



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Dhamnagar College

- Name of the Head of the institution

Pabitra Panigrahi

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

09337268698

- Mobile No:

9938042468

- Registered e-mail

dhamnagarcollege77@gmail.com

- Alternate e-mail

dhamnagarcollege1977@gmail.com

- Address

Dhamnagar

- City/Town

Bhadrak

- State/UT

Odisha

- Pin Code

756117

2.Institutional status

- Affiliated / Constitution Colleges

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **Fakir Mohan University, Balasore**
- Name of the IQAC Coordinator **Pradeep Kumar Ray**
- Phone No. **09438489235**
- Alternate phone No. **07608820775**
- Mobile **7978979517**
- IQAC e-mail address **iqac.dhamnagarcollege@gmail.com**
- Alternate e-mail address **dhamnagarcollege1977@gmail.com**

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

<https://dhamnagarcollege.org.in/Attachment/AQAR-2020-21.pdf>

4. Whether Academic Calendar prepared during the year?

No

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

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.57	2008	28/03/2008	27/03/2013

6. Date of Establishment of IQAC

18/03/2009

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	NIL	NIL	2021-22	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

2

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

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

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

- If yes, mention the amount

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

Awakening of Odia campaign.

Observation of Azadi Ka Amrit Mahotsav.

New Voter's awareness programme.

Career counseling programme.

Blood donation camp

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

Plan of Action	Achievements/Outcomes
Introduction of Smart Classes.	Smart Classrooms were established for quality education.
Collection of Curriculum feedback.	Curriculum feedback was collected from students, parents and stakeholders.
Effort to make the campus eco friendly.	Plantation Programs were organised to make the campus Eco Friendly.
Organisation of career counselling programs.	Career counselling programs were conducted in the college.
Remedial classes for slow learners.	Extra classes were taken for the slow learners to make their doubts clear.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council and IQAC	25/09/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Dhamnagar College
• Name of the Head of the institution	Pabitra Panigrahi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09337268698
• Mobile No:	9938042468
• Registered e-mail	dhamnagarcollege77@gmail.com
• Alternate e-mail	dhamnagarcollege1977@gmail.com
• Address	Dhamnagar
• City/Town	Bhadrak
• State/UT	Odisha
• Pin Code	756117
2.Institutional status	
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Fakir Mohan University, Balasore
• Name of the IQAC Coordinator	Pradeep Kumar Ray
• Phone No.	09438489235

• Alternate phone No.	07608820775				
• Mobile	7978979517				
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4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
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Cycle 1	B	2.57	2008	28/03/2008	27/03/2013
6.Date of Establishment of IQAC			18/03/2009		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institute	NIL	NIL	2021-22	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
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<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Staff Council and IQAC	25/09/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/12/2022

15. Multidisciplinary / interdisciplinary

Dhamnagar College recognizes the importance of both Multidisciplinary / interdisciplinary activities in shaping a well-rounded educational experience for its students. Various departments of the institution organise seminars, and lecturers on Multidisciplinary / interdisciplinary topics. The students are also assigned project works through proper guidance. The institution also organizes career counseling programmes to make future career and life decisions. In addition to this, the faculty members also publish articles on Multidisciplinary / interdisciplinary subjects. Besides, the students are also imparted value-added courses tinged with Multidisciplinary / interdisciplinary teachings.

16. Academic bank of credits (ABC):

Being an affiliated college of F.M. University, Balasore, Dhamnagar College, Dhamnagar abides by the regulations framed by the university. The present CBCS pattern of evaluation implemented by the university doesn't include the Academic Bank of Credit (ABC) system.

17. Skill development:

Skill development is a cornerstone of Dhamnagar College's philosophy. We believe that empowering students with practical skills along with academic knowledge is essential for their holistic growth and future success. As most of our students belong to rural areas, the college takes steps to develop the communication skills of the students. In addition to this skill development programs are also organised in our college from time to time. The institution also inculcates the best possible opportunities to enrich the culturally rooted skills of the students through various activities conducted by YRC, NSS, etc.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language,

<p>culture, using online course)</p> <p>Knowledge works effectively but knowledge in a system works more effectively when it integrates all Indian knowledge system has been enriched with the contribution of many great souls to enlighten succeeding generations. It is based on unity in diversity or 'Vasudhaiva Kutumbakam'. It is reflected in every walk of life of the people like culture, language, customs, education etc. Indian knowledge system integrates everything like flora and fauna. We see 'satyam sivam sundaram' in it. The institute tries to teach the students all these things to add value to their lives. The syllabus which is taught to the students is also patterned taking all these things to adapt to our culture, customs, and indianness. The teachers also take an interest in teaching the students lucidly and meticulously to instill all these values to make them great souls in the future. For this cause, the Department of Odia plays a pivotal role by instilling Odia culture, especially focusing on Jagannath culture. The Department of History also offers the Concept of Veda, Upanishad Which Enriches the students on their right path. Political Science Enriches the students, with the concept of unity in diversity, and gender equity.</p>
<p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p>
<p>The college always focuses on outcome-based education as it is more concerned about value and quality. Further, it is more concerned as it is situated in a rural area with many sorts of problems and issues. The institute is committed to addressing these issues and making the students more promising and practical for the sake of a good society. The institute emphasizes field study by the students so far as their project works in the syllabus are concerned. Through this work, they get involved to know and identify the local problems research on these problems, and ultimately suggest the remedial measures. With their capabilities and availability of resources, they try to solve the problems of the people. Being oriented by value-added courses, the students provide service to the people during emergencies and disasters. Furthermore, students equip themselves to venture more and more in their future lives in every sphere. They have been employed in various reputed organizations and proved their quality in society.</p>
<p>20.Distance education/online education:</p>
<p>Dhamnagar College started offering BA, B.com, and B.sc For the academic development of the Society. Because of the COVID-19 pandemic situation, the college also started online courses for</p>

teaching our college students. All 08 departments took the initiative to provide online education to the students. The teachers used various online tools such as computers, laptops, PPTs, YouTube videos, podcast audio, and interesting tools to make online teaching comprehensible and interesting. The students were guided to use online resources as it was difficult for them to visit the library physically during a pandemic. The use of e-resources such as e-books, e-journals, e-magazines, online articles, and blogs was encouraged to a great extent.

Extended Profile

1.Programme

1.1	10
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File

2.Student

2.1	195
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	98
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	231
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File

3.Academic	
3.1	25
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	32
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	15,47,000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Dhamnagar College, Dhamnagar, Dist-Bhadrak is an aided composite 255-category college.It follows the academic calendar & C.B.C.S. Syllabus provided by Fakir Mohan University, Balasore. The Extracurricular and co-curricular activities are prepared for effective implementation of the curriculum. The following measures are taken each year for effective delivery of the curriculum. 1. The college constitutes a timetable committee for the preparation of the Master timetable for each semester. The H.O.D. & faculty members of each department prepare individual timetables for their</p>	

respective departments from the Master Time Table. 2. The faculty member and H.O.D of every department prepare a comprehensive Lesson Plan and Diary. 3. A Welcome -Cum- Induction Programme was held for the newly admitted students. 4. Principal & H.O.D.s meetings are held monthly. 5. In order to give healthy & continuous academic exposure to the students the departments conducted monthly Unit Tests. 6. To facilitate the student's access to the latest books available on the subject and topic each department maintains a department library. 7. Seminars, Projects, various competitions, career counseling, etc. are conducted under the supervision of Faculty. 8. To enhance knowledge in various fields the students are encouraged by the teacher to follow reference books and e-books. 9. Remedial coaching and personal counseling are given to slow and advanced learners. 10. Parents-teacher-student meetings are held 3 times a year. 11. Students are encouraged to the membership of N.S.S, N.C.C, Y.R.C, and Eco Club.

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

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

The Academic Calendar is prepared as per the calendar of the University by the Academic bursars in consultation with the H.O.D(s) and the Principal.

1. At the beginning of the academic session, the students are aware of the academic calendar.
2. Only the Head of the institution can incorporate minor changes in the academic calendar in case necessary.
3. The tentative schedule of all examinations is reflected in the calendar.
4. The teachers of each Department will display the syllabus and question Bank for class assessment Tests, and sessional Examinations. The Examination schedule of these examinations will be displayed in advance.
5. The following table shows the schedule and implementation dates of the internal evaluation.

Internal Evaluation Parameter (2020-21)

Scheduled Date as per the Academic calendar

Class Assessment test(Mid Sem-1/III/V)

Last week of October

Sessional Examination (End Sem-1/III/V)

As per the University Exam schedule

Display of CAT marks

The first week of November

Class Assessment test(Mid Sem-II/IV/VI)

Last week of November

Sessional Examination (End Sem-II/IV/VI)

As per the University Exam schedule

Display of CAT marks

The first week of December

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

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

10

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The institution imparts the subject Environmental Science as an "Ability Enhancement Core Course" compulsory course offered by the University for Arts/Science/Com. Students. The Students are advised to select it in 2nd Semester. The CBCS syllabus consists of 100 marks with Mid-semester 20 marks conducted at the college level and End semester 80 marks at the University Level. This paper does not have any practical. The entire syllabus is designed with four units. The main aim of the course is to take care of the cleanliness and awareness of the environment.

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

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

10

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

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

187

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

256

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

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

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

30

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution identifies slow and advanced learners through their classroom responses, performances in-class examinations, various programmes, and competitions. A strong and healthy bond between the mentors and the students is developed through personal discussions. This leads to an overall change in all respects and creates a feeling of oneness among the students before they reach the final year. While the advanced learners are encouraged to go on, the slow learners are advised to take the additional assistance of the faculty in and out of the class. In addition to this, challenging project works and assignments are given to fast learners. Students are also encouraged and motivated equally to participate in various curricular and extracurricular competitions. Advanced students make use of reference books in the library. The differently abled students avail financial assistance from the government and are provided additional facilities by the institution on their needs.

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

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

Number of Students	Number of Teachers
604	29

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The institution is dedicated to providing a student-centric approach to education focusing on innovative methods that enhance the overall learning experience. Among these transformative techniques are experimental learning, participative learning, and problem-solving methodologies.

Experimental learning is prompted by assigning project works to the students through proper guidance. Participating in learning is developed through group discussion, interaction among students, and occasionally with the teachers. They also join various programmes organized by NSS, YRC, etc. It encourages the student's active participation in discussion and group activities to exchange ideas and perspectives. Furthermore, problem-solving methodologies like taking part in YRC, and NSS campaigns during floods and disasters instill a proactive mindset among the students. They encourage to tackle complex challenges, analyze issues critically, and diverse innovative solutions.

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

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

During Corona pandemic situation, the online teaching-learning method was widely used. Regular classes were taken by the concerned teachers according to the timetable. Notes and materials were sent to the students through the WhatsApp group. Some of the teachers have their own YouTube accounts which enable the students to view the content at any time. Teachers also employed communication skills like email, video conferencing, etc. to connect with students and parents. This digital interconnectedness enhances collaboration, facilitates remote learning, and strengthens professional development opportunities. Live classes were also conducted through Google Meet and Zoom platforms. Exams were conducted through an online platform. Answer scripts were evaluated and marks were informed to the students through WhatsApp group.

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

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

2.3.3.1 - Number of mentors

29

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

2.4 - Teacher Profile and Quality

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

29

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

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

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

4

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

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

2.4.3.1 - Total experience of full-time teachers

282

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

2.5 - Evaluation Process and Reforms

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

The internal assessment mechanism employed by this institution stands out for its transparency and robustness. It is characterized by a clear and well-defined schedule ensuring that assessments occur with predictable frequency. Two internal exam and one model exam is mandatory for awarding the internal marks. If any student fails to appear for the exam due to some genuine problem, there is a provision for retesting for the students. The schedule of the internal exam is notified to the students well in advance. Model exams are conducted by the concerned departments. The internal marks are displayed on the department notice board. If any student has any type of query regarding the mark, he can make it clear in the department. The internal assessment is purely based on transparency and no student has any doubt in this matter. The internal assessment is also intimated to the students either personally or in the parent-teacher meeting.

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

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

At this institution, the mechanism for addressing inter-related assessment grievances stands as a paragon of transparency. It operates with a commitment to fairness and accountability assuring the students that their concerns are handled meticulously. The institution abides by the rules of F.M. University for internal assessment. The questions of mid-semester exams are framed in accordance with the course structure and exam patterns of F. M. University. The students of the final semester are assigned project work. In addition to this, various departments conduct a weekly unit test to check the progress of the students. Moreover, a Grievance Redressal Cell is formed in the institution to assess internal exam-related matters. Each and every department has formed a WhatsApp group of students to communicate with each other easily. The students can send their problems to the H.O.D. who can transmit the message to the exam section.

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

2.6 - Student Performance and Learning Outcomes

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

The institution follows the programme and course outcomes prepared by F.M. University. It gives proper awareness among the teachers and students. Each programme is designed properly to improve the scientific thinking, participative learning, and experimental learning of the students. At the beginning of the academic year, the induction programmes are organized for the parents and students. In these programmes, the faculty members address the parents and students about the course, exam process, evaluation procedure, etc. A kind of healthy atmosphere is created in the minds of parents and students to inspire them in the future.

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

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

The institution rigorously evaluates the attainment of programme outcomes and the various courses that influence them. It evaluates the performance of the students inside and outside the classroom. The performance of unit tests, internal assessments, and the semester examinations of the students are carefully evaluated by the assigned mentors. Apart from these, the performance of the students in various extracurricular fields such as sports, YRC, NSS, cultural activities, etc. is also evaluated taking into consideration the outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

161

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
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)

<http://dhamnagarcollege.org.in/Forms/ssss.aspx>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

0

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

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

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

0

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

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

year

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

7

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

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

A Three Days Cluster Level Youth Red Cross Volunteers' Study - Cum -Training Camp was organized by YRC Units of the college and supported by Youth Red Cross, Odisha. The Convener Prof. Kamalakanta Jena inaugurated the Camp. YRC Counselors and Volunteers from other colleges joined the Camp. Six sessions were held by six experts to enrich the expertise of the student volunteers. Celebration of National Youth Day was organized by the District AIDS Prevention Control Unit, CDMO, and PHO, Bhadrak. It was supported by OSACS (Department of Health and Family Welfare, Govt. of Odisha). An Umbrella Painting Competition was arranged on HIV /AIDS to sensitize students about the disease. The NSS units of the college observed World Aids Day, Independence Day, National Unit Day, Swachhata Pakhwada, Vana Mahotsava Divas, World Pneumonia Day, Republic Day, NSS Day, and Blood Donation Camp, Utkal Diwas, etc. to inculcate social values and responsibilities in the students. National Nutrition Month was organized for the students to the importance of nutrition for a healthy body and mind. Vigilance Awareness Week was observed by the students to learn how to prevent corruption and crime and maintain law and order for peace and tranquility. A Jala Chhatra program was arranged by the volunteers outside the college campus to distribute lemon water to passersby. COVID Awareness Program, Republic Day, and National Youth Day were organized through webinars. National Human Rights Day was observed through a rally to make the people of the neighborhood aware of their rights and duties

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

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

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

20

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

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

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

1215

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

3.4 - Collaboration

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

4

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a campus of about 15 acres of land having an adequate number of classrooms. It has 04 (Four) numbers of Laboratories equipped with instruments to give hands-on experience to the students and teachers as a whole. The college has Fire extinguishers, First-Aid boxes, and some other safety aids that are kept at easily accessible points. The outward look of an educational institution is its physical facilities and inwardly it

supports academic activities from 9.15 AM to 4.00 PM. The college possesses as many as 08 (Eight) numbers big halls used as classrooms, 07 (Seven) classrooms, 11 (Eleven) departmental classrooms, SAMS laboratories, 02 (Two) Smart classrooms, NSS, YRC, NCC Office, a women's hostel, outer Pendle, common room for students, staff common room, 01 (one) strong room used as EMH, 01 (one) strong room for storing answer scripts for valuation zone, college canteen, a meeting hall of internal quality assurance cell (IQAC). The central library (Partially automated) with reading room with physical books and journals and e-books and e-journals.

The college has a huge tank and on it's bank, the fruit Orchards and woodland ground its greenery. The college has a mini forest increasing the beauty of the campus. The college possesses one ornamental garden, one botanical garden, one front garden and other harvesting green patches.

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

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

The college gives priority to physical education, sports, culture, innovation, and creativity among students. So, the college conducts a wide variety of cultural competitions, athletic meets, and tournaments. The college provides scope to students participating in physical education, innovative practices, creative writing, acting, mono-action, anchoring, painting story writing, etc. They participate in quiz competitions, debates, songs, dances, and so on. The winners and successful participants are awarded in the annual function.

The college has its own playground inside the campus measuring 100 m. length and 60 m. width. It accommodates a Football Field, Cricket Pitch, and tracks for athletic events. The annual athletic meet is conducted and the students both boy and girl athletes take part in track and field events. The student aspirants of defence services and police force practise physical exercises on the college playground in the morning and afternoon. They practise swimming in the college tank. There is a badminton court on the campus. Yoga classes are conducted in the area specified for yoga

and self-defence training programme.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

21

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

4.2 - Library as a Learning Resource

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

The library of the college satisfies the need of its entire students and faculties. The central library is of the size 40 m. x 60 m. = 240 sqm, and contains 8412 no of text books and 4884 no of reference books. Moreover, the library possess 814 no of journals and 48 no of periodicals. A digital library also works with 370 no of downloaded free books (e-books) and 216 no of e-journals. Our library contains some very rare books which can be used as research materials. The central library of the college is partially automated.

The library admin software of e-Grathengar 06 version is in operation. The students are cautioned not to mismanage the books and return the same within the due date. There is a smooth return policy of the books also for the students, teaching and non-teaching staffs. The previous year university questions and syllabus (CBCS) are available for all the departments for ready reference.

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

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

A. Any 4 or more of the above

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**0.97897**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****75**

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

In the present-day scenario, we can not think of ourselves without a computer facility. The college procured a total of 20 (Twenty) computers, 04 (four) laptops, and scanners. Printers and barcode readers for use in classrooms, laboratories, computer labs, smart classes, offices, and other support services. The college has a biometric attendance system that records the entry and exit of staff members automatically. The science departments are equipped with computers to facilitate the practical classes. The smart classrooms are available for the e-learning process.

Online admission is made through SAMS. There is also a provision for an online examination process. The internal and practical marks are sent to the university in online mode. The employee database, name, Personal Information Management System (PIMS), the Human Resource Management System (HRMS) are being maintained to keep the records of the employees of the college. The college also maintains a Personal Appraisal Report (PAR). Salary and pension

are paid through HRMS. The college submits the updated data in All India Survey on Higher Education (AISHE) reports. Moreover, the college has a website <http://www.dhamnagarcollege.org.in>. It provides all information and opportunities available to the public and the stakeholders of the college.

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

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

9.15267

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

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

The college has 05 no blocks named

1. The Science Block
2. The Humanities Block
3. General Block
4. Students' welfare block and
5. Central office.

The blocks remain open from 9.00 AM to 5.00 PM as per the norms of the Department of Higher Education, Government of Odisha timetable, and office schedule. The science students have their practical class, which continues for three consecutive periods. The practical classes are 24 students in a group-. There were doubt-clearing classes to solve the difficulties faced by the students regularly. The internal examination system enables the students to have a practice examination before the general examination conducted by the affiliated university (Fakir Mohan University, Balasore). The teacher takes utmost care to complete the lesson plan. They prepare lesson plans at the beginning of the academic session by consulting the academic calendar. The central library opens at 10.00 AM and closes at 5.00 PM. The sports in-charge issues gaming equipment by depositing identity cards and signing issue registers. The college canteen provides quality food at a cheaper price.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****174**

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

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

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

C. 2 of the above

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

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

95

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

95

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)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

13

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

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

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

government examinations) during the year**1**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****3**

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

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

Student representatives are selected in each Department of the college. They serve as the voice of the entire student body and actively work with faculties to enhance the teaching-learning process and organize extracurricular activities like cultural and athletic competitions. Student representatives participate in all the activities of the college and this provides them a platform to voice their opinions, share their grievances, and put their demands in matters related to academics, administration, and infrastructure development of the college. All the committees at the college level have student representatives as members keeping

in view, the true spirit of holistic education. The Internal Quality Assurance Cell (IQAC), Anti-ragging Committee, and Grievance Redressal Cell also have student representatives. Feedback from the students is brought to the notice of the authorities by the student representatives. Appropriate measures are taken by the administration based on the suggestions and feedback. Student representatives are also involved in planning and organizing various activities for the students such as the Induction Programme for the first-year students, seminars in various departments, farewell ceremonies for final-year students, celebration of important national and international days, and so on.

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

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

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

3

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

5.4 - Alumni Engagement

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

The college has an active Alumni Association in which the graduates of the college are members. The alumni participated in

various community services organized by the NSS and YRC units of the college. The Alumni have contributed significantly during the year in the implementation of "Mo College Abhijan". The alumni association organized meetings and shared their opinions and suggestions on different issues of the college for the all-round growth of the Institution.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the institution is very well encapsulated in the logo of the college, "Amritam Tu Vidya," which means knowledge is nectar, and that it is eternal. It is in this light that the college aims to provide an environment for students coming from different sections of society to learn, grow, and excel as a student, and as a responsible citizen of our country. It is committed to nurturing impressionable young minds to mark their presence in a deeply interconnected and evolving world, instilling in them a deep sense of rootedness to our culture while inspiring them to effect positive change in society.

The nature of governance is transparent, decentralized, and participatory. With the Governing Body at the top of the decision-making process and other committees engaged at the college level, every staff member feels motivated and empowered. For the smooth functioning of the college, different committees are formed by the principal, and the staff members are accordingly assigned various duties which manifests the syncretic process of leading together. At the institutional level, the Staff Council is the most

important decision-making body which collects the recommendations of all stakeholders before making administrative and academic decisions. The IQAC cell plays a vital role in fostering academic excellence and ensuring the holistic development of the students. The college adheres to the rules and regulations of the Department of Higher Education, Govt. of Odisha, and the affiliating university for the administration of the college.

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

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

The institution ensures decentralization and participative management in all activities of the college. Since 2020-21 was marked by the pandemic and subsequent lockdowns, the college made persistent efforts to ensure timely completion of course by arranging regular classes in 2021-22. Participative management was best reflected in our continuous efforts to provide quality education to students during the pandemic as well as after the lockdowns were lifted. Being a college that is rural based, not many students can avail and afford the cost of attending virtual classes. Therefore, post-pandemic, extra classes were engaged to ensure that any student who could not avail of virtual classes got the opportunity to study the same topics in class and that, every student is well prepared for the exams. Classes were scheduled and engaged with mutual understanding among the staff members of different departments. The college fulfilled its aim of constructing smart classrooms, modernization of existing infrastructure, and expansion of building space in these trying times. The departments organized seminars and encouraged students' participation in paper presentations. The college also prepared the college magazine, wall magazine, and organized cultural and literary competitions smoothly thereby, not letting the pandemic affect the academic, administrative, and cultural setup of the college. It has operated smoothly according to the notifications of the DHE, Govt. of Odisha, and the affiliating University. This clearly manifests the strength of collective decision-making, dedication, and sincerity of all the staff members in staying committed to the mission of the college and the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plan is effectively deployed in order to ensure progress and improvement in all areas. The institution is strongly committed to the holistic development of the students and adopts different strategies for its fulfillment. It has adopted new tools of the teaching-learning process to make the classes student-friendly, informative, and engaging. The staff members engage students to participate in discussions and debates in class. Classes are also organized in the Smart Classroom using ICT tools for a better understanding of the concepts. The departments organize seminars and conferences in order to encourage research and innovation among the students. The college organizes cultural and literary competitions, an annual function, and a two-day athletic meet to provide a platform for the students to showcase their skills and talent. It has also organized career counseling programmes. The college released the annual magazine which has acted as a platform for the students to showcase their creative skills. The NSS and YRC wings work actively in organising camps, awareness and training programmes, health and fitness programmes which help in the skill development of the students. It has also organised seminars and talks by doctors on important health conditions. Hence, it facilitates the state-level and national-level scholarships offered to the students as well as helps them in availing other benefits by making them aware of these schemes and completing the modalities on time. The college strategically plans all activities and works towards its implementation keeping in mind the holistic development of the students.

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

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

The administrative structure is well defined in the organogram of the college. The Governing Body of which the principal is the secretary, is the chief decision-making body. The three most important areas of work that include administrative, academic, and finance departments are headed by the Administrative Bursar, the Academic Bursar, and the Accounts Bursar. For the proper functioning of the college, an extracurricular duty chart is prepared by the principal in consultation with senior faculty members. According to the chart, the staff members are assigned various duties thereby, utilizing the full potential of the intellectual and management skills of the staff members. Other committees like the admission Committee, purchase committee, magazine committee, athletic society, and committees for NSS and YRC wings have also been constituted which are actively involved in their respective departments. At the institutional level, the Staff Council is the most important decision-making body which collects feedback and recommendations from all stakeholders before making administrative and academic decisions. The IQAC cell ensures that the teaching-learning process and other extracurricular activities are performed according to the strategic plans of the college. The principal convenes meetings with different committees and the HODs regularly for decision-making and policy implementation. The principal manages the day-to-day affairs of the college through the administrative, academic, and financial powers vested in him for the effective implementation of the teaching-learning process and efficient management of the institution. The college follows the rules and regulations of the DHE, Govt. of Odisha with respect to services rules and appointments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://dhamnagarcollege.org.in/Forms/organogram.aspx
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has taken effective welfare measures for the career upliftment and well-being of the staff members. The college is highly supportive of the career advancement of the staff members and encourages them to participate in Orientation programmes, Refresher Courses, and Short Term Courses. The faculty members are provided Duty Leave to participate in seminars, conferences, workshops, and other career advancement courses. The college provides a conducive environment for its staff members to enhance their skills and research activities. The institution grants study leave to its teaching staff to pursue Ph.D. and other research activities in accordance with the rules of the DHE, Govt. of Odisha. It encourages and enables the non-teaching staff members to attend skill development programmes on soft skills and other important administrative training programs for the smooth functioning of the college.

The college grants maternity leave, casual leave, and special casual leave in case of emergencies. The institution also provides financial benefits in the form of GIS on premature death, and other benefits like General Provident Fund, Gratuity, NPS, EPF, and encashment of Earned Leave. Financial support is also lent to the non-teaching staff in times of crisis. Advance withdrawal of salary was allowed in case of emergencies some years ago. The institution has formed Anti- Harassment Cell for Women. Recreational activities like staff picnics are organized to bring the staff members together. The institution strongly supports the idea of providing a pleasant, secure, and healthy workplace environment.

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

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

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

0

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

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

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

0

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

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

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

4

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

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

Every year, the institution the college seeks information about the academic milestones of the faculty members. The record reflects the details of the publications, seminars/ conferences attended, and papers presented by each faculty member. It is also

included in the Annual report of the college. Also, the institution prepares the performance report of all the staff members according to the format given by the DHE, Odisha in the form of a Personal Appraisal Report. There are four steps and four users involved in the PAR workflow process. Firstly, the officers reported upon filling and submitting the PAR online. The Reporting authority then submits the remarks to the Reviewing authority about the received PAR from the officer reporting upon employees. Following this, the Reviewing authority submits the remarks to the Accepting authority about the same. The Accepting authority, then, submits the final PAR to the concerned administrative department. According to the guidelines related to PAR submission, the college ensures that the PAR of each staff member is duly submitted online.

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

6.4 - Financial Management and Resource Mobilization

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

An audit system comprising three members was formed to conduct the periodical internal audit of the college. According to the process adopted by the finance committee, all the staff members submit financial bills and receipt of the expenditure to the Accountant of the college. To ensure transparency in matters of financial transactions, the bills are verified meticulously by the Accountant and then passed to the Accounts Bursar for approval. After the bills are approved by the bursar, the principal releases the payment. Objections, if any, raised by the Bursar are clarified by the officer-in-charge before passing the bill. The audit team mainly looks into any kind of discrepancy or non-record of facts or misappropriation. After reviewing the records, the audit team submits its report to the principal about their findings.

The external audit was conducted by the Chartered firms selected by the Local Fund Audit Directorate, Bhubaneswar. The auditor visits the college and verifies all the records related to accounts. It mainly focuses on the receipt and payment of the

college with authenticated documents. They conduct the audit programme under the guidance of the District Local Fund office. After completion of the audit work, the Auditor submits their report before the District Audit Office, Bhadrak. Objections, if any raised on verification of books of records are clarified by the college authorities. Following this, the Local Fund Audit Superintendent after due verification gives his clearance report for approval. Then after, the district audit officer gives the audit completion certificate.

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

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

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

0

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

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

The institution avails financial support from the government in the form of

1. Grants for scholarships for the students
2. Grants from MLA/MP LAD funds
3. Grants for the NSS and YRC wings of the college

There is no donation system rather, development fees are collected from the students to meet the deficits in the budget. The fees collected from the students are minimal so as to enable students

from the economically weaker sections to join the institution. The budget is utilized to meet the day-to-day expenses of the college. Funds are allocated to different departments to conduct seminars as well as to NSS and YRC wings to organize awareness programmes and engage in community services. Other student-related services like sports meet, and cultural functions are organised by the college for which funds are allocated.

The institution maintains transparency and high accounting standards in the finance section. Optimal utilization of funds is ensured by adopting a strict and transparent model of working by the finance committee. It is made sure that the funds have been used for the betterment of the students and to strengthen the administration of the college. The college conducts internal and external audits regularly to maintain transparency in the financial transactions of the institution.

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

6.5 - Internal Quality Assurance System

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

1. Adopting ICT tools in the teaching-learning process.

Over the years the college has taken the initiative to adopt ICT tools and digital resources in the teaching-learning process. As a result, a smart classroom has been constructed well-equipped with ICT tools. The science laboratories have been renovated and advanced lab equipment has been procured to carry out experiments. The college has also taken the initiative to expand its building space as well as add modern facilities to its existing infrastructure which will cater to the needs of the students. As a result, the construction of new rooms with digital resources like a projector, etc., and renovation work of existing buildings have been completed. The institution has made efforts to complete the automation process of the library and promoted e-governance in the administration of the college.

2. Encouraging the participation of parents in the development of college.

The institution ensures parents' participation in the development of the college. Parents-Teacher meetings are conducted at regular intervals and their opinions are sought on administrative and academic matters. The college seeks their opinion on the regularity of classes, class timings, students' attendance, and performance of the students. Their suggestions are sought for proper administration, academic development, and enhancement of students' performance. Over the years, the college has maintained a cordial relationship with the guardians, values their opinions, and includes them in the decision-making process for the smooth functioning of the college. They are also involved in community services like the blood donation camp organized by the NSS.

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

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

Dhamnagar College has undergone the first accreditation cycle of NAAC in 2008. Since then, the institution has been gradually implementing the feedback and suggestions of the NAAC peer team who visited the college. The college formed the IQAC cell post accreditation in 2009 as a post accreditation quality initiative. The following improvements have been recorded in various activities:

1. The college has adopted innovative and student friendly practices like the use of digital tools and resources in the teaching-learning process and encouraged participation in research activities among students over the years.
2. Feedback has been collected from students and teachers and analysed to ensure academic development.
3. The college has engaged guest faculties due to shortage of teaching staff which has ensured engagement of regular classes in all the departments. It has successfully arranged doubt clearing classes and extra classes for timely completion of course. It has also arranged remedial coaching classes by experts for the

betterment of the students.

4. The college has focussed on enhancing the employability skills of the students and organised career counselling programmes to aware the students about varied career options and job opportunities. Also, the faculty members engaged classes weekly to discuss and aware the students about different career options that are available to them and the manner in which they can build a distinguished career of their own.

5. The college has been making continuous efforts to spread awareness about creating a sustainable and green planet. It is also making efforts to make the campus plastic free and reduce plastic pollution.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The girls students consist of 80% of the total students. The college has a very big girls' common room for girls with all the facilities available and a permanent staff engaged as Lady Attendant for their care. A separate boys' common room was also meant for boys.

- Self-defence training programme conducted every year with the involvement of ladies staff members to provide skills to protect themselves.
- College celebrates Women's Day on 8th March every year for the promotion of gender equality and on this occasion invited guests and other faculty members deliver their speech on women's empowerment.
- The college has an anti-sexual harassment cell that addresses the grievances immediately based on the complaint and investigation.

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

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

D. Any 1 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

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

- To reduce waste at the institution students and staff are educated on proper waste management practices through lectures, advertisements on notice boards, and boundary walls.
- Waste is collected on a daily basis from various sources and is separated as dry and wet waste.
- Dust bins are used for solid waste. Daily garbage is collected by housekeeping personnel and dumped into a remote place. The NSS unit of the college takes them from time to time.
- Waste materials like plastic, paper, etc. are collected and sold out to scrap vendors from time to time.
- Efforts have been made to produce compost manure from canteen solid waste.
- All the liquid wastes are connected to the tank.
- E-waste collected is stored in the store room and disposed of every year.
- Empty toners, cartridges, outdated computers, and electronic items are sold as scrap to ensure their safe recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <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 	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	E. None of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading

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

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

The college is situated in a place where multireligious people cohabit. So in Dhamnagar College students from many religions, linguistic, and religious communities get admission every year. The college has a harmonious and cordial environment.

- Though the place is very sensitive it has no effect on the college environment, there is no religious or cultural disorder among staff and students.
- The college celebrated the Communal Harmony Day on 20th August 2020 followed by a rally towards awareness among people.
- In celebration and observation, students from different cultural groups participate and do all the work together with harmony and peace.
- The principal and staff members give special care to minority students.
- In our Odia department, there are students whose mother tongue is Urdu.
- Here Urdu is taught as a language which is rarely taught in Odisha.

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

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

- Giving regard to the Indian constitution the college has taken the initiative to aware the students about their rights and duties towards the nation.
- On Independence Day and Republic Day, students and teachers gather for a meeting to discuss constitutional obligations.
- Department of Political Science organizing seminars on Fundamental Rights and Duties which all the students and teachers are also invited to attend.
- On Women's Day, the students are aware of women's rights. They are taught and sensitized about domestic violence.

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

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

A. All of the above

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

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

- College observes all the national and international commemorative days like Independence Day, Republic Day, Gandhi Jayanti, Aids Day, Women's Day, Voters Day, and Constitutional Day and celebrates other national events from time to time.
- On Independence Day honorable invited guests, the principal, and all the staff members, presented during the flag-hosting ceremony. Sweet distribution also takes place thereafter.
- Ganesh Puja and Saraswati Puja are celebrated at college. Students teachers and nonteaching staff together work and enjoy.
- All the department celebrates the welcome and farewell ceremony to which all the staff members are invited.
- Events like Women's Day, Aids day, and Voter's Day are celebrated to make students aware of their rights and duties.
- On Aids day special blood donation camps are also organized in the institution from time to time.
- The annual Day is celebrated in which the Guests invited from different areas and students performing excellence in sports and academics are given awards.

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

7.2 - Best Practices

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

The two best practices of the institution during the year 2021-22:

1. Title of practice: Mushroom cultivation

2. Title of practice: Practice of Rajyoga-one's all round development.

<http://dhamnagarcollege.org.in/Forms/BestPractices.aspx>

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

7.3 - Institutional Distinctiveness

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

Dhamnagar College is a rural-based College. There is no College within a radius of 10km distance. Students from this College are from economically backward families. They depend only upon the teaching at college. The academic development is the priority and thrust of this college. Every year during the rainy season many villages flood and students can't come to college during that time, causing a great loss to their studies. To equate them with other students the college provides bridge courses in respective departments. The college has a very good practice of giving awareness to the minority community in the rural area. Volunteers of NSS & YRC units go on awareness programmes with teachers to make them conscious of cleanliness, education, and birth control.

It helps to bring them to the streamline. From time to time, they are informed about different schemes of the Government so that they can benefit. They are motivated to send their children to schools instead of engaging them in different menial works. Thus our college keeps the minority community in a different way.

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

7.3.2 - Plan of action for the next academic year

1. To conduct an internal green audit.
2. To adopt nearby villages.
3. To make the campus plastic-free.
4. To renovate the science labs.
5. To construct more smart classes.