

The Annual Quality Assurance Report (AQAR) of the IQAC

BJB AUTONOMOUS COLLEGE, BHUBANESWAR
AQAR FOR THE YEAR 2017-18

Part – A

I. Details of the Institution

1.1 Name of the Institution

Buxi Jagabandhu Bidyadhar Autonomous College

1.2 Address Line 1

At- Lewis Road

Address Line 2

P.O. –B. J. B. Nagar

City/Town

Bhubaneswar

State

Odisha

Pin Code

751014

Institution e-mail address

bjbcollege123@yahoo.com
bjbcollege123@gmail.com

Contact Nos.

0674-2436971

Name of the Head of the Institution:

Dr.Prasanna Kumar Mohanty

Tel. No. with STD Code:

0674-2436971

Mobile:

9437357050

Name of the IQAC Co-ordinator:

DR. KALPALATA PATRI

Mobile:

9439727256

IQAC e-mail address:

aqarbjbcollege1957@gmail.com

1.3 NAAC Track ID

ORCOGN11751

1.4 NAAC Executive Committee No. & Date:

EC (SC)/19/A & A/24.2 DT.02.12.2016

1.5 Website address:

www.bjbcollege.in

Web-link of the AQAR:

<http://www.bjbcollege.in/AQAR 2017-18.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	89.00 (Score)	2004	15-09-2009
2	2 nd Cycle	A	3.19	2016	10-11-2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

01/06/2005

1.8 AQAR for the year

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2016-17 (18/08/2017)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University:

State Central Deemed Private

Affiliated College:

Yes No

Constituent College:

Yes No

Autonomous college of UGC: Yes No

Regulatory Agency approved Institution: Yes No

(Eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

UTKAL UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC

Autonomy by State/Central Govt. / University (State)

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	12
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/> Faculty <input type="text" value="03"/>
Non-Teaching Staff	<input type="text" value="-"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related)

(i) No. of **Seminars**/Conferences/ **Workshops**/Symposia organized by the IQAC

Total nos.	<input type="text" value="05"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text" value="05"/>
Seminar	<input type="text" value="02"/>								
Workshop	<input type="text" value="03"/>								

(ii) Themes

Seminar Theme :

1. Modalities of Internal Academic Audit (01.11.17)
2. Seminar on RTI Act and Good Governance (09.11.17)

Workshop Theme :

1. Conversion of Marks to Grades, SGPA & CGPA (18.01.18)
2. Hands on Training Programme on Computer Applications (16.5.18 to 24.05.18)
3. Workshop on Gender Sensitizations (29.06.2018)

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role in internalising a culture of quality within the Institution. This culture is maintained and sustained by several initiatives taken by the cell through this year. The IQAC has organized five days workshop in the last year for the preparation of question bank on CBCS pattern. Initiatives are undertaken for implementing that plan and question bank has been prepared in six different departments. Other department works are under process. For quality enhancement, IQAC has organized internal academic audit in all the regular departments of the college by involving both external and internal faculty members. For capacity building aspect IQAC has organized 7 days Hands on training programme on computer applications. The IQAC has been involved in preparing many reports highlighting the activities of the College, capacity building programmes and interaction session for both teaching and non teaching staff. The IQAC, through its activities has been an agent of change in the Institution, ensuring efficient performance of academic and administrative task.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Opening up of student counselling cell	Student counselling cell is functioning under the headship of Dr. Joshamani Mishra, H.O.D. Psychology.
Preparation of Question Bank as per CBCS System	Question bank of seven different departments has been finalized and the rest are in the press. Question Bank copies have been distributed among staff and students of seven departments.
Introduction of skill based short term certificate courses for staff and students under computer literacy programme	We are planning to introduce Skill based short term Certificate courses in the coming session. Under the computer literacy programme, seven days Hands on training program on computer applications was organized for the faculty members.
Strengthening Remedial classes for disadvantaged group	Remedial classes were organized by all the regular departments for the disadvantaged group students.
Achievement of automation of library	Automation is complete so far as LIBMS application software is concerned. Through INFLIBNET programme User can able to download and read e-books and journals

Strengthening feedback mechanism (students' feedback parents' feedback Alumni Feedback on institution)	Feedback has been collected from parents, students and alumni. The analysis of feedback has been done quantitatively and qualitatively. The details have been attached in Annexure –III, IV& V
Construction of multi gymnasium and Boys' Common Room under RUSA Project.	Boys' common room work is under progress. In the near future there is a plan for the construction of multi-gym.
Internal Academic Audit	Internal Academic Audit was done by involving both external as well as internal faculty members. The report has been uploaded in the college website.
Identification of new sources of funding for various activities of College	Nominal user fee against the use of college play ground Corpus fund to be generated by Alumni association. An amount of 1, 60, 00,000/- has been sanctioned by World Bank for different developmental activities of the college for the session 2018-19.
Feedback system for Assessment of Teachers by students	Feedback on teachers by students has been completed involving by the students of both regular and Self Financing streams. The details have been attached in the Annexure- I
Organisation of Regular Parent Teacher meeting & Alumni meeting for improving stakeholder involvement	Parent Teacher meeting has been organized in the month of September, 2017 and their important suggestions are recorded. Likewise alumni meeting have been organized in the month of April, 2018. Initiatives have been taken for implementation of such suggestions.
Organising workshop on gender sensitization by the sexual harassment cell	Workshop on gender sensitization was organised on 29 th June 2018. Smt. Harapriya Nayak, D.G.P. Bijupattanaik State Police Academy graced as the Chief Speaker. The workshop was arranged by Internal Complaint Cell along with IQAC.

* Attach the Academic Calendar of the year as Annexure.

(Refer Annexure – II)

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate any other body

Provide the details of the action taken

The AQAR was placed before the esteemed members of IQAC for approval and was approved with certain modification. On the basis of recommendations of members of IQAC some points were deleted from the challenges and on the basis of suggestions received from student representative one important point was added like organisation of workshop on "Project report writing for students". Two previous cycle score was also included.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		NIL	08	
UG	03		07	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03		15	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	
Annual	01(B Ed)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

(Please refer Annexure – III, IV & V for an analysis for the feedback)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi are updated every year by the Boards of Studies of each Department. The regulations relevant to the syllabus and evaluation are modified by resolutions of Examination Committee, Boards of Studies and Academic Council.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Regular faculties	Total	Asst. Professors	Associate Professors	Professors	Others
	83	24	58		01

2.2 No. of permanent faculty with Ph.D.

68

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Total Recruited	Total Vacant
84	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

127	09	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	30	59	63
Presented papers	16	44	26
Resource Persons	06	13	27

(Refer Annexure-VI)

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Innovative process adopted in the institution include ICT in class room teaching PPT, simulated teaching, blended technology, use of LCD projector in addition to seminar, problem solving method, collaborative and constructivist approaches, group discussion, extra mural lectures and distribution of handouts to students. Distribution of study materials to students is done through the use of social media like whatsapp?

2.7 Total No. of actual teaching days during this academic year

230

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- (a) Continuous evaluation-mid semester followed by semester end examination.
- (b) Provision of Back/Improvement examination for failed students and poor performers.
- (c) Re-addition, Photocopy of answer sheet (w.e.f. April, 2017) as Redrassal mechanism.
- (d) Coding, Q.P. setting by external examiner and Evaluation done by external examiner only to maintain confidentiality.
- (e) Under CBCS pattern, 20 marks reserved from short questions for non-practical and 10 marks reserved for short-questions for practical subjects.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development As member of Board of Study/Faculty/Curriculum Development workshop.

82	23	32
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2.10 Average percentage of attendance of students:

73

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts(UG)	549	54.09	53.73	27.1	-	-
Science(UG)	220	65	87.27	3.63	-	-
Com(UG)	299	77.92	74.24	20.40	-	-
MSW(PG)	32	-	46.87	31.25	-	-
MFC(PG)	60	-	83.33	10	3.33	-
MAJMC(PG)	48	-	47.91	10.41	-	-
MAPMIR(PG)	60	-	80	10	-	-
IMSc.BI(PG)	26	-	53.84	38.46	-	-
IMBA(PG)	36	-	72.22	26	-	-
IMSc.ETC(PG)	21	-	57.14	28.57	-	-
BSc.ITM(UG)	48	-	56.4	14.58	-	-
IBBA(UG)	60	-	48.33	33.35	-	-
IBSc.ETC(UG)	48	-	35.41	18.75	-	-
IBSc.BI(UG)	48	-	56.25	14.58	-	-
B.Ed.	48	-	91.66	-	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC boosts the research activities of faculty by encouraging them to guide scholars at the Ph. D level help students write dissertations, complete projects and participate in National/International seminar and conferences to present papers. The Cell supervises the updation of courses of studies of the departments and monitors the restructuring of the syllabus every three years. Periodical review of evaluation pattern, status of laboratories, publication of faculties and student responses to curricular and extra curricular programmes ensures overall quality enhancement of the teaching learning process. IQAC organises regular meetings with all the H.O.Ds. regarding their progress and use of any innovative approaches. IQAC has organized workshop for the students as well as faculty members regarding conversation of marks to Grades: SGCA and SGPA. That is an initiative undertaken by IQAC for developing awareness about Marks and Grades conversion. IQAC has taken initiative regarding organization of Refresher/Orientation courses in different subjects for strengthening teaching learning process. IQAC organises regular meeting with all the H.O.D.s regarding the progress and use of innovative approaches. IQAC has organised worship for the students as well as faculty members regarding conversion of marks to grades SGPA and CGPA. That is an initiative undertaken by IQAC for developing awareness about Marks and Grades conversion. IQAC has taken initiative regarding organisation of refresher and orientation progress in different subjects for strengthening teaching learning process. IQAC organises Parent-Teacher meeting and Alumni meeting where the suggestions of Parents and Alumni are mostly focused for the improvement of teaching learning process. Besides students' feedback is collected and analysed for the improvement of teaching learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	04
Staff training conducted by the university	09
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops, etc.	46
Others	08

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	74	22	Computer Science-01 Psychology – 02 Zoology-01	Guest faculty 22
Technical Staff	09	16	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC has sensitized Heads of all departments in different meetings to apply for major research projects and minor research projects. There is a plan to organise preparation of major and minor research project.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	✓	-
Outlay in Rs. Lakhs		54 lakh Angrau Hyderabad sponsored by DST		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		7,50,000	2,40,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	20	03
Non-Peer Review Journals	01	11	01
e-Journals	01	01	-
Conference proceedings	10	19	11

(Refer Annexure-VII)

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	01	DST	54,00,000	Nil
Minor Projects	02	UGC	7,50,000	2,40,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

(Refer Annexure-VIII)

3.8 No. of University Departments receiving funds from NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-	01	08	-	34
Sponsoring agencies	-	DST, Department of Higher Education	Self-2 Inst-5 Govt. Level-1	-	Inst-28 Self-16

(Refer Annexure-IX)

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National
UGC-02
DST-01 Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 61, 50,000.00

From funding agency

UGC-7, 50,000
DST-54.00.000

From Management of University/College

-

Total

61, 50,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
08	-	-	03	03	02	-

(Refer Annexure-X)

3.18 No. of faculty from the Institution
Who are Ph. D. GUIDES?

21

And students registered under them

17

3.19 No. of Ph.D. awarded by faculty from the Institution

06

(Refer Annexure-XI)

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

02

3.21 No. of students Participated in NSS events:

University level

20

State level

50

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

61

National level

11

International level

01

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

04

National level

05

International level

-

3.25 No. of Extension activities organized

University forum

NSS(01)

College forum

NSS - 05
NCC (Air Wing) – 12
NCC (Army Wing)-01

NCC

02

NSS

20

Any other

ROVERS & RANGERS-05

YRC- 06

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Youth Red Cross (YRC) and Red Ribbon Club of the College are functioning under the counselling of an Associate Professor and both the units are under Indian Red Cross Society, Odisha State branch. This College has been declared by the State Branch as the Nodal College for Bhubaneswar Region. The YRC volunteers have taken part in health and sanitation programme, blood donation camps and special service camps during festivals and natural calamities. They have participated in special plantation programme at Raj Bhwan (15th October, 2017), Sanitation Drive at Bali Yatra, Cuttack, Boita Bandana Cleaning of Bindu Sagar, World AIDS Day, Swachha Bharat Aviyon, Rally on Dengue Awareness, Plantation, World Environment Day and many other activities. YRC unit has organised First Aid Training Programme from 6th February 2018 to 9th February 2018. Rovers and Rangers unit of the College have organised Blood Donation Camp in the College along with NSS and YRC. Students volunteers and Rovers and Rangers unit of the College had participated in Pathautsav at Rajpath, Bhubaneswar. As per the discussion made in the IQAC, equal opportunity cell of the college has constituted a scribe club for the visually challenged students of the College. The NSS wing of the College has organised different activities in the College like acting as volunteers in Asian Athletic Meet-2017, participated in Biju Pattanaik Mini marathon, 2018, observation of world spinal injury day, participation in world consumer Right day – 2017, observing audio books for blinds, participation in workshop on “Better Style-better life and Mass Rally on world Aids day. NCC (Air Wing) students have participated blood donation camp, Anti drugs awareness campaign and joined in the Mini Marathon 2018. Students of NCC Army wing has excellent performance in different activities organised at State as well as National level. One NCC cadet of Army wing has awarded bronze medal in state level shooting competition and another cadet has awarded, gold Medal in State level shooting competition organised by Odisha Rifle association. Dr.Sadhana Satapathy, Counsellor of YRC received Rajiv Gandhi Sammana Award 2017 for best counsellor.

(Refer Annexure-XII)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	913466.25 sqft.	-	Govt.	913466.25 sqft.
Class rooms	57	-		57
Laboratories	20	-		20
Seminar Halls	04	-		04
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	During the current year total one hundred and fifty one (151) numbers of equipments were purchased in the practical departments.			
Value of the equipment purchased during the year (Rs. in Lakhs)	During the current academic session Rs.8,56,000/- has been spent for the purchase of equipments in various practical departments.			
Others				

4.2 Computerization of administration and library

Notices are uploaded in college website. Income tax calculations of employees are computerised. Automation of College Library is in the process. The students and Faculties are able to access information regarding availability of books. The books are being bar coded. Admit cards, Mark sheets, certificates and other student's info are generated by use of softwares in the Examination Section. Credit computation, tabulation of marks and compilation of results of each end semester are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	69,215	-	833	-	70,048	-
Reference Books	1,403	-	32	-	1,435	-
e-Books	1,35,000	-	-	-	1,35,000	-
Journals	2,796	-	306	-	3,102	-
e-Journals	6,000	-	-	-	6,000	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	No. of Computers in Computer Labs	Internet	Browsing Centres	No. of Computer in Computer Centres	No. of Computer in Office	No. of Computer in Departments	No. of Computer in Others places
Existing	156	32	College is Wi-Fi enabled		50	10	56	08
Added	-	-			-	-	-	-
Total	156	32			50	10	56	08

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Free Wi-Fi has been provided to teachers and students in Arts Block, Science Block and Administrative Block. Results and notices are uploaded in College Website on a regular basis. Admissions are taking place through SAMS monitored by OCAC (Odisha Computer Application Centre). There is a Computer Science Department imparting computer education at graduation level. Fees are paid by students through SBI Collect Of State bank of India. IQAC has organised seven days Hands-on-training programme on Computer Applications where thirty-two participants of the college and two participants of OSOU has joined.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
Total:	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC keeps track of academic activities of the departments. IQAC conducts induction programme to make student aware of facilities available to the students like bank, canteen, post office, college library etc. It also arranges film shows for students on ideas of excellence and active citizenship. IQAC encourages students to join YRC, NCC, NSS, Rovers and Rangers. The cell monitors updation of relevant information /notices on the college website.

5.2 Efforts made by the institution for tracking the progression

IQAC conducts HOD meetings to take stock of progress of students. Progress Registers are maintained in the departments. Parent-Teacher meeting, Proctorial classes, Language lab classes, Tutorial classes, conduct of regular unit tests are some of the steps in the direction

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3276	1244	-	-

(b) No. of students outside the state

31

(c) No. of international students

Nil

	No	%		No	%
Men	-	-	Women	-	-

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
487	137	182	191	34	1031	494	131	187	196	35	1045

Demand ratio 1: 12 Dropout 2.5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Remedial classes have been conducted to enable students in competitive examinations. Soft skill has been imparted in the language laboratory. Extra classes are arranged for final year students to qualify in various entrance examinations

No. of students beneficiaries

620

5.5 No. of students qualified in these examinations

NET	11	SET/SLET	-	GATE	13	CAT	04
IAS/IPS etc	01	State PSC	01	UPSC	-	Others	46 (OTET)

5.6 Details of student counselling and career guidance

Career Counselling by external agencies like BCS-ISB, Lucknow were extended to students of Bioinformatics department. Students were counselled through parent-teacher meeting. At the time of admission counselling is done. Department of MAJMC has conducted career guidance seminar by experts who has imparted placement related training. The college has been conducting online career counselling through CHEMOSPHERE, a web based portal which has a membership of more than 1000 staff and students. Career guidance is done for final year students through proctorial classes. Biotech Department has organised meetings for career counselling. Botany Department has organised seminars for the same purpose. There are provisions for educational and vocational guidance available to B. Ed students. MSW organises in house career guidance and counselling. Bio-informatics Department organises career counselling by inviting eminent personalities from OUAT and NISER. PMIR Department organises students counselling at the time of Pre-Placement drive during internship. Government of Odisha has initiated learning and development programme on Entrepreneurship as a Flagship programme for providing career option and an initiative intended to build up a strong eco-system and for nurturing innovation and start-ups. Student counselling cell is functioning under the HOD, Department of Psychology weekly ones. The classes are organised at 3.15 P.M. on every Saturday. Student problems and issues are discussion and suggestions are given. One workshop cum interactive session was organised by Ramoji Krian University on Career opportunities in Digital Cinema, Television programming, video direction and other types of television and film professional. IQAC has made awareness among the students to attend such programme.

No. of students benefited

646

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	77	53	43

5.8 Details of gender sensitization programmes

Seminars on Women Empowerment have been conducted by Departments like MATHM, MAPMIR, Education, Sociology, B Sc ITM and MCFC. Department of Chemistry has organised counselling sessions regarding gender inequality. Students of PMIR have presented papers on women empowerment in their departmental seminars. In the Syllabi of English, Education and Sociology Feminism, Women empowerment and Gender Studies have been introduced as course components respectively. College has conducted self defence programme for girl students as a part of Flagship Programme of Govt of Odisha.

Besides one workshop was organised in the college on 29.06.2018. Smt. Harapriya Nayak, DGP, Biju Pattanaik State Police Academy (BPSPA) has addressed the students on gender sensitization. Large number of students and faculty members participated in the programme. The discussion was followed by interactive session. Anthropology Department organised Gender Sensitization programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1314	The cash is transacted to account of the students through online
Financial support from other sources	04 Miss Sharmilee Kunar received Krushnapriya Rath memorial prize for best all-rounder student Swगतिका Subhalaxmi Priyadarshini received Udayanath memorial prize for the best graduate. Bapi Nayak received Hemanta Kumar Rath memorial prize for best student in social service. Miss Ankita Roy received Raghunath Pani Memorial award for securing highest mark in Education Hons.	Krushnapriya memorial prize Rs.4000/- Udayanath Memorial prize Rs.4000/- Hemanta Kumar Rath Memorial prize Rs.4000/- Raghunath Pani Memorial award instituted of Rs.50,000/- & the 50% of annual interest of that amount is given to the students of education honours topper.
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The Grievances of the students if any that have to be redressed are mostly on

- i) Academic related matters
- ii) Examination related matters
- iii) Scholarship, application and e-submission
- iv) Admission
- v) Administrative related matters like discipline, anti ragging cleanliness and sanitation
- vi) Matters relating to internal complaint cell, counselling
- vii) Hostel accommodations

Being the co-coordinator of the students Grievance Cell the internal complaint cell, the Administrative Bursar, and the Vice-Principal, such matters have been duly considered by me and redressed to the best of my satisfaction.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – Merit and Ethics refer to the duties of beneficence that we are required to perform in our individual and institutional lives. The institution contributes to the process of acquisition of knowledge as an active and continuous development of human reason in the direction of universal happiness.

Mission - Our mission is to provide quality education through academic, cultural and physical activities and prepare the talented youth as responsible and useful citizens for effective participation in all areas of developmental process and nation building.

6.2 Does the Institution has a management Information System

Yes. For admission students depend on Students Academic Management System (SAMS). In the library there is a management system to access books.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

CBCS Course has been implemented. Boards of Studies of each Department are convened every year to finalize/modify the syllabi. Academic Council ratifies the resolution of the boards.

6.3.2 Teaching and Learning

Soft skills are imparted by faculties in the Language Lab of the College. Experts are invited for interface in the department of THM. Lesson Plans and Progress Register are updated in all the departments regularly. In addition to regular classes, ICT enabled seminars are conducted. Efforts are going on to facilitate access to INFLIBNET on the part of the students and teachers. Collaborative learning, Cooperative learning, interactive methods and simulated teaching methods are adopted. In MSW Department for the manifestation of creative potential of the student, wall magazine is updated regularly and students' articles are published. Each and every student makes seminar presentation in MSW, Psychology and Education Department. Using LIBMS users can search library books online. Through INFELIBNET (NLLIST) Programme one can download 1, 35,000 e-books and 6,000 journals. So, library automation has facilitated the process of teaching and learning. Besides to give better exposure to students important website links are communicated to students.

6.3.3 Examination and Evaluation

- (a) Continuous evaluation-mid semester followed by semester end examination.
- (b) Provision of Back/Improvement examination for failed students and poor performers.
- (c) Re-addition, Photocopy of answer sheet (w.e.f. April, 2017) as Redrassal mechanism.
- (d) Coding, Q.P. setting by external examiner and Evaluation done by external examiner only to maintain confidentiality.
- (e) Under CBCS pattern, 20 marks reserved from short questions for non-practical subjects and 10 marks reserved for short questions for practical subjects.

6.3.4 Research and Development

Since most of the Department are undergraduate departments Research work is limited Project work done by students under supervision of teachers. However teachers are pursuing their research being registered for Ph.D. Students are motivated to present papers in State Level Seminars. One faculty from Chemistry and one faculty from Anthropology are continuing their minor Research Projects. Chemistry Department is making efforts for research project from UGC, DST and other funding agencies. Many faculties are guiding research of their scholars at the Ph.D level. Many Scholars have been awarded Ph.D under their supervision from different Universities. One faculty member of Botany Department is pursuing major research project sponsored by DST. One month filed study for the students is done by MSW Department where the students visit a community/slum/village.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a Language Laboratory for soft skills development of the students and there are computer lab run under the Department of Physics and Computer Science. A new Computer lab has been established in New Arts Block under RUSA scheme. Library automation work is complete so far as LIBMS application software is concerned. This automation helps the students to search online books, know status of issue/availability/tentative books and journals through INFILIBNET.

6.3.6 Human Resource Management

Admission is done through SAMS (Students Academic Management System) monitored by the Government of Odisha. The system generates the data base of students

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment are done at the government level and OPSC (Odisha Public Service Commission). Guest Faculty are engaged through selection by relevant committees formed by the College

6.3.8 Industry Interaction / Collaboration

Department of PMIR (Personal Management and Industrial Relation) and MATHM (Master Degree in Tourism and Hospitality Management) are exploring possibilities of Industry Institution Collaboration.

6.3.9 Admission of Students

Admission of students are done thorough SAMS (Student Academic Management System) monitored centrally by Department of Higher Education, Govt. of Odisha

6.4 Welfare schemes for

Teaching	Cooperative store
Non teaching	Cooperative store
Students	Scholarships like senior Merit scholarship, Senior merit-cum-Poverty scholarship for SC/ST students, Scholarship for Children of freedom fighter, National Loan scholarship, scholarship for Physically handicapped children, Prerana and Medhabrutti are provided. SSG/Students Aid Fund offers financial support to the poor and meritorious students. Scribe Club is functioning under 'equal opportunity cell' for the benefit of the visually challenged. Besides Students Multi Utility centre (KIOSK) is functioning in the College for the benefit of the students. One can avail all sorts of facilities in that centre.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	AG	✓	External as well as Internal faculty members
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- a) Introduced Photocopy of the answer sheet for the students on demand w.e.f. the examination conducted from April 2017.
- b) Efforts are being made to complete evaluation of all examination simultaneously and declaration of results in time.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The autonomy of the college has been renewed in 2016 with the help of Utkal University. Academic Audit was conducted by Utkal University headed by the Vice Chancellor prior to the extension of autonomy.

6.11 Activities and support from the Alumni Association

The alumni of the College are meeting at a regular interval of time. A committee has been constituted to coordinate the processes. In the mean time quite a few alumni of the college have extended different helps for sustainable and long term development of the College. Plantation programme has been undertaken by the Alumni association. The Association conducts different competitions among the students and award the winners every year. In this year 60th Diamond Jubilee celebration of B.J.B. Autonomous College was organised by the BJB friends where the students having all round potentiality was rewarded.

6.12 Activities and support from the Parent – Teacher Association

Though there is no formal parent-teacher association there has been number of meetings in which parents have suggested measures for improvement of the educational ambiance of the College pertaining to students' attendance in the class and keeping the campus clean. They have emphasized on moulding the behaviour and attitude of students to become good citizens. Feedback from the parents has been collected regarding the College.

6.13 Development programmes for support staff

Co-operative society has been established for the support staff. They have been given Govt. quarters. The staff is entitled to borrow books from library. There is a co-operative society from which non-teaching staff get credit facilities at a low rate of interest. Seven days Hands on Training Programme on computer applications was organised in the college for the skill development of staff members of the College.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Environment Studies have been a component of course in AECC for students. Regular cleanliness drive in the campus and plantation programme is a regular feature. Conservation of electricity is given importance. "Swachha Bharat Abhiyan" has been undertaken. Students are encouraged to use e-facilities, go for green transaction and avoid using papers. The Department of English has organised a National Seminar on Eco feminism to promote ecocentric consciousness.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Soft Skill Development and Inter-disciplinary faculty approach was adopted as innovative programmes by different departments. Fifteen new projects were carried out by students on Nano-technology in the Department of Physics. Pass out students of Education Department have contributed books to seminar library. For facilitating inclusive education and for promoting positive attitude of the students one orientation programme was organised in the College by Aaina a Non-government organisation on '**SOCH BADLO**'. A documentary film show was organised in the College to sensitize students on the social issues of old age problem.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Student counselling cell is functioning under the headship of Dr. Joshamani Mishra, H.O.D. Psychology.
Question bank of seven different departments has been finalized and the rest are in the press. Question Bank copies have been distributed among staff and students of seven departments.
We are planning to introduce Skill based short term Certificate courses in the coming session. Under the computer literacy programme, seven days Hands on training program on computer applications was organized for the faculty members.
Remedial classes were organized by all the regular departments for the disadvantaged group students.
Automation is complete so far as LIBMS application software is concerned. Through INFLIBNET programme User can able to download and read e-books and journals
Feedback has been collected from parents, students and alumni. The analysis of feedback has been done quantitatively and qualitatively. The details have been attached in Annexure –III, IV & V
Boys' common room work is under progress. In the near future there is a plan for the construction of multi-gym.
Internal Academic Audit was done by involving both external as well as internal faculty members. The report has been uploaded in the college website.
Nominal user fee against the use of college play ground Corpus fund to be generated by Alumni association. An amount of 1,60,00,000/- has been sanctioned by World Bank for different developmental activities of the college for the session 2018-19
Feedback on teachers by students has been completed involving by the students of both regular and Self Financing streams. The details have been attached in the Annexure- I
Parent Teacher meeting has been organized in the month of September, 2017 and their important suggestions are recorded. Likewise alumni meeting have been organized in the month of April, 2018. Initiatives have been taken for implementation of such suggestions.
Workshop on gender sensitization was organised on 29 th June 2018. Smt. Harapriya Nayak, D.G.P. Bijupattanaik State Police Academy graced as the Chief Speaker. The workshop was arranged by Internal Complaint Cell along with IQAC.

7.3 Give two Best Practices of the institution

Best Practice-I
I. Scribe Club. (Refer Annexure-XIII)
II. All categories of employees have been issued institutional identity cards. (Refer Annexure-XIV)

7.4 Contribution to environmental awareness / protection

Environment Studies have been a component of course in AECC for students. Regular cleanliness drive in the campus and plantation programme is a regular feature. Conservation of electricity is given importance. “Swachha Bharat Abhiyan” has been undertaken. Students are encouraged to use e-facilities, go for green transaction and avoid using papers.

7.5 Whether environmental audit was conducted?

Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

Institutional Strengths	<ul style="list-style-type: none"> • Autonomous status • Renowned Co-educational College of Odisha • Situated in the heart of Capital City of Odisha. • Well qualified faculty • Cordial ambience for teaching and learning • Wi-Fi campus • Remarkable achievements by NCC cadets, NSS and YRC volunteers • Accredited with A Grade by the NAAC. • a Large number of students after passing out enter into top ranking institutions of the country for higher education like TISS,IITs,IIMs and TIFR
Weaknesses	<ul style="list-style-type: none"> • Vacant Positions • Shortage of regular teaching posts to meet the requirements of newly introduced CBCS Syllabus • Inability to generate financial resources from non-Govt. sources for development • No formal consultancy Work • Inadequate sports and infrastructural facilities
Opportunities	<ul style="list-style-type: none"> • To become a centre of excellence in Higher Education as a University • To offer new courses at PG level • To generate financial Resources • To offer vocational and need based courses • To promote research and culture • To acquire adjacent Govt. land structures for the college and make Arts &Science Blocks a single campus. • To promote sports and games activities for both boys and girls • To open a second campus of B.J.B Autonomous College at a nearby place for all the SF courses for better academic Strength. • To Open “Incubation Cells” in each department to very bright students and orient them for carrer in higher research.
Challenges	<ul style="list-style-type: none"> • Strengthening IQAC activities • Getting minor and major research projects • Taking initiative to check student violence in campus

8. Plan of institution for next year (2018-19).

1. Conduct of environmental audit.
2. Conduct of Gender audit.
3. Preparation of student data base in all the Departments for 2018 admission batch.
4. Strengthening students' mentoring system.
5. Facilitating inclusive education by providing lift for the physically challenged individuals.
6. Organisation workshop on "**Project writing**" for faculty members and students.
7. Strengthening of career counselling cell.
8. To raise "Green Brigade", a team of committed student volunteers for better upkeep of environment in and around the campus.
9. To create an independent portal for extensive online career counselling and placement guidance.
10. Organisation of workshop on Research methodology for preparation of Research Proposal based on major and minor Research Project.

Name DR. KALPALATA PATRI

Name Dr.Prasanna Kumar Mohanty

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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