and extracurricular activities held by college.

Different pujas and festivities are organized to make students aware and help them get to the roots to understand culture and be inclusive culturally.

Social activities by NSS, YRC, NCC are organized regularly, resulting in the students understanding each other well and creating an inclusive environment.

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

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

Our college always put emphasis on sensitization of constitutional obligations among students and faculties. Various initiatives are undertaken for inculcating the obligations to constitution and educating on its values. The Republic day, Independence day and Constitution day are celebrated in the college in presence of the students and faculty members. Activities like debates, seminars, street plays, drawing and essay writing competitions are conducted to foster the Constitutional values among students The commitment to service to the nation through discipline and social responsibility is nurtured through various activities at the NCC and NSS. Ethics and value courses have been added in the curriculum to make the aware about their rights and responsibilities as the citizens of our country.

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

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

D. Any 1 of the above

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

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

**The Institution ceremoniously celebration different occasions in the campus. Celebration of Independence day and Republic day are two mandatory national event, which is done with absolute dignity and humdrum. Students and staff participate in these events with utmost enthusiasm. Apart from that Gandhi Jayanti, Teacher's day, Human Rights Day, Utkal Divas, World Earth Day, women's Day, World yoga Day and Aids Awereness Day are some of the occasion which has got special relevance in our institution. In these occasional special meetings and guest lectures are organised. Different literary competitions such as, essay, debate and quiz are organised on specific occasions. Students egaerly take part in these competitions and get alluring awarda too. Such events are conducted on regular basis. Other student friendly occasions such as induction and orientation programmes are also organised on yearly basis. Welcome to freshers and farewell to pass-out batches are also organised on departmental levels. Annual sports and annual functions are also part of institutional celebration, where we celebrate young talent. These observations signify the active involvement of both students and staff of the Institution.**

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

## 7.2 - Best Practices

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

**The Institution has perfectly implemented the digitalization concept in the academic year 2022-2023. The very ideology underneath is to go green. It is designed to make the institutional functionalities environment friendly. Moreover digitalization conserves official data confidentially.**

**Complete cashless transaction is key highlight of complete digitalization . Cashless payment system has the potential to**

reduce the stress of handling huge amount of cash and makes the transaction in lightning pace. It saves time consumption both for the Institution and students in particular . In this tech-savvy world student both from rural and urban belt find digital payment as user friendly to deposit fee. It also ensures transparency. SBI e-collect and card swipe(debit/credit). are the mode of transaction for the academic year 2022-2023. Fortunately students have acquainted themselves with the system and made it a huge success. Paper free payment (PFP) is the catch phase to allure students. Being a lead college, our institution is the first one to go cashless completely.

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

## 7.3 - Institutional Distinctiveness

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

Government Science College, Chatrapur is the only Government College of the District Head Quarter of Ganjam and also of the Chatrapur Sub-division. It offers courses both under UG and PG programme. Students from both urban and rural parts of Ganjam come to study here due to it's close proximity to national highway and having a well connected rail network. The college plays a pivotal role in shaping the young minds of the surrounding area by providing them with quality education.Alsococurricular and extracurricular activities are held at regular interval and the students are encouraged to participate in thsese for their holistic development.Some of the faculties of this college have collaborated for research work with different institution of thre country.This is a great step since it helps the faculties to keep in contact with recent development being madein various fields .It is also among few colleges of Odisha that has a NCC naval wing. It plays a very important role in physical, mental wellbeing of students.

| **Part B** |
|---|

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

The institution implements the CBCS curriculum as decided by the affiliating university and has taken the following steps to ensure the effective delivery of the curriculum to the students.

1Departmental time table is prepared by concerned department based on the master time table containing the theory, practical, virtual classes and seminars. 2.The Heads of each department distributes the complete course to the faculties of that department. 3.Each faculty of the institution has to prepare a lesson plan-progress register throughout the academic year to document the effective delivery of the curriculum. 4.The lesson plan-progress register of each faculty is duly verified through their Head of Departments and the head of institution. 5.Also, the academic bursar along with the HODs of the concerned department oversee the implementation of the entire plan by holding departmental meetings at regular intervals, thereby reviewing the progress in implementation of the syllabus.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

The academic calendar lays out the teaching-learning hours, which enables teachers to plan for their lectures in advance, complete the syllabus on time and ensures that adequate time and resources have been allotted according to the requirement and needs of the learners. Thus the academic calendar helps to meet the desired learning outcome targets. The academic calendar is prepared in accordance with holidays and examination dates, and lists the monthly and semester-wise

lesson plans for all the UG and PG departments of the college. This enables teachers to evaluate their own performance and monitor the preparedness of the learners. Every teacher in the different UG and PG departments of the college prepare a monthly lesson plan and record the progress of the completion of the course. This also helps teachers to review the effectiveness of the teaching-learning process in the classroom and make necessary adjustments as per the requirements of the class.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | Nil |

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

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | No File Uploaded |

## 1.2 - Academic Flexibility

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

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

13

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

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

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

**0**

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

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

**0**

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

**0**

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

**1.3 - Curriculum Enrichment**

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

**The institute is affiliated to Berhampur University, Berhampur and follows the curriculum designed by the university. The**

institute offers a wide range of undergraduate and postgraduate courses in the fields of Arts, Commerce and Science. The institute adopted the Choice Based Credit System (CBCS) pattern in 2015-16 which includes self-learning and value-based non-CGPA courses of interdisciplinary nature. The institute prioritizes the importance of social and human values, professional ethics, gender equality, health and hygiene and environmental respect in their curriculum. To promote these values, they regularly conduct programs such as seminars, workshops and invited lectures on different topics. The institute places a high emphasis on teaching human values to students by arranging lectures or speeches on the occasions of celebrating the birth and death anniversaries of national leaders and freedom fighters. Through these activities, students are exposed to the lives and teachings of these leaders and learn about the values they upheld and the impact they had on society. The institute follows the guidelines of IQAC and collects feedback from students on the curriculum annually. This feedback is then analyzed and discussed in departmental meetings and necessary actions are taken after communicating with the Principal. The actions taken are based on the feedback analysis and include improving infrastructure, and enhancing student facilities such as tutoring, library, ICT and other resources available to students.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

13

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

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

**376**

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

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **D. Any 1 of the above** |

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

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **B. Feedback collected, analyzed and action has been taken** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | **Nil** |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**792**

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

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

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

**125**

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

## 2.2 - Catering to Student Diversity

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

**Regardless of merit, caste, gender, or reservation, the institution accepts all types of students and the students are being instructed and taught together in general classes as per timetable. However, all students do not recives equally as some of them are slow learners and some of them are advanced learners There are several methods are ther for teachers to keep tabs on both fast and slow learners. In the first place by looking at their previous exam marks. Then by day to day interactions in general classes, their performances in different class examinations and internal assessmentsand so on.**

**For slow learners,a variety of factorsincluding social, economic, and financial problemscontribute to their poor performance. Students from financially poor family gets scholarship from government in the EBC catagory to continue their study. The teachers encourage and motivate the slow learners separately. The teachers also take extra classes for the needy students. These students are also encouraged to ask their doubts to the concerned teachers at their free times.**

**Advanced learners are encouraged and motivated to maintain their high levels of performance. For that they are jaudged in each step during the programme. Each department conduct student seminars and teach some part of their course in class. Also they are advised to attend differnt seminars, workshops, talks, film screenings, symposiums, soft skill programmes, field trips, excursions, and other extracurricular activities for their advanced learning.**

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

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

| Number of Students | Number of Teachers |
|---|---|
| 1409 | 35 |

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

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

The faculty members work hard to help students realise their full potential and grow as leaders. The college focuses on student centered approaches to improving students' life long learning abilities. Its faculty members work tirelessly to make learning more interactive. The institution promotes experiential learning by allowing students to participate in study tours, local field trips, exposure trips, various workshops and seminars, hands-on training, and other activities organised on and off campus. In science classes, experimental methods are used to familiarise students with facts through direct experiences. Students are also encouraged to take part in group discussions, role-playing exercises, and other activities. To supplement their learning experience, departments organise student seminars that include discussions and question-and-answer sessions. The institution also assigns tasks to students that teach them problem-solving skills. The lecture method allows the teacher to interpret, analyse, and explain the topic's content.The institution encourages the use of LCD projectors in regular classes. Faculty members use a variety of ICT tools to facilitate learning in seminars and workshops. LCD Projectors are used by faculty members for Power Point Presentations of class lectures and discussions.

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

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

**ICT is necessary in facilitating teaching and learning. Used of ICT tools have changed classroom communication methods and instructional strategies. Instead of the traditional teaching approach, ICTs have made teaching and learning interactive and collaborative. It is widely assumed that integrating ICT will assist us in making education more accessible and affordable. The increasing role of ICT in education makes education more democratic, which improves the quality of education services available to students even in the most remote corners of the country. College teachers all strive to make the best use of technology in their classrooms. At present four science departments i.e., Physics, Chemistry, Botany and Zoology have classrooms with projectors and screens. One conference hall and one language lab also contain projectors and screens. In addition to that one virtual class roomwith projector, smart boad and facility to connect internet to that.The college promotes the use of ICT enabled teaching, e-learningresources, and online courses in order to make the teaching-learning process more outcomeoriented and student-centric. It has a well equipped virtual classroom for all students.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [https://www.gscc.ac.in/gallery.php](https://www.gscc.ac.in/gallery.php) |

## 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. | [View File](#) |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| mentor/mentee ratio | [View File](#) |

**2.4 - Teacher Profile and Quality**

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

35

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

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

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

12

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

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

**2.4.3.1 - Total experience of full-time teachers**

153

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

| 2.5 - Evaluation Process and Reforms |
|---|

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis by SAMS. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.

Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit and Seminars Presentation. Unit tests are conducted regularly as per the schedule. The pattern for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted : Examination Committee · Question Paper Setting. · Conduct of Examination · Result display · Interaction with students regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the students more appropriately. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students

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

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

The institution has a well-defined system in place to deal with examination related grievances. For this purpose, there is a

student grievance redressal committee which consists of 4-5 faculty members, I/C examination and academic bursar. The committee addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related to internal examination consisting of class tests, assignments etc. are returned to students with detailed remarks. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers and college. The marks are sent to the university only after each student has been given sufficient opportunity and time to review and register her complaint, if any through grievance register and suggestion box.

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

## 2.6 - Student Performance and Learning Outcomes

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

Outcome Based Education is a student-centric learning approach and is made mandatory to Higher educational institutes by all regulatory bodies like UGC, NAAC etc.A total of 268 courses from all programmes (both UG and PG) that includes both theory and practical has beenadapted by the college as recommended by affiliating institution.The course structure includes core, generic, discipline specific,Skill enhancement and AECC.The syllabus of each programme provides clear information about core courses, generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes.The syllabus also provides information about scheme of instruction and evaluation.The POs and COs primarily aim at imparting knowledge and skills for building students' skill and personality.There is also an importance given on holist development of the students as the learning outcomes focus on imparting values and ethics and improving their interpersonal and communication skills. The POs/COs of all the programmes are communicated to all the stakeholders of the programme through Faculty- student meetings, Parents meetings at individual department level.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |
| Upload COs for all courses (exemplars from Glossary) | [View File](#) |

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

**At the end of each academic year, computation of POs and COsattainment is done from the attainment of all curriculum components. Direct assessment tools are used to test the knowledge and/or skills of students in that course. Examination are the prime tools for evaluation of PO and CO attainment directly. First three levels of learning like remembering, understanding and applying to some extent and fourth level of leaning by analysing can be assessed by conductingexaminations and giving problems in the project work. Indirect Methods like, Student Feedback on Curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes if any are made. PO is evaluated based on the performance of the students in terms of their progression to higher studies and qualification in competitive examinations. These are also evaluated by the feedback of the parents during parent-teachers meeting. Programme outcomes and course outcomes are also measured basing on the performance of students and student achievements in curricular, cocurricular and other activities.**

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

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

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

**144**

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

**2.7 - Student Satisfaction Survey**

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

https://www.gscc.ac.in

**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)**

`1.5`

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

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

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

`1`

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://oshec.odisha.gov.in |

**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**

**5**

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

**3.2 - Research Publications and Awards**

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

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

**2**

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers**

**published in national/ international conference proceedings per teacher during the year**

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

0

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

## 3.3 - Extension Activities

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

Government Science College, Chatrapur has One YRC unit, one NSS unit, two NCC units (naval wing and army wing). These units periodically conduct extension activities in the neighborhood community on sensitizing students to social issues e.g. child marriage, child labor, woman empowerment, save girl child, Swachh Bharat, AIDS awareness, Gender issues and so on, for their holistic development and impact thereof during the year.

The YRC unit of the college organized a blood doanation camp,campus cleaning program. It also observed national youth day,AIDS awareness day.Further it provided social service at Puri Ratha yatra which wasreally praise worthy.

The NCC naval wing celebrated International yoga day and world earth day at the college premises. In addition to this they participated in observation of Har Ghar Tiranga programme. Further they took part in cleaning of Bijipur tank,Berhampur which wasvery appreciable.

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

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | **No File Uploaded** |
| 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**

18

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

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

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

359

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

## 3.4 - Collaboration

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

**7**

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

**0**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

The college spans over the geographical area of 4.1 acres. Admin and science block has classrooms and laboratories. At the beginning of the academic year need assessment for replacement or upgradation or addition of the existing infrastructure is carried out based on the suggestions from the Academic Bursar, the HODs and College Development Committee after reviewing course requirements, availability of classrooms, and working condition of the existing infrastructure. The college ensures optimal utilization of the college resources by encouraging innovative teaching-learning practices like the use of power point presentations, LCD projectors, smart boards etc. The college has adequate classrooms. The College has a Library building comprises of central librarywith reading room for students and staff. The administrative block of the college includes Principal's chamber, Establishment section, accounts section, Examination section, SAMS lab and Admission section. All of them equipped with well-maintained toilets, fire safety provisions and CC-TV surveillance. The college has well equipped seminar halls, conference hall, staff common room, boys and girls common room and help desk counter.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gscc.ac.in/gallery.php |

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

The college conducts Cultural activities like dance competitions, annual day celebrations, NCC day celebrations, one-act plays, mono-action, song competitions, rangoli competitions etc. Besides, fresher, and farewell parties are also celebrated at the departmental level. The students and staff use the college pandal for Cultural events, staging annual college Drama etc. The college has a magnificent record of excellence in the field of various sports and athletics. Many students were selected to represent at university level in hockey, cricket and athletics. The athletic club of the college

is running smoothly and is well equipped with various sports materials. It has indoor game facilities in student common rooms for chess, carrom, table tennis .

The college facilities different co-curricular and extra-curricular activities along with cultural and sports events. It has a outdoor mini stadium consisting of Badminton, Kho-Kho, Volleyball and Kabaddi Courts.

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

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

7

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

7

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gscc.ac.in/gallery.php |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

173.52

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

## 4.2 - Library as a Learning Resource

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

**The college has well-equipped library with adequate numbers of text and reference books to cater the needs of the students and teachers for various departments. Library plays a vital role in providing reliable content for students, teachers, and researchers. It includes books of different fields like art, literature, ethical and moral values, scientific innovations, tribal culture, management and many more.**

**It is a platform for making and shaping the future of the students. It is a gateway to personality development and capacity building for young learners. Though the Library is not fully automated but is in the under the process of automation. The total numbers of books in the library are about 36108 and the number of visitors per day is 15-20. The library has a separate reading room with 40 sitting capacities for teachers and students with separate sections. The college has a Library advisory committee consisting of The Principal, as Chief Coordinator, the OIC Library as Coordinator and other three senior Members including a junior librarian. The committee meets at regular intervals to decide on the purchase and improvisation of the library. Newspaper and internet connectivity have been extended in the library for easy student access**

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

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | E. None of the above |
|---|---|

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

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

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

**0.306**

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

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

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

**4**

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

**4.3 - IT Infrastructure**

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

Government Science College, Chatrapur has upgraded its IT facilities which covers with IT policy and CCTV Surveillance connectivity and has allocated budgetary provisions for updating its IT facilities. The college supports to data Services & sharing to teachers for the purpose of management of online classes and research activities. Teachers are motivated to use their mobile data & hotspot synchronization making teaching learning conducive & for academic excellence. The IT sector & the support software make the teachers as front liners and covid warriors during this pandemic scenario. The college has updated its IT facilities with increasing the number of computers, printers, scanners, smartboards, LCD projectors, Xerox machines, online admission process, dynamic website, and various software.

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

## 4.3.2 - Number of Computers

20

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

| **4.3.3 - Bandwidth of internet connection in the Institution** | B. 30 - 50MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 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)**

**173.52**

| 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) | <u>View File</u> |

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.

**Building Infrastructure: College has constituted a development committee to look after the maintenance, repair, and construction of the building. There is a purchase committee to investigate the purchase of different items are being executed through a transparent process as per Govt. norms. The maintenance and up gradation work related to construction and electricity, government agencies like R&B Division, PWD etc supervise the work done by the contractors. The minor faults related to the electricity and repairing of building are attended and repaired by the hired electrician, technician, carpenters etc.**

**Laboratory equipment and machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipment, and other instruments used in laboratory.**

**Computer and IT infrastructure: Stock registers are maintained regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level and concerned technicians are hired whenever necessary.**

**Maintenance of Library/ Library Materials: Accession and withdrawal registers are regularly maintained to keep the record updated and accessions of the books.**

**Sports Equipment: The officer in charge of sports and games regularly maintains the stock register for the equipment and materials related to the sports**

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

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

**582**

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

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

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

**0**

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

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **C. 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | [View File](#) |

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

**0**

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

**0**

| 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) | **No File Uploaded** |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | **A. All of the above** |
|---|---|

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | [View File](#) |

## 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

1

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | **No File Uploaded** |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

14

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | [View File](#) |

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

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

**2**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | [View File](#) |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

**0**

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

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

**The college is a government institution and it runs as per the policies decided by the Higher Education Department, under Govt. of Odisha. By keeping eye on different situations, the Higher Education Department decides whether in an academic year, all the colleges in Odisha should conduct election to form student council or not. As per the guidelines issued by the department, the colleges conduct elections. Except that the college also choose some active students as student representatives and add their name in the committees for different activities related to students and ask them to take step in that direction. Student representatives are also members of the IQAC of the college.**

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

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

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

**54**

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

## 5.4 - Alumni Engagement

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

There is a registered Alumni Association in the College. It extends its helping hand to the college whenever it is required by the college administration. Its major contributions were the organizational support it gave during the NAAC Peer Team's Visit to the college in the last two cycles.

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | 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

The vision of the Institution is to promote value-based quality education with emphasis on character building and leadership building, resulting in overall growth of students to become partners for the social development and hence in National development process. To achieve this objective, plans are made to complete the curriculum within stipulated time.Also the college organizes several co-curricular and extracurricular activities quiz, painting , extempore, song etc. Students are encouraged to participate in these activities for their holistic development, enabling them to reach their true potential. The decision making bodies like Staff council, Development committee, IQAC etc. help in smooth functioning and overall development of the institution.

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

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

**Upon commencement of every academic year, the principal, the head of the institution assign different responsibilities of co-curricular, extracurricular and other activities to different teachers in order to decentralize the administrative process and to ensure the participation of every teacher in the management process of different activities of the institution. In the process different committees and societies are formed consisting of members of different teaching staffs, such as Admission committee, Examination committee, Anti-ragging cell, Purchase committee, College development committee, Scholarship committee, Athletic Association, Student Grievance cell, Disciplinary committee etc. All committees are headed by a Convenor or an Officer in Charge. All the committees and bodies meet several times during an academic year to plan and execute the different activities in the college.**

**Also each department works under the supervision of its head of the department. All the academic and departmental activities are performed under his supervision. As per the instruction of the government, proctorial classes are conducted once in every week. Each teacher is allocated a list of students to mentor. Additionally, students were nominated as Seminar secretary/ class representative to ensure student representation.**

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**The College has a formally stated quality policy, mentioned in the vision and mission statements of the College. The council**

designs the various strategies to accomplish the quality policies regularly. The Principal, secretary of staff council and staff club in co-ordination with administrative bursar, academic bursar, teaching staff, non-teaching staff, librarian, student representatives from the Students' Union are involved in the quality activities making process. Curriculum designing and development is decided by the affiliating university. Principal and Faculty members interact with the university and provide their views related to curriculum development. The institute encourages every departments to organize seminars on topic related to current societal problems, development in science and technology.

Affiliating university conducts the end semester examinations. The internal assessments of students are conducted by college adhering to the University guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates, etc. are conducted by concerned departments to evaluate the students.

The admission of new students is a completely online process. Fully online admission system, from application to the counselling process has ensured a transparent process and students have been admitted on the basis of merit.

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

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

This is a government institution. Appointments of different staff for the institution are being carried out by different central bodies of the state government. And also the service rules of these employees are defined by the state Govt.

The Principal as the head of the institution, administrate through the different policies defined by the state government. Administrative Bursar with the help of Senior and Junior Assistants gives the administrative support to the principal.

For the financial part, Principal take the assistance of Account Bursar, Accountant and Senior and Junior Assistants. Academic Bursar takes the help of supporting staff preset in the administrative section to assist the Principal. The heads of different departments, with the help of the other teaching faculties and supporting staff of the departments give the academic and administrative support to the principal. Teachers, who are assigned the responsibilities for admission, examination and library, take the help of the supporting staff of the corresponding section to assist the institution head.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | https://www.gscc.ac.in |
| Upload any additional information | No File Uploaded |

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

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

## 6.3 - Faculty Empowerment Strategies

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

The teaching and non-teaching staff are the backbone of educational institution like a college. They play vital roles in ensuring the smooth functioning of the institution and the holistic development of students. They are indeed the real assets and the driving force behind the success of any college.

**Monetary welfare measures:** Every member of the college's both teaching and non-teaching staff is entitled to a salary and other benefits as periodically determined by the government. The monetary benefits avail by the staff are such as

- Government Loan facilities
- Group Insurance Scheme
- Vehicle Loan and Education Loan
- Health Insurance and House Construction Advance
- Group Provident Fund
- Festival Advance for Class III and Class IV employees
- The regular employees of the college are allowed to enjoy annual increment of salary and Dearness Allowances as admissible time to time

**General welfare measures:** Different types of leaves that avail as per Government guidelines are

- 15 days casual leave
- 13 days earned leave
- 20 days medical leave
- Six months Maternity and 15 days paternity leave
- 15 days Academic Leave within a year for teaching staff.
- The teaching staffs of the college are also allowed study leave for research activities

The staff of the college are allowed to attend Faculty Development Programmes, workshop, seminar and symposium as participants or Resource Persons. They are also attend Refresher Course, Summer Course , Orientation Programme , Course Work , Short term Teaching Promotional Programmes …etc.

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

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

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

0

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

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

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

0

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

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

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

6

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

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

**The objective of the Performance Appraisal Report (PAR) is for employees to assess their individual efficacy at work and have their assessments reviewed by higher authorities. It displays the character role of the employee and provides their performance rating, significant work, and type of service provided to the institute at the discretion of the Principal. The system is an annual assessment which is normally submitted at the end of the financial year through Human Resource Management System (HRMS) portal managed by the state Government. The submitted Performance Appraisal Report (PAR) by the teaching staff is reviewed by Principal as the Executive Head of the institution, who fills up the Part-II of the report with his remark and rating to the individual employee. He forwarded to the higher authority for future course of action. Promotion and new grade pay are based upon the PAR approved by the higher authority.**

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

## 6.4 - Financial Management and Resource Mobilization

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

Internal and external financial audits are very essential for the financial wellbeing of an institution.The external audit of the funds is generally carried out by AG Odisha and Higher Education Department.

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

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

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

0

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute use the state government rules for the fund usage and resource utilization. Source of Income- 1. Different fees collected from students related to admission, examination etc. 2. Funds received from state government and different funding agencies e.g RUSA, World Bank Project, IDP, Research fundings and fundings received from other Govt. agencies. 3. Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.

Mobilization and utilization of funds – 1. Account section and

development committee decide and monitor the mobilization and optimum utilization of funds as per Govt. guidelines. 2. Funds received for building are being utilized through PWD department of State Govt. 3. Any purchase are being carried out through the purchase committee by seeking quotations from vendors, scrutinization of quotations, then order the item and then payment. 4. Funds allocated for laboratory and other expenses are distributed to different departments as per the need and being utilized accordingly. 5. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget and as per the rules and regulations defined by the state Govt.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC has played a significant role in the quality enhancement ofthe educational institution. It adopts various strategy to cover the syllabus of various courses on-time, to organize seminar at different departments, to conduct parent teacher meeting for better understanding between stakeholder of the institution. It has undertaken several measures for smooth functioning of the administrative section , account section of the college. One of the key highlight is SBI e-Collect.

Before introduction of this mode of payment, students had to wait for long hours in queue to pay their readmission fees, examination fees which was quite tiring for both the students and the account section personnel. After it's introduction, students were able to pay their fees as per their convenience. It also made the job of account section and examination section personnel easier. Parent teacher meeting was conducted to make the parents aware of the progression of their ward. Departmental seminars were organized to introduce the students, staff members about the recent trends going on around the globe.

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

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

**The IQAC being the centre of Institutional development it continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance and circulated in the Institute. All newly admitted students iaremade aware of the rules and regulations, the teaching learning process, compulsory core courses, skill development courses, various co-curricular activities, discipline and culture of the Institute. Students are also introduced with the Time-Table, Programme structure, syllabi of the courses before the semester commences. The Academic Bursar make visits to ensure the smooth functioning of classes. The campus disciplinary committee ensures maintainace of discipline inside the campus. Feedback collected from students is communicated to IQAC and accordingly action are taken.**

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

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | **D. Any 1 of the above** |

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Prioritising 'gender equity' is one important and significant step that a mature educational institution takes to create a safe and convivial atmosphere for teaching-learning. Our college being a coeducational institution, has a sustainable system in place to bring parity among various genders. The college has separate Girls Common Room (GCR) and Boys Common Room ( BCR) with all the basic amenities including lavatories in place to keep our young learners engaged when they do not have class. The college has organised self-defence programmes for our girl students in the year 2022-23 to prepare them to be able to defend themselves in any unforeseen situation. The college assigned a few dedicated women staff members to be in charge of this programme. In addition, the college has an active Sexual Harassment Cell working through out an academic year to oversee cases related to sexual harassment and subjugation. Lastly, not only through infrastructural and governance support, the institution makes attempt to bring gender parity through its curriculum as well. The syllabus of UG English and Pol. Sc. has components on gender studies. The sole purpose is to sensitize our students about the politics and variant factors underlying sexes.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <u>Girl's common room</u> |

| **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** | **C. Any 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | <u>View File</u> |
| Any other relevant information | **No File Uploaded** |

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

**The college embodies the spirit of Swach Bharat Stresth Bharat by implementing some initiatives to keep its campus clean and tidy. The college has dedicated staff who keep the campus clean and uncluttered 24×7 be it classrooms, office rooms, corridors of buildings or open space on campus. One can find dustbins positioned at every strategic corners of buildings to keep clutters at bay. Huge stack of used papers, left out and abandoned articles or materials are regularly disposed either by storing in the designated storerooms or by burning them down. In some instances, used materials or products are recycled to make them reusable. The college takes stock of it's furniture benches, desks, chairs, tables, cctv cameras, tubelights etc. on regular basis to ascertain their functionality. The defunct and discard products are stored in the storeroom only to be routinely sold off or repaired. There are washbasins installed in staff common rooms, labs, departments. Though our college does not have a huge campus,**

**the systematic and routinely efforts made to manage the waste has always brought positive outcomes.**

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

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

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

**7.1.5 - Green campus initiatives include**

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. Restricted entry of automobiles<br>2. Use of Bicycles/ Battery powered vehicles<br>3. Pedestrian Friendly pathways<br>4. Ban on use of Plastic<br>5. landscaping with trees and plants | A. Any 4 or All of the above |

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

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

| institution | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | E. None of the above |

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | 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 reading material, screen reading** | B. Any 3 of the above |

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

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

**In various aspects the institution has tried its best in providing an inclusive environment. The college has students and employees from diverse backgrounds across Odisha.**

**Boys' and Girls' Common Room, Library and Reading Room facilities are made available to all students, irrespective of their social background and gender.**

**The students, irrespective of their socioeconomic, regional backgrounds are encouraged to participate in various cocurricular and extracurricular activities held by college.**

**Different pujas and festivities are organized to make students aware and help them get to the roots to understand culture and be inclusive culturally.**

**Social activities by NSS, YRC, NCC are organized regularly, resulting in the students understanding each other well and creating an inclusive environment.**

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

**Our college always put emphasis on sensitization of constitutional obligations among students and faculties. Various initiatives are undertaken for inculcating the obligations to constitution and educating on its values. The Republic day, Independence day and Constitution day are celebrated in the college in presence of the students and faculty members. Activities like debates, seminars, street plays, drawing and essay writing competitions are conducted to foster the Constitutional values among students The commitment to service to the nation through discipline and social responsibility is nurtured through various activities at the NCC and NSS. Ethics and value courses have been added in the curriculum to make the aware about their rights and responsibilities as the citizens of our country.**

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

| | |
| --- | --- |
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized** | **D. Any 1 of the above** |

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

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

**The Institution ceremoniously celebration different occasions in the campus. Celebration of Independence day and Republic day are two mandatory national event, which is done with absolute dignity and humdrum. Students and staff participate in these events with utmost enthusiasm. Apart from that Gandhi Jayanti, Teacher's day, Human Rights Day, Utkal Divas, World Earth Day, women's Day, World yoga Day and Aids Awereness Day are some of the occasion which has got special relevance in our institution. In these occasional special meetings and guest lectures are organised. Different literary competitions such as, essay, debate and quiz are organised on specific occasions. Students egaerly take part in these competitions and get alluring awarda too. Such events are conducted on regular basis. Other student friendly occasions such as induction and orientation programmes are also organised on yearly basis. Welcome to freshers and farewell to pass-out batches are also organised on departmental levels. Annual sports and annual functions are also part of institutional celebration, where we celebrate young talent. These observations signify the active involvement of both students and staff of the Institution.**

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

## 7.2 - Best Practices

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

The Institution has perfectly implemented the digitalization concept in the academic year 2022-2023. The very ideology underneath is to go green. It is designed to make the institutional functionalities environment friendly. Moreover digitalization conserves official data confidentially.

Complete cashless transaction is key highlight of complete digitalization . Cashless payment system has the potential to reduce the stress of handling huge amount of cash and makes the transaction in lightning pace. It saves time consumption both for the Institution and students in particular . In this tech-savvy world student both from rural and urban belt find digital payment as user friendly to deposit fee. It also ensures transparency. SBI e-collect and card swipe(debit/credit). are the mode of transaction for the academic year 2022-2023. Fortunately students have acquainted themselves with the system and made it a huge success. Paper free payment (PFP) is the catch phase to allure students. Being a lead college, our institution is the first one to go cashless completely.

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

## 7.3 - Institutional Distinctiveness

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

Government Science College, Chatrapur is the only Government College of the District Head Quarter of Ganjam and also of the Chatrapur Sub-division. It offers courses both under UG and PG programme. Students from both urban and rural parts of Ganjam come to study here due to it's close proximity to national highway and having a well connected rail network. The college plays a pivotal role in shaping the young minds of the surrounding area by providing them with quality education.Alsococurricular and extracurricular activities are held at regular interval and the students are encouraged to participate in thsese for their holistic development.Some of

the faculties of this college have collaborated for research work with different institution of thre country.This is a great step since it helps the faculties to keep in contact with recent development being madein various fields .It is also among few colleges of Odisha that has a NCC naval wing. It plays a very important role in physical, mental wellbeing of students.

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

7.3.2 - Plan of action for the next academic year

1.A new academic building is under construction which would be made functional from the next session.

2.Post graduate programmes will be introduced in Commerce, Economics, English Political Science and all the Science subjects from 2023-24 academic session.

3.Strengthening academic activity by implementing outcome based education.

4.Addition of new books to college library.

5.Purchase of lab equipment for science departments.

6.Initiative towards student and faculty exchange as part of MOU, for academic excellence.

7.To prepare the college for the Cycle-III of assessment and accreditation by NAAC.