YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   KHAIRA COLLEGE, KHAIRA, BALASORE

- Name of the Head of the institution   ARUN KUMAR PARHI

- Designation   PRINCIPAL

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   06788233242

- Mobile No: 9337005383

- Registered e-mail   khairacollege@gmail.com

- Alternate e-mail   iquackhairacollege@gmail.com

- Address   At/ Po- Khaira, Dist- Balasore,
                                                 Pin- 756048

- City/Town   Balasore

- State/UT   Odisha

- Pin Code   756048

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **FAKIR MOHAN UNIVERSITY**

- Name of the IQAC Coordinator   **BANAMALI BARIK**

- Phone No.   **9937333425**

- Alternate phone No.   **7978406908**

- Mobile   **9937333425**

- IQAC e-mail address   **iqackhairacollege@gmail.com**

- Alternate e-mail address   **bana.barik@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.khairacollegekhaira.com/ugcNaac.php?rn=AQAR

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.khairacollegekhaira.com/academicReport.php?sn=Academic%20Calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.10**	**2007**	**10/02/2007**	**09/02/2012**
Cycle 2	**B+**	**2.57**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **01/04/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Infrastructure	**Infrastructure Development**	**State Govt.**	**2022, 365 days**	**15,00,000**
Infrastructure	**Infrastructure Development**	**RUSA**	**2022, 365 days**	**34,81,226**

8.Whether composition of IQAC as per latest NAAC guidelines `Yes`

- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year `4`

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

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

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

- If yes, mention the amount

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

`1- National seminar on Gender Equity`

`2- Observation of constitution day`

`3- Observation of poverty Eradication Day`

`4- Awareness programme on Academic Audit`

`5- MO college Abhijan`

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

Plan of Action	Achievements/Outcomes
Celebration of Foundation Day and confer award for outstanding performance	The day was observed magazine was published and 16 students were awarded for outstanding achievement.
Self Defence program for girls	Girl students were trained how to defend themselves in crises/ critical situation
Skill Development program	One week training was given on spoken English and Sanskrit emphasis was given to develop communicative skill
Extension Activities	NCC, NSS, YRC conducted various extension activities in collaboration with IQAC
ICT Training	ICT training was given to teaching and Non-teaching staff to develop computer skill
Feedback to be collected from students, teachers, Alumni and parents	Feedback was collected from all the stakeholders, it was reviewed and necessary steps was taken as suggested
Organising Seminars	National and state level seminars were organised by the departments

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Khaira College	13/03/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	KHAIRA COLLEGE, KHAIRA, BALASORE
• Name of the Head of the institution	ARUN KUMAR PARHI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06788233242
• Mobile No:	9337005383
• Registered e-mail	khairacollege@gmail.com
• Alternate e-mail	iquackhairacollege@gmail.com
• Address	At/ Po- Khaira, Dist- Balasore, Pin- 756048
• City/Town	Balasore
• State/UT	Odisha
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• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	FAKIR MOHAN UNIVERSITY
• Name of the IQAC Coordinator	BANAMALI BARIK
• Phone No.	9937333425

• Alternate phone No.	**7978406908**	
• Mobile	**9937333425**	
• IQAC e-mail address	**iqackhairacollege@gmail.com**	
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3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.khairacollegekhaira.com/ugcNaac.php?rn=AQAR
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.khairacollegekhaira.com/academicReport.php?sn=Academic%20Calendar

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Organising Seminars	National and state level seminars were organised by the departments

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Khaira College	13/03/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	28/12/2022

15. Multidisciplinary / interdisciplinary

Khaira College plans for opening of multidisciplinary courses in Under graduate level taking into account consideration of the basic academic development of students and to face the challenges ahead. However some significant area of inter disciplinary topics like waste management, disaster management, sustainable development, pollution control, sanitation etc. are touched in Environmental Science syllabus under AECC. During the project work of final semester students supervisors encourage and motivate the students to take up projects related to these topics. Seminars are conducted in departments at college level to acquaint students on Multidisciplinary and Inter disciplinary topics.

16. Academic bank of credits (ABC):

Academic Bank of credits (ABC) will be very effective system that would enable students to open their academic accounts and give flexibility and multiple functions for entering or leaving college. In near future and after implementation of NEP-2020, the institution plans to adopt this facility in the form of NAD (National Academic Depository) where all the academic credentials would be digitized, well accessed and easily retrieved by students. College will also create the ABC of individual students and will integrate it with resources/ scheme such as NPTEL, SWAYAM and V-Lab etc. Credit verification, storage, transfer and redeem will be enabled for providing broad scope and privilege.

17. Skill development:

The real empowerment of students lies in identification of individual talents and development of professional skills, soft skills, ethics, morality and values. The skill Enhancement course (SEC) included in the CBCS syllabus provided basic knowledge in the field Communicative English and Quantitative Techniques and Logical Reasoning. The institution presently successfully conducts few Skill Development programmes. QLT paper in UG level helps to develop numerical solving capability. PGDCA programme enhances entrepreneurship quality, business proficiency, team work and leadership quality. Cultural, Literary competitions are held to promote writing skill, fine art, performing art of students. In future college plans to create add on courses on soft skill and technical skill development.

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

Indian knowledge system includes integration of the knowledge from ancient India to modern India which envisages aspirations with regard to education, health, environment, technology, etc. These elements will be incorporated in an accurate and scientific manner. Learning of ancient classical literature, Artha Shashtra, community feelings in folk culture, Vedic culture, traditions, etc helps to churn out future courses.

Mathetics, philosophy, Yoga, and literature of today are an integral part of Indian ancient culture and learning. Thus integration of the past with the present learning is also included in our curriculum.

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

Students avail internship facility through MOU signed with local industry and institutions. The college plans to focus on research and innovation, create industry academic linkage and interdisciplinary researches. Internship programmes will be more vibrant with local industries and business establishments. Career counseling cell would be strengthened and employability will be enhanced and entrepreneurship programmes will be initiated. Science syllabi will be more practical oriented and innovative ideas will be developed through collaboration. Students will be motivated to carry research in fields related to development of society, natural resources, Energy conservation and alternate source, Agriculture, Women Studies etc.

20.Distance education/online education:

The institution provides some distance courses through IGNOU and Odisha state Open University (OSOU). Future plan of the college is to introduce online certificate courses or add on courses which will impart skill development and enhancement of employability. Students can opt these short term certificate courses along with regular course and get additional benefits. Subjects like Communicative English, creative writing, mental health counseling, Human rights, Business Skill, Mass Communication etc. will be introduced in distance education mode

Extended Profile

1.Programme

1.1   **21**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **1478**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **219**

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

File Description	Documents
Data Template	[View File]

2.3   **469**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **41**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **48**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**21**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1478**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**219**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**469**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**41**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**48**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**28**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**9908854**
4.3 Total number of computers on campus for academic purposes	**58**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Depending upon the academic calendar and the prescribed syllabus, senior faculty members and the principal sit together to chalk out time table and time table is reflected to cover the syllabus prescribed. Some senior teachers are member of Board of studies in F.M.University. Their suggestions also carry importance for introduction of new curriculum. Any change is circulated among staff members and the principal convenes the meeting of the concerned HoDs and teachers and discuss how to implement such change effectively.

The college arranges extra class, doubt clearing class for the interest of the students. Bridge course is adopted for the slow learners to get fit for the learning, to cope with study as per syllabus. The performance in various exams like midterm, Unit test is reviewed time to time to access the curricular achievement of students. The problems and short comings are traced and measures taken accordingly. Some special classes are

held to boost the competitive temper of the students. For effective outcome, teachers use various methods like group discussions, project based methods, study tour, home assignment etc.

The college implements staff skill programme, ICT programmes, Remedial teaching, moral teaching and extensive activities along with the curricular aspects. The college Endeavours to integrate cross cutting issues such as gender equity, climate change, Human Rights, consumer protection etc. into curricular.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://fmuniversity.nic.in/

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

Evaluation of semester examination follows the norms of university. The F.M. University has adopted major reform in evaluation by choice based credit system which has been prepared as per UGC model curriculum. Three years degree course leading to B.A., B.Com, B.Sc spreads over six semester in three academic calendar years. A student appears two semester in one calendar year. Teachers from affiliated college evaluate the answer scripts of semester examination.

Since continuous evaluation process is a vital part to revitalize students self confidence, the college adopts internal evaluation unit tests are conducted in each department for improvement of students' standard and preparing them for semester examination. Weak areas of the students in various areas are traced out and remedies and remedies are suggested by departments. Internal exam is held prior to semester. Conduct of Unit test and midterm exams enthuse the students for final performance. Analysis is done on internal exam. Parents and guardians are informed about score/ performance of students and they are advised to take care of it.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.khairacollegekhaira.com/academicReport.php?sn=Academic%20Calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

23

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

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

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

12

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

254

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

254

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Khaira college integrates cross-cutting issues relevant to professional ethics, Human values, Environment, and sustainability into the curriculum.

The development of personality is not entirely dependent on the teaching of curriculum alone. Behavior, discipline, and participatory zeals of students are looked into while following the curriculum. Spiritual moral religious discourses are arranged to boost the ethical temper of students. National service scheme (NSS) camps for boys' and girls' units are arranged as per university norms for public welfare. Youth Cross arranges awareness programs on gender issues, social

superstitions, and on ethical values of life. Persons with spiritual and religious remper are often invited to deliver to the students and staff members as well. Community-oriented activities such as bringing awareness on various social issues like AIDS, illiteracy, and other health-related matters, pollution and environmental issues are taken up.

Ethics and values, Environmental studies are the subjects introduced by F.M. University to instill awareness issues on Gender sensitization, cross-cutting issues, and Environmental hazards.

Seminars on Women empowerment are organised where in female foeticide, dowry related cases and other related problems are discussed.

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

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

13

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

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

483

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File]()
URL for feedback report	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

512

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File]()

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

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

94

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

2.2 - Catering to Student Diversity

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

Undergraduate students through the journey of three years need guidance, assistance and counseling's. From the commencement of study, mentor mentee system is introduced. The principal convenes meeting of the departments and ask them to act as the mentor. Accordingly students are divided by the number of teachers of a department and the ratio of mentor and mentee is fixed on teacher student ratio. Departmental faculty member lead as the mentor till end of graduation. The mentors not only support and help students academically, they also act as the local guardian of a student. Teenagers come across different issues besides their study and a mentor takes care lovingly to solve the issues. Necessary suggestions and advices are given to a student to build up academic career and morality to come out as disciplined and responsible citizen. Our institution sincerely delivers mentor mentee system.

The students really grow up under proper care and advice. They become greatly beneficial by group discussion, quiz competition, ethical lectures and amicable ambience. Besides drawing attention of the students to issues of life and their role in larger society it bridges relationship with teachers and the institution.

File Description	Documents
Link for additional Information	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Mentor%20and%20Mentee
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1478	42

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college arrange extra class, doubt clearing class for the interest of the students. Bridge course to adopted for the slow learners to get fit for the learning, to cope with study as per with syllabus. The performance of various exams like midterm, Unit test are reviewed time to time to access the curricular achievement of students. The problems and short comings are traced and measures taken accordingly. Some special classes are held to boost the competitive temper of the students.

The departments try best to give effective curriculum delivery through combination of need based and innovative methods. Starting from enrollment/ entry point assessment is made on the aptitude and expectation of students and teaching plan is based on it. Faculty members take utmost care to complete the syllabus in time. They maintain lesson note and progress register. Which is verified by the head of the department and supervised by the principal on regular basis. Faculty members cover the courses as per syllabus in time. The progress of the delivery of curricular, teaching and learning is regularly monitored by staff council meeting and the meeting of IQAC.

The college implements staff skill programme, ICT programmes, Remedial teaching, moral teaching and extensive activities along with the curricular aspects. The college Endeavour's to integrate cross cutting issues such as gender equity, climate change, Human Rights, consumer protection etc. into curricular

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.khairacollegekhaira.com/index.php

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

Khaira College adopts effective teaching learning process using ICT enabled tools. There is internet facilities and wifi for teachers and students. It helps the students and faculties to promote their teaching learning process. Each department is provided with computer. Teachers use ICT to supply study materials, preparing question banks, assigning home tasks etc. The students also search the material as required. There are two ICT labs where the students used to study. LCD projector is used for teaching and learning.

Computerized library is an Aid to digital learning. The teachers and students attend the library regularly.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.khairacollegekhaira.com/index.php

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

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

42

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

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

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

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

42

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

2.5 - Evaluation Process and Reforms

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

Evaluation of semester examination follows the norms of university. The F.M. University has adopted major reform in evaluation by choice based credit system which has been prepared as per UGC model curriculum. Three years degree course leading to B.A., B.Com, B.Sc spreads over six semester in three academic calendar years. A student appears two semester in one calendar year. Teachers from affiliated college evaluate the answer scripts of semester examination.

Since continuous evaluation process is a vital part to revitalize students self confidence, the college adopts internal evaluation unit tests are conducted in each department for improvement of students' standard and preparing them for semester examination. Weak areas of the students in various areas are traced out and remedies and remedies are suggested by departments. Internal exam is held prior to semester. Conduct of Unit test and midterm exams enthuse the students for final performance. Analysis is done on internal exam. Parents and guardians are informed about score/ performance of students and they are advised to take care of it.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.khairacollegekhaira.com/index.php

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

Internal examination is conducted prior to the University exam. Internal paper is evaluated by the faculty members of the concerned department. If any any student finds himself prejudiced he may file a complain before the principal and the alleged paper is evaluated by another teacher. However the internal evaluation of mid-sem exam, Unit test is fair and rubust and the students found weak are given chance to promote in the succeeding exams.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.khairacollegekhaira.com/index.php

2.6 - Student Performance and Learning Outcomes

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

Teaching and learning

Teaching is formulated to meet the academic calendar. Proctorial system is implemented. Doubt clearing classes are taken regularly. Students are provided with IT learning. Departmental Seminars are organized for better exposure of students. Faculty members guide students in preparing project work.

Examination & Evaluation

As instructed by the university two (02) semesters are conducted for 1 year student. Under Graduate students appear six(06) semesters in three (3) years. Internal examination is conducted in each paper carrying 20 marks before the Semester exams.Besides that weakness and poor performance of students are regularly scrutinized and it is placed before meeting of the Head of the departments. Extra class, extra lecture and remedial class are conducted to overcome the weakness of the students. The University conducts central valuation with the faculties from this college and result is published in time.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Programme%20and%20Course%20Outcomes
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

Feedback is sought from the graduating students and stake holders in the written form. With the purpose of improving the quality of teaching learning process and to introspect and access the quality of teaching imparting to students as well as to bring modification if any just identifying the weakness. This helps in taking necessary steps for providing basic and

necessary requirements to the students and teachers and the institution for hassle free functioning.

The feedback is placed for departmental review. Evaluation of the feedback is placed before the principal and the same is placed in Head of the department meeting to do the needful. The problems of students are taken into consideration for extra class, Bridge course, doubt clearing class. The opinion of parents, Alumni and teachers is sincerely shortlisted as result of which focus is given to increase the text books and reference books in central library. More attention is given to practical facility in science laboratory, examination and evaluation system. In the present expressed satisfaction on participation of students in co-curricular and extra- curricular activities.

Organisation of departmental seminars in the concerned department encouraged the students improving their capacity in expression and gathering knowledge. Canteen facility, sports facility and beautification of campus have been improved on the basis of feedback. Botanical garden is built up by the suggestion of Alumni Association.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Programme%20and%20Course%20Outcomes

2.6.3 - Pass percentage of Students during the year

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

407

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.khairacollegekhaira.com/index.php

2.7 - Student Satisfaction Survey

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

https://www.khairacollegekhaira.com/ugcNaac.php?rn=Student%20Satisfaction%20Report

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

00

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

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

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

10

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

3.2 - Research Publications and Awards

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

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

01

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

A number of extension activities undertook in neighborhood communities has been an essential part of the extracurricular activities of this institution to sensitize students about socio-economic issues that afflict society. The students are motivated and inspired to be aware of social, National Environmental, economical, health & Gender issues through various activities to lead a healthy and cooperative life. With the active involvement of volunteers, NCC, YRC, and NSS wings of this college carry out the activities. The NCC wing of the college organized such activities as cleaning of campus, a plantation program, and social awareness drive in nearby local villages and markets. Simultaneously our student volunteers are also exposed to socio-economic issues like Poverty eradication awareness programs campaigns in nearby communities on 7th October 2022 and social awareness campaigns like Swatch Bharat Abhiyan & Puneet Sagar Abhiyan in nearby localities on 20.04.23. This organization also undertook environmental issues programs like Observation of World Water Day on 22.03.23 , Awareness campaigning for lightning and Puneet Sagar Abhiyan in nearby localities on 20.04.23. Similarly, the NCC and YRC wings collaboratively organized a blood donation camp on 05 Sept 2022. The volunteers of the NSS wing also organized a seminar on Gender issues on the topic "Gender justice in Mother's womb: A discussion on declining child sex ratio" on 21.04.23 in collaboration with IQAC.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Extension%20Activities
Upload any additional information	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

11

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

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

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

450

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

3.4 - Collaboration

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

Nil

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

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has outstanding infrastructure including computer laboratory, library, and few class rooms with projectors, wi-fi connection in college premises, staff common room, computer lab, ICT Class Room, sufficient number of class rooms with CCTV, seminar rooms for all subjects, fully equipped Physics Laboratory, Chemistry Laboratory, Botany Laboratory, Zoology Laboratory, Commerce Laboratory, a Museum, NCC office, NSS office, YRC office, two well-equipped Computer labs, Student Placement Cell, Conference Hall, Auditorium, one indoor stadium, a play ground, one ladies' hostel, boys and girls common room etc. Projectors are used by teachers very often and wi-fi is being used in teaching and learning process. All departments have desktop computers with essential software. There is an Annual Maintenance Contract (AMC) for maintenance of the computers in the labs. Utmost care is taken while preparing the time table so that practical lectures of different programs can be conducted smoothly in the labs. Computers are available for administrative and academic work. Computers are protected by anti-virus software with necessary application software. A server is installed and all the computers are interred connected. To improve the experience of teaching-learning process the College ensures that adequate resources are provided for reading and research in the college library. Software and hardware have been periodically reviewed and upgraded as per requirements. The college website is maintained and updated regularly. The college has installed a generator to carter to the needs of Computer labs, Laboratories, the office and class room.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.khairacollegekhaira.com/Gallery.php

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

The infrastructure of the college is enough to provide facilities for cultural and sports activities. College encourages students for sports and for various cultural programs. The College has huge ground available for outdoor sports along with indoor stadium, Gymnasium, Yoga Centre, and various cultural activities. Sports committee encourages students for tournaments. Students are motivated to participate various cultural events arranged by college as well as other colleges. College encourages students who are interested drama dance and other cultural activities. Every year college arranges various cultural programs for the students such as singing, dancing, mono action. Certificates were given to the winners.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.khairacollegekhaira.com/Gallery.php

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Extension%20Activities
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3874510

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

4.2 - Library as a Learning Resource

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

The Central library has been equipped with sufficient number of computers for the smooth functioning of the services. Some distinctive features of automation are: Book issue and return are fully automated. All books are barcoded. Library is equipped with Printer, Xerox and e-library facilities. Library is updated with the reference books, journals and test books. It provides the students and faculty ample opportunity for self-education to update their knowledge.

The documents in library can be searched online remotely through

the Online Public Access Catalogue (OPAC). Library is automated using Integrated Library Management System (ILMS). The Library has created a webpage within the College website, linked to all the e-resources subscribed by the College. The Library is Wi-Fi-enabled and provided with computer. This College is a member institute of DELNET-Developing Library Network, New Delhi. It also provides/facilitates access e-books & e-journals to all Students and staffs. The College Library is also a registered institute of National Digital Library, developed by IIT, Kharagpur and offers the users to have access to the vast reservoir of e-resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.khairacollegekhaira.com/fully AutomatedLibrary.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

139192

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

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

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

72

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has two fully equipped Computer Labs with fifty three Computers among internet connectivity to provide a Central facility to the college community. One of them was procured using RUSA grants. It also runs with the latest multimedia and software. Our College recognizes the importance of updating its IT facilities regularly to meet the evolving technological needs. The institution allocates a budget specifically for updating and maintaining IT infrastructure. This budget allows for the purchase of new equipment, software licenses, security systems, and other necessary resources to enhance the IT facilities and ensure they remain up-to-date. Some classrooms are ICT enabled. The admission process, staffs salaries, student's scholarships is computerized. The College has a dynamic website providing all the necessary information regularly. There are 55 CCTVs installed inside the College Campus including the Hostel Campus. Inside the Principal's Chamber the Central CCTV Surveillance Unit is Located. The college provides Wi-Fi connectivity across its campus, enabling students and faculty to access the Internet for educational and research purposes. The IT policy ensures that the Wi-Fi network is reliable, secure, and appropriately managed to support the

academic activities of the college community. Keeping in mind the rampant misuse and abuse of Internet, Wi-Fi facility is extended only through secured passwords. College has always its social media handle like Twitter, Instagram, Youtube and Facebook Page.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.khairacollegekhaira.com/Gallery.php

4.3.2 - Number of Computers

58

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

3874510

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

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

Khaira College has well-established systems and procedures in place for maintaining and utilizing its physical, academic, and support facilities which ensure their efficient and effective management.

Physical Facilities: The College maintains a systematic approach to the maintenance and utilization of its physical facilities. This includes regular inspections, repairs, and renovations to ensure that classrooms, laboratories, seminar halls, auditoriums, and other academic spaces are well-maintained and conducive to learning. The institution follows procedures for facility booking, scheduling, and allocation to optimize the use of these spaces.

Academic Facilities: This includes maintaining well-equipped laboratories with the necessary equipment and instruments for practical work. Laboratories are stocked with required chemicals and materials, and proper safety protocols are followed. For the preservation of library facilities, the availability of a diverse collection of books, journals, and digital resources relevant to the academic programmes offered is ensured.

Support Facilities: The College has support facilities like a sports complex, gymnasium and computer labs. The institution has procedures in place for equipment maintenance, regular inspections, and necessary upgrades. Two Computer laboratories with fifty three Computers are established and duly maintained. It ensures that students have access to adequate sports equipment, fitness facilities, and updated computer systems and software. Stock checking is carried out annually and stock books are maintained by the different departments. Fire extinguishers are checked frequently, and refilling is done after the expiry.

The major electrical equipment/gadget like Generators, Air Conditioners, CCTV cameras and Water Purifiers are covered under AMC opted for by the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.khairacollegekhaira.com/Gallery.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

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

950

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

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

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

950

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://www.khairacollegekhaira.com/Gallery.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent	**B. Any 3 of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

24

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

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

5.2.2.1 - Number of outgoing student progression to higher education

52

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

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

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

4

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

5.3 - Student Participation and Activities

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

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

6

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

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

Students constitute a major stakeholder in the institutional growth. The support and ideas of the students are highly required for the prosperity of the college. The institution has a students' council which is constituted with the students of all years of the college. It has three different bodies - 1- Student Academic Council, 2- Student Social and Cultural Council and 3- Student Adminstrative Council. The chairperson is the principal and three senior most faculty members from three streams coordinate the students.

1- Student Acadeic Council - It consists of 5-6 students. They get the feedback on teaching learning process from all the departments, help to improved library recomending books, journals and publications etc..

2- Student Social and Cultural Coouncil - It promotes & encourages the involvement of students in organising various sports, social inititatives and community outreach programs. In collaboration with NCC, NSS, Alumni Association and faculty members.

3- Student Administrative Council - It looks after the feedback on hostels, anti ragging initiatives, alumni associations, grievance, redressal, NSS, NCC etc.

But due to corona pandemic situation the college was not functioning in offline mode so the above councils were not formed for this session.

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

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

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

3

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

5.4 - Alumni Engagement

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

The Institute has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, financial funding, guidance and placement. The mission of the alumni association is to foster a mutually beneficial relationship between the Institute and its alumni.

Objectives of the Alumni association:

1. **To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.**
2. **To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution.**
3. **To provide and disseminate information regarding their Alma Matter, its graduates, Faculties and student's, to the alumni.**
4. **To initiate and develop programs for the benefit of the alumni.**
5. **To assist and support the efforts of the Institution in obtaining funds for development.**
6. **To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.**
7. **To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society.**

8. To organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Alma Matter.

9. To collect, publish and distribute such information as may be useful to the alumni and their Alma Mater.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQL Sck2hJlYoHSNHJoyY3EJ16bEXWDCZR_nxcPURDQ5q Kbishgyw/viewform
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The mission of the college is to help the students not to confine themselves within curriculum but rise above it and be serviceable to the society. The college functions under the guidance of a Govt. nominated Governing Body of which principal acts as secretary and two senior staff members act as staff representatives. All teachers are in charge of various committee like Academic, Examination, construction, Discipline, planning, NSS unit, YRC unit etc. The staff council is the highestbody to decide the policy on academic matters. The Governing Body analysis the academic, financial and extra academic achievement of the college and suggests suitable measures. Teachers in charge of various committee on curricular and extracurricular activities prepare action plan at the begining of academic session. Besides this, the IQAC also brings the self appraisal report to the knowledge of the staff members and any loophole that comes to view is repaired. Students representitives groom as leaders in executing their responsibilities. The teachers are given independence to deal with matters relating to their

various committees they head. Thus there is ample opportunity for the promotion of leadership quality among the students.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/missionVision.php
Upload any additional information	**No File Uploaded**

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

The college has a well – coordinated monitoring mechanism which includes various committees that look into academic, administrative and accounts matters. These committee works in coordination and harmony to ensure smooth and efficient functioning. A team is assigned with the responsibility of preparing time table. The Head of the departments distribute classes among teachers on the basis of syllabus prepared by the university. The HODs and Principal supervise to ensure the regular conduct of classes. The students especially the girls have been inducted in the sports committee and NCC, NSS, YRC and also in the quality volunteers' group. Some of their in our college, voluntarily involved in the plantation and gardening with the leadership of teachers. The suggestions from students' side is always analysed and presented in the next meetings. In different committee like construction, examination, library, IT, anti-ragging, YRC and another distinctive committee along with teaching and non-teaching staffs actively participate to organize the events more effective in a distinctive decentralized frame work. All the events are going to successful in every participation in a high extent which reports a good governance and leadership at the end.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/index.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a well planned and decentralized governance system for the effective implementation of different policies and plans in harmony with its vision and mission. A strategic plan ensures that the set target is achieved through accountability process comprising ofreview, evolution, reporting and preplanning. IQAC plays a vital role in academic and adminstrative setup of the institution by emphasizing qualities through regular meeting with different committees and the head of the institution. Some of the measures decided to be taken in the academic year 2022-23, are infrastructural development including emphasis on e-governance, Commerce lab, language lab, computer lab, up-gradation of lavatories, laboratories, sports complex, canteen , hostels, reading rooms, drinking water facilities, installation of fire extinguishers, use of renewable energy by setting up solar power system, purchase of books, journals, e-books in departmental as well as central libraries, conduct/ participation in seminars/ webinars/ refresher/ orientation/ etc, planting and different awareness programmes, career couselling, remedial coaching, paperless transaction, conduct of academic, green, energy audits, compliances of different funds received from different sources etc.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.khairacollegekhaira.com/index.php
Upload any additional information	No File Uploaded

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

All the activities of the college have been classified into several heads and the teachers act as the officers in-charge of various dependents/ heads. Each officers enjoy autonomy in designing the plan and seeks the approval of the principal for implementation. Thus the power is decentralized and the staff members enjoy the pleasure of doing something. Neither the governing body nor the principal shows any possessive attitude in the administration of the college. The elected students are given freedom to structure the plans of their Association under the guidance of teachers. The function of the institutional bodies as follows:-

GOVERNING BODY --> PRINCIPAL -->STAFF COUCIL --> IQAC -->
VARIOUS COMMITTEES --> STUDENTS REPRESENTATIVES

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/index.php
Link to Organogram of the Institution webpage	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Depending upon the performance and length of service, the State Govt. allows promotion both to teaching and non-teaching staff. The college has welfare fund and the fund is generated for the purpose of assistance to the teaching and non-teaching staff at mishaps/ calamities. Employees Provident Fund (EPF) is there retired benefit. Co-operative society runs in the college where the staff members take loan and open savings account in the college co-operative society.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/index.php
Upload any additional information	View File

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

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

3

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

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

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

02

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

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

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

01

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

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

The test of a good teacher is known from how much the students love his teaching and honour his personality. The feedback collected can be accepted as parameter of quality of the

teachers. The Principal also accesses the quality of teaching of a teacher during his sample inspection of classes and he sends CCR of each teacher and non-teaching staff to the Director of Higher education. The teacher's ability to guide or manage the extracurricular activities is also judged by the Principal. Any short coming is brought to the notice of the concerned staff members for remedial action/ improvement. The Management or Governing Body monitors the appraisal reports of the staff members and gives strictures those who fail to discharge their responsibility properly.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/index.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal and External audit is made with utmost transperancy. Annual budget is prepared by committee member of the planning and budget and then the principal submit income and expenditure statement in the college governing body. The members of the governing body discuss on planning income and expenditure head and then it is approved for financial transactions. Governing body appoints internal committee constituting of governing body member and the staff member. The accounts bursar chalks the collection and expenditure bills and it is open for external audit. The external audit is conducted every year by the Local Fund Audit (LFA) of Odisha. Sometimes chattared Accountant also takes the task of audit.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/index.php
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

235000

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

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

Fees collected from the students, well wishers, philanthropies, Govt. Agencies etc. are the financial source of the college. So each paise is utilized in the best way possible. The Cash Book is maintained properly showing the income, expenditure and balance. Internal Audit is done regularly. Besides this, the auditors deputed by the State Govt. scrutinize the details of accounts. Budget is prepared at the beginning of the year and it is placed before the Governing Body for necessary approval. The money is appropriated accordingly in different heads and construction or purchase work is done in tender process.

File Description	Documents
Paste link for additional information	<u>https://www.khairacollegekhaira.com/index.php</u>
Upload any additional information	<u>View File</u>

6.5 - Internal Quality Assurance System

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

IQAC takes the lead in extension activities. A National Seminar was conducted on Gender Justice, and International Women's Day was held. Constitutional Day, Rashtriya Ekata Divas, Environmental Day, Blood Donation camp, Cleaning of campus, and

Communal Harmony were held under the initiation of IQAC.
Feedback was collected and analysed and accordingly, action was
taken. IQAC took the initiative to strengthen mentoring and
continuation of the Add-on course. Departmental seminars,
experimental learning conducting ICT training for both teaching
and non-teaching were in progress under the initiation of IQAC.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/seminar.php
Upload any additional information	View File

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

The institution at its own level stresses in quality teaching
learning process where in the IQAC looks into the quality
aspects and accordingly prepares plans. Taking into
consideration of the marks of the qualifying exam., the students
are categorized as good, weak and average. During counseling
process, the teachers help the students to choose their suitable
subjects. Remedial classes are planned for the weak and some
special classes are taken for advanced students. Usually
students admitted into UG programme come from diverse socio
economic and environmental background with various level of
learning ability. So remedial classes are conducted to fill up
the deficiency level of the weak and draw them to the line of
the average. Interactive sessions of the teachers with such
students are held. To evaluate learning outcome, unit test,
internal exam, special exams are reviewed by the concerned
Departments and then necessary suggestions are placed before
council and IQAC meeting. IQAC initiates the proceeding for the
review of the result and necessary action is taken up
accordingly.

File Description	Documents
Paste link for additional information	https://www.khairacollegekhaira.com/ugcNaac.php?rn=Programme%20and%20Course%20Outcomes
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.khairacollegekhaira.com/
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year
Khaira college promotes gender equity through various means. Enrollment of girl students is more than 60% of the total strength. Safety and security of girl students are ensured through 24-hour security at the entrance by CCTV and the discipline committee. There is a girl's common room with a toilet, and drinking water facility and Lady attendant is specially allotted to cater needs of the girls students.

Posters promoting gender equity and sensitization are placed on the Notice board. Grievance cell, Sexual harassment cell are in the college. A complaint Box is placed in front of the Principal's office for redressal of grievance if any. Various programmes are conducted by NCC, YRC and NSS to create awareness of gender equity. Besides that the text books prescribed by University provides gender related topics to be taught by the students.

File Description	Documents
Annual gender sensitization action plan	Posters promoting Gender equity , sexual harassments cell, Women's Day Seminar on Gender Justice
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a- Safety & Security, b- Counselling, c- Common rooms

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college adopts various means and methods to manage solid waste, liquid waste and Bio chemical waste management. It is done for a sustainable development for an eco friendly campus. For Sanitary and pad disposal, the college has kept red basket in the Ladies common room toilets. Dustbins are provided throughout the campus and throwing waste indiscriminately is strictly prohibited . Usage of plastic bags is discouraged

within the premises of the college. For maintaining personal hygiene, the cleaning persons are advised to use masks while handling the waste. The college has also organized Swach Bharat Mission. Under this banner the utility of recyceling the solid and bio medical waste has been elaborated. Special care is taken to see that laboratory waste and chemicals are disposed safely and not creating pollution.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

The College is situated in rural and tribal belt of the state which has taken definitive initiatives to provide an inclusive environment in its various activities where students from various social, cultural and linguistic backgrounds are studying. Social and cultural activities are conducted each year for harmonious sensitivity in diversity. However it is a practice with us to celebrate Women's Day, Constitutional Day, yoga Day, Communal Harmony Day and also celebration of birth and death anniversary of eminent persons of the state and the country. The students also performed different ethnic songs/dances thereby exhibiting harmony and solidarity regardless of culture, ethnicity or language. In College Cultural function students enthralling the audience by performing songs and dances and displaying other artistic forms. NCC, NSS, YRC cadets participated in awareness programmes and they undertake social activities in the nearby villages.

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

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

The College regularly observes the importance of teaching

constitutional obligations, values, rights, duties, and responsibilities to its staff and students by introducing the Constitution of India. The College actively engages students in activities that promote constitutional responsibility, environmental consciousness, gender equality, cultural diversity, and scientific curiosity. The College celebrates Constitution Day on November 26 every year. National days such as Independence Day, Republic Day, National Constitution Day, and National Unity Day are celebrated with cultural programs, poster making, essay writing and debate competitions. Environmental consciousness is promoted through tree plantation drives in College campus and 'Say no to plastic'. Gender disparity is addressed through special sessions on International Women's Day and National Youth Day. The Electoral Literacy Club raises awareness about electoral responsibility through sessions on participatory democracy and the importance of voting.

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

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

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

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

In keeping with the ongoing tradition, the College celebrates / organizes national and international commemorative days, events and festivals. The College regularly organizes different programmes for promotion of national integration, communal harmony, tolerance and constitutional obligations. The College observing the days like World Environment Day, International Day of Yoga, Communal Harmony Day, Hiroshima Day, International Youth Day, Celebration of Independence Day, NCC day Celebration, Flag Day, Gandi Jayanti Celebration, Netaji Jayanti, B. R. Ambedkar Jayanti, National Unity Day, Heritage Week, Republic Day, Martyr's day, National Constitution day , Women's day, No Tobacco Day, National Conservation Day, World Aids Day, Republic Day, National Voters Day, National Science Day, Women's Day, College Foundation Day. Besides this the College also celebrates Saraswati Puja, Ganesh Puja, Hockey Awareness Programme, Awareness Programme of Code of Conduct, Annual College Competition, Annual Sports etc.

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

7.2 - Best Practices

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

Best Practice-I

TITLE- ENHANCING ICT SKILLS FOR TEACHING AND LEARNING

Objectives:

Information Communication Technology in education has the potential to transform teaching

Student motivation for the use of ICTs for up gradation of their knowledge

Context:

Due to ICTs importance in society as well as in the future of education, identifying the possible challenges to integrating these technologies in College would be an important step in improving the quality of teaching and learning.

Practice:

Considering the students' different backgrounds and problems, an attempt is made to identify the students who need to learn computers, and a certificate course in basic computers is conducted for them, making them familiar with computers.

Evidence of Success:

The students are familiar with the use of computer and Improvement their communication skills, develops confidence & self-esteem.

Problem Encounter:

Students from vernacular medium find it difficult to understand the terminology. Lack of basic technical knowledge affects confidence levels.

Best Practice-II

TITLE- AWARENESS OF CONSTITUTION

Objectives:

To understand the Constitution and its relevance

To appreciate the values and goals embedded in the Constitution.

Context:

Enrich students with knowledge and relevance of the Constitution. Develop awareness about Duties and Values. Inculcate a sense of Constitutionalism in thought and action.

Practice

Celebrate of Republic day, Independence Day, Constitution Day

Evidence of Success

Constitutional Day is observed in 26th November by the Political Science Department and by the College every year for creates the constitutional awareness.

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

7.3 - Institutional Distinctiveness

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

The College has been driving programs for inspiring the prospects of students, abilities of the faculty, and standards of education, as well as proliferating its learning and experience to support others and to grow as the Centres of excellence. Ever since the College started in 1980 it has tried to inculcate human values among the students, taught its students how to academically do extremely well and lead a good life. Development of a society can be realized only through proper understanding of the society and its problems. Therefore the College makes sincere endeavour to improve the social and economic conditions of the downtrodden people of the region.

The quality education is provided through regular classes and by conducting various programs where students are fully involved. Our college also encourages students for active participation in sports as a means to promote individual fitness, health,

competitiveness, discipline and adjustment. The regular blood donation camp (through YRC), health camp, cleaning, plastic free initiative, drama and plantation are the unique and rare features of this College in comparison to others. The environment inside the campus provides a unique distinctiveness of the institution as compared to other institutions of the state. The NCC Army and Navy unit helps the students for explore their strengths. Through NSS activities, the students actively participate in various programmes and acquire on field experience. Teachers resolve the problems through personal counseling. The achievement of the college is reflected through the list of successful students.

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

7.3.2 - Plan of action for the next academic year

The College has identified the following plans of action for the next academic year------------

- To facilitate continuous up gradation of knowledge and use of digital resources by both the students and teachers
- To arrange more ICT enabled class rooms for the students
- To introduce some more job-oriented and skill-based courses
- Renovation of Conference Hall and Auditorium to be done
- To increase the usage of green energy for sustainable environment and maintenance of Green Campus
- To upgrade Library Resource and to have more e-Books and e-Journals so that students and teachers can access the available resources.
- The faculty members are required to extend research activity and publications
- To create an atmosphere for the holistic development of students, faculty members and support staff
- To encourage and facilitate a research culture by promoting interdisciplinary research both by the students and faculty members
- To identify talent among students for various sports and cultural activities
- Practical training for students who wish to join army and police under NCC

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