



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	OLAVER DEGREE COLLEGE
Name of the head of the Institution	GOPINATH DAS
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06729278729
Mobile no.	9937645317
Registered Email	olavercollegeolaver@gmail.com
Alternate Email	olavercollege.iqac@gmail.com
Address	AT- OLAVER PO- OLAVER PS-RAJKANIKA DIST- KENDRAPARA 754227 ODISHA
City/Town	KENDRAPARA
State/UT	Orissa
Pincode	754227

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Rural																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	NIRUPAMA BAL																								
Phone no/Alternate Phone no.	06729278729																								
Mobile no.	9438244987																								
Registered Email	olavercollege@gmail.com																								
Alternate Email	olavercollege.iqac@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	_https://olavercollege.ac.in/aqar/_																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	_https://olavercollege.ac.in/about/_																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>70.75</td> <td>2006</td> <td>21-May-2006</td> <td>20-May-2011</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.11</td> <td>2016</td> <td>16-Sep-2016</td> <td>15-Sep-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	70.75	2006	21-May-2006	20-May-2011	2	B	2.11	2016	16-Sep-2016	15-Sep-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	70.75	2006	21-May-2006	20-May-2011																				
2	B	2.11	2016	16-Sep-2016	15-Sep-2021																				
6. Date of Establishment of IQAC	01-Jun-2012																								
7. Internal Quality Assurance System																									
Quality initiatives by IQAC during the year for promoting quality culture																									
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																						
Meeting With faculty	16-Nov-2016		11																						

	1	
IQAC meeting	10-Jan-2017 1	11
Meeting with students	15-Mar-2017 1	15

L::asset('/', 'public').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}}}

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sujata Barik	MRP (Minor)	UGC	2016 365	100000
Chandra Sekhar Nayak	MRP (Minor)	UGC	2016 365	105000

[View Uploaded File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Periodic Meeting with different stake holder: Regular meeting are held with different stake holder like teaching, nonteaching staff and students to take their opinion for the maintenance of proper academic environment. 2. • Formation of New IQAC committee: New IQAC committee have been formed as per the guideline of NAAC to prepare AQAR. 3. Preparation of routine and teaching plan: Teaching plan are prepared before the beginning of the new session by the respective departmental teacher for effective progression of teaching - learning process. Class routine is also prepared by routine committee in consultation with IQAC cell. Routine for arts, science and commerce is prepared separately. 4.

Orientation programme for the Honours students: Arrangement for orientation program is made before the beginning of classes so that the students can acquainted with the teacher, syllabus and with library facilities.. •

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

Plan of Action	Achivements/Outcomes
Students' counselling and orientation Program	At the time of admission the faculties have free and open dialogue with students and their parents guiding them on the choice of subject and student counselling to support their general wellbeing and positive mental health, identifying and addressing stressors affecting their academic performance as well as for the SSC and different competitive examination. Orientation program successfully organised by the department to give an overview about the academic courses, college rule and regulation for the students and to make aware of the college environment.
Promotion under CAS of faculty .	Notification was given to the faculty members to submit their Necessary documents along with fille up CAS format as per the regulation of UGC guideline. All are verified by IQAC and placed before screening committee. Promotion of eight teacher have been done this year as per UGC regulation.
Arrangement of parent teacher meeting	Parent teacher meeting is arranged successfully by all the department. It is organised two times in an academic year. Parent feedback is taken during this meeting and as per their suggestion special classes were arranged in addition to the remedial class.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	20-Jul-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	31-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has computer based office management system. College automation software are installed in the office purchased from vendor. Integrated accounting system and Students management system is there in this software. But all these are done through offline. As book of account and students data base are there, we can easily get students admission details and account detail from it. Library Information and management system is also there. Library is fully automated with SOUL version 2.0 in the year 201213.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College adheres to the UG curriculum created by the Utkal University. The College's IQAC has been established to oversee all academic co-curricular and extracurricular activities that will be undertaken in the 2016-17 academic year. All previous members of the IQAC will be maintained for this year as well. In order to keep an eye on all of the activities that will be undertaken during the year, it has also been decided to hold at least four meetings of the IQAC throughout the 2016-17 academic year. At these meetings, all relevant parties will be present, and their feedback will be taken into account if deemed useful. It has also been agreed to invite well-known figures in the relevant sectors to give guest lectures on a regular basis covering all subjects. In a similar vein, it has also been agreed to organize workshops at the state level and invite Odisha State local institutions to participate. Co-curricular and extracurricular activities will be pursued alongside these, especially by the College's NSS section, which consists of about 100 students. All significant holidays, including Swachatha Diwas, Independence Day, Republic Day, Women's Day, Teachers' Day, etc., will be celebrated on the college campus. Rallies will also be held to raise awareness of cleanliness, with a focus on Swachh Bharat. In the near future, a unique demonstration emphasizing our efforts to combat climate change is also scheduled.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Honours in Physics, Chemistry, Math, Botany < Zoology	14/07/2016
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Self Defence Programme	03/02/2016	300
Yoga	06/01/2016	400
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

An essential component of education is evaluation. While there are a number of ways to evaluate teachers, getting feedback from students is thought to be the most reliable and successful approach. By the end of the session, the students provide structured feedback that will assist the teachers in identifying both their areas of success and areas for improvement. The purpose of this feedback is to raise the standard of instruction. Following student feedback collection, those are centrally analyzed and addressed. We have also received input from teachers and parents. After analyzing each of these, IQAC put every parents suggestion into practice.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	16	20	8
BA	Odia (Honours)	48	50	42
BA	Political Science	48	60	44
BA	History	48	58	40
BA	Economics	48	40	30
BCom	Accounting	64	110	42

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	281	0	26	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
0	2	1	1	2	0

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Groups of Honors students of each year are assigned to individual teachers of their respective Departments for monitoring their yearlong progress and all round improvement. Every teacher makes an analysis of the strengths, weaknesses, opportunities and challenges of the mentee allotted to him/her. Mentoring is done by motivating students for preparing student projects, student seminars and to participate in the curricular and extracurricular

activities. The mentor – mentee system has created a close relationship between students and teachers. The teachers' pay individual attention to the problems of mentees and offer counseling. The slow and weak learners are given special attention, while advanced learners are challenged to explore the depths of the discipline. The combined efforts of mentors and mentees have improved the academic ambience of each Department. This is reflected in the academic performance of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
281	26	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	9	11	6	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	1ST SEM JULY 2016	17/07/2017	20/09/2017
BCom	UG	1ST SEM JULY 2016	17/07/2017	20/09/2017
BSc	UG	1ST SEM JULY 2016	17/07/2017	20/09/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In order to assess students learning in a comprehensive way, a variety of evaluation formats, including class tests, group discussions, and viva-voice, are used on a regular basis. Regular departmental meetings are held to discuss student performance and provide guidance on how to improve academically. The internal assessment is carried out in accordance with university guidelines and is taken into consideration by a number of College committees in order to increase the efficacy of the internal evaluation system.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Because the college is associated with Utkal University, it creates its own academic calendar by adopting the universitys academic calendar. The academic

calendar governs the administration of all exams, results publication, admissions, and other academic affairs. To prevent disruptions to the academic schedule and harm to students, classes are held and meetings of the Governing Body, Teachers Council, Academic Sub-Committee, and IQAC are scheduled in advance. Instructors also create lesson plans that align with the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://utkaluniversity.ac.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	ARTS	131	101	77.09
UG	BCom	Commerce	34	17	50
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://olavercollege.ac.in/student-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
Special Camp (7 Days) at Nuapatana Village	NSS	5	50
Awareness Programme for Prevention of Dengue Fever	NSS, YRC	10	150
Cleanliness Programme at college playground after Kalipuja	NSS, YRC	15	90
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness Programme	NSS UNIT	Awareness Programme for Prevention Against AIDS	14	117
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/industry/research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	0	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

g									
Added	0	0	0	0	0	0	0	0	0
Total	15	1	0	0	0	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1448130	1436777	1273740	1217487

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a well-kept infrastructure resources. Subcommittees are established to guarantee optimal utilization of both academic and physical resources. These resemble committees for the construction of buildings, purchases, finances, libraries, academic audits, and routine work. We have 12 classrooms with board and required furniture—10 of which are currently in use and 4 of which have been prepared. This year, a single ICT-enabled virtual classroom with 90 seats in the main building has been prepared for honors classes only. It includes a computer, smart board, projector/display system, and audio system.

<https://olavercollege.ac.in/facilities/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

Remedial Coaching	01/07/2016	250	UGC
Yoga	09/11/2016	280	NSS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Entry in service	50	50	2	2

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	Nil	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	BA	ODIA	UTKAL UNIVERSITY	MA
2017	1	BCOM	COMMERCE	RAVENSHAW UNIVERSITY	MCOM
2017	1	BSC	ZOOLOGY	CENTURIAN UNIVERSITY	MSC
2017	1	BA	POL SC	UTKAL UNIVERSITY	MA
2017	1	BA	HISTORY	RAVENSHAW UNIVERSITY	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
COLLEGE ANNUAL SPORTS	INSTITUTIONAL	150
Departmental students seminar Quiz	Departmental	72
Celebration Of Netaji Jayanti	Institutional	120
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Selected student representatives from various subjects form the students union. As members of several academic and administrative bodies, Olaver Colleges student union members are extremely active all year long. The Students Union hosts a number of events all year long, including an annual cultural program, Saraswati Puja, and a welcome party for new students. They actively assist in the planning of annual sports as well. Student representatives sit on the colleges governing body, the cultural committee, and the sports committee. Members of the student union are also active in the anti-ragging squad, sexual harassment committee, sports committee, and cultural committee. Colleges always value the choices made by student representatives.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association was started in the year 2016 and former students of UG are enrolled in this body. This alumni association has been registered with the state Govt. and a bank account to deal with all the contributions and expenditure of the association.

5.4.2 – No. of enrolled Alumni:

40

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association holds regular meetings. During a lengthy executive

meeting of alumni on August 15, 2016, it was decided to hold the memoir stands inaugural ceremony on January 13, 2017. There are new committees established for the following two years (2016-17 and 2017-18). The Memoir Stands opening ceremony was organized by the alumni association on January 13, 2017. The local MLA gave it his official opening in front of the teaching, non-teaching, and student bodies. Nearly 200 former students from this college came to the event. Senior alumni received awards from the college. The college students gave a presentation on culture.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Departments now have the authority, with managements consent, to buy the necessary tools, reference materials, and library textbooks. 2. Departments have been instructed to meet every Saturday to discuss issues that staff and students are facing. 3. Teachers are free to identify students who struggle academically and offer specialized instruction to them individually.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Curriculum is designed by Utkal university to which we are affiliated. The Changes in the curriculum are done by the university after conducting several departmental meetings involving the faculty from constituent and affiliated colleges. These changes are implemented by the college as stipulated by the affiliating university
Teaching and Learning	Several Methods under teaching and learning are adopted to benefit the students . Inputs from the faculty development programs conducted during the academic year are utilized to make teaching and learning more effective and fruitful.
Examination and Evaluation	The Examination and evaluation at the end of the semester is managed by the affiliating university. However the internal assessment exams and the pre final examinations are conducted in the college to find out the strengths and weakness of the students and offer remedial solutions subsequently
Research and Development	Teachers are motivated and encouraged to undertake research under part time basis while continuing their job. provision is also made to permit the

	teachers to present papers in conferences and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is fully automated and all issues and returns are managed by scanning the bar codes. ICT is widely used in the college to supplement the standard teaching and learning methods. The physical infrastructure is maintained properly to make the students comfortable in the campus. Maintenance of the building is done at regular periods to maintain the structural stability of the building beside aesthetic looks, and providing safety and security to life and property
Human Resource Management	The administration takes care of the human resource management by entrusting the responsibility of various jobs to people with the right attitude and aptitude for completing the task to the satisfaction of all stake holders.
Industry Interaction / Collaboration	The college has entered into collaboration with a few industries and organizations for internships and placements.
Admission of Students	All the admissions to the UG Courses is being done centrally by the SAMS

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	All the planning and development activities are done through egovernance which helps the management to keep track of the planning even in their absence and not available on the site due to exigencies.
Administration	The administration is managed as far as possible by written orders or oral orders and most of the activities in the administration are remotely managed through egovernance.
Finance and Accounts	All the finance and Accounts are managed by the accounts officer and the chartered accountant who takes care of filing the returns and the financial statements of the college and send them to all stakeholders online.
Student Admission and Support	After the admissions are done the student details are automated to help the administration in attendance management, fee collection, messaging service etc. Support to students is provided to all the eligible students

	by processing and forwarding the scholarship forms of state and central govts.
Examination	All the semester end examinations and evaluation are conducted by the university as per their schedule. however the record of marks and results are entered electronically and saved as soft copies as well as hard copies in the college records.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	NIL	NIL	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	Nil	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
2	1	5

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The purchase of the instruments and other assets of the college is done by the Purchase Committee of the Governing Body on approval of the Finance Committee.

- The college has an up to date audit system.. The internal audit has been performed by G.N Associates. The auditor's suggestions, advises are welcome to bring improvement in financial activities.
- The government statutory audit of the college is done every year by the Higher Education Department, Govt. of Odisha. After the expiry of a financial year, the accounts are prepared to be presented before the government auditor, appointed by the State Government. The audited report is then placed in the Governing Body meeting to rectify errors mistakes.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Parent Teacher Meetings are held for all three years at regular intervals where parents are told about their ward's academic performance, attendance, their discipline and participation in various college activities. 2.) Feedback from parents are recorded in the meetings and necessary steps based on the needful are taken. 3) Some of the parents are also members of the college alumnus.

6.5.3 – Development programmes for support staff (at least three)

All the support staff are brought under the scheme of provident fund, employees state insurance are provided to them. in addition to this leave is granted as per rules and all govt and public holidays are declared as holidays for support staff also.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Having identified the weakness of the institute emphasis was put on these shortcomings and try to overcome them 2. The students and the staff were motivated to do better as they have to maintain the reputation of being accredited by NAAC 2. Every effort is being made to improve on the grade awarded by NAAC in Cycle 2.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Special Camp	05/10/2016	10/10/2016	16/10/2016	52
2017	Blood donation camp	06/07/2017	19/07/2017	19/07/2017	46
2017	Departmental Seminar of History	15/11/2017	22/11/2017	22/11/2017	48
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Cleanliness programme named "Safai Aviyan" inside and outside the college premises. 2. Cleanliness Programme for Dengue at College Premises 3. The college has rainwater harvesting facilities.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Handbook for Code of Conduct is not published but all the stake holder are bound to follow code of conduct and professional ethics. Code of Conducts are displayed in the website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Cleanliness	31/03/2017	31/03/2017	100
Awareness Programme for Prevention Against AIDS	29/03/2017	29/03/2017	80
Cleanliness Programme for Dengue at College Premises	17/08/2016	17/08/2016	120
Seven-day Special Camp	16/10/2016	23/10/2016	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. All the Class rooms are well ventilated and do not need artificial lights on all normal days 2. Students and staff are advised to switch off lights and fans when not in use 3. Saplings are planted regularly by the NSS unit of the college under Green Campus Scheme 4. All the necessary prints are taken out on paper that has been printed in one side, thus saving the use of paper. 5. As far as possible all messages and circulars are done electronically to save paper.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Every Semester students who have backlogs are segregated and teachers are instructed to take special classes for such students to overcome the difficulties faced by them 2. By Harnessing solar energy we are able to save 50 of the electricity that is normally consumed by the institution. 3. The online feedback system helps the college to collect feedbacks from a greater number of students. The students can also submit their feedback from their homes and at any time they feel convenient. As it is taking few minutes for a student to submit the total feedback form, more and more students are getting interested in submitting the feedback forms. The increase in student response is very much helpful for the college to improve its facilities, policies, teaching process, and infrastructures as per students' requirements. The easy analysis process is helping the college to take quick necessary steps.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://olavercollege.ac.in/about/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The colleges vision and mission are to offer middle-class students, in particular, an affordable, high-quality education. The institution prioritizes the safety and security of our students as well as the empowerment of women as a result, numerous actions have been made in this regard. The presence of security officers and CCTV cameras in all key locations aids us in accomplishing our goal.

Provide the weblink of the institution

<https://olavercollege.ac.in/about/>

8.Future Plans of Actions for Next Academic Year

IQAC of the College has been constituted to take care of all the academic co curricular and extracurricular activities to be taken up during the Academic year 2016-17 with all the old members of the IQAC retained for this year also. It has also been decided to convene at least four meetings of IQAC during the Academic year 2016-17 to monitor all the activities to be taken up during the year. All the stake holders will be taking part in these meetings and their opinion will be considered, if found effective. It has also been decided to hold Guest lectures at regular intervals in all subjects by inviting a prominent people in the respective fields. Similarly, it has also been decided to hold Workshops at the state level by inviting local colleges to take part in it. Along with these activities side by side co curricular and extra curricular activities will be taken up particularly by the NSS unit of the college comprising nearly 100 students. it has been planned to conduct all important events like Swachata Diwas, the Independence day, Republic day, Womens day, Teachers day etc in the college campus.