



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

CHARAMPA MAHAVIDYALAYA, BHADRAK

• Name of the Head of the institution **SRI BRAJA KISHORE BAL**

• Designation **PRINCIPAL I/C**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **06784230679**

• Mobile No: **8917683061**

• Registered e-mail **cmviqac20@gmail.com**

• Alternate e-mail **charampacollege@gmail.com**

• Address **ASURA**

• City/Town **CHARAMPA**

• State/UT **ODISHA**

• Pin Code **756101**

2.Institutional status

• Affiliated / Constitution Colleges **Affiliated**

• Type of Institution **Co-education**

• Location **Rural**

• Financial Status **Grants-in aid**

- Name of the Affiliating University **FAKIR MOHAN UNIVERSITY, BALASORE**
- Name of the IQAC Coordinator **DR. SUKANTI MOHAPATRA**
- Phone No. **06784230679**
- Alternate phone No. **9861584171**
- Mobile **9438672654**
- IQAC e-mail address **cmviqac20@gmail.com**
- Alternate e-mail address **charampacollege@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://charampacollege.in/cms/documents/UNR482565_AQAR%202019-20%20Submitted.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://charampacollege.in/cms/documents/AR241546_2020-21C.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.60	2009	01/01/2009	28/01/2009

6.Date of Establishment of IQAC

21/06/2010

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
Institution	Infrastructure	Higher Education Deptt., Govt. of Odisha, BBSR	2020-21	2000000

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 04

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

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

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

- If yes, mention the amount

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

Regular offline/online Meeting of IQAC and implementation of the resolutions adopted

Feedbacks from stakeholders collected through Google forms, analysed & used for improvement.

Conduct of State Level, National Level and International webinars through and Google Meet

Participation in AISHE

Observation of National Youth Day, Girl Child Day, Natati Jayanti, Gandhi Jayanti etc.

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
Online Virtual classes for students during pandemic period	Online classes taken, exams conducted, Whatsapp groups created. Students and teachers became more familiar with online teaching- learning process
Organisation of Webinars of all levels	State, National, International webinars are conducted by IQAC, expert Resource persons are invited and delivered enlightening presentations.
Online Literary and Quiz competition	Intercollege online debate, quiz competitions are conducted
Feedbacks from stake holders through Google forms	More feedbacks are collected
To organise collaborative online programmes	Collaborative International webinars are organised

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

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	26/09/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	CHARAMPA MAHAVIDYALAYA, BHADRAK
• Name of the Head of the institution	SRI BRAJA KISHORE BAL
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• Address	ASURA
• City/Town	CHARAMPA
• State/UT	ODISHA
• Pin Code	756101
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• Location	Rural
• Financial Status	Grants-in aid
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• Phone No.	06784230679

• Alternate phone No.	9861584171				
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• IQAC e-mail address	cmviqac20@gmail.com				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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6.Date of Establishment of IQAC			21/06/2010		
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Institution	Infrastructure	Higher Education Deptt., Govt. of Odisha, BBSR	2020-21	2000000	
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			04		

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Feedbacks from stakeholders collected through Google forms, analysed & used for improvement.		
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Participation in AISHE		
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Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	26/09/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	02/02/2022

15. Multidisciplinary / interdisciplinary

Our Institution has focussed on interdisciplinary seminars as the affiliating university has not designed any syllabus regarding this. Our Institution has focussed on interdisciplinary seminars as the affiliating university has not designed any syllabus regarding this.

16.Academic bank of credits (ABC):
Academic bank of credit not introduced
17.Skill development:
In the institution Communicative English is being taught to students to develop English language skills. There is a proposal for establishment of language laboratory
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
In the institution programmes like Odia & Urdu are already there in degree courses.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The curriculum has been designed to focus on outcome based education (OBE), which is aligned with the students learning outcomes. The focus has been shifted from teaching to learning. Students are encourage to participate in the teaching-learning process, group discussion, critical thinking and problem solving. There are various assessments methods like projects, presentation, through which teachers can directly measure students' specific learning outcomes. Curriculum based feedbacks are collected for further improvements. There is mechanism for quality assurance like departmental seminars to further increase the standard of students.
20.Distance education/online education:
The online education system starts from the year 2020-21 in our institution due to COVID-19 pandemic situation. WhatsApp groups are formed and online teaching method is implemented through various virtual platforms like Google Meet & Zoom. Online seminars, Webinars, Quiz & Debate competitions are held. Online exam system is also adopted.

Extended Profile

1.Programme

1.1

14

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

File Description	Documents
Data Template	View File

2.Student

2.1 **1143**

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2 **35**

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

File Description	Documents
Data Template	No File Uploaded

2.3 **413**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 **19**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **33**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 14

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

File Description	Documents
Data Template	View File

2.Student

2.1 1143

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2 35

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

File Description	Documents
Data Template	No File Uploaded

2.3 413

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 19

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2	33
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	6183525
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	14
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution has qualified teachers who prepare their lesson plans according to the curriculum designed for students of different programmes by affiliating university. Lesson plans are verified by the Academic Bursar and after his approval teachers impart the lesson keeping in their mind students' interests, needs, and learning experiences. Lectures, group-discussions, monthly seminars, proctorial classes for slow learners, unit tests to assess students' progress are different strategies adopted by teachers for delivery of curriculum and all records are maintained and documented properly. Students are provided with study materials, hand-outs, for further assistance. Internal of Mid-term Exams are held for each semester.

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

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

Institution has prepared the Academic Calendar at the beginning of the academic year and adheres to it accordingly.

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

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
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

14

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)	No File Uploaded

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

348

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

348

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

**Gender issues are included in the curriculum of sociology,
Environmental issues are included in AECC -II.**

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	No File Uploaded

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

14

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

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

413

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni **C. Any 2 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
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

448

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

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

35

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

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

Mentoring system is carried on through interaction between faculties and students during proctorial classes taken from time to time.

2. Personal motivation by the teachers is also provided when necessary.

3. Career counselling programme are held by various private organizations

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
348	19

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

a. Encouraging students to ask questions, share their perspectives, and engage in discussions with both peers and instructors.

b. Group Projects: Assigning collaborative projects that require students to work together to solve problems or complete tasks.

c. Peer Teaching: Allowing students to take turns presenting topics to their classmates during group discussions which reinforces their understanding and communication skills.

d. Case Studies: Analyzing real-world cases and scenarios as a group to apply theoretical concepts and develop problem-solving abilities.

e. Socratic Seminars: Engaging in structured, open-ended discussions that encourage critical thinking and exploration of complex topics.

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

In Science departments teachers use PPT for better understanding of students. Practical classes are held for Psychology, Physics, Chemistry, Botany, Zoology and Mathematics. Teachers use and provide students with e-books and e-materials. Students are acquainted with Google Meet, Zoom for online classes. Whatsapp groups are created for the purpose.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

1:18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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

9

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)	No File Uploaded

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

25

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

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.

Monthly unit tests are conducted by teachers of each department for improvement of students' standard and preparing them for the semester examination. The area of weakness is found and remedial classes and proctorial classes are held in online mode to improve their quality of learning. Besides, online internal assessment exam is held before each semester with students keeping their video on while giving examination. The internal exam is of 20 marks for all papers. Evaluation is done by the concerned subject teachers.

Teachers prepare students for unit tests and internal exams to help them in improving their inherent capacity to learn. Further online quiz on different subjects are held to gear up the students for improving their learning experience.

Monthly departmental seminars and webinars are conducted for better learning outcome. Online Classes are taken during

Covid-19 Pandemic lockdown period.

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. The College has adopted an online system where each student can view their total assessment marks at the end of each semester and can report discrepancies, if any, within a specified time period after which the marks are finally uploaded on the University portal. The College follows a completely web-enabled (online) internal assessment and attendance management system. Assignment and test / project marks are shown to the students. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy. The faculty 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, projects, etc. are given to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The marks are sent to the university only after each student has been given ample opportunity and time to review and register their complaint, if any.

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.

File Description: The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by F.M. University. The institution in accordance with the University delivers them. The Learning Outcomes-base Curriculum Framework (LOCF) is

intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college Calendar, Principal's address to students and parents, Alumni meets and dissemination in classrooms by concerned staff. These are also prominently featured o college boards, college magazine. Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses. Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practical. Teachers are also well communicated about the outcomes.

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

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

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes. Evaluation Process: The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, internal exams, unit tests, surprise tests, etc. Throughout the year the faculty records the performance of each student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression. Average attainment in Evaluation Process: Students under university examination are evaluated for 80% of total marks and institution for 20% marks as internal assessment. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluate throughout the year. The Methods of measuring attainment: End Semester University Examination: The affiliating University conducts examinations as per semester and through which the institution measures

programme outcomes based on the course attainment level fixed by the programme.

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

302

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

2.7 - Student Satisfaction Survey

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

https://charampacollege.in/cms/documents/UNR897428_Student%20Satisfaction%20Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

17

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

01

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

Extension activities carried out in our institution like the National Service Scheme (NSS) and Youth Red Cross (YRC) have a significant and positive impact on both the institution and the community it serves. These activities are designed to promote social responsibility, community engagement, and personal development among students. Here are some of the key impacts of such extension activities:

1. Community Engagement: NSS and YRC programs encourage students to actively engage with the community. Through various initiatives such as special camps, awareness campaigns, and community service projects, students get an opportunity to

understand and address the needs and challenges faced by the local community.

2. Skill Development: Students participating in NSS and YRC gain practical skills and experiences that are often not part of the regular academic curriculum. These skills include leadership, communication, teamwork, problem-solving, and project management.

3. Social Responsibility: Engagement in extension activities fosters a sense of social responsibility among students. They learn about the importance of giving back to society and making a positive impact on the lives of others.

4. Personal Growth: These activities often push students out of their comfort zones, helping them develop personally and gain self-confidence.

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

08

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

120

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

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

0

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

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

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

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.

College has appropriate and sufficient infrastructure in the physical, academic and support facilities for the students the laboratories for science departments which are furnished and maintained by utilizing the college fund and funds received from state govt. There are sufficient computers to serve the purpose of the students. A guest faculty in IT helps the students in gaining computer knowledge. A register is maintained in this regard the college library has adequate number books which are issued to the students through their library cards. Each department has their own seminar library from where honours students borrow books. College has a large play ground with facilities for students to engage themselves in sports

activities. In boys' and Girls' Common rooms there are indoor games facilities. There is PET to guide the students for games and sports. The college has gym for both students and staffs to improve their physical fitness. Staff members are assigned with responsibilities to maintain the assets in their charge.

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

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

Providing facilities for sports, games, and cultural activities in a college is essential for the holistic development of students. These facilities contribute to physical fitness, mental well-being, and the overall personal growth of students. Here are some common facilities that Charampa college provides for these activities:

1. Sports Facilities:

The institution has a large playground for students to conduct yearly Annual Sports and Athletic Meets and inter-departmental cricket matches. The field is used for daily practice of students also.

1. Games Facilities:

- Chess and Board Games are provided to Girls' and Boys' common room.
- A gym is also there in the sports room.

1. Cultural Facilities:

- Auditorium: A large space for hosting cultural events, theatrical performances, and extra-mural lectures.

1. College provides sports equipment to students for practice. Organize events regularly for sports competitions, cultural festivals, and talent shows that encourage student participation.
2. Trained P.E.T. and facilitators are there to oversee

activities and provide guidance.

Adequate budget allocation for maintenance and upgrades of these facilities is made.

1. The college Ensures that facilities are accessible to students of all backgrounds and abilities. First-aid is provided during any sports related injury.

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.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

61.83575

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

4.2 - Library as a Learning Resource

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

Library automation work has started from the beginning of the session manually. The support staff of the library are feeding all books and relevant information in the computer to have a digital database.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://charampacollege.in/

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 D. Any 1 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)

0.82371

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)	No File Uploaded

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

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

70

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

The institution frequently updates its IT facilities by purchasing new computers, and upgrading to better browsing system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://charampacollege.in/

4.3.2 - Number of Computers

40

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

61.83575

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)	No File Uploaded

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.

College has appropriate and sufficient infrastructure in the physical, academic and support facilities for the students the laboratories for science departments which are furnished and maintained by utilizing the college fund and funds received from state govt. There are sufficient computers to serve the purpose of the students. A guest faculty in IT helps the students in

gaining computer knowledge. A register is maintained in this regard the college library has adequate number books which are issued to the students through their library cards. Each department has their own seminar library from where honours students borrow books. College has a large play ground with facilities for students to engage themselves in sports activities. In boys' and Girls' Common rooms there are indoor games facilities. There is PET to guide the students for games and sports. The college has gym for both students and staffs to improve their physical fitness. Staff members are assigned with responsibilities to maintain the assets in their charge.

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 benefitted by scholarships and free ships provided by the Government during the year

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

413

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 benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

5.1.2.1 - Total number of students benefitted 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

B. 3 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)	No File Uploaded

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

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

B. Any 3 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	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

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)

Students with outstanding performance are invited to take part in different aspects of academic & administrative activities. Student Union was formed and elected members elected by directed voting process took the leadership for developmental activities of the institution. Dramatic Secretary, Athletic Secretary organised different cultural events and sports events along with advisors from faculty members.

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

0

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)	No File Uploaded

5.4 - Alumni Engagement

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

The institution has a Alumni association which is not registered though Almuni meetings are held from time to time.

File Description	Documents
Paste link for additional information	https://charampacollege.in/
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	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 college administration has its decentralization of policy making, planning and development. The Governing Body takes the charge of infrastructure development and financial matters. Different developmental policies are decided in the GB meetings and then implemented in the college. Principal of the institution decentralizes responsibilities by dividing them among all faculty members and non-teaching staff according to their knowledge and expertise. Taking into consideration the availability of funds the principal carries out various activities which fulfill the vision and the mission of the institution. The institution tries its best to manage the developmental works with the feedbacks taken from all stakeholders.

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.

Curriculum has been planned and designed by Fakir Mohan University for each department. Accordingly the faculty members

prepare their lesson plans and impart teaching and learning. Progress of the students and the syllabus is recorded in the progress register. Group discussions, unit tests, Power point presentations and other teaching methods are adopted for delivery of curriculum.

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

In the beginning of each academic session proper planning is made by the principal and Governing Body for development of the institution.

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.

The principal is the administrative head of the college who is supported by Administrative Bursar, Academic Bursar, Account Bursar & other officers in charge of different sections and committees.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching

1. Study leave for undergoing Ph.D. 2. Duty leave for attending seminar, conference, and refresher courses. 3. Maternity Leave. 4. Paternity Leave 5. Medical Leave 6. Teacher Welfare Fund

Non-Teaching

1. Maternity Leave. 2. Paternity Leave 3. Rehabilitation Assistance Scheme for group C D employee. 4. Non-teaching Welfare Fund

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

03

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

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

The institution has Performance appraisal system for all regular faculty members through HRMS. At the end of every academic session teachers fill up and submit their PAR or Personal Appraisal Report and submit the same through HRMS which is reviewed at three levels. First by the Principal and next by the DHE, Odisha.

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

Audit Type

External

Internal

Yes/No

Agency

Yes/No

Authority

Academic

Yes

RDE, Balasore, District Level Consultant, Bhadrak

Yes

Internal Academic Audit Cell

Administrative

Yes

RDE, Balasore

Yes

Principal and Accounts Bursar

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

The College has a Governing Body, Planning and Purchase Committee, Library ,Construction Committee and various associated bodies which help in the preparation, division, allocation and utilization of funds. Funds received for extension activities are kept in separate accounts. The utilization of these funds is ensured through financial auditing at the end of each financial year. Fees received from students are used for development of the college, non-grant faculty and staff salaries, students activities and are properly audited. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is

increased. Number of workshops and seminars are organized departmentally.

The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. All purchases are done through a tender system. Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred

through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank.

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

Streamlining of the institution's academic and administrative system which involves implementing strategic changes to enhance efficiency, effectiveness, and overall performance. This multifaceted approach typically includes reevaluating processes, embracing technology, and fostering a culture of continuous improvement.

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

1. Construction of new building
2. Renovation of old classrooms
3. More toilets are constructed.
4. More learning equipment purchase.
5. Participating in AISHE.

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

D. Any 1 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

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

Gender sensitization is being made through curricular teaching of Sociology CC and elective. Besides on campus programmes like Save Girl Child, observation of International Women's Day are regularly done with seminars, talks.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	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

• **Solid waste management**

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	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 **D. Any 1 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 **D. Any 1 of the above**

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

Institution plays a crucial role in fostering cultural harmony by promoting diversity, inclusivity, and tolerance. In a globalized world, where people from various backgrounds coexist it is quite notable that In the institution there are 15% students and two teachers belonging to the minority community who find this institution quite conducive to their religion and views. During festivals students from both communities equally participate without fostering any intolerance towards each other.

Furthermore, the institution promotes cultural harmony by incorporating multicultural curriculum , which exposes students to a wide range of perspectives and worldviews. This helps in breaking down stereotypes and prejudices, fostering empathy and understanding.

Institutions also provides a platform for open dialogue and intercultural exchanges. This encourages individual students and teachers to share their experiences and learn fromoneanother. Communal harmony week are observed to promote cultural garmony.

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

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

The institution organizes workshops, seminars, and training sessions to educate students and employees about the constitution, its values, and the fundamental rights and duties. The Constitution Day, National Voter's Day and Active Citizenship Awareness Programme are regularly conducted by the institution to cover topics like freedom of speech, equality, and the responsibility of citizens to uphold the constitution to sensitise the students and employees.

Topics related to the above are integrated in the syllabus of political science and students are taught about their rights, responsibilities, and the significance of the constitution in a democratic society.

Programme are held inviting experts, legal professionals, or government officials to speak on constitutional matters to provide valuable insights. Group discussions and debates on constitutional issues are organised to engage students on the constitution and ideal citizenship related topics.

The awareness campaigns within the institution sensitise everyone of their civic duties and rights.

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	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 celebrates all important days throughout the year including Independence Day, Republic Day, National Youth Day, International Women's Day, Aids Awareness Day, Constitution Day and many other days and events. Besides these the institution also celebrates Ganesh Puja, Saraswati Puja, Teacher's Day to create a culturally positive environment.

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

7.2 - Best Practices

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

1. Digital Literacy

Objectives:

The objectives of this best practice are:

To teach community members with essential digital skills, such as using computers, navigating the internet, and using common

software.

Online Safety: Teach online safety practices, including recognizing and avoiding scams and protecting personal information.

Digital Citizenship: Foster responsible online behavior, ethics, and respect for others in digital spaces.

2. Online Banking:

Financial Literacy: Educate the community about financial management, budgeting, and the benefits of online banking.

Banking Services: Help community members understand various banking services and how to access them online.

Security: Emphasize the importance of secure online banking practices, including password management and fraud prevention.

Context:

Community Needs Assessment:

Understand the specific digital literacy and online banking needs and challenges of your community through surveys, interviews, or focus groups.

Tailored Programs:

Customize programs to cater to diverse demographics within the community, such as different age groups and cultural backgrounds.

Accessible Resources:

Ensure resources and training materials are accessible, both in terms of content (language and format) and physical accessibility (e.g., for individuals with disabilities).

Practice:

Digital Literacy

Workshops: Offer regular workshops covering topics like basic computer skills, internet usage, and safe online practices.

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

7.3 - Institutional Distinctiveness

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

The Institution has created its own distinctiveness through a unique way of educating the students by developing a coin collection drive. Creating a coin gallery is an engaging way to educate students about history, economics, and culture. There is a collection of variety of coins from different time periods and regions, providing opportunities for hands-on learning and discussions about monetary systems, historical events, and artistry. This interactive approach makes learning more enjoyable and memorable for students.

It starts with collecting a diverse range of coins from different countries and time periods. The department of English has developed this unique, distinctive means of educating students by acquiring coins over the years, from various sources. Research has been made to gather information about each coin in the collection. This includes historical context, cultural significance, and any unique features. This will be essential for providing educational content.

Presently the coins are kept in coin albums and shown to the students regularly to gain knowledge. A gallery will soon be created for display with security provisions. Students are made to know the details such as the coin's history, the era it comes from, and its artistic or cultural significance.

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 has qualified teachers who prepare their lesson plans according to the curriculum designed for students of different programmes by affiliating university. Lesson plans are verified by the Academic Bursar and after his approval teachers impart the lesson keeping in their mind students' interests, needs, and learning experiences. Lectures, group-discussions, monthly seminars, proctorial classes for slow learners, unit tests to assess students' progress are different strategies adopted by teachers for delivery of curriculum and all records are maintained and documented properly. Students are provided with study materials, hand-outs, for further assistance. Internal of Mid-term Exams are held for each semester.

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

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

Institution has prepared the Academic Calendar at the beginning of the academic year and adheres to it accordingly.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University

C. Any 2 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
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

14

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)	No File Uploaded

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

348

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

348

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

Gender issues are included in the curriculum of sociology, Environmental issues are included in AECC -II.

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	No File Uploaded

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

14

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

1.3.3 - Number of students undertaking project work/field work/ internships**413**

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
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

448

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

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

35

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

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

Mentoring system is carried on through interaction between faculties and students during proctorial classes taken from time to time.

2. Personal motivation by the teachers is also provided when necessary.

3. Career counselling programme are held by various private organizations

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
348	19

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

a. Encouraging students to ask questions, share their perspectives, and engage in discussions with both peers and instructors.

- b. Group Projects:** Assigning collaborative projects that require students to work together to solve problems or complete tasks.
- c. Peer Teaching:** Allowing students to take turns presenting topics to their classmates during group discussions which reinforces their understanding and communication skills.
- d. Case Studies:** Analyzing real-world cases and scenarios as a group to apply theoretical concepts and develop problem-solving abilities.
- e. Socratic Seminars:** Engaging in structured, open-ended discussions that encourage critical thinking and exploration of complex topics.

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

In Science departments teachers use PPT for better understanding of students. Practical classes are held for Psychology, Physics, Chemistry, Botany, Zoology and Mathematics. Teachers use and provide students with e-books and e-materials. Students are acquainted with Google Meet, Zoom for online classes. Whatsapp groups are created for the purpose.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

1:18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****19**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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****9**

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)	No File Uploaded

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**25**

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

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.

Monthly unit tests are conducted by teachers of each department for improvement of students' standard and preparing them for the semester examination. The area of weakness is found and remedial classes and proctorial classes are held in online mode to improve their quality of learning. Besides, online internal assessment exam is held before each semester with students keeping their video on while giving examination. The internal exam is of 20 marks for all papers. Evaluation is done by the concerned subject teachers.

Teachers prepare students for unit tests and internal exams to help them in improving their inherent capacity to learn. Further online quiz on different subjects are held to gear up the students for improving their learning experience.

Monthly departmental seminars and webinars are conducted for better learning outcome. Online Classes are taken during Covid-19 Pandemic lockdown period.

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. The College has adopted

an online system where each student can view their total assessment marks at the end of each semester and can report discrepancies, if any, within a specified time period after which the marks are finally uploaded on the University portal. The College follows a completely web-enabled (online) internal assessment and attendance management system. Assignment and test / project marks are shown to the students. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy. The faculty 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, projects, etc. are given to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The marks are sent to the university only after each student has been given ample opportunity and time to review and register their complaint, if any.

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.

File Description: The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by F.M. University. The institution in accordance with the University delivers them. The Learning Outcomes-base Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college Calendar, Principal's address to students and parents, Alumni meets and dissemination in classrooms by concerned staff. These are also prominently featured on college boards, college magazine. Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses.

Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practical. Teachers are also well communicated about the outcomes.

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

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

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes. Evaluation Process: The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, internal exams, unit tests, surprise tests, etc. Throughout the year the faculty records the performance of each student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression. Average attainment in Evaluation Process: Students under university examination are evaluated for 80% of total marks and institution for 20% marks as internal assessment. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluate throughout the year. The Methods of measuring attainment: End Semester University Examination: The affiliating University conducts examinations as per semester and through which the institution measures programme outcomes based on the course attainment level fixed by the programme.

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****302**

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

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

https://charampacollege.in/cms/documents/UNR897428_Student%20Satisfaction%20Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

17

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

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

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

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

01

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

Extension activities carried out in our institution like the National Service Scheme (NSS) and Youth Red Cross (YRC) have a significant and positive impact on both the institution and the community it serves. These activities are designed to promote social responsibility, community engagement, and personal development among students. Here are some of the key impacts of such extension activities:

1. **Community Engagement:** NSS and YRC programs encourage students to actively engage with the community. Through various initiatives such as special camps, awareness campaigns, and community service projects, students get an opportunity to understand and address the needs and challenges faced by the local community.

2. **Skill Development:** Students participating in NSS and YRC gain practical skills and experiences that are often not part of the regular academic curriculum. These skills include

leadership, communication, teamwork, problem-solving, and project management.

3. Social Responsibility: Engagement in extension activities fosters a sense of social responsibility among students. They learn about the importance of giving back to society and making a positive impact on the lives of others.

4. Personal Growth: These activities often push students out of their comfort zones, helping them develop personally and gain self-confidence.

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

08

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

120

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

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

0

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

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

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.

College has appropriate and sufficient infrastructure in the physical, academic and support facilities for the students the laboratories for science departments which are furnished and maintained by utilizing the college fund and funds received from state govt. There are sufficient computers to serve the purpose of the students. A guest faculty in IT helps the students in gaining computer knowledge. A register is maintained in this regard the college library has adequate number books which are issued to the students through their library cards. Each department has their own seminar library from where honours students borrow books. College has a large play ground with facilities for students to engage themselves in sports activities. In boys' and Girls' Common rooms there are indoor games facilities. There is PET to guide the students for games and sports. The college has gym for both students and staffs to improve their physical fitness. Staff members are assigned with responsibilities to maintain the assets in their charge.

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

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

Providing facilities for sports, games, and cultural activities in a college is essential for the holistic development of students. These facilities contribute to physical fitness, mental well-being, and the overall personal growth of students. Here are some common facilities that Charampa college provides for these activities:

1. Sports Facilities:

The institution has a large playground for students to conduct yearly Annual Sports and Athletic Meets and inter-departmental cricket matches. The field is used for daily practice of students also.

1. Games Facilities:

- Chess and Board Games are provided to Girls' and Boys' common room.
- A gym is also there in the sports room.

1. Cultural Facilities:

- Auditorium: A large space for hosting cultural events, theatrical performances, and extra-mural lectures.

1. College provides sports equipment to students for practice. Organize events regularly for sports competitions, cultural festivals, and talent shows that encourage student participation.
2. Trained P.E.T. and facilitators are there to oversee activities and provide guidance.

Adequate budget allocation for maintenance and upgrades of these facilities is made.

1. The college Ensures that facilities are accessible to

students of all backgrounds and abilities. First-aid is provided during any sports related injury.

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.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

61.83575

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

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

Library automation work has started from the beginning of the session manually. The support staff of the library are feeding all books and relevant information in the computer to have a digital database.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://charampacollege.in/

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

D. Any 1 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)**

0.82371

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)	No File Uploaded

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

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

70

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

The institution frequently updates its IT facilities by purchasing new computers, and upgrading to better browsing system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://charampacollege.in/

4.3.2 - Number of Computers

40

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	No File Uploaded	
Details of available bandwidth of internet connection in the Institution	No File Uploaded	
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)		
61.83575		
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)	No File Uploaded	
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.		
College has appropriate and sufficient infrastructure in the physical, academic and support facilities for the students the laboratories for science departments which are furnished and maintained by utilizing the college fund and funds received from state govt. There are sufficient computers to serve the purpose of the students. A guest faculty in IT helps the students in gaining computer knowledge. A register is maintained in this regard the college library has adequate number books which are issued to the students through their		

library cards. Each department has their own seminar library from where honours students borrow books. College has a large play ground with facilities for students to engage themselves in sports activities. In boys' and Girls' Common rooms there are indoor games facilities. There is PET to guide the students for games and sports. The college has gym for both students and staffs to improve their physical fitness. Staff members are assigned with responsibilities to maintain the assets in their charge.

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

413

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

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

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

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

B. 3 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)	No File Uploaded

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

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

B. Any 3 of the above

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

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	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

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)

Students with outstanding performance are invited to take part in different aspects of academic & administrative activities. Student Union was formed and elected members elected by directed voting process took the leadership for developmental activities of the institution. Dramatic Secretary, Athletic Secretary organised different cultural events and sports events along with advisors from faculty members.

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

0

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)	No File Uploaded

5.4 - Alumni Engagement

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

The institution has a Alumni association which is not registered though Almuni meetings are held from time to time.

File Description	Documents
Paste link for additional information	https://charampacollege.in/
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 college administration has its decentralization of policy making, planning and development. The Governing Body takes the charge of infrastructure development and financial matters. Different developmental policies are decided in the GB meetings and then implemented in the college. Principal of the institution decentralizes responsibilities by dividing them among all faculty members and non-teaching staff according to their knowledge and expertise. Taking into consideration the availability of funds the principal carries out various activities which fulfill the vision and the mission of the institution. The institution tries its best to manage the developmental works with the feedbacks taken from all stakeholders.

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.

Curriculum has been planned and designed by Fakir Mohan University for each department. Accordingly the faculty

members prepare their lesson plans and impart teaching and learning. Progress of the students and the syllabus is recorded in the progress register. Group discussions, unit tests, Power point presentations and other teaching methods are adopted for delivery of curriculum.

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

In the beginning of each academic session proper planning is made by the principal and Governing Body for development of the institution.

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.

The principal is the administrative head of the college who is supported by Administrative Bursar, Academic Bursar, Account Bursar & other officers in charge of different sections and committees.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching

1. Study leave for undergoing Ph.D. 2. Duty leave for attending seminar, conference, and refresher courses. 3. Maternity Leave. 4. Paternity Leave 5. Medical Leave 6. Teacher Welfare Fund

Non-Teaching

1. Maternity Leave. 2. Paternity Leave 3. Rehabilitation Assistance Scheme for group C D employee. 4. Non-teaching Welfare Fund

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

03

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

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

The institution has Performance appraisal system for all regular faculty members through HRMS. At the end of every academic session teachers fill up and submit their PAR or

Personal Appraisal Report and submit the same through HRMS which is reviewed at three levels. First by the Principal and next by the DHE, Odisha.

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

Audit Type

External

Internal

Yes/No

Agency

Yes/No

Authority

Academic

Yes

RDE, Balasore, District Level Consultant, Bhadrak

Yes

Internal Academic Audit Cell

Administrative

Yes

RDE, Balasore

Yes

Principal and Accounts Bursar

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

The College has a Governing Body, Planning and Purchase Committee, Library ,Construction Committee and various associated bodies which help in the preparation, division, allocation and utilization of funds. Funds received for extension activities are kept in separate accounts. The utilization of these funds is ensured through financial auditing at the end of each financial year. Fees received from students are used for development of the college, non-grant faculty and staff salaries, students activities and are properly audited. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is

increased. Number of workshops and seminars are organized departmentally.

The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. All purchases are done through a tender system. Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred

through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank.

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

Streamlining of the institution's academic and administrative system which involves implementing strategic changes to enhance efficiency, effectiveness, and overall performance. This multifaceted approach typically includes reevaluating processes, embracing technology, and fostering a culture of continuous improvement.

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

1. Construction of new building

2. Renovation of old classrooms

3. More toilets are constructed.

4. More learning equipment purchase.

5. Participating in AISHE.

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

Gender sensitization is being made through curricular teaching of Sociology CC and elective. Besides on campus

programmes like Save Girl Child, observation of International Women's Day are regularly done with seminars, talks.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	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

• Solid waste management

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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	D. Any 1 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

D. Any 1 of the above

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

Institution plays a crucial role in fostering cultural

harmony by promoting diversity, inclusivity, and tolerance. In a globalized world, where people from various backgrounds coexist it is quite notable that In the institution there are 15% students and two teachers belonging to the minority community who find this institution quite conducive to their religion and views. During festivals students from both communities equally participate without fostering any intolerance towards each other.

Furthermore, the institution promotes cultural harmony by incorporating multicultural curriculum , which exposes students to a wide range of perspectives and worldviews. This helps in breaking down stereotypes and prejudices, fostering empathy and understanding.

Institutions also provides a platform for open dialogue and intercultural exchanges. This encourages individual students and teachers to share their experiences and learn from one another. Communal harmony week are observed to promote cultural harmony.

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

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

The institution organizes workshops, seminars, and training sessions to educate students and employees about the constitution, its values, and the fundamental rights and duties. The Constitution Day, National Voter's Day and Active Citizenship Awareness Programme are regularly conducted by the institution to cover topics like freedom of speech, equality, and the responsibility of citizens to uphold the constitution to sensitise the students and employees.

Topics related to the above are integrated in the syllabus of political science and students are taught about their rights, responsibilities, and the significance of the constitution in a democratic society.

Programme are held inviting experts, legal professionals, or government officials to speak on constitutional matters to provide valuable insights. Group discussions and debates on constitutional issues are organised to engage students on the constitution and ideal citizenship related topics.

The awareness campaigns within the institution sensitise everyone of their civic duties and rights.

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	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 celebrates all important days throughout the year including Independence Day, Republic Day, National Youth Day, International Women's Day, Aids Awareness Day, Constitution Day and many other days and events. Besides these the institution also celebrates Ganesh Puja, Saraswati Puja, Teacher's Day to create a culturally positive environment.

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

7.2 - Best Practices

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

1. Digital Literacy

Objectives:

The objectives of this best practice are:

To teach community members with essential digital skills, such as using computers, navigating the internet, and using common software.

Online Safety: Teach online safety practices, including recognizing and avoiding scams and protecting personal information.

Digital Citizenship: Foster responsible online behavior, ethics, and respect for others in digital spaces.

2. Online Banking:

Financial Literacy: Educate the community about financial management, budgeting, and the benefits of online banking.

Banking Services: Help community members understand various banking services and how to access them online.

Security: Emphasize the importance of secure online banking practices, including password management and fraud prevention.

Context:

Community Needs Assessment:

Understand the specific digital literacy and online banking needs and challenges of your community through surveys, interviews, or focus groups.

Tailored Programs:

Customize programs to cater to diverse demographics within the community, such as different age groups and cultural backgrounds.

Accessible Resources:

Ensure resources and training materials are accessible, both in terms of content (language and format) and physical accessibility (e.g., for individuals with disabilities).

Practice:

Digital Literacy

Workshops: Offer regular workshops covering topics like basic computer skills, internet usage, and safe online practices.

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

7.3 - Institutional Distinctiveness

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

The Institution has created its own distinctiveness through a

unique way of educating the students by developing a coin collection drive. Creating a coin gallery is an engaging way to educate students about history, economics, and culture. There is a collection of variety of coins from different time periods and regions, providing opportunities for hands-on learning and discussions about monetary systems, historical events, and artistry. This interactive approach makes learning more enjoyable and memorable for students.

It starts with collecting a diverse range of coins from different countries and time periods. The department of English has developed this unique, distinctive means of educating students by acquiring coins over the years, from various sources. Research has been made to gather information about each coin in the collection. This includes historical context, cultural significance, and any unique features. This will be essential for providing educational content.

Presently the coins are kept in coin albums and shown to the students regularly to gain knowledge. A gallery will soon be created for display with security provisions. Students are made to know the details such as the coin's history, the era it comes from, and its artistic or cultural significance.

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. Career Counselling to be conducted.
2. Extra mural lessons to be given.
3. Library Automation to start.
4. Inter-disciplinary seminars to be conducted
5. Continuous Yoga Classes to be held.