



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

N.C.AUTONOMOUS COLLEGE, JAJPUR

- Name of the Head of the institution **FAKIR MOHAN MALLICK**
- Designation **Principal (in-charge)**
- Does the institution function from its own campus? **Yes**

- Phone No. of the Principal **06728222434**
- Alternate phone No. **08594800170**
- Mobile No. (Principal) **6372514178**
- Registered e-mail ID (Principal) **ncacjajpur@gmail.com**
- Address **N. C. Autonomous College, AT / PO-
Jajpur town Dist - Jajpur, Odisha
- 755001**
- City/Town **JAJPUR TOWN**
- State/UT **ODISHA**
- Pin Code **755001**

2. Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **01/10/1999**
- Type of Institution **Co-education**

- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the IQAC Co-ordinator/Director **Suresh Chandra Sahoo**
- Phone No. **9437217790**
- Mobile No: **9437217790**
- IQAC e-mail ID **ncacjajpur@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://www.ncac.in/aqar/>

4. Was the Academic Calendar prepared for that year? **Yes**

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

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.0	2004	16/09/2004	15/09/2009
Cycle 2	B	2.86	2011	27/03/2011	26/03/2016

6. Date of Establishment of IQAC **12/08/2015**

7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
N. C. Autonomous College, Jajpur	CPE	UGC	01/01/2010	13500000

8. Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9.No. of IQAC meetings held during the year **3**

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

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

10.Did IQAC receive funding from any 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)

The followings are some contributions of IQAC during the current year. 1. Organisation of seminars, webinars and workshops. 2. Conduct of internal audit of different departments of the college. 3. Collection, compilation and implementation of feedback from stakeholders. 4. Programme on women empowerment and career awareness. 5. Programme on NSS and Youth Red Cross.

12.Plan of action chalked out by IQAC at 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
Conduct of Seminars and Webinars	Organised Webinars, Workshops and Virtual Conferences during the year.
CONDUCTING EXECUTIVE COMMITTEE MEETING	EXECUTIVE COMMITTEE MEETING was held in the college
Conducting Alumni Association meeting and Students' Satisfaction Survey	IQAC Organised Stakeholders Meeting, Alumni Association Meeting and conducted Students' Satisfaction Survey.
Conducting Induction programme	IQAC organised induction programme for newly admitted students of different streams.
Conducted programmes in collaboration with YRC and NSS	Also organised YRC Blood Donation camps, NSS camps and workshops, plantation programmes
Conduct of special classes for weak or average students	Special classes for weak and average students were organised

13. Was the AQAR placed before the statutory body? Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Staff Council/NAAC Core Team	22/06/2023

14. Was the institutional data submitted to AISHE ? Yes

- Year

Part A	
Data of the Institution	
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• Alternate phone No.	08594800170
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<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Staff Council/NAAC Core Team	22/06/2023
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
2022	25/02/2022
15. Multidisciplinary / interdisciplinary	

The college has introduced multiple disciplines like UG Arts, Science and Commerce. There are different Honours subject under Arts Stream like English, Economics, History, Pol. Science, Sociology, Philosophy, Sanskrit, Odia and Mathematics. Under UG Science, Honours subjects like Physics, Chemistry, Mathematics, Zoology, and Botany are taught. There are self-financing courses like BBA, BBA, MSW and M.Sc Computer Science. Apart from it, there are PG courses in Mathematics and History.

16.Academic bank of credits (ABC):

Since the college is affiliated to the Utkal University, the college acts in accordance with the rules and policy formulations of the affiliating University. It is a Government College of state of Odisha. The College will implement Academic Bank of Credits (ABC) as and when the University/ Government send in instructions to do so.

17.Skill development:

The college has courses like Tally, Web Design, Communicative English, Banking and Insurance, E-Commerce, Reasoning and Quantitative Aptitude, Industrial Chemistry for skill development.

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

It is well integrated as part of the Syllabus of different courses taught. Many of the students of the institute prefer to learn in regional languages like Odia, Hindi, Urdu and Sanskrit.

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

Course Outcome is closely aligned and detailed out in the syllabus of every discipline in each subject.

20.Distance education/online education:

The College has wings of Indira Gandhi National Open University (IGNOU) and Odisha State Open University (OSOU) for imparting counseling to students of both UG and PG (Distance and Online) most successfully. During pandemic the teachers of the institute provided online education through google meet, zoom class etc.

Extended Profile

1.Programme

1.1	09
Number of programmes offered during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1	2114
Total number of students during the year:	
File Description	Documents
Institutional data in Prescribed format	View File
2.2	641
Number of outgoing / final year students during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3	641
Number of students who appeared for the examinations conducted by the institution during the year:	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
3.Academic	
3.1	21
Number of courses in all programmes during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.2	48
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File
3.3 Number of sanctioned posts for the year:	52
4. Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	218
4.2 Total number of Classrooms and Seminar halls	84
4.3 Total number of computers on campus for academic purposes	70
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	3235367/-

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Model syllabus designed by the Department of Higher Education is introduced for the students with minor changes by the Board of Studies and approved by the Academic Council. The board of studies and academic councils are associated with curriculum development. The members of the board of studies followed by those of the academic council meet once a year, separately on different dates, at the beginning of the academic session for curriculum development. Keeping in view the needs of the students the college added different value added courses like Communicative English, Reasoning and Quantitative Aptitude, Tally, Web Design, Banking

and Insurance. The institution aims at providing employability to the students by introducing such courses.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

5

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

7

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

00

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

5

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

This institution believes in moral values, professional ethics, gender equality and sustainable development. Students belonging to humanities are taught in these lines and students belonging to other science, commerce, and self financing courses are taught value based education in smart class rooms. PPTs and other forms of ICT methods are followed to impart such education. Lessons on human values, gender equality, environment issues, sustainable development, and prohibition remain the core theme of such learning process. Different video lessons are also played from the web (Link given by the government of Odisha) to bring awareness among the students. Ethics and Values as compulsory subjects is being taught across disciplines. The book highlights gender equality, human values and professional ethics for overall development of students. Similarly Environmental Studies has been taught across disciplines. It lays emphasis on the protection of environment for the future generations. The course aims at sensitizing students about sustainable development.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

2

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

641

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

641

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is **B. Any 3 of the above**

obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

840

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

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

265

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college being a rural based college, receives applications from different categories of students as well as slow, average and advanced level of learners. Internal assessment examinations are conducted and the performance of the students is discussed in the classroom and suggestions are put forward for better academic performance. In the time table of the college special classes are allotted for slow learners. Seminars and symposiums are organised where in advanced learners present papers and interact with the resource persons. The slow learners are also encouraged to put questions to the experts in the seminars. Audio visual methods of teaching are followed to make the students more attentive in the class.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
12/07/2022	641	48

File Description	Documents
Upload 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:

1. Field Work : Students of final year classes visit different

industrial areas and farms for field work purposes.

2. **Projects** : All the final year students are assigned with project works which are not less than research works. The students collect available source materials and finally submit the copies of the project papers to supervisors of the respective departments for evaluation or gradation.
3. **Seminars and Symposiums** : They are regularly held in the departments and some national and international seminars are also held in the college for the betterment of the students.
4. **Field Tours** : Field tours to the nearby historical and archaeological sites are done by the students of Department of History.
5. **Student Mentoring System** : Here the problems of the students are solved by the mentors belonging to the respective departments. Each teacher acts as a mentor of the group assigned to him/her.
6. **The NSS and YRC volunteers** of the institution take part in different social welfare activities. At times nearby villages are adopted for cleaning, plantation, and health awareness programmes. The volunteers gain by learning from the personal experiences of the villagers through direct participation/ interaction.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

OSHEC/e-resources found in in the following link. More than 90 % of the teachers of this institution follow ICT enabled teaching learning resources for effective teaching. Many mobile apps and computer softwares are used for imparting education through word, PPT , audio video and other formats. Net enables smart class rooms are effectively used with e resource facilities. There are some virtual classrooms and the teachers take regular classes in these ICT enabled rooms.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://eresources.oshec.in
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

48

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	No File Uploaded
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Academic Calender prepared by the department of higher education, government of odisha is adhered to with minor modifications at the institutional level. However the institution always try to follow the calender provided by the state government.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

48

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

19

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

5

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

39 days (usually the result is published within 45 days)

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

01

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Assenger Technology , Bhubaneswar is the IT farm that manages examination matters of the institution.
2. Form fill up for examinaitons is done online.
3. Online examinations are conducted.
4. I Cards are generated.
5. Mark Sheets are generated.
6. Result publication is done online.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://nccollege.org

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Programmes outcomes and course outcomes for all programmes offered by the institution are displayed on the website of the

institution.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	https://www.ncac.in/course-prog-outcome/

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The institution evaluates the attainment of programme outcomes and course outcomes by giving attention to syllabus and course completion in time, through continuous internal and semester examination, conduct of departmental seminars, project works of students, student progression, placement, grievance redressal, feedback system and student satisfaction survey.

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

2.6.3 - Pass Percentage of students**2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution**

539

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.ncac.in>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Being a rural based college, best of the research facilities are not available here. In spite of this the college promotes the spirit of research among the staff members. The teachers are encouraged to go for orientation and refresher courses, and encouraged to go for research projects, Many of the teachers of our institution have earned distinguished reputation as renowned authors and their books are widely circulated throughout the state and outside. All the books published are supported with ISBN numbers. Many research articles are also published in different journals.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Full salary paid during study leave for research.

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

00

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

00

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

01

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	No File Uploaded

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution provides support to the students preparation of project reports, conducting seminars, encourages the students to present seminar papers, arrange field trips, conducts awareness meet under NSS and RedCross, arranges blood donation camps, health camps. The institution also arranges for making visits to nearby industrial area to inspire the young entrepreneurs.,

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

16

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	No File Uploaded
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

30

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

20

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

00

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college, in order to sensitize different social issues organises NSS programmes, blood donation camps through Red Cross, gender awareness programmes and health awareness programmes and plantation programmes both in the campus and outside the campus. The college also conducts seminars on gender equality and women rights.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

02

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

07

File Description	Documents
Reports of the events organized	No File Uploaded
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

367

File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

15

File Description	Documents
Copies of documents highlighting collaboration	No File Uploaded
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

01

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

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 equipments, etc.

The institution has adequate number of infrastructure and physical facilities for teaching learning. We have Three complexes meant for humanities, sciences and commerce. There are 84 class rooms, huge galleries and 3 ICT enabled smart class rooms. An auditorium is there for conducting seminars or webinars. The departments of all sciences have their separate rooms with practical facilities. The institution has sufficient number of computers too.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Games and sports have remained an integral part of the institution. The students of our institution participates in different competitions held at regional, district, national levels. Our student players take part in khokho and throw ball competitions held in other states. The students also learn yoga regularly in the campus. Our institution has also one gymnasium for the students and teachers.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

03

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

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

00

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	No File Uploaded
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college library is automated (partially)and uses version'End to End Solutions' which is operating from 2019.

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

4.2.2 - Institution has access to the following: A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	No File Uploaded
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2044000

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	View File
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 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

31

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has given importance to IT policy and from the past few years has been providing wifi facilities to the students and teachers. The class rooms and large halls/galleries are equipped with security cameras.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2114	70

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus **A. 50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: **C. Any two of the above**
Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

87100

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

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

There are established system and procedures for maintaining and utilizing physical, academic and support facilities: Labs, Library, Sports Complex, Computers, and Class Rooms etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

844

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

03

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	No File Uploaded

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

B. Any 3 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	No File Uploaded
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

130

File Description	Documents
Any additional information	View File
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 adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

34

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

5.2.2 - Number of outgoing students progressing to higher education

167

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	No File Uploaded
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

19

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	View File

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

There is a college union and the office bearers are elected/nominated.

The functions of college union are to organize discussions on general, cultural, academic, national and international problems.

Apart from the above, the office bearers of the college union invite eminent persons to address the students on the special occasion. They take up other activities as proposed by the union.

The elected/nominated students represent some committees. One of the students becomes a member of RUSA. One boy and one girl student are the members of Grievances Cell. Two students are nominated as members of IQAC. One student is a member of Anti-Ragging Cell.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

14

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	No File Uploaded
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association/Chapter (Registered and functional) contributes significantly to the development of the institution through financial and non-financial means during the last five years.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

VISION

To achieve excellence in education, research, and extension activities upholding human virtues.

MISSION

1. Cultivating democratic administration and student-teacher relationship
2. Offering vocational, IT, and context relevant education
3. To beautify the young minds with the idea of 'unity of mind & unity of culture through inculcation of Indian culture and tradition and national integration. (Virtues and values)
4. Continuous upgradation of course curricula according to changing requirements.
5. Creation of new knowledge through experimentation, interaction, and exchange of ideas
6. To prepare the students making themselves ready to solve challenges of life of their own.
7. Providing value based education and constitutional knowledge.
8. Promoting localities through plantation of trees, organizing health camps, educating children in school, conducting traffic awareness programmes and other welfare activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution encourages decentralization and participative management in various spheres of administration. The Executive Committee is the apex body that takes important and crucial decisions concerning the overall development of the college. The Executive Council, otherwise known as the governing Body, consists of members who have great contributions to academics, industry and social service. The Principal is the ex-officio secretary and two senior most faculties are the members of the Executive Council.

So, decentralization starts at the apex and goes down gradually to the grassroots.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

As the institution is a Govt. College, policy decision regarding infrastructural and academic development is taken by the Department of Higher Education, government of Odisha. Secondly, the institution is affiliated with Utkal University, Bhubaneswar. So, the policy decision of the University is also implemented here.

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

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from

the policies, administrative set-up, appointment and service rules, procedures, etc.

The N.C. (Auto) college, Jajpur has an Executive Committee appointed by the Govt of Odisha. Currently Dr. Sushant Kumar Das acts as the Chairman of the Executive Committee. Principal of the college always acts as the secretary-cum- convenor of the said committee.

The meetings of the committee sit twice in a year at least. The Executive Committee takes all pivotal decisions relating to the development of the college. It is also empowered to recommend some important policy prescriptions to government for executive approval. Besides there are various bodies which actually function with the direction of Principal and coordinative attitude of the subordinate staff. To name a few, the important bodies of this college include - College Union, Library Committee, Finance Committee, Academic Council, Examinations Committee and others. In all such bodies principal normally nominates some staffs to handle the works and challenges.

The service rules of the employees are prepared and implemented by the government itself. The rules undergo minor / major changes all the time depending on the necessity or requirement of the time. Similarly, recruitment to all posts (teaching & non- teaching) is carried out by government from time to time. But in recent years, the government has given the principals the authority to recruit certain categories of employees on outsourcing basis. Promotion to next higher post or cadre is a matter of concern of the government in the department of Higher Education.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	Nil

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

C. Any two of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	No File Uploaded
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has effective welfare measure for teaching and non-teaching staff for their career development / progression.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

00

File Description	Documents
Upload any additional information	View File
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 programmes organized by the Institution for its teaching and non-teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

04

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	No File Uploaded
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

The various internal and external financial audits carried out with the mechanism for settling audit objections.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

N.C (Auto) College, Jajpur is a Government College. The resource mobilization policy is implemented at the end of Higher Education Department, Govt. of Odisha. The college gets grants from State Government and UGC for infrastructure development, purchase of furniture, equipment and books. The infrastructural development is carried out by R & B department. The purchase of furniture and equipment is made by the Principal of the college through open quotation call and utilization certificate is submitted to the Govt. , UGC and RUSA.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC has conducted regular meetings for briefing details about the progress of work done by Quality Assurance Cell. It has continuously worked for updation of data. It has also conducted seminars, webinars and other programmes in the institute from time to time.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The periodic interval reviews of teaching-learning process, structure and methodology of operations and learning outcomes are done by the IQAC. It holds meetings and interactive sessions with teaching staff from time to time and also discusses different academic issues with an open mind.

The IQAC always focuses on holding unit test for ascertaining the academic performance of students. On the basis of academic performance of students they are divided into two groups - fast learners and slow learners. Students with slow learning capacities are taken care of and special classes are arranged for them to clear their doubts relating to authority/concepts.

Besides the IQAC always puts emphasis on completion of course in time. Teachers and para-teachers are motivated towards this for the benefit of the students. The competitive base of students is also strengthened by imparting them with pattern of examination and level of competition in each category of entrance tests. The IQAC also encourages students of different curricula to go for some jobs oriented course under IGNOU and OSOU. Both of them have had (got) their study centres in N.C (Auto) college premises. Above all the IQAC coordinator always highlights the norms and guidelines prescribed by the NAAC for bringing an improvement in quality of higher education in the college.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution

B. Any 3 of the above

Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	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

This institution has more girl students than boys. In spite of this, to maintain proper discipline within the campus, we have tried our levels most to the make the campus ragging free. Women Empowerment is given prime importance and one Women Cell is constituted for the smooth conduct of the affairs. Seminars and talks on gender issues are conducted regularly.

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

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

C. Any 2 of the above

File Description	Documents
Geotagged 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 a maximum of 200 words)

In this institution, there is a proper system of waste management. There is a degradable pit where degradable wastes are deposited and treated to create vermin compost. The compost is used for gardening purpose. About the non-degradable waste like plastic and class, we have a special dumping place. The Municipality of the town collects it from the college and treats it causing no environmental hazards to the student and staff. Furthermore, we have NSS Wing which clean the college from time to time and also makes other students and staff aware about waste management. In out institution for liquid was like storage and impure water we have proper drainage system so that there will no growth of insects like mosquitoes and flies and other insects. Regular spray of finial and other chemicals is done to check the growth of bacteria and virus inside the campus regularly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
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 C. Any 2 of the above

File Description	Documents
Geotagged 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:

B. Any 3 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**

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution’s initiatives to preserve and improve the environment and harness energy are confirmed through the following:

C. Any 2 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

Jajpur is a multicultural, multi religious and multi lingual district where people of different religion and community cohabit. As such, in this college student from different cultural, linguistic and religious communities study together in an environment of harmony and cordiality. Till its inception there is no evidence of any religious or cultural disorder among the staff

of students. Tolerance has been the core value of this educational institution where every religious denomination is allowed to practice his or her fundamental religious and cultural rights as enshrined in the constitution. In our hostels students from various cultural group live together without any ill feeling. The principal and the staff member take special care of the minority students. Here Urdu is taught as a language which is rare in the state of Odisha.

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

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

Every citizen of the nation should be aware of his/her rights and duties which have been enshrined in the constitution of India. As all the students of this institution are citizens of the nation, the institution initiates special measures to make the students aware of values like democracy, liberty, rights primarily fundamental rights and also their duties towards the nation and community. Different departments of the college from time to time have been taking special initiative to make the girl students aware of their special rights. They are taught and sensitized about the domestic violence, dowry, property rights and right to participate in the electoral practices and how to secure and hold public office. At the time of elections out volunteers take special initiative to make the people aware of their voting rights. This institution being one of the oldest in the state always cherish the values of toleration. Here students belonging to all religion cohabit in harsh less environment and study. The staff members have faith on democratic value. Yuva sanskar classes are regularly organized to infuse and sensitize the students about different values like respecting the teachers, respecting their fellow beings and to remain far away from vices like drug abuse, abusing girl child etc.

File Description	Documents
Details of activities that inculcate values necessary to transform students into 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 sensitization 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 Annual awareness programmes on the 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 programmes, 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

Like other educational institution of the state this college organizes national and international commemorative days like Independence Day, Republic Day, Gandhi Jayanti, Subhas Jayanti, Aids Day, Women's Day, Voters Day, Constitutional Day and also celebrates other national events from time to time. On the Independence and Republic Days flag hoisting ceremony take place in the presence of the principal, teachers, students and honourable invited guest. Sweet distribution also takes place. It is also celebrated in different hostels. On Gandhi Jayanti a special meeting is organized where the life and philosophy of

Gandhi is cherished and discussed. Quiz and debate competitions are organized. Events like Women's Day, Aids Day, Voters' Day are celebrated to make the students aware of their rights and duties. On Aids Day students are sensitized about the effects of Aids. Blood Donation Camp are also organized in the institution from time to time.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

The best practices of the institution have been the NSS Programmes, YRC Programmes, Outreach Programmes, Blood Donation Camps, and preparedness against cyclonic storms and flood. Owing to Pandemic few programmes were conducted.

File Description	Documents
Best practices in the Institutional website	https://www.ncac.in/two-institutional-best-practices/7.3
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

N.C. College, Jajpur is a rural based college. It is situated in the Bichitrapur Grampanchayat and also surrounded by many Grampanchayats. As it is a rural based college the first priority or the most important thrust area of the institution is to look after girls' education, as this area lacks in girl education. Therefore, this college takes special measure to sensitize the students about the relevance of modern education for girls. As it

is a rural based college, we are fighting against untouchability, prejudices, orthodoxy and conservatism. The students are made aware about child marriage, patriarchy, and dowry and prudha system. Due to the special initiative of the institution, the number of girl students is increasing in comparison to the boy students. Today, our girl students are taking admission in different universities of the state by qualifying in the common entrance test organized by the state of Odisha. They are also employed in different organization. We have proper hostel facilities for girl students. We have 600 seats for girl students where as for boys it is only 150.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Model syllabus designed by the Department of Higher Education is introduced for the students with minor changes by the Board of Studies and approved by the Academic Council. The board of studies and academic councils are associated with curriculum development. The members of the board of studies followed by those of the academic council meet once a year, separately on different dates, at the beginning of the academic session for curriculum development. Keeping in view the needs of the students the college added different value added courses like Communicative English, Reasoning and Quantitative Aptitude, Tally, Web Design, Banking and Insurance. The institution aims at providing employability to the students by introducing such courses.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

5

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

7

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year**

00

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

5

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

This institution believes in moral values, professional ethics, gender equality and sustainable development. Students belonging to humanities are taught in these lines and students belonging to other science, commerce, and self financing courses are taught value based education in smart class rooms. PPTs and other forms of ICT methods are followed to impart such education. Lessons on human values, gender equality, environment issues, sustainable development, and prohibition remain the core theme of such learning process. Different video lessons are also played from the web (Link given by the government of Odisha) to bring awareness among the students. Ethics and Values as compulsory subjects is being taught across disciplines. The book highlights gender equality, human values and professional ethics for overall development of students. Similarly Environmental Studies has been taught across disciplines. It lays emphasis on the protection of environment for the future generations. The course aims at sensitizing students about sustainable development.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

2

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

641

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

641

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

B. Any 3 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile**2.1.1 - Enrolment of Students****2.1.1.1 - Number of students admitted (year-wise) during the year**

840

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

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

265

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college being a rural based college, receives applications from different categories of students as well as slow, average and advanced level of learners. Internal assessment examinations are conducted and the performance of the students is discussed in the classroom and suggestions are put forward for better academic performance. In the time table of the college special classes are allotted for slow learners. Seminars and symposiums are organised where in advanced learners present papers and interact with the resource persons. The slow learners are also encouraged to put questions to the experts in the seminars. Audio visual methods of teaching are followed to make the students more attentive in the class.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
12/07/2022	641	48

File Description	Documents
Upload 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:

1. **Field Work** : Students of final year classes visit different industrial areas and farms for field work purposes.
2. **Projects** : All the final year students are assigned with project works which are not less than research works. The students collect available source materials and finally submit the copies of the project papers to supervisors of the respective departments for evaluation or gradation.
3. **Seminars and Symposiums** : They are regularly held in the departments and some national and international seminars are also held in the college for the betterment of the students.
4. **Field Tours** : Field tours to the nearby historical and archaeological sites are done by the students of Department of History.
5. **Student Mentoring System** : Here the problems of the students are solved by the mentors belonging to the respective departments. Each teacher acts as a mentor of the group assigned to him/her.
6. **The NSS and YRC volunteers** of the institution take part in different social welfare activities. At times nearby villages are adopted for cleaning, plantation, and health awareness programmes. The volunteers gain by learning from the personal experiences of the villagers through direct

participation/ interaction.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

OSHEC/e-resources found in in the following link. More than 90 % of the teachers of this institutioin follow ICT enabled teaching learing resources for effective teaching. Many mobile apps and computer softwares are used for imparting education through word, PPT , audio video and other formats. Net enables smart class rooms are effectively used with e resource facilities. There are some virtual classrooms and the teachers take regular classes in these ICT enabled rooms.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://eresources.oshec.in
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues**2.3.3.1 - Number of mentors**

48

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	No File Uploaded
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Academic Calender prepared by the department of higher

education, government of odisha is adhered to with minor modifications at the institutional level. However the institution always try to follow the calender provided by the state government.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

48

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

19

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

5

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

39 days (usually the result is published within 45 days)

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

01

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Assenger Technology , Bhubaneswar is the IT farm that manages examination matters of the institution.
2. Form fill up for examinaitons is done online.
3. Online examinations are conducted.
4. I Cards are generated.
5. Mark Sheets are generated.
6. Result publication is done online.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://nccollege.org

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Programmes outcomes and course outcomes for all programmes offered by the institution are displayed on the website of the institution.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	https://www.ncac.in/course-prog-outcome/

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The institution evaluates the attainment of programme outcomes and course outcomes by giving attention to syllabus and course completion in time, through continuous internal and semester examination, conduct of departmental seminars, project works of students, student progression, placement, grievance redressal, feedback system and student satisfaction survey.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

539

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.ncac.in>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Being a rural based college, best of the research facilities are not available here. In spite of this the college promotes the spirit of research among the staff members. The teachers are encouraged to go for orientation and refresher courses, and encouraged to go for research projects, Many of the teachers of our institution have earned distinguished reputation as renowned authors and their books are widely circulated throughout the state and outside. All the books published are supported with ISBN numbers. Many research articles are also published in different journals.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Full salary paid during study leave for research.

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

00

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

00

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

01

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	No File Uploaded

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution provides support to the students preparation of project reports, conducting seminars, encourages the students to present seminar papers, arrange field trips, conducts awareness meet under NSS and RedCross, arranges blood donation camps, health camps. The institution also arranges for making visits to nearby industrial area to inspire the young entrepreneurs.,

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

16

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	No File Uploaded
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

30

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**3.4.5.1 - Total number of Citations in Scopus during the year**

20

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**3.4.6.1 - h-index of Scopus during the year**

00

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college, in order to sensitize different social issues organises NSS programmes, blood donation camps through Red Cross, gender awareness programmes and health awareness programmes and plantation programmes both in the campus and outside the campus. The college also conducts seminars on gender equality and women rights.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

02

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

07

File Description	Documents
Reports of the events organized	No File Uploaded
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the

year	
367	
File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded
3.7 - Collaboration	
3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work	
15	
File Description	Documents
Copies of documents highlighting collaboration	No File Uploaded
Any additional information	View File
3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)	
01	
File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	No File Uploaded
Any additional information	View File
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 equipments, etc.	
The institution has adequate number of infrastructure and physical facilities for teaching learning. We have Three complexes meant for humanities, sciences and commerce. There	

are 84 class rooms, huge galleries and 3 ICT enabled smart class rooms. An auditorium is there for conducting seminars or webinars. The departments of all sciences have their separate rooms with practical facilities. The institution has sufficient number of computers too.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Games and sports have remained an integral part of the institution. The students of our institution participates in different competitions held at regional, district, national levels. Our student players take part in khokho and throw ball competitions held in other states. The students also learn yoga regularly in the campus. Our institution has also one gymnasium for the students and teachers.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

03

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

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

00

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	No File Uploaded
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college library is automated (partially)and uses version 'End to End Solutions' which is operating from 2019.

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

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	No File Uploaded
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2044000

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	View File
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 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

31

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has given importance to IT policy and from the past few years has been providing wifi facilities to the students and teachers. The class rooms and large halls/galleries are equipped with security cameras.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2114	70

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

C. Any two of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

87100

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

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

etc.

There are established system and procedures for maintaining and utilizing physical, academic and support facilities: Labs, Library, Sports Complex, Computers, and Class Rooms etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

844

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

03

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	No File Uploaded

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene)

B. Any 3 of the above

Awareness of Trends in Technology	
File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	No File Uploaded
Any additional information	No File Uploaded
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	
130	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

34

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

5.2.2 - Number of outgoing students progressing to higher education

167

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	No File Uploaded
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

19

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	View File

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

There is a college union and the office bearers are elected/nominated.

The functions of college union are to organize discussions on general, cultural, academic, national and international problems. Apart from the above, the office bearers of the college union invite eminent persons to address the students on the special occasion. They take up other activities as proposed by the union.

The elected/nominated students represent some committees. One of the students becomes a member of RUSA. One boy and one girl student are the members of Grievances Cell. Two students are nominated as members of IQAC. One student is a member of Anti-Ragging Cell.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

14	
File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	No File Uploaded
Upload any additional information	View File
5.4 - Alumni Engagement	
5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services	
The Alumni Association/Chapter (Registered and functional) contributes significantly to the development of the institution through financial and non-financial means during the last five years.	
File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil
5.4.2 - Alumni's financial contribution during the year	D. 2 Lakhs - 5 Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution	
VISION	
To achieve excellence in education, research, and extension activities upholding human virtues.	

MISSION

1. Cultivating democratic administration and student-teacher relationship
2. Offering vocational, IT, and context relevant education
3. To beautify the young minds with the idea of 'unity of mind & unity of culture through inculcation of Indian culture and tradition and national integration. (Virtues and values)
4. Continuous upgradation of course curricula according to changing requirements.
5. Creation of new knowledge through experimentation, interaction, and exchange of ideas
6. To prepare the students making themselves ready to solve challenges of life of their own.
7. Providing value based education and constitutional knowledge.
8. Promoting localities through plantation of trees, organizing health camps, educating children in school, conducting traffic awareness programmes and other welfare activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution encourages decentralization and participative management in various spheres of administration. The Executive Committee is the apex body that takes important and crucial decisions concerning the overall development of the college. The Executive Council, otherwise known as the governing Body, consists of members who have great contributions to academics, industry and social service. The Principal is the ex-officio secretary and two senior most faculties are the members of the Executive Council.

So, decentralization starts at the apex and goes down gradually to the grassroots.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

As the institution is a Govt. College, policy decision regarding infrastructural and academic development is taken by the Department of Higher Education, government of Odisha. Secondly, the institution is affiliated with Utkal University, Bhubaneswar. So, the policy decision of the University is also implemented here.

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

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

The N.C. (Auto) college, Jajpur has an Executive Committee appointed by the Govt of Odisha. Currently Dr. Sushant Kumar Das acts as the Chairman of the Executive Committee. Principal of the college always acts as the secretary-cum- convenor of the said committee.

The meetings of the committee sit twice in a year at least. The Executive Committee takes all pivotal decisions relating to the development of the college. It is also empowered to recommend some important policy prescriptions to government for executive approval. Besides there are various bodies which actually function with the direction of Principal and coordinative

attitude of the subordinate staff. To name a few, the important bodies of this college include - College Union, Library Committee, Finance Committee, Academic Council, Examinations Committee and others. In all such bodies principal normally nominates some staffs to handle the works and challenges.

The service rules of the employees are prepared and implemented by the government itself. The rules undergo minor / major changes all the time depending on the necessity or requirement of the time. Similarly, recruitment to all posts (teaching & non-teaching) is carried out by government from time to time. But in recent years, the government has given the principals the authority to recruit certain categories of employees on outsourcing basis. Promotion to next higher post or cadre is a matter of concern of the government in the department of Higher Education.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	Nil

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

C. Any two of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	No File Uploaded
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has effective welfare measure for teaching and non-teaching staff for their career development / progression.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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File Description	Documents
Upload any additional information	View File
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 programmes organized by the Institution for its teaching and non-teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

04

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	No File Uploaded
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

The various internal and external financial audits carried out with the mechanism for settling audit objections.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

N.C (Auto) College, Jajpur is a Government College. The resource mobilization policy is implemented at the end of Higher Education Department, Govt. of Odisha. The college gets grants from State Government and UGC for infrastructure development, purchase of furniture, equipment and books. The infrastructural development is carried out by R & B department. The purchase of furniture and equipment is made by the

Principal of the college through open quotation call and utilization certificate is submitted to the Govt. , UGC and RUSA.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC has conducted regular meetings for briefing details about the progress of work done by Quality Assurance Cell. It has continuously worked for updation of data. It has also conducted seminars, webinars and other programmes in the institute from time to time.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The periodic interval reviews of teaching-learning process, structure and methodology of operations and learning outcomes are done by the IQAC. It holds meetings and interactive sessions with teaching staff from time to time and also discusses different academic issues with an open mind.

The IQAC always focuses on holding unit test for ascertaining the academic performance of students. On the basis of academic performance of students they are divided into two groups - fast learners and slow learners. Students with slow learning capacities are taken care of and special classes are arranged for them to clear their doubts relating to authority/concepts.

Besides the IQAC always puts emphasis on completion of course in time. Teachers and para-teachers are motivated towards this for the benefit of the students. The competitive base of students is also strengthened by imparting them with pattern of examination and level of competition in each category of entrance tests. The IQAC also encourages students of different curricula to go for some jobs oriented course under IGNOU and OSOU. Both of them have had (got) their study centres in N.C (Auto) college premises. Above all the IQAC coordinator always highlights the norms and guidelines prescribed by the NAAC for bringing an improvement in quality of higher education in the college.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	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

This institution has more girl students than boys. In spite of this, to maintain proper discipline within the campus, we have tried our levels most to make the campus ragging free. Women Empowerment is given prime importance and one Women Cell is constituted for the smooth conduct of the affairs. Seminars and talks on gender issues are conducted regularly.

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

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

C. Any 2 of the above

File Description	Documents
Geotagged 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 a maximum of 200 words)

In this institution, there is a proper system of waste management. There is a degradable pit where degradable wastes are deposited and treated to create vermin compost. The compost is used for gardening purpose. About the non-degradable waste like plastic and glass, we have a special dumping place. The Municipality of the town collects it from the college and treats it causing no environmental hazards to the student and staff. Furthermore, we have NSS Wing which clean the college from time to time and also makes other students and staff aware about waste management. In our institution for liquid waste like storage and impure water we have proper drainage system so that there will be no growth of insects like mosquitoes and flies and other insects. Regular spray of disinfectant and other chemicals is done to check the growth of bacteria and virus inside the campus regularly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
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

C. Any 2 of the above

File Description	Documents
Geotagged 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**

B. Any 3 of the above

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>C. Any 2 of the above</p>
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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

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

Jajpur is a multicultural, multi religious and multi lingual district where people of different religion and community cohabit. As such, in this college student from different cultural, linguistic and religious communities study together in an environment of harmony and cordiality. Till its inception there is no evidence of any religious or cultural disorder among the staff of students. Tolerance has been the core value of this educational institution where every religious denomination is allowed to practice his or her fundamental religious and cultural rights as enshrined in the constitution. In our hostels students from various cultural group live together without any ill feeling. The principal and the staff member take special care of the minority students. Here Urdu is taught as a language which is rare in the state of Odisha.

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

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

Every citizen of the nation should be aware of his/her rights and duties which have been enshrined in the constitution of India. As all the students of this institution are citizens of the nation, the institution initiates special measures to make the students aware of values like democracy, liberty, rights

primarily fundamental rights and also their duties towards the nation and community. Different departments of the college from time to time have been taking special initiative to make the girl students aware of their special rights. They are taught and sensitized about the domestic violence, dowry, property rights and right to participate in the electoral practices and how to secure and hold public office. At the time of elections out volunteers take special initiative to make the people aware of their voting rights. This institution being one of the oldest in the state always cherish the values of toleration. Here students belonging to all religion cohabit in harsh less environment and study. The staff members have faith on democratic value. Yuva sanskar classes are regularly organized to infuse and sensitize the students about different values like respecting the teachers, respecting their fellow beings and to remain far away from vices like drug abuse, abusing girl child etc.

File Description	Documents
Details of activities that inculcate values necessary to transform students into 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 sensitization 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 Annual awareness programmes on the 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 programmes, 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

Like other educational institution of the state this college organizes national and international commemorative days like Independence Day, Republic Day, Gandhi Jayanti, Subhas Jayanti, Aids Day, Women's Day, Voters Day, Constitutional Day and also celebrates other national events from time to time. On the Independence and Republic Days flag hoisting ceremony take place in the presence of the principal, teachers, students and honourable invited guest. Sweet distribution also takes place. It is also celebrated in different hostels. On Gandhi Jayanti a special meeting is organized where the life and philosophy of Gandhi is cherished and discussed. Quiz and debate competitions are organized. Events like Women's Day, Aids Day, Voters' Day are celebrated to make the students aware of their rights and duties. On Aids Day students are sensitized about the effects of Aids. Blood Donation Camp are also organized in the institution from time to time.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the

prescribed format of NAAC

The best practices of the institution have been the NSS Programmes, YRC Programmes, Outreach Programmes, Blood Donation Camps, and preparedness against cyclonic storms and flood. Owing to Pandemic few programmes were conducted.

File Description	Documents
Best practices in the Institutional website	https://www.ncac.in/two-institutional-best-practices/7.3
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

N.C. College, Jajpur is a rural based college. It is situated in the Bichitrapur Grampanchayat and also surrounded by many Grampanchayats. As it is a rural based college the first priority or the most important thrust area of the institution is to look after girls' education, as this area lacks in girl education. Therefore, this college takes special measure to sensitize the students about the relevance of modern education for girls. As it is a rural based college, we are fighting against untouchability, prejudices, orthodoxy and conservatism. The students are made aware about child marriage, patriarchy, and dowry and prudha system. Due to the special initiative of the institution, the number of girl students is increasing in comparison to the boy students. Today, our girl students are taking admission in different universities of the state by qualifying in the common entrance test organized by the state of Odisha. They are also employed in different organization. We have proper hostel facilities for girl students. We have 600 seats for girl students where as for boys it is only 150.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

In the new academic year we have the following plan of action.

1. Introduction of academic-cum examination calender.
2. The examination process will be systematized and action will be taken to publish the result before time.
3. Special measure will be taken by the college to expedite infrastructure development.
4. We will strive our best to develop an up-to-date library updation and automation system.
5. For the improvement of the quality of teachers, they will be given opportunity to participate in orientation and refresher courses.
6. Computer literacy programme will be organised for nonteaching staff.
7. Awareness programme for sc/st students will be conducted to motivate them for taking admission in IGNOU free of cost in certificate courses.
8. Extension and outreach programmes will be undertaken for students.
9. MoUwith local autonomous colleges will be signed faculty and student exchange programmes.
10. In close collaboration withself-financing department, the college introduced new certificate courses like web designing, tally, oracle.
11. Introduction of ILMS (Integrated Library Management System)
12. Participation in NIRF
13. ISO certification
14. Installation of LCD with projectors in each department.
15. Installation of solar panels in each department.