



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KHAIRA COLLEGE

AT/P. O.- KHAIRA, DIST-BALASORE

756048

khairacollegekhaira.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Khaira college was born on 16th August, 1980 out of dire necessity for higher education in a rural small and sight densely inhabited by people of sunken economy. The college envisages offering the opportunity of higher education to the budding generation and making them self reliant sensible citizen.

Commencement with 99 learners in 1980, the college has now about 2700 students and 76 numbers of teaching and non-teaching staff imparting education in Undergraduate Arts, Science and Commerce programmes. The college sits on the sprawling campus of eleven acres of acquired land through generous donation and sale deeds.

As one of the lead composite college of Balasore District, it is affiliated to the council of Higher Secondary Education, Odisha and to Fakir Mohan University, Vyasa Vihar, Balasore. It provides Honours (Core Course) teaching in English, Odia, Sanskrit, Economics, Political Science, History, Education, Physics, Chemistry, Mathematics, Zoology, Botany, and Commerce.

The college has been maintaining a glorious academic record with all aspirations to create milestones in the field of education. The college has been living not for its buildings but it has been breathing the air of love and support flowing from all sides. The institute staggering at its infancy has stood firm on the solid soil beneath its feet.

The institution is committed to provide quality education visible through outstanding student performance, good learning environment, committed faculty, staff and students. Institution aims to hold cultural diversity and foster values of equality and inclusivity. Following key areas are identified to be focused while preparing vision document.

Vision

- Learning without thought is labour lost; thought without learning is perilous.
- To help students stand up their own and emerge as sensible citizens of the society and of the nation at large.
- To nurture students' latent potency to burst into blooms.
- To uphold the cultural values and heritage of the country.
- To instill the idea among the students that the end of education is character.
- To provide literary, scientific, technical, professional and skilled education.

Mission

- To help students evolve out of existing hurdles and handicaps that defeats their dreams and move slow and steady to their destination.
- Enlightenment of rural youths through higher education.
- Flourishing them as intellectual icons.

- Making them evergrowing responsible citizen.
- Imbibing in them social, moral spiritual ethical values.
- To empower the students and teachers with the resources of knowledge creation and make self reliant.
- To ignite the minds of the students to discover their individuality improvise and acknowledge diversity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Khaira college runs with undergraduate programmes in Arts, Science and Commerce.
- The college provides learning opportunities to students from the under privileged section.
- Healthy academic ambience – well experienced teaching and non-teaching staff are a mix blend of senior and young people dedicated to teaching and learning
- Students are exposed to experimental learning
- Feedback mechanism for improvement.
- Project work, Add-on course, incubation centre to enhance skill of the learners.
- Continuous evaluation of students' progress.
- Members of faculties are dedicated committed to their duties.
- Infrastructure to cater to the academic needs of the students.
- The college has renovated old and new building, conference hall, 4 smart classrooms, Commerce lab, Language lab, Science lab, ICT labs, Wi-Fi enabled campus, Seminar halls, classrooms, Gym, college canteen, health point, day care, Indoor stadium etc.
- Fully automated library and reading room.
- E-governance.
- Disciplined and motivated students.
- The college nurtures a vibrant environment, active team work and learner friendly milieu with a thrust upon all round development of the learners.
- The eminent personalities from outside enthuse students as guests and speakers at different functions by their scintillating advice.
- Zero tolerance of harassment.
- Transparent financial management.
- Eco-friendly campus.
- NSS, NCC, YRC, units conduct nation building and social welfare activities.
- Skill enhancement and placement opportunities are provided to the students.
- Ladies hostel accommodating 250 strength at reasonable price.
- A culture of continuous improvement in the functioning of the college.
- Managing Body of the college is open minded and co-operative.

Institutional Weakness

1. Higher Seconady school and Degree college run in the same campus that builds pressures on the faculty and the infrastructure.
2. Being affiliated to Fakir Mohan University, Balasore, the college has no scope for flexibility in curriculum design and delivery.
3. Since it is an undergraduate college, there is limited scope for increasing research output.
4. Absence of National and international linkage.

5. Non-opening PG and self financing courses due meager pecuniary condition.
6. Lack of research work and publications.
7. The college has no Boys hostel and staff quarters.

Institutional Opportunity

- **Expansion of campus.**
- **Educational opportunities to under privileged sections, girl students from backward areas.**
- **To facilitate collaborations with colleges/ Universities of national repute for faculty exchange programmes and to carryout experiential learning on identified areas.**
- **Developing students from diverse backgrounds as sensible citizens and future leaders through extra-curricular engagement.**
- **Opportunity to engage teachers and students in multidisciplinary research under NEP 2020.**
- **Scope for collaboration with industry and business houses.**
- **Promoting research activity and encouraging publication.**
- **To accelerate faculty Development training and programme.**
- **Introduction of self financing course and Post Graduate programme.**
- **To play a leading role in neighboring hard development through extension activities.**

Institutional Challenge

- **Separate campus for Higher Secondary and college.**
- **Developing digital infrastructure towards hybrid/ blended learning for bring future today.**
- **Filling up of vacant posts.**
- **Empowering learners to a thriving competitive environment.**
- **To introduce skill based and placement oriented course.**
- **There is a need for high quality science laboratory and interdisciplinary resource in all the departments.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- **Khaira College is affiliated to Fakir Mohan University, Vyasa Vihar, Balasore and the college follows CBCS curriculum of the affiliating University.**
- **Timetable is prepared before the commencement of basing upon the class workload specified by the University Core Course and elective course.**
- **Each department distributes the classes to the faculty members keeping mind of their specialization and expertise.**
- **Academic enrichment of students is duly focused while planning for implementation of academic calendar and syllabus.**
- **The principal sits with the Head of Departments and the academic body for effective implementation of curriculum.**
- **Any change in curriculum and introduction of add-on course and skill enhancement course is decided and plan is chalked out for its execution in the head and academic body.**

- The seamless execution is ensured through lesson plans by the faculty members which is counter signed by the principal.
- The college arranges extra-class, doubt clear class and bridge course, remedial class for the slow learners to cope with study as per with syllabus.
- Mentor – mentee allocation is designed to develop more personalized teacher student collaboration.
- Continuous internal evaluation is done through unit test, mid sem and home assignment.
- Some members of the staff are the members of curriculum design and conducting board members of the university.
- Issues of ethics, gender, human values and environment are weaved into the curriculum in the CBCS syllabus.

Teaching-learning and Evaluation

- That Khaira College, Khaira tries best to give effective curriculum delivery through combination of need based and innovative methods.
- Starting from enrolment/ 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 departments and supervised by the principal on regular basis.
- The progress of the delivery of curricular, teaching and learning is regularly monitoring by academic and IQAC meeting.
- The teachers experiment and employ varied inclusive approaches to cater diverse learners. These approaches include mentor-mentee programmes, extra-class, counseling sessions, classroom activities, inter actions, remedial sessions and peer learning.
- The college has ICT infrastructure and teachers participate in Basic and advanced ICT training programmes.
- Besides virtual participatory class, the college provides modern teaching aids such as projector, smart board, ICT, ILMS for learning.
- Special talks, conferences/ seminars, workshops, projects are parallel organized to provide experiential learning.
- Continuous evaluation of students is done through presentations, debates, discussions and unit and mid-sem tests.
- The compulsory personal development course and extra- curricular activities enhance social ethical and moral aptitude of learners.
- The students provide feedback in every semester for curricular aspects and infrastructural facilities.

Research, Innovations and Extension

- Since Khaira College provides undergraduate programmes, it has considerable scope for research & innovation activity.
- The college supports teachers to undertake doctoral studies, research projects and publications.
- Departments of the college organize seminars/ conferences and workshops.
- Our faculty members Dr. U.R.Das and Dr. S.K.Chhatia have been selected by Fakir Mohan Unversity as Ph.D. Guides.
- The IQAC of the college fully supports and motivates to take up socially relevant and environmentally

sustainable issues.

- The students are given opportunities to display their innovative ideas in paper presentation and in workshops.
- The students undertake project paper in the 6th semester and the teachers guide them in project work.
- Creative writings are invited from the students for publication in the college magazine “SUPRITI”.
- NSS, NCC and YRC take initiative to regularly organize extension activities and awareness campaigns on social issues such as Women Empowerment, Gender Justice, Communal Harmony, Protection of environment, disaster Management, Plantation, Blood Donation and Cultural activities.
- MoU is signed with Non-Government organizations to train the students to enhance self reliant skill.

Infrastructure and Learning Resources

- The college sits on 15.8 acres area and the rest is open space, including playground parking and garden.
- The institution, in its Core Academic and Administrative campus, has considerable infrastructural and physical facilities for creating a healthy environment for teaching learning.
- The college has 14 classrooms with CCTV, 13 Seminar Rooms for all core subjects, fully equipped Physics, Chemistry, Zoology and Botany laboratories, Commerce and Language laboratories.
- The college has a museum, NCC office, NSS and YRC office, two well equipped computer labs, conference Hall, Auditorium, Incubation centre, Health point, Gym centre, one Indoor Stadium, two Ladies’ Hostels, Boys’ Common Room, Girls’ Common Room.
- The campus of the college has Wi-Fi connectivity and ICT facility with projectors of 4 smart classrooms.
- The college has exclusive room for the principal, Computerized and well equipped examination section, Establishment section, Accounts section, SAMS (Admission) section, Scholarship section and IQAC room and New Library and Reading room with Wi-Fi facility.
- Computers, Wi-Fi networks and other tech devices such as printers, scanners, electrical gadgets projectors etc. are handled and well maintained.
- The college has Solar power that supplies power at its need.
- The college canteen ensures that hygienic and healthy food is served at affordable price.
- The library is automated and a collection of about 30,000 books, journals, magazines and access to Delnet resources.
- Classrooms and laboratories are under renovation under the Chief Minister’s special Assistance.

Student Support and Progression

Student support and progression mirrors curricular and extra-curricular delivery of an institution. Khaira College prioritizes welfare of the students.

- The admission committee addresses admission related grievances through help desk.
- The college offers freship to poor students.
- Scholarship section motivates the students and provides necessary help for state govt. and industrial scholarship.
- Teachers support students in their academic endeavors through regular remedial and doubt clearing classes conducted in small groups as slow and advanced learners.
- Students are counseled and mentioned regarding any personal issues and career choices.
- Soft skills, Life skills, ICT skills and other co-curricular courses are periodically conducted to enhance

and enrich learning outcomes.

- Students participate in various committees and students representatives organize sports and cultural competitions and cultural functions.
- Students progression to higher education, success in competitive exams and their placement is quite noteworthy.
- College offers add-on course, organizes seminars/ conferences, discussions and debates, project work to enhance experiential learning.
- Extra- curricular activities such as yoga, Self- defense, blood donation observation of important events and extension activities of NCC and NSS promote moral ethical and social values among students.
- A fully functional registered Alumni is aid to financial and academic enrichment.

Governance, Leadership and Management

- The college functions under the guidance of a Govt. nominated Governing in which the principal acts as the secretary and two senior most members of the staff representatives remain in the members of the Body who voice staff and student perspectives on the agenda of discussion.
- All the teachers are in charge of various committees like Academic, Admission, Examination, construction, Discipline, Planning, NCC unit, YRC Unit, Anti ragging and women harassment cell, Feedback committee etc. The teachers are given independence to deal with matters relating to various committees they head.
- The staff council is the highest body to decide the policy on academic matters.
- The Governing Body reviews the academic financial matters and suggests suitable measures.
- The teachers in various committees on curricular and extra-curricular activities prepare action plans at the beginning of the academic year.
- In the significant areas of operations like Administration, Finance and Accounts, Student Admission, Scholarship, Establishment and Examination, e-governance has been introduced.
- IQAC in collaboration with NCC, NSS, YRC, organizes extra-curricular, ethical. Moral session and an initiation with the departments organize seminars, workshops and research activity.
- The college abides with rules and instructions laid by the Department of Higher Education, Odisha and Fakir Mohan University, Vyasavihar, Balasore and accordingly the principal assigns responsibility to the faculty members to discharge their duties.
- Student representatives groom as leaders in executing their responsibility. There is the ample opportunity for promotion of leadership quality among the students.

Institutional Values and Best Practices

- The college makes conscious efforts to establish an inclusive and cohesive environment.
- The Institute promotes a Gender sensitive environment. **Equal opportunities** are provided to all individuals. The Institute ensures that grievances of any kind should be promptly attended and resolved.
- The college is well-equipped with cutting-edge infrastructure, a sensitive and well-trained human interface, courses and curricula, and very a robust **Grievance Redressal Mechanism** to address the concerns of students and staffs.
- Khaira College organized several seminars, workshops, celebrates international and national days throughout the year. This helps in **holistic development** of the students.
- The college geared toward environmental protection, as evidenced from reliance on **solar panels** for electricity, **LED Lighting**, the presence of **Bio-Gas plants** and the **rain water harvesting** system is

constructed in the campus.

- The institute ensures a **barrier free environment** through ramps, disabled-friendly washrooms, and screen reading software.
- The college takes initiatives for regular cleanliness and **tree plantation drives** and **plastic free campaign by students**, NCC & NSS units to save environment and promote awareness.
- The college also gets **Green audit, Energy audit, Environment audit** done and conducts various beyond the campus environmental promotional activities.
- The college takes initiatives to provide an inclusive environment to its students and promotes **tolerance harmony and appreciation** towards regional, cultural, linguistic diversities.
- One of the best practices of the college is **setting up of college museum** by IQAC and Dept of History of the college to preserve the old culture so that; the students will have a deeper appreciation of the historical grandeur of the era and a better comprehension of their accents and cultures via all of the ancient and significant history.
- Another best practice of the college is **ICT skills for teaching and learning** which transforming the college into a digitally empowered institution and harness technology for more effective student teacher interaction and collaboration among students.
- The Institutional distinctiveness is reflected by **equitable and inclusive** practice.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KHAIRA COLLEGE
Address	AT/P. O.- KHAIRA, DIST-BALASORE
City	Baleshwar
State	Orissa
Pin	756048
Website	khairacollegekhaira.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	ARUN KUMAR PARHI	06788-233242	9861235471	-	khairacollege@gmail.com
IQAC / CIQA coordinator	BANAMALI BARIK	06788-2332498	9937333425	-	bana.barik@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Orissa	Fakir Mohan University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	07-01-1993	View Document
12B of UGC	07-01-1993	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AT/P. O.- KHAIRA, DIST-BALASORE	Rural	15.44	55000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Political Science,HONOURS	36	Higher Secondary	English + Oriya	32	29
UG	BA,Economics,HONOURS	36	Higher Secondary	English	32	27
UG	BA,History,HONOURS	36	Higher Secondary	English + Oriya	32	32
UG	BA,Education,HONOURS	36	Higher Secondary	English + Oriya	52	52
UG	BCom,Commerce,Management Honours	36	Higher Secondary	English	24	22
UG	BCom,Commerce,Finance Honours	36	Higher Secondary	English	24	22
UG	BCom,Commerce,Accounting Honours	36	Higher Secondary	English	56	56
UG	BCom,Commerce,Marketing Honours	36	Higher Secondary	English	24	21
UG	BA,Sanskrit,HONOURS	36	Higher Secondary	Oriya,Sanskrit	24	24
UG	BA,Odia,HONOURS	36	Higher Secondary	Oriya	60	60
UG	BA,English,HONOURS	36	Higher Secondary	English	24	23
UG	BSc,Physics,HONOURS	36	Higher Secondary	English	40	26
UG	BSc,Chemist	36	Higher	English	32	30

	ry,HONOURS		Secondary			
UG	BSc,Mathematics,HONOURS	36	Higher Secondary	English	24	15
UG	BSc,Botany,HONOURS	36	Higher Secondary	English	16	13
UG	BSc,Zoology,HONOURS	36	Higher Secondary	English	16	8

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				27			
Recruited	0	0	0	0	12	0	2	14	18	9	0	27
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				35
Recruited	18	1	0	19
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	9	4	0	13
Yet to Recruit				3

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	0	0	3	1	0	8
M.Phil.	0	0	0	1	0	0	4	3	0	8
PG	0	0	0	12	2	0	20	5	0	39
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	4	0	6
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		0		2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	726	0	0	0	726
	Female	715	0	0	0	715
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	35	36	31	39
	Female	37	36	47	55
	Others	0	0	0	0
ST	Male	15	9	4	5
	Female	3	9	11	9
	Others	0	0	0	0
OBC	Male	151	169	85	138
	Female	135	138	93	152
	Others	0	0	0	0
General	Male	33	44	114	40
	Female	45	42	119	47
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		454	483	504	485

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The college endeavors multidisciplinary courses at the undergraduate level taking into account consideration of the basic academic development of students and to face the challenges ahead. As the college is affiliated with the University, it has little scope to frame the course on its own, however, some significant areas of interdisciplinary topics like waste management, disaster management, sustainable development, pollution control, sanitation, etc. are touched in the Environmental Science syllabus under AECC. During the project work of final semester students, supervisors encourage and motivate the students to undertake projects related to these topics. Seminars are conducted in departments at the college</p>
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	level to acquaint students with multidisciplinary and interdisciplinary topics.
2. Academic bank of credits (ABC):	<p>Khaira College, Khaira is committed to working with the mandate of NEP towards ABC as specified by Fakir Mohan University under the guidelines of UGC. Entrusted with responsibilities such as opening, closing, and verifying the academic accounts of students, the college has taken steps to create the ABC of the students from the current session which shall be made available to the students to provide the opportunity for lifelong learning as well as for availing academic outreach beyond the superstructure of the program of study in another University/institution at the national/international level depending upon individual choice of students. The credits stored in the individual accounts of the students will give them a much larger scale of freedom interim of their academic career choices. It will also be responsible for gathering the academic credits earned by the students from their respective higher education institutions, verifying them, and promoting them. Since NEP 2020 is to be implemented, ABC is the top most necessary part of a student for free choice in Higher Education.</p>
3. Skill development:	<p>The college is concerned more with the empowerment of students' professional skills, soft skills, ethics, morality, and values. The students gain an arsenal of skills like problem-solving, critical thinking, time management, communication analysis and research methodologies, and teamwork. The mandate of NEP will further help us reap benefits through reorganization and introduction of skill courses so that skills in their area of interest will eventually help them in gaining employment, entrepreneurship, startups, and other ways of a dignified life and live as a global citizen with comparable skills and innovative ideas befitting to the contemporary global demands. The Skill Enhancement Course (SEC) included in the CBCS syllabus provided basic knowledge in the field of communicative English and quantitative techniques and logical reasoning. The college presently conducts a few skill development programs QLT papers at the UG level help to develop numerical solving capability. PGDCA program enhances entrepreneurship and business skills. Cultural literally competitions are held to promote writing skills and</p>

	fine art. In the future college plans to create add-on courses on soft skills and technical skill development.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Indian knowledge system integrates the knowledge from ancient India to modern India which incorporates aspirations about education, health, environment, technology, etc. These elements will be incorporated accurately and scientifically. Leaving ancient classical literature, Arthashastra, community feelings in folk culture, Vedic culture, traditions, etc. helps to churn out future courses. Mathematics, 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.
5. Focus on Outcome based education (OBE):	Since outcome-based education is the focus of NEP 2020, Khaira College strives for the meaningful transformation of learners into responsible citizens by providing them with an all-inclusive and value-based education. Academic courses, co-curricular, and extracurricular activities towards achieving the learning outcomes such as achieving holistic development of the learners creating, and boosting employment prospects of the learners. Developing soft skills, computer skills, creative skills, life skills, etc. students avail internship facility through MOU signed with local industries and institutions
6. Distance education/online education:	Online tools and platforms played a pioneering role, especially during the Covid-19 pandemic in imparting uninterrupted and accessible education to all. The faculty members of the college were engaged in providing necessary support to the students during the covid-19 pandemic period and the lockdown time. Online tools like Google Meet, Google Classroom, Zoom, etc. are used for teaching students. It encouraged interaction between teacher and student. A soft copy of the study material is also provided to the students for their better learning. Khaira College provides some distance courses through IGNOU and Odisha State Open University (OSOU). The college plans to introduce online certificate courses and Add-on courses. This will import skill development and enhancement of employability. Students can opt for these short-term certificate courses along with regular courses and get additional benefits. Subjects like communicative English, creative writing, mental health counseling,

Human Rights, Business Skills, mass communication, etc. will be introduced in the distance education mode.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>An electoral literacy club has been set up in the college to engage students to create awareness about their electoral rights and acquaint them with the process of voter registration and voting. The college has appointed teachers and student members as part of the electoral literacy club. The ELC is known for its representative approach. Its faculty members are:- 1- Dr. Laxmidhar Nayak. 2- Arttabandhu Nayak 3- Dr. Uday Ranjan Das 4- Niranjana Panda 5- Sashi Bhushan Mohapatra 6- Udakinee Nayak 7- Kajal Majhi (Student representative)</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Students' coordinators and coordinating faculty members are appointed by the college. The ELC initiates socially relevant actions focused on electoral-related matters, particularly awareness campaigns in promoting democratic values and encouraging participation in the electoral process. The function of ELC is as follows: 1- To foster a culture of active electoral participation, aiming to enhance well-informed and ethical voting practices while upholding the principles of "Every vote counts", and "No voter is left behind". 2- To make aware the public of their vote value for a healthy democracy.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The institute conducts a number of activities to sensitize students and staff by conducting the events like constitutional, Voter Day. Legal awareness program Voters registration drive etc. The primary objectives of these events are to adopt the values, rights and duties and responsibilities of sensible citizen. The constitution day is observed every year on 26th Nov. Students and teachers participate in it and resource persons are also invited to address the audience on the constitution of India. The college has Electoral Literacy Club (ELC) in which Voter awareness programs are conducted along with the construction of state Election commission under the program "Mu Bi Mita Didi". This year our student Representative Co-Ordinator was awarded by the</p>

	District collector for campaign and awareness.
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Activity – Voter’s Day - 25.01.23 Constitutions Day - 26.11.23 Mu Bi Mita Didi - 08.08.23 Voter Registration Campaign - 03.11.23 Vote for Marathon - 03.11.23 Constitution Day - 26.11.23 National Youth Day - 12.01.24 Constitution Day - 26.11.19</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Help Desk for new registration was held throughout the month of Nov 2023 under the state election commission’s instruction, the college organized the campaign “MU BI MITA”. This is a awareness campaign among the young above 18 years to sensitize them for voter registration and deliberations were made to make aware of the value of vote for healthy democracy. Students took it a pledge to be the ideal voters being free from any kind of infest and bias.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1441	1472	1538	1573	1620
File Description		Document		
Upload Supporting Document		View Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 41

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
41	38	40	41	42

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
103.717	99.279	71.02	81.836	71.398

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- As an affiliated college of Fakir Mohan University Balasore, the college adopts the course structure and the syllabi prescribed for UG Arts, Science, Commerce under CBCS syllabus. The college has little scope for curricular flexibility. Students can select their elective subjects as per their choice in the first year of study.
- Some staff of the college are the members of board of studies and they spare views while framing syllabus.
- Academic enrichment of students is duly focused while planning the implementation of the academic calendar and syllabus as prescribed by Fakir Mohan University, Balasore.
- For smooth and efficient functioning, the college also prepares its personalized academic calendar indicating extensive activities, internal assessment schedule, and events to be held during the academic session.
- The Timetable committee devises Department and class-wise master timetables.
- The seamless execution of curriculum delivery is ensured through departmental meetings regarding detailed lesson plans for each paper. The teachers maintain the lesson notes on daily progress.
- The Departments review the progress of the syllabus each month.
- The teachers are trained in both offline and online modes to accelerate and use ICT tools for curriculum delivery.
- Special lectures, workshops on communication and writing skills, and panel discussions are organized from time to time.
- A system of allocation of mentor-mentee and identification of Advanced and slow learner processes is done at the beginning of the session.
- The college arranges extra classes, and doubt-clearing classes for the interest of the slow learners. The bridge course is worked out to cope with study as per the syllabus.
- The performance of students in midterm and unit tests is reviewed, problems and shortcomings are traced and measures are taken accordingly.
- Starting from the entry point, an assessment is made of the aptitude and expectation, and a teaching plan is based on it.
- The college conducts result analysis every semester to assess the performance of the students and attainment of the learning outcomes.
- The college has robust and structured feedback on the curriculum which is taken annually, and placed for analysis and the academic council takes steps it to overcome the shortcomings.
- An ability Enhancement course on English Odia helps the students to improve their verbal, nonverbal, and written language skills.

- The study material for every subject offline and online is made available by the library which enriches curriculum delivery.
- During induction class, the first-year students are informed about the code and conduct of students, syllabus, elective papers, skill enhancement course, and the project paper.
- The students are informed about the Academic calendar, which is displayed on the notice board and the college website.
- Counseling is made with the students to identify slow learners and advanced learners. Accordingly, the departments submit suggestions to be taken for the improvement of slow learners.
- Continuous Internal Evaluation of students is done by the faculty members through innovative pedagogies and techniques like in-class debates and discussions, field visits, and project works. Talks/ seminars/workshops on syllabus-related topics/ activities are incorporated in the Academic calendar.
- All faculty members plan course completion, internal assessment, assignments, projects, and tests in tandem with the academic calendar.

An internal audit committee audits compliance with the progress of the syllabus and failure in timely progress in any subject is directed to cover up the course by taking extra classes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 4

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 6.55

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
254	247	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

- Khaira College integrates cross-cutting issues relevant to professional ethics, gender sensitization, human values, environment, and sustainability through its various academic and extra-curricular activities. Behavior, discipline, and participatory zeal of students is looked into in the classroom and the teachers engage with students using an inclusive approach pertaining to important social and cultural issues.
 - Spiritual, moral, and religious discourses arranged to boost the ethical temper of students.
 - National Service Scheme (NSS) camps for boys and girls are organized as per University norms for public welfare.
 - NCC and YRC arrange awareness programs on gender issues, social superstitions, and ethical values of life.
 - Community-oriented activities since as bringing awareness on social issues like AIDS, cleaning, illiteracy, health-related matters, pollution, and environmental issues are taken up.
 - At the same time, NSS, NCC, and YRC units of the college organize events dedicated towards community service like blood donation camps, plantation, gender sensitization, and celebrating National and international Days like International Yoga Day, Women's Day, Water preservation Day, Energy Conservation Day, Republic Day, Voter's Day, Constitutional Day, etc.
 - The college undertakes various green initiatives such as tree plantation, sanitation drives, and facilities for creating awareness about the protection of the environment.
 - To integrate professional ethics into the institutional setup Khaira College has started Add-on courses such as Mathematics for competitive exams, Yoga, Jagannath culture, Spoken English, Horticulture, and Spoken Sanskrit.
 - The Department of Higher Education, Govt. of Odisha has introduced Ethics and Values courses in all semesters. The courses in Education and Political Science cover feminism, public administration, human rights, Gandhian principles, and educational IT information. The literature courses in Sanskrit, Odia, and English cover a wide range of topics including post-colonial literature, popular literature, and so on.
 - Under the CBCS syllabus pattern the University mandates AECC such as Environmental Studies and Communicative Skill, SEC papers such as Legislative Practices and Procedures, Office Management, Renewal Energy, Mushroom Cultivation, Bio Fertilizer, etc.

Since the academic session 2014-15 Self-Defense programme for girls has been initiated by the college under the instruction of State Govt.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 33.52

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 483

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 95.23

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
454	483	504	485	549

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
512	512	512	512	551

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list as published by the HEI and endorsed by the competent authority	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 44.67

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
90	90	93	104	101

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
214	214	214	214	214

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 35.15

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Khaira College constantly works towards a shift from a teaching culture to a learning culture. The college adopts learner centric methods such as experimental learning, project work, problem solving methodologies and digital Aids.

- The Departments try their best to give effective curriculum delivery through combination of need based and innovative methods.
- Starting from enrolment/ entry point assessment is made on the aptitude and expectation of students and teaching plan is based.
- Slow learners and advanced learners are identified at the entry point and accordingly remedial classes, extra classes are arranged.
- The teachers integrate hands on experience through group activities, role plays, group discussions, interactions and connecting the syllabus to everyday examples along with conventional pedagogy.
- The teaching learning process is augmented by presentations, discussions, debates, interactions with experts and remedial classes and tutorials, workshops, college/ state/ national level seminar.
- Teachers use ICT enabled smart class rooms with projectors, audio-visual equipment and Wi-Fi connectivity to amplify experiential learning.
- ICT tools and applications are employed to solve problems in mathematics, commerce and language lab is used to develop communicative skills.
- Departmental society, extra-curricular activities, extension and outreach programmes in collaboration with NGOs and SHGs generate a space for students to practically apply their classroom knowledge.
- Curriculum under Fakir Mohan University offers theory and practical components that makes holistic approach to the course.
- Each programme has the project components to train students with research methodologies and problem solving experience.
- As a part of experiential learning, the students participate in seminar, present paper and present innovative thoughts.
- The college has internet networking covering administrative offices, library, and classrooms and the teachers use online resources during the lecture and involve the students to make the teaching learning effective.
- The college conducts public lecture where in students interact with experts on different fields and they get knowledge about national international issues, practical knowledge with regard to build up academic career.
- Students benefit immensely through the Add-on courses.
- Question Bank is uploaded in the website to enhance students ability for better performance.
- The college engages infield trips and industrial visits.
- Review is made on the feedback taken from students regarding teaching learning process and appropriate step is taken to develop the teaching learning method and process.

PARTICIPATIVE LEARNING

- Through its units like NCC, NSS, YRC, the college has initiated various activities like blood donation camp, Swachha Bharat Abhiyan, Tree plantation, cleanliness, yoga camp, Self Defence, Communal Harmony, Women Empowerment etc.
- For promoting co-creation and co-sharing of knowledge, the college regularly organises various

state/ national seminars.

- Our students have won in many medals in sports and cultural competitions.

PROBLEM SOLVING METHODOLOGIES

- Ability and skill enhancement subjects such as SEC and AECC courses are taught as a part of curricular to nurture analytical skills among students.
- Problem solving skills are imparted by providing hands on training through tools and software.
- Gender sensitisation, self defence program, Intellectual Property Right, Entrepreneurship are focussed to develop problem solving ability of the students.

The college empower the students with a deep source of commitment to the learning process.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 85.96

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
47	47	47	47	47

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last

five years (consider only highest degree for count)

Response: 26.24

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
12	11	10	10	10

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Evaluation of Semester Examination follows the norms of University. 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.Sc., B.Com spreads over six semesters in three academic calendar year. Teachers from affiliated college evaluate external paper of semester examination.

- 1.The college follows the University norms for regular internal assessment. There is mandatory provision of 20 marks and 15 marks based on internal assessment for non-practical and practical papers respectively.**
- 2.During the orientation program the students are informed about the University rules and regulation pertaining to internal examination and term end examination system.**
- 3.Dates of assessment schedule are conveyed to all students well in advance.**

4. Weaker students are identified and remedial instructions are provided and question bank is acquainted to promote performance. Before term end examination mock tests are conducted to enable the learners to get in touch with the pattern of examination.
5. Continuous assessment is maintained by the respective faculty members.
6. Moreover required retest conducted for slow learners or absentees after giving them necessary guidance to improve their performance.
7. All test papers and answer scripts and along with list are duly maintained by examination section for record.
8. Awarded marks in mid sem exam is added to external paper and hence the internal mark is sent to the University.
9. Due care is taken and instruction is given to the faculty members for free fair evaluation without being prejudiced or biased by any fact.
10. Any complaint received from the students on evaluation is referred to examination committee and the paper is re-evaluated by the teachers.
11. Internal examination related grievances are addressed in a time bound and efficient and transparent manner.
12. Result analysis is carried out every year- After every result analysis, the principal holds meetings with head of departments to discuss on students performance paperwise for further improvement.
13. Considering the past performance of the students the remedial measures are accordingly recommended by administration and implemented by the departments towards the betterment of students.
14. The college promotes principal's open door policy under which the principal is always available to students during the office hours. The incumbent regularly meets and interacts with students in order to address their concern regarding evaluation or any other matter.
15. The college adopts free fair assessment of internal papers and any grievance from students is redressed judiciously.

The principal is the final authority regarding any internal related matter.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Being an affiliated College of Fakir Mohan, University, the Khaira College follows the curricula

prescribed by the University. The Programme Outcomes (POs) and Course Outcomes (COs) of the Programme offered by the institution strictly in accordance to this University guidelines under the Choice Based Credit System (CBCS).

POs and COs are well communicated to all teachers and students through the following mechanism—

- All POs and COs have been formulated keeping in mind the knowledge, skills and problem-solving acumen acquired by the students on the successful completion of a programme/individual course, and aim at a judicious amalgamation of theory and practice.
- In Khaira College, Departmental committees, under the chairpersonship of the respective HoDs, along with faculty members of the respective departments, undertook this exercise and recorded the POs and COs.
- To supplement this, the overarching POs of Arts, Science and Commerce programmes are shared in the Orientation Programme for fresh enrollees at the beginning of the session.
- The Course Outcomes and the credits allotted to each paper are communicated during the Orientation Programme. Each individual teacher apprises the students of the learning outcomes of the specific paper at the beginning and conclusion of the semester.
- The HoDs keep a record of the hard copies and the soft copies are shared with all the stakeholders through the website. Subsequently, the lesson plans and class activities have been adapted by the faculty members to reflect and achieve the COs and overarching POs in letter and spirit.
- POs and COs are regularly discussed in departmental brainstorming sessions and special lectures, seminars and conferences are organized on topics related to the curriculum.
- Under the CBCS system of the F. M. University, the undergraduate programme is divided into various components, comprising Core papers, Generic Elective Papers, Ability Enhancement Core Courses, Skill Enhancement Courses and Discipline Specific Elective papers.
- Course Outcomes as well as Learning Outcomes depend upon the nature of course and the subject concerned. The choices that the students make, based on the specified learning outcomes, help in a holistic understanding of the course, there by enriching the teaching-learning process.
- In case any divergence is observed from the stated objectives, bridge programmes are conducted through revision and remedial classes, peer-group counseling and teaching, tutorials and in mentor-mentee interactions.
- The teachers prepare detailed teaching plans, according to the stated programme and course outcomes, for their individual papers.
- Teachers also share detailed information about programme specific outcomes in their classes regularly while teaching papers.
- The College makes sure to introduce value based and skill oriented add-on courses that are in tandem with the programme outcomes and course outcomes of the core disciplines so as to fully equip the students with desired skills.
- All the curricular and co-curricular activities are planned in accordance with the Programme Outcomes (POs) and Course Outcomes (COs).
- Institute utilizes various means of communication for circulation of POs among stakeholders.
- The POs are disseminated by through display in classrooms, laboratories, library, corridor, computer centre, common rooms and almost every possible place where student gathers on the premises.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The Course Outcomes (COs) and Programme Outcomes (POs) attainment is assessed in order to track the learners' performance. A continuous improvement in learners' abilities can be ensured through COs-POs attainment. The teachers provide work for different mechanisms and strategies, like tutorial classes, special remedial classes, mentor-mentee system to assist the slow and advanced learners to better achieve the POs and COs.

Internal Evaluation:

- To determine knowledge, ability, competence, problem solving ability, and analytical ability.
- Attainment of Course Outcomes is assessed through continuous internal evaluation including class tests, assignments, presentations, tutorial discussion, project etc.
- The internal examination question paper is linked with COs and examination is conducted once in a semester.

Practical Examination:

- This induces the spirit of scientific enquiry within the learners and provides a direct evaluation of the practical skills and knowledge acquired.

Assignments:

- To assess the ability of the students to learn and collect information on a specific topic, improve writing skills, practical understanding of the concept, etc.

Projects:

- To assess the ability of the students to apply their knowledge to real-life situations, planning and execution of experiments, data presentation, analysis of results, and ability to complete the work in a given time frame.

Viva Voce:

- To assess the ability to comprehend, recall and communicate the contents learnt.

Semester End Examination:

- Achievement of POs and COs are evaluated directly with semester and examinations.
- The overall performance of the student in each course is quantified by the grades scored in the final examination.

Mentoring Sessions:

- Programme outcomes are assessed and evaluated by mentors in the mentor-mentee interactions.
- Mentors interact with their mentees and guide them towards academic and co-curricular goal achievements.
- Mentoring sessions also help in evaluating attainment of COs and POs when remedial classes are conducted for slow learners to achieve POs and COs.

Result Analysis:

- POs/COs attainment is also assessed directly by carrying out result analysis of internal assessment and semester-end examinations.

Conferences and Seminars:

- Conferences, seminars and workshops are organized on course related themes and topics to assess and assist students with better understanding of the subjects and disciplines.

Higher Education:

- Progression of students to higher studies is another parameter to evaluate the attainment of POs and COs. The College maintains a very extensive record of higher education progress of its students.

Add-on Courses:

- COs/POs are also evaluated through ADD-On certificate courses like Mathematics for Competitive exam, Yoga, Spoken Sanskrit, Mushroom Cultivation, Fish Rearing and Care, Introduction to Intellectual Property right, Professional Ethics, Spoken English Course, Application for Basic Econometrics, Office Management, Jagannath Culture that further improve the students employability skills and further strengthen the commitment of the College towards achieving COs and POs.
- IQAC guides the teachers to map the objective to the outcomes to analyze and document their attainment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 94.18

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
427	390	454	445	403

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
465	435	470	471	409

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process**Response:** 3.84

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 222.31

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

2022-23	2021-22	2020-21	2019-20	2018-19
49.81	10	12.5	50	100

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

ECOSYSTEM FOR INNOVATIONS

The institution provides a sound atmosphere for the promotion of innovation and incubation. All essential facilities are provided and guidance is extended to the students. Students are encouraged actively in the application of technology for social needs. Necessary support and guidance is provided for Research papers and project works. For the innovations among the students, a historical archaeological and cultural museum has been established by the initiatives of Dr. Uday Ranjan Das, Lect. in History of this college. The museum become the best place for innovation, research, education, exhibition, interpretation, and the knowledge of preservation of heritages among the students.

RESEARCH CELL

- The institution has created Research cell for promoting research work from Under Graduate level to Ph. D. Degrees.
- The faculties and students are encouraged to take up research and development activities in the existing resources.
- The institute recruits dynamic and high qualified faculties to mentor and provide guidance to the young students.
- The institute also encourages the faculty members to pursue their Ph. D. Degree.
- Faculties are also encouraged to participate in various Skill Enhancement Programmes, National and International seminars.
- The faculties of the college like Lieutenant (Dr.) Uday Ranjan Das and Dr. Sujit Kumar Chhatia are recognized as Ph. D. supervisors by Fakir Mohan University, Balasore.
- Faculty members are also encouraged to publish research articles in different national and international journals.
- For the under graduate students, it is mandatory to carried out dissertation/ Project work in 6th Semester syllabus.

INDIAN KNOWLEDGE SYSTEM (IKS)

- Khaira College encourages the students to learn Indian languages.
- Programmes including webinars and seminars are offered to encourage Odia and Sanskrit learners and understand the cultural values permeated by the literary works in Odia and Sanskrit.
- In order to promote/integrate the local languages, arts and cultures, compulsory activities in the curriculum have to be added like literary activities and through discussions, interactions etc. in local languages which will fetch extra credit to the student.
- Frequent field trips to local heritage sites and setting up of museum in the institution shall value their culture and traditions.

ESTABLISHMENT OF IPR CELL, AWARENESS ABOUT IPR:

- The college has established the IPR Cell to create awareness of IPR among students and teachers.
- The college has organized Seminars to create awareness of Intellectual Property Rights (IPR).

INCUBATION CENTRE

- The college also has an Incubation Centre for the students to develop skills as well as foster economic self-sufficiency among them in future.
- In order to inculcate the spirit of entrepreneurship Khaira College introduced add on course on Mushroom Cultivation & Fish Rearing and Care.
- The Incubation Centre endeavours to engage students and inspire them through meetings, workshops and incubations and start-ups.
- MoUs for development of Incubation Centre was signed between Self Help Groups (SHGs) with the following objectives:
 - Promoting innovative ideas.
 - Providing support for the transformation of innovative ideas into social realities.
 - Providing opportunities to acquire skills for commercialization of products.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 23

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	11	0	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.12

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	1	2

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.22

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	1	1	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Khaira College, Khaira involves students in outreach and extension activities for their holistic development. These activities are played a vital role in developing the personality of the students and community service. The college was untiring in its attempts at rendering services to the neighbourhood community during the period from 2018-2023. The students are motivated to lend their hands in different social activities.

- To provide service to the nation at the student carrier the NCC cadets, student volunteers of NSS and YRC significantly carried out a good number of extension programmes.
- The NCC units of the college regularly organize extension activities and awareness campaign under supervision and guidance of Lt. (Dr.) Uday Ranjan Das and Dr. Basant Kumar Sahoo.
- NSS volunteers take the initiatives to regularly organize extension activities awareness campaigns on Social, National and Health issues under the guidance of Miss Debabrati Dash and Mr. Pradeep Kumar Pani.
- The Youth Red Cross unit of this college is also successfully carried different extension programs on social and health issues. The volunteer students of YRC organized Blood Donation Camp under the leadership of Mr. Iswar Prasad Roul.
- In 2018-19 voluntary Blood Donation Camp 60 units of blood were collected and 90 units of blood were collected in 2022-23.

The key aspects of the program conducted include:

Environment Awareness Programme:

- Swachh Bharat Abhiyan/ Cleanliness Drive.
- Say no to Plastic Programme.
- Green Environment & Tree Plantation and preservation.
- Hygiene and Environment Awareness.
- Waste Management Awareness Programme.
- Air, water, soil and noise pollution awareness campaign.

Health Awareness Programme:

- Blood donation camp
- Awareness campaign on Menstrual Health and Hygiene
- Distribution of Sanitary Napkins
- Health checkup camp
- Distribution of masks, sanitizers in Covid-19 pandemic.
- Faculties and students worked as Covid Yodha, distributed food and ration to needy people.
- Conducted COVID -19 vaccination camp with Khaira CHC.
- Awareness programme on AIDS.

Other Neighborhood Community Activities:

- Voter ID awareness drive.
- Campaign for prevention of Girl Child Marriage.
- Self defense program.
- Girl child literacy drive.
- Flood Relief.
- Anti-Tobacco Awareness Programme.
- Road Safety Awareness Campaign.
- Celebration of International Women's Day, National Youth Day, NCC & NSS Day, Netaji Jayanti/ Parakram Diwas, Republic Day, Independence Day etc

Sensitization Programmes:

- Women Development and Empowerment activities.
- Anti-Ragging Campaign.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2**Awards and recognitions received for extension activities from government / government recognised bodies****Response:**

The Institution also provides an ample scope for the employees for different types of extension activities. The NCC unit, the NSS unit, and YRC unit of this institution successfully conducted various extension activities like an Environmental Awareness campaign, Disaster Management Campaign, Socio Economical Campaign, National Awareness Campaign, Cleanliness Drive, Blood Donation Camps, and others for which this institution did not only appreciated by the local peoples but also recognized by different government and government recognized bodies. The NCC Officer and YRC Unit received national and state-level awards for extraordinary performance in extension activities. The details is furnished as follows:

- 1- Lt.(Dr.) Uday Ranjan Das, ANO of NCC Army Unit of this institution received state-level "**Rajiv Gandhi Sikhya Samman**" for the year 2023 for extraordinary achievements in NCC organization.
- 2- Lt(Dr.)Uday Ranjan Das, ANO of NCC Army Unit of this institution received **DG NCC Commendation** for the rescue work during the disaster of Bahanaga Train Tragedy in the year 2023.
- 3- The YRC unit of this institution also received a **Certificate of Appreciation from CDMO Balasore**

for successfully organizing Blood Donation Camps every year.

4- The NSS volunteers of this institution were also awarded with best volunteers in the district level in NSS Volunteers Leadership Training" in 2023

5- Khaira College awards to students for their outstanding performance and achievements and the awards are sponsored by different agencies and philanthrotists.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 24

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	4	1	7	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 12

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Khaira College functions to deliver holistic education to the students. For an effective teaching-learning process, the institution has adequate infrastructure and physical facilities. The Institute constantly endeavours to provide quality education and ensure all round development of students. The Institute has well maintained adequate number of class rooms, laboratories, computing equipments well beyond the regulatory guidelines conducive for teaching learning activities.

Classrooms

College has twenty five classrooms and seminar halls with smart projectors, audio facility, Wi-Fi connectivity, smart board as well as the traditional white and black board.

Laboratories

- The College has two computer labs, fifty eight computers, four well equipped science labs, Language Lab , commerce lab.

Computing equipments

- The licensed software used by the College are—Window 10, Microsoft Office 2010, Quick heal antivirus, Screen reading software.
- The ICT staff of the College regularly updates the technology in the classrooms and labs.
- The Institute has internet connectivity via lease line of 100 MBPS. The entire campus is Wi-Fi .

ICT facilities

- As a technology enabled learning spaces, the college has provided computers to the departments for student and staff use.
- Some departments have ICT and projector facility.
- The Library is automated using Library Management system.
- The reading room is spacious and well ventilated.
- The library provides e-resources like-DELNET, National Digital Library, e-Pathshala, SWAYAM, Odia Virtual Academy, Shodh-Ganga, Odisha- Archives.

- During the time of Covid-19 lockdown, the IQAC initiated the virtual platform (Google meet, Zoom) for online teaching.
- A special institutional Learning Management System (iLMS) has been developed for conducting online teaching and learning process.

Cultural Activities

- The college encourages students to participate in various cultural and literary activities ie. Wall Magazine, Annual Cultural Function, Fresher's Welcome Ceremony, Teacher's Day Celebration, Annual Sports and Cultural Competitions.
- The college provides facilities like Stage, Music Room, Dance Practice Spaces.

Sports and games

- The College is committed to creating a balanced atmosphere of academic, cultural, and sports activities for the overall development of the students.
- Our campus has an indoor stadium for indoor sports. Outdoor sports facilities like football, volley ball, cricket, kabaddi, kho-kho and facilities for indoor games like badminton, chess boards and carom boards etc.

Gymnasium

A fully furnished Gymnasium is available in the college for both boys and Girls.

Yoga Centre

- The College organizes Yoga Camp and also celebrates International Yoga Day every year on understanding the importance and relevance of Yoga in the modern lifestyles based on materialistic values.
- The College has Yoga mats and mattresses for performing the Yoga asanas.

Other Facilities

- There is also one conference hall equipped with ICT.
- Other Physical & Infrastructural Facilities: It includes chamber of Principal, Administrative office, Examination cell/ Nodal Centre, Seminar hall, NCC Room, Women's Cell, adequate numbers of toilets, Girl's Common room, Boy's Common Room, Student's Union Room, NSS Room, YRC Room, Health Unit, Day Care Centre, Rest Room for Divyangjan, staff common rooms, canteen, green generators, water coolers, solar panel and sufficient space for hosting all academic activities. The campus also houses a girl's hostel with a capacity of 250 students. The College offers facilities like RAMP, differently-abled user-friendly toilet, screen reading software etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 44.44

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
38.74	38.97	29.67	23.5	59

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

LIBRARY AS A LEARNING RESOURCE CENTRE

The Central library of Khaira College has evolved into a dynamic learning resource centre, fully

embracing technology for efficient management and enhanced accessibility. The journey towards automation commenced in 2016 with the implementation of EDUCARE software version **20.0.01**. In the present year, the library will migrate to **e-Grantalaya**, offering a range of integrated services such as book acquisition, cataloguing, circulation, serialisation, and an Online Public Access Catalogue (OPAC).

RESOURCE AVAILABILITY

Khaira College's library boasts an impressive collection, with **30,279 books including 5,199 reference books**. In addition to a well-rounded selection of books, the library offers regular subscriptions to employment-related periodicals and seven newspapers, including publications in English and Odia.

TECHNOLOGICAL ADVANCEMENTS

The library has embraced modern technology to streamline its operations. Barcode technology is used for efficient book registration, issuance, and return. This technology enhances the tracking of books within the library. Moreover, the library is equipped with essential facilities like **printers, Xerox machines, and an e-library**. It also provides **Wi-Fi access and computer facilities**, allowing students and staff to benefit from free internet access and download e-resources.

DIGITAL ACCESS

Recognizing the importance of digital resources, Khaira College Library has taken significant steps to provide access to e-resources. A dedicated webpage within the college's website links to all the e-resources subscribed by the college. Furthermore, the institution offers a question bank and an institutional Learning Management System (**iLMS**) through its website. Khaira College is an esteemed member of **N-LIST, DELNET (Developing Library Network), New Delhi**, which further facilitates access to e-books and e-journals for all students and staff members. Additionally, the library is a registered institute of the National Digital Library, developed by IIT Kharagpur, offering users access to an extensive repository of e-resources.

COLLABORATION BETWEEN LIBRARY AND INFORMATION SCIENCE EXPERTS AND THE CENTRAL LIBRARY

Collaboration between Library and Information Science experts and the Library of Khaira College has emerged as a pivotal initiative aimed at modernizing, upgrading, and fostering the creation of new professionals in line with the guidelines of the New Education Policy 2020. This partnership represents a transformative approach to education and library services. By integrating the expertise of professionals in Library and Information Science, the Library of Khaira College can harness the latest technological advancements and best practices to enhance its services. Moreover, through structured internship training programs in collaboration with renowned institutions and other universities, students can gain hands-on experience in library management and information science. This collaborative effort not only ensures that the library remains at the forefront of educational support but also contributes to the development of a new generation of skilled professionals who can navigate the evolving landscape of information and knowledge management effectively.

Khaira College's library stands as a beacon of learning and resourcefulness in Balasore. The adoption of advanced technology, a diverse collection of physical and digital resources, and its affiliations with esteemed networks and institutions make it a vital hub for knowledge dissemination. By providing a

seamless blend of traditional and digital resources, the library empowers students and faculty to pursue academic excellence and stay updated in their respective fields of study.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

IT INFRASTRUCTURE

The College has adequate IT facilities for learning management and administrative services. The IT facility is well maintained and updated regularly. There are different digital technological facilities available in the college and recognized the importance of updating its IT facilities regularly to meet the evolving technological needs. The institution is always giving more priority to keep up with the latest trends in information technology that are coming into the academic arena.

COMPUTER LABORATORY

The College has two well equipped computer laboratories with a total of 53 computers. One of them was procured using RUSA grants. It also runs with the latest multimedia and software. The Computer Lab equipped with most up-to-date servers, printers, desktops, laptops, projectors and scanners.

E-LIBRARY

The Central Library has been integrated with the web portal of the College. Consequently, Students and teachers of the college may have remote access to the college library holdings. The students and teachers can quickly and easily access e-journals, e-books and reports through e-resources. The students can surf through the library holding on the OPAC terminals of the Central Library.

CC TV SURVEILLANCE UNIT

The College has deployed an IP based surveillance system containing high resolution cameras installed at all strategic locations in the campus controlled by a central monitoring system located inside the

Principal's Chamber.

WI-FI AND LAN FACILITY

Wi-Fi Routers are installed for seamless internet connectivity throughout the Campus. The Computers and printers of the office are connected through LAN. However, keeping in mind the rampant misuse and abuse of Internet, Wi-Fi facility is extended only through secured passwords to be had on production of College Ids.

IT FACILITY IN DEPARTMENTS AND OFFICE

Along with internet connectivity, all the departments have been provided with basic IT infrastructure. Computers are supplied to all departments for preparation of records, project work and assisting teaching-learning purposes. The admission process, staffs salaries, student's scholarship is computerized. The e-Governance system is accessible like Students Academic Management System (SAMS) for admission, examination, scholarship, transfer and other allied purposes. Online services continue on Human Recourse Management System (HRMS) for payment of salary, records of provident funds, retirement benefit, leave accounts and maintaining Personal Appraisal Report (PAR). A well equipped Conference Hall with the most up-to-date ICT facility is part of the institution's existing infrastructure.

HIGH-SPEED BROADBAND

College has 100 mbps sharing line provides high-speed connectivity to administrative building.

BIOMETRIC ATTENDANCE SYSTEM

As Department of Higher Education (DHE), Government of Odisha regularized seven working hours for all the staffs so the Attendance of teachers and staffs are closely monitored with the biometric attendance system.

CLASSROOMS AND HALLS WITH ICT ENABLED FACILITIES

Some departments are equipped with projectors. The college has four smart class rooms. College has a well-equipped seminar Hall and Conference Hall enabled with ICT facilities. Some rooms are equipped with mikes, speakers and internet facilities. During lockdown period institution has upgraded its teaching to online mode using zoom and Google meet. The college has a dynamic website providing all the necessary information. The College has social media handle like X, Instagram, Youtube and Facebook Page etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)**Response:** 24.84**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 58

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 99.99**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
103.71	99.27	71.02	81.83	71.398

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 68.16

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1106	994	811	1098	1201

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 1.3

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
36	28	0	13	22

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 19.45

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
48	46	0	32	22

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
140	153	169	142	157

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 5.71

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
9	10	3	5	8

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 10

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	0	5	1

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 198.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
279	302	0	180	230

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Khaira College, Khaira has a strong and vibrant Registered Alumni Association bearing Regd. No. 8318 – 39 on 20th October 2006 under certificate of Registration of Societies Act XXI of 1860. The college strives to develop and strengthen a continuous rapport with Alumni. Notable Alumni include Entrepreneurs, industrialists, University rankers and gold medallists, principals, professors, doctors, engineers, researchers, Administrative officers, actors, singers, businessman, social workers and politicians etc. Alumni Association adds alumni members every year and the alumni play the role to provide financial, physical and consultancy to college. Besides the Alumni at present function under the state Govt. program “Mo College Abhiyan” and a separate Bank Account is being operated.

Alumni meeting are held at least once in a year. Feedback is collected from the alumni and after analysis of the feedback appropriate step is taken by the institution. It helps our institution not just financially but in terms of academic planning, infrastructure development, career guidance and on job guidance. They help to collect and donate fund for extension of college building and beatification of campus. Some members contribute to the development library and we have one Book Bank in the name one old student Manjula Behera. Some of our alumni students have donated fund to honour meritorious students and the college awards 12 prizes on foundation Day for outstanding performance of outgoing students in different subjects. Alumni students are invited for guidance and special lectures. They provide necessary suggestions and present practical experience of their life to build up successful career. Some alumni are elected as public representatives; they help us whenever there are some local problems. They are engaged and consulted in shaping policies and over all development of the college.

During meets they provide needed suggestions for development teaching learning process, expansion of library and adoption of ICT to make students competent at par with developing scenario. Alumni members involved in social work are invited to NSS camps to inspire volunteers. From among the alumni the doctors in local CHC visit college and provide free medical service. Many alumni have helped college by delivering lectures as resource person in various fields. Their presence on various occasions such as cultural program, sports, yoga, and seminar help to strengthen collaboration among past and present students. They come forward organising talks with regard to character building, eradicating social evils like drug addiction, intolerance, disobedience and waywardness.

Every year alumni members donate handsome amount. They offer help like poor, procuring books, chairs, tables, computer, water purifier and furniture. Alumni contribute to prizes on college foundation day under different memorial heads. Our alumni are settled in vicinity and running various

small scale industries, so at very affordable or sometime free of cost they support college by providing JCB, Tractors etc. whenever and wherever necessary for maintaining ground and campus. The college since its inception, being built up in the rural vicinity, has come to be the premier institution in the district by the help of Alumni and local gentry.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The governance and leadership of the college is reflective of and in tune with the vision and mission of the college.

- The mission of Khaira College is enlightenment of rural youths through higher education, flourishing them as intellectual icons, making them responsible citizens and imbibing in them social, moral spiritual and ethical value.
 - The mission is realized through diligence and hard work of the teachers, non-teaching staff , students by delegation of power and functioning under various committees and representatives.
 - The college functions under the guidance of a Govt. nominated Governing Body of which the principal acts as secretary and senior staff members act as staff representative.
 - The teacher in charge of various committees like Admission, Academic, Examination, construction, scholarship, Grievance cell. External mural, NSS, NCC, YRC, Feedback, Student support and progression , Anti Harassment and Women empowerment, Account, Finance and Budget etc discharge activities to activate the mission of the college.
 - The decisions and plans regarding time table, examination, academic matters, students support, curricular and extra-curricular activities are routed through the staff council which the highest decision is making body of the college.
 - The Governing Body looks after and reviews academic, financial and extra-academic achievements and suggests suitable steps.
 - Teachers in charge of various committees on curricular and extra-curricular activities prepare action plans at the beginning of the academic session.
 - Student's representatives groom as leaders in executing and participating in extracurricular activities.
 - The teachers are an integral part of IQAC. All quality control measures are initiated and implemented by the teacher member under the aegis of IQAC.
 - The teachers are given independent to deal with matters relating to the various committee they head.
 - In accordance with the vision of academic excellence Khaira College is fully prepared to implement NEP- 2020 as per the guideline of affiliating University.
- 1.Awareness through workshop on NEP – 2020 in the glow of NAAC accreditation is conducted.
 - 2.Academic Bank of Credits (ABC) have been created for students and it is communicated to F.M.University.
 - 3.Multidisciplinary and Interdisciplinary approach is followed in curriculum.
 - 4.Hybrid mode of teaching is implemented.

5. The college has signed MoU with various colleges.
6. College has consistently recorded the growth in all areas since the first cycle of accreditation from the year 2006.
7. There are increasing number of programs, faculty development, ICT enabled teaching, Add-on program, Distance mode of learning, e-library, ILMS etc.
8. The IQAC of the college motivates stake holders to work for institutional growth.

- The college has short term and long term institutional perspective plans. It is also reflected in the vision document 2030.
- The plans include

1. To enhance students support and welfare measures i.e. various scholarships.
2. Professional Development of staff (more refresher course, orientation course, Faculty Development Programme, Ph.D guide).
3. To enhance Energy/ Water conservation Programme (Rain water harvesting).
4. To enhance student participation in University/ District/ State/ National level competition.
5. Regular Health checkup camps.
6. More NSS camps.
7. Sensitizing towards community and organizing more extension activities.
8. Present and overview of Indian culture, value and Yoga.
9. To enhance soft skill Training Program to students.
10. Women Self Defense Training.
11. To organize industrial visit.
12. Workshop on Intellectual Property Rights.
13. Internal beautification of the infrastructural based on the needs.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The college has a well planned and decentralized governance system for the effective implementation of strategy development in harmony with its vision and mission. A strategic plan ensure that the set target is achieved through accountability process comprising of review, evaluation, reporting and replanning.

- At the beginning of every academic year, the college prepares a strategic plan of action, events and activities with the help of the University Academic calendar and the personalized Academic calendar of the college.
- The objectives of curriculum and teaching learning are achieved and disseminated to students in Induction class.
- Departments prepare comprehensive teaching plans.
- The timetable is uploaded on the college website.
- The college conducts add-on courses for the benefit of the students.
- Feedback is obtained from students, parents, Alumni and Teachers and it is placed for analysis and action is taken accordingly focusing on the weak areas.
- Departments monitor the progressing the syllabi in departmental meeting.
- Remedial classes are conducted and mentoring is enforced.
- For effective teaching projectors, smart boards and ICT are used.
- The college undertakes repair, renovation work and construction for infrastructural facilities like clean Drinking water, Lavatory, Science Lab, Computer Lab, Wi-Fi campus, e-governance, sports complex, canteen, fire – extinguisher and use of renewable energy by setting up solar energy.
- Co-curricular and extra-curricular activities are undertaken to inculcate moral and ethical values of students.
- IQAC plays a vital role in academic and co-curricular activities of the college by emphasizing qualities through regular meetings with different committees and Head of the Departments.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

- The college has a welfare fund and the fund is generated for - assistance to the teaching and non-teaching staff in mishaps/ calamities.
- The Employees Provident Fund (EPF) is there for retiral benefit to management employees. The college contributes employer's share.
- Corporate society runs in the college where the staff members take loans and open savings accounts in the college cooperative society.
- College staff avail Group Insurance (GIS). This ensures a substantial amount of coverage for employees.
- A doctor regularly visits the college once in a week and the staff and the students avail of health services.
- The college has a well-developed canteen which provides miscellaneous services to the employees and students.
- Regular Yoga and recreation camps and Gym are set up by the college administration for mental health.
- The college runs a daycare center for taking care of the kids of employees.
- Campus Wi-Fi and e-library facilities for resource learning.
- Computer training is imparted to the staff to handle e-governance.
- Training in Accounts matters is imparted to the clerical staff.
- The teaching staff attend Refresher, seminars and conference conducted by colleges and Universities.

Performance appraisal of the staff is recorded by the principal, and then reviewed by the Director Higher Education. Adverse comments are communicated to the person concerned for improvement of their

professional deficiency.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 6.93

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	2	1	2	3

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 30.61**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	22	0	18	22

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
28	24	0	18	22

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The college has developed its own financial mechanism and internal audit.

- The proper requisition for demands of goods and services are received from the concerned departments/ committee.
- Payment for expenditure is made after sanction and approval by the competent authority.
- All the sanctioned expenditure is passed through payment by cheque and the same is noted in the note - sheet.
- The institutional mechanism of the college lays emphasis on the fact that the adequate control mechanism is functional in the accounts department for prevention, detection of errors and irregularities in the financial transaction to guard against waste and loss of public money.
- The internal audit is automatically carried out regularly by the Accounts Department with several checks at various points including Accounts Bursar and Section officer as checking officers.
- Several of the internal committees scrutinize the bills and final ledger is being checked at the level of principal before payment.

External Financial Audit:-

- Being a government funded institution the college carries financial audits annually to maintain the highest levels of trust and transparency. External financial audit is conducted by Local Fund Auditor and chartered Accountant. The accounts department engages in the process, presenting the necessary supporting documents and necessary explanations to queries.
- If any objections are raised by auditors, these are carefully considered and appropriate explanations are made through a written report.

The college receives money from UGC, RUSA, State Government for academic and infrastructural development and these funds are disbursed through tender process/ on the basis of utilization certificate duly attested and audited.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Khaira college, Khaira has established Internal Quality Assurance Cell (IQAC) comprising of 16

members for strengthening quality in academic and co-curricular aspects. Since its establishment the IQAC of the college has functioned in tandem with different departments, centres and cells for the development of the best holistic academic environment and experience of the students.

- The institution at its own level stresses in quality teaching learning process where in IQAC looks into the quality aspects and prepares plan. Taking into consideration the performance, students are categorized as good, weak and average. Remedial classes are taken for weak and some special classes are taken for advanced learners.
- To evaluate learning outcome, Unit test, Internal exam, Group discussion and interaction are reviewed by the concerned departments and then necessary suggestions are placed in the IQAC meeting. IQAC initiates the proceedings for the review of the result and necessary action is taken up accordingly.
- IQAC takes initiative for strengthening mentoring and steps are being taken on analyzing the feedback obtained from students, parents and alumni.
- IQAC initiates organizing departmental seminars and participation of students in various competitions. Steps are taken for add-on course to enhance experiential learning and skill.
- IQAC emphasizes on co-curricular activities of students to promote social responsibility, citizenship and to inculcate sense of democratic spirit and harmonious living.

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender Equality

- Gender equality means that males and females have equal opportunities to realize their full human rights and contribute to and benefit from economic, social, cultural, and political development. Parity and equity are the building blocks of equality in education.
- Khaira College promotes a Gender sensitive environment. Equal opportunities are provided to all individuals.

Sensitization on Gender equity in Curriculum

- Education plays a pivotal role in abating gender disparities and acts as a catalyst for developing the country's growth.
- In order to provide education to all, the institute imparts unbiased, impartial, and unprejudiced education to both male and female students.
- All learners of the College should be exposed to teaching methods and materials that are free of stereotypes and gender bias. In addition, it means that male and female students should have the freedom to learn, explore, and develop skills in all academic and extracurricular offerings.
- In Curriculum of all subjects, development of critical and logical thinking, effective power to analyze, described and imparted these into women's career.

Sensitization on Gender equity in Co-curricular Activities

- The institution promotes gender sensitization through co-curricular activities like workshops, seminars, poster making and exhibitions, counseling etc.
- The institution has also introduced a self-defense training programme for its female & male students.
- Awareness programs like importance of human rights, property rights, Cyber security awareness programs related to the safety and security of women employees and students are conducted periodically.

Measures for Gender Equity

- As per the Sexual Harassment at Workplace (Prevention and Prohibition) Act 2013 and UGC Regulation 2015 the College has an active Internal Complaints Committee (ICC) that fulfills its

mandate by creating a healthy and safe environment on the campus.

- Grievance Redressal Committee, Anti-Ragging Committee, Women Empowerment Cell, Discipline Committee, SC /ST Committee and Mentoring Programme care for the well-being of students and staff in the institution.
- Gender Policy aims to develop a sustainable and inclusive environment for empowering women and girls.
- Gender audit for purpose to assess and check the institutional efforts of gender equality.
- Besides regular awareness camps, international women's day and various programmes are conducted on gender sensitization, women empowerment and other gender issues in the last five years for the benefit of students by the College, Departments and the NCC, NSS and YRC units.

Facilities for women on Campus

- A ladies common room is dedicated only for the female students. The common room is equipped with 'incinerator' (Sanitary Pad Disposal Bins).
- The College has been offering admission fee concession to women candidates.
- The college has also a GYM, YOGA centre and sports council for all students, irrespective of their social identities.
- The college has a gender-friendly and safe campus with CCTV surveillance.
- Suggestion boxes have been set up in all academic and hostel buildings to help and encourage students to drop their issues and problems if they have any.
- The college has a Girls Hostel with mess facility.
- A day care center is in operation in the College premises to provide necessary supports to the young children of the College employees during the working hours.
- There are separate washroom facilities for girls and boys.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Khaira College recognizes, values, and takes into account diversity in people's origins, experiences, knowledge, needs, and abilities to develop a cohesive community and productive workforce in pursuit of its vision and goal. In an inclusion environment, students and staff of all cultural orientations can freely express their own opinions and points of view. The College takes various initiatives to facilitate and promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, constitutional obligations and other diversities.

- The College observes the importance of teaching constitutional obligations, values, rights, duties, and responsibilities to its staff and students.
- The College actively engages students to promote constitutional responsibility, environmental consciousness, gender equality, cultural diversity, and scientific curiosity.
- Topics related to human rights, peace, tolerance, harmony, promotion of social values, awareness of environmental protection etc. are added into the curriculum.
- National days such as Independence Day, Republic Day, Netaji Jayanti, Azadi Ka Amrit Mahotsav and National Unity Day are observed with cultural programs, poster making, essay writing, send art, Rangoli making and debate, singing, mono action, dancing, sketching, cleaning of the campus .
- Khaira College celebrates its Foundation Day on 16th August every year. The main objective of it is, to pay homage to the founders of college. All old students of the college and important personalities around the college are invited.
- To maintain linguistic importance, the college publishes “Shrujani” & “Supriti”.
- Through NCC & NSS Units the college initiate social welfare activities and created possibilities for equitable social development.
- Environmental consciousness is promoted through tree plantation and 'Say No to plastic'.
- Gender disparity is addressed through special sessions on International Women's Day. Women Empowerment Cell sensitizes students and faculty towards issues of gender equality, girl education etc.
- The Electoral Literacy Club raises awareness of electoral responsibility through participatory democracy and importance of voting.
- To make voters aware of students form a human chain, poster, and slogans are displayed on Voter's Day.
- A museum of the college preserves the old culture so that, the students will have a deeper appreciation of the historical grandeur of the era and a better comprehension of their ancients and cultures.
- Cyber Safety educational programs were organized to create a safer online world for them.
- The college organizes social activities, Communal Harmony Week, AIDS awareness, tobacco prevention , Swachh Bharat drive, Drug Abuse Campaign, Awareness Program on Child marriage, lightening awareness campaign, Distribution of relief for the flood affected people, Medical check-up camps, Blood donation etc.
- The College has a Day Care Centre for institutional working mothers.
- A number of value-added courses introduced on value education.
- Awareness programmes and campaigns for students on ill effects of ragging and sexual harassment through Anti-ragging cell and women empowerment cell established.

- Awaking code and conduct of students and staff is monitored through committee.
- The values of students of the Khaira College were visible during the COVID time. They served as Covid warriors by educating people to be safe and follow pandemic protocols, distributing masks, and food by the Cadets of YRC and NCC Units motivated all for vaccination and managed vaccination camps organized in the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

BEST PRACTICE-I

SETTING UP COLLEGE MUSEUM

A museum is a curated space that preserves, displays, and interprets collections of artifacts, artworks, or historical objects, providing a platform for education, cultural enrichment, and the appreciation of human achievements across various disciplines. Khaira College museum is set up under the initiative of IQAC and Department of History.

OBJECTIVES

- To safeguard and conserve cultural, historical, scientific, or artistic artifacts for future generations.
- To provide informative and engaging experiences to enhance public understanding of various subjects.

- To conduct scholarly investigations and contribute to the advancement of knowledge in relevant fields.
- To display collections in curate and accessible formats to inspire and educate visitors.
- To contribute to the preservation and promotion of cultural identity and heritage.
- To foster a sense of community by organizing events, workshops, and programs.
- To ensure that collections and educational resources are accessible to diverse audiences.
- To offer insightful interpretations of objects, encouraging critical thinking and reflection.
- To collaborate with other institutions, researchers, and communities to broaden impact.
- To embrace technological advancements and innovative approaches to enhance museum experiences and outreach.

CONTEXT

Khaira College Museum is setting up with a good collection of Archaeological, Historical, Cultural and Tribal objects to trace our past history and culture. Students are inspired to study our past history and culture practically through this museum objects. It brings a great delight and interest among the students. Museum also enhances the academic status of this institution and social heritage of this locality. A museum is an institution dedicated to the acquisition, conservation, study, and exhibition of objects that hold cultural, historical, scientific, or artistic significance. Serving as repositories of collective human knowledge and heritage, museums house diverse collections, ranging from artifacts and artworks to specimens and documents.

PRACTICE

There are collections of pre-historic tools, Arts objects, paintings, photographs of temples, paper cutting and photographs of freedom struggle, old coins along with some interested social and cultural objects etc. Students are very much benefitted by experiencing the collections. The College Museums offer numerous advantages, serving as vital cultural and educational institutions. They provide a tangible link to history, preserving and showcasing artifacts that illuminate our past. Museums cultivate a sense of identity and pride by celebrating cultural heritage. Museums contribute to community development and educational benefits of the students. As hubs of creativity and innovation, museums facilitate artistic expression and contribute to a vibrant cultural landscape.

EVIDENTIAL SUCCESS

Success of a museum is evidenced by various factors. Increased numbers of visitors and positive feedback reflect public engagement and satisfaction. High participation in educational programs indicates effective knowledge dissemination. Successful acquisitions and preservation efforts showcase the institution's commitment to cultural heritage. Optimistic media coverage and awards recognize the museum's impact and excellence. Collaborations with other institutions and successful fundraising efforts demonstrate community support.

PROBLEM ENCOUNTER

- Preservation issues demand investment in climate control systems and conservation expertise.
- Limited space poses challenges for expanding collections, necessitating potential architectural investments.

BEST PRACTICE –II**ENHANCING INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SKILLS FOR TEACHING AND LEARNING**

Khaira College, Khaira, believes in advanced pedagogy practices with a main focus on enhancing the performance of students. ICT helps students to prepare themselves by exploring, analyzing, exchanging and presenting the information in a reasonably well-structured manner. The ultimate purpose of technology in the dynamic world is to create interest and independent thinking in students to enable them to learn more.

OBJECTIVES:

1. Student's motivation for the exercise of ICTs for upgradation of their knowledge.
2. To promote equal opportunities to obtain education and information.
3. To enhance the students to monitor and manage their own learning, think critically and creatively, solve simulated real-world problems, work collaboratively, engage in ethical decision-making, and adopt a global perspective towards issues and ideas.
4. To provide an opportunity to faculty members to enhance their teaching skills.
5. To improve the quality of education with the latest ICT-enhanced teaching-learning practices.
6. To harness technology for more effective student-teacher interaction and collaboration among students.

CONTEXT:

- This digital era has changed the way students communicate, network, access information and learn.
- The easy access to knowledge and the increasing use of ICTs has galvanized the teaching-learning process.
- ICT enhanced learning and evaluation methods not only make learning more effective, but also prepare the students to compete in the global economy by being part of a skilled workforce.
- ICT based education supports, develops and optimizes the delivery of information in an effective manner.

PRACTICE:

- The College emphasizes the use of modern teaching tools like PowerPoint presentations, demonstrative videos, and other e-files for a better understanding of the subjects.
- The e-library platform helps to check the availability of particular books on the shelf anytime and easier record management.
- ICT makes learning more interactive and easier for both students and staffs of the college.
- Faculty interacts with the students through Google meet, zoom and whatsapp for live class, counseling and mentoring and for submitting assignments.
- Value-added, skill-based courses, career-oriented courses are also offered to the students through website.
- Students can login through student log in portal through website. Course material and question bank can be downloaded from there.

EVIDENCE OF SUCCESS:

- The teachers have adopted modern pedagogic styles and ICT in their classes.
- Some of the notes are scanned and uploaded in the Departmental computer.
- Some of the prepared notes shared with students through mail or whatsapp Group.
- The students are familiar with the use of computer and Improvement of their communication skills, growth of confidence & self-esteem.
- Use of online (Hybrid) classes has helped the slow learners to understand the concept of the complicated topics.
- Both teachers and students feel ICT use greatly contributes to student motivation for learning.

PROBLEM ENCOUNTERED:

- Students from vernacular medium find it difficult in understanding the terminology. Lack of basic technical knowledge affects confidence levels.
- Continuous training on usage of ICT and teaching methodologies is difficult due to the network problem faced by the students in remote parts.

NOTES:

Computer experts and programmers train the traditional teachers in the use of Power Point Presentations, advanced ICT tools, browsing the internet for useful resources, content uploaded on the college website, use of Google docs, sheets for information sharing, etc.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness**7.3.1**

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Khaira College, since its inception in the center of a tribal and rural community in 1980, has been making every effort to serve the local community. The College, established in a rural setting, has played a crucial role in changing the socio-economic cartography. Its motto is well inscribed at the bottom in its crest enshrining the Sanskrit version “*Shradhaban Lavate Jnanam*”, which means a loving soul attains Knowledge.

SOCIAL UPLIFTMENT OF THE DOWNTRODDEN

The College has been consistently striving to extend assistance to the weaker sections of society including women and enable them to cope up with challenges they face in their daily lives. Since the college is situated in a tribal belt, it is also committed to empower the marginalized people through education and outreach programmes. The college has established SC/ST cell, OBC cell to help the socio-economically downtrodden people. During the COVID-19 period the college and CHC Khaira jointly arranged the vaccination centre to facilitate the process.

WOMEN EMPOWERMENT

For the socio-economic development of the adjoining areas, the College has always laid emphasis on female education and promotion of gender-equality and gender-sensitization. The college provides hostel

facilities for girls and various scholarships through several agencies. Prevalence of Ragging free, protest free, zero harassment are the notable features that contribute to the bright face of a self-disciplined and gender-amity Campus.

CAPACITY BUILDING FOR TEACHING, NON-TEACHING AND STUDENTS

Khaira College provides every opportunity to its teachers, non-teaching staffs and students for an ethical and moral value-based self-development to meet the challenges of the dynamic teaching-learning environment. One of the significant aspects has been the development of state-of-the-art ICT infrastructure in the College that is easily accessible to teachers, non-teaching staffs and students. The College encourages the faculty to participate in skill enhancement programme like FDPs/Refresher Courses/workshops. In the context of COVID-19, all teaching-learning was shifted to the online mode.

ENCOURAGING AND PROTECTED TEACHING AND LEARNING MILIEU

The College conducts **add-on courses** for the benefit of the students. **Remedial class** is conducted for slow learners. Students are involved in various committees to have a say in the admission & implementation. The syllabi are so framed as to include **lessons on human values** and its importance in life. Students are encouraged to identify, explore and develop their hidden talents and potential through a wide array of societies, promoting extracurricular activities. Towards empowering PwD students **Screen Reading Software** is utilized. The College has holistic **feedback** mechanism on various aspects. The college has **Grievance Redressal Committee** for both academic and interpersonal matters. Students are involved in managing different activities in college and celebrate different festive occasions, undertake study tour, Farewell ceremony and orientation programme. The College has signed MOUs with various institutions of repute and reckoning.

COMMUNITY INVOLVEMENT

NCC Unit of the college has both Army and Naval wings which encourage extension & outreach programmes involving the neighborhood for helping the underprivileged. NCC Army Unit involved on the rescue operation of **Bahanaga Train Tragedy** which occurred on 2nd June 2023 for which the A. N. O. of this institution Lt.(Dr.) Uday Ranjan Das **honoured with DG NCC** medal. NCC offers student volunteers the opportunity to engage with issues concerning environment, community well-being, mental and physical fitness, awareness and sanitization, safety for women etc..The extension and outreach programs are done to create social awareness, there by instilling in the students a sense of responsibility towards the nation. Apart from these, this unit celebrates **Parakrama Diwas, Youth Day, Kargil Bijaya Diwas** etc.

NSS Unit offers an opportunity for students to participate in various orientation programmes, rallies, and scribe duties, and develop a thirst for service. NSS unit has adopted a village with an aim to contribute towards the education, health, hygiene and socio-economic growth of the village communities.

YRC unit of this college distributed mask during the pandemic. Awareness programmes on COVID-19 Protocols and distribution of masks & sanitizers were held in the villages. Students have **donated blood** and certificates of appreciation have been received. **Free medical camps** and **Eye-Check-up** camps were organized in the college for students and staffs.

For every fifteen students a **mentor** is associated for to counsel the students on personal, academic and

career-wise matters so that the students get emotional support and raise their confidence levels.

Yoga is practiced after college hours and International Yoga Day is celebrated annually. Yoga sessions are organized on regular basis and are monitored by trained Yoga instructors.

RESEARCH

The institution has created research cell to promote research culture among students, encouraging them to prepare project papers. The faculty member of this institution Lt. (Dr.) Uday Ranjan Das and Dr. Sujit K. Chhatia, Department of History recognized as **Ph. D. Supervisor** by F. M. University, Balasore.

SPORTS AND CULTURE

The college has a **Sports Committee**, which encourages students to participate in different types of indoor and outdoor sports. The college has been conducting indoor games like carom, chess, volley ball, badminton etc. and outdoor games like cricket, football, Kho-Kho, Kabaddi etc. Students have set milestones by bagging medals at state/university and National level. College conducted a **food fest** to recognize the importance of traditional ingredients.

CREATIVE SKILLS

Participation in various competitions organized by college or other colleges provides ample opportunity to hone their creative skills. Students manage and update **Wall magazine**. They contribute articles to college magazine '**Supriti**', the very epitome of soul-searching mission of the man-making factory.

The evidence is crystal clear through the numerous **awards won** by our students both in academia as well as in sports and competitive extracurricular activities. The college offers various awards for the students to attract and encourage them to continue and pursue higher studies. **Sports Champion Award, academic excellence medals** are all given on occasion of Annual Day.

There is no quarter given to wilful dereliction of duty or to any indulgence in the negative mind space for envy, vengeance, prejudice, intemperance, arrogance etc, which are prone to soil and spoil the fragrance of the atmosphere. Aspiration rather than escalation is the hallmark of this institution. The students and the staff are exquisitely sensible to the inspiring saga of the making of this institution. Love is celebrated in all the forums as the sole law that governs the grammar of ethics, politics, economics and the dynamics of existence, essence and excellence.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

1. Teaching areas is promoted by introducing more interdisciplinary contents in the existing courses. Steps is taken for enriching Teaching Learning and Research by interdisciplinary seminars/ conference and workshop.
2. Fair and transparent performance appraised systems are enhanced.
3. Continuous track on evaluation of students performance from Unit/ Midsem and Term end examination is the suggestive measures for academic improvement.
4. Library is upgraded for e-learning facility.
5. The college has taken steps for decentralized academic, administration and student related responsibilities.
6. The college obtained ISO certificate on Quality Management Systems.
7. Utmost care is taken for extension activities. This year under the NUA-O (New ODISHA) program the students have taken the campaign against child labour, child marriage and social superstitions.
8. Medical health check-up camp is organized for the students and the public in general.
9. Creative activities are carried out by various cultural activities.
10. MoUs with SHG under the scheme of Mission Shakti, the students have been trained in the incubation centre to be self reliant.
11. During pandemic situation, NCC and YRC cadets have distributed masks in the nearby villages to needy and poor. They made aware the people for hand cleaning and maintaining social distance. A vaccination centre was held in the college and the volunteers guided the public on safe aspects of vaccination.
12. The NCC cadets and NSS volunteers made it drive cleaning the ponds, roads in the neighbouring village and they made the people aware on hygienic and plastic free environment.
13. Road safety week is observed to aware the riders on traffic rules.
14. The students of the college have under taken plantation programme on the road side for green environment.
15. The college has focused on providing amenities to the students within the limitation of financial capacity.

Concluding Remarks :

“And mile to go before I Sleep

And miles to go before I sleep”

The college has been living not for its buildings, Laboratories, Library, Lavatories, and tall trees but it has been breathing the air of love and support flowing from all sides. Each working day bursts with innumerable students in black and green, black and pink uniforms with smiles on their youthful faces. The institute staggering at its infancy has stood from on the solid soil beneath its feet.

The vision of the college finds its existence in geographically rural areas with rural smells and sights. The institution emerges from the inspiration and contribution of the low economic class where the college

brings higher education within the limits of disadvantaged and backward classes. The differences it has made to the lives of students coming from such sections and girl students have been an achievement. The achievement is reflected in the continuously improved examination results. The college has been successful in inculcating Indian values and ethics in the lives of students, thus accomplishing our responsibility of turning our learners into responsible citizens. The college has ensured facilities to all stakeholders and the college strives for to all-round development of the students.

The institute desires to implant the idea among the students that classroom education is a means not an end itself. This is merely a milestone to develop confidence and supplement personality.

Summed up – “Learning without thought is labour lost, thought without learning is perilous.”

Khaira college recognizes its strengths and weaknesses and strives to uphold valuable suggestions from all corners including advice from NAAC for a better tomorrow.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :4</p> <p>Remark : DVV has made changes as per the report shared by HEI.</p>																				
3.4.3	<p><i>Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.</i></p> <p>3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>8</td> <td>3</td> <td>14</td> <td>11</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>4</td> <td>1</td> <td>7</td> <td>5</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	13	8	3	14	11	2022-23	2021-22	2020-21	2019-20	2018-19	7	4	1	7	5
2022-23	2021-22	2020-21	2019-20	2018-19																	
13	8	3	14	11																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
7	4	1	7	5																	
3.5.1	<p><i>Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.</i></p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :12</p> <p>Remark : DVV has made changes as per the report shared by HEI.</p>																				
5.1.2	<p><i>Following capacity development and skills enhancement activities are organised for improving students' capability</i></p> <ol style="list-style-type: none"> <i>1. Soft skills</i> <i>2. Language and communication skills</i> <i>3. Life skills (Yoga, physical fitness, health and hygiene)</i> <i>4. ICT/computing skills</i> <p>Answer before DVV Verification : A. All of the above</p>																				

Answer After DVV Verification: C. 2 of the above
Remark : DVV has made changes as per the report shared by HEI.

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 last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	3	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	0	5	1

Remark : DVV has made changes as per the report shared by HEI.

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
454	476	0	350	422

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
279	302	0	180	230

Remark : DVV has made changes as per the report shared by HEI.

6.5.2 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2. Academic and Administrative Audit (AAA) and follow-up action taken**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Participation in NIRF and other recognized rankings**
- 5. Any other quality audit/accreditation recognized by state, national or international**

agencies such as NAAC, NBA etc.

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations