



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	KHAIRA COLLEGE
Name of the head of the Institution	Dr. Pramod Kumar Upadhyaya
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06788233242
Mobile no.	9861235471
Registered Email	khairacollege@gmail.com
Alternate Email	iqackhairacollege@gmail.com
Address	At/Po- Khaira Dist- Balasore
City/Town	Balasore
State/UT	Orissa
Pincode	756048

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Banamali Barik
Phone no/Alternate Phone no.	06788233242
Mobile no.	9937333425
Registered Email	bana.barik@gmail.com
Alternate Email	iqackhairacollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.khairacollegekhaira.com/ugcNaac.php?rn=AQAR
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.khairacollegekhaira.com/academicReport.php?sn=Academic%20Calendar

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.10	2007	10-Feb-2007	09-Feb-2012
2	B+	2.57	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	01-Apr-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
AIDS Awareness Programme	01-Dec-2019 2	78

Campus Cleaning	22-Sep-2019 6	52
Communal Harmony Day	24-Nov-2019 6	108
Women Empowerment Seminar	27-Jan-2020 3	166
Self Defence Training Programme for Girls	26-Nov-2019 60	300
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Higher Education	RUSA 2.0	RUSA	2019 365	5000000
Higher Education	Infrastructure	Higher Education	2019 365	1250000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

1 Health Checkup Programme 2 Parent Teacher Meeting 3 Review of Result 4 Seminar on Women Empowerment 5 Training Students for Competitive Exam.

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

Plan of Action	Achivements/Outcomes
Moral Teaching Class	Extra Moral Class was conducted by IQAC. One period per week was taken for two months to build up moral and ethical values of students.
Guidance to Slow learners	Special Lectures were conducted by the faculties in all the respective departments for the slow learners and necessary teachings and guidance were given to bridge the course.
Gender Sensitization	IQAC in collaboration with NSS, NCC and the faculty of Sociology conducted Seminars on Gender sensitization.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	02-Aug-2019

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

27-May-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

1 Admission into UG courses are done online through SAMS website maintained by Department of Higher Education, Govt. of Odisha. 2 Notification for examination, result, Holidays etc. are circulated through college website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The enrichment of students has been duly focused while framing the syllabus by the University. The college takes care of the implementation of undergraduate programme of CBCS syllabus framed by Fakir Mohan University, Balasore based on the state model syllabus which is followed by all the Universities of the state. Depending upon requirement of students, senior faculty members and the principal sit together to chalk out time table and time table is reflected to cover the syllabus prescribed. Some senior teachers are member of Board of studies in F.M.University. Their suggestions also carries importance for introduction of new curriculum. Any change is circulated among staff members and the principal convenes the meeting of the concerned HoDs and teachers and discuss how to implement such change effectively. The college arrange extra class, doubt clearing class for the interest of the students. Bridge course to adopted for the slow learners to get fit for the learning, to cope with study as per with syllabus. The performance of various exams like midterm, Unit test are reviewed time to time to access the curricular achievement of students. The problems and short comings are traced and measures taken accordingly. Some special classes are held to boost the competitive temper of the students. The departments try best to give effective curriculum delivery through combination of need based and innovative methods. Starting from enrollment/ entry point assessment is made on the aptitude and expectation of students and teaching plan is based on it. Faculty members take utmost care to complete the syllabus in time. They maintain lesson note and progress register. Which is verified by the head of the department and supervised by the principal on regular basis. Faculty members cover the courses as per syllabus in time. The progress of the delivery of curricular, teaching and learning is regularly monitored by staff council meeting and the meeting of IQAC. The college implements staff skill programme, ICT programmes, Remedial teaching, moral teaching and extensive activities along with the curricular aspects. The college Endeavour's to integrate cross cutting issues such as gender equity, climate change, Human Rights, consumer protection etc. into curricular.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
PGDCA	PGDCA	01/06/2019	365	Update to computer skill	IT

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc Nutrition	Nutrition	03/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Core Course	01/06/2016
BCom	Core Course	01/06/2016

BSc	Core Course	01/06/2016
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	20	22

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Self Defence Training	26/11/2019	300
Moral Teaching	01/07/2019	352
Skill Development	01/07/2019	256
Yoga Class	18/08/2019	64
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Bee Hive	16
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback form or formats are designed for the stake holders. This includes faculty feedback, alumni feedback, student feedback, parents feedback, course exit survey. Feedback is sought from the graduating students and stake holders in the written form. With the purpose of improving the quality of teaching learning process and to introspect and access the quality of teaching imparting to students as well as to bring modification if any just identifying the weakness. This helps in taking necessary steps for providing basic and necessary requirements to the students and teachers and the institution for hassle free functioning. The feedback is placed for departmental review. Evaluation of the feedback is placed before the principal and the same is placed in Head of the department meeting to do the needful. The problems of students are taken into consideration for extra class, Bridge course, doubt clearing class. The opinion of parents, Alumni and teachers is sincerely shortlisted as result of which focus is given to increase the text books and reference books in central library. More attention is given to practical facility in science laboratory, examination and evaluation system. In the present expressed satisfaction on participation of students in co-curricular and extra-curricular activities. Organisation of departmental seminars in the</p>

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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Eng, Odia, Hist, Pol.Sc., Eco, Edn, Sans	256	Nill	256
BSc	Phy, Chem., Math., Bot., Zool.	128	Nill	128
BCom	Commerce	128	Nill	128
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1575	Nill	33	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
33	21	30	2	0	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Teacher guardian scheme is implemented in Khaira College, Khaira. The college emphasize an academic achievement and behavioral aspect of the students. At first year level students academic and personal issues of concern are well looked after by the class mentors as well as HoDs. Undergraduate students through the journey of three years need guidance, assistance and counseling's. From the commencement of study, mentor mentee system is introduced. The principal convenes meeting of the departments and ask them to act as the mentor. Accordingly students are divided by the number of teachers of a department and the ratio of mentor and mentee is fixed on teacher student ratio. Departmental faculty member lead as the mentor till end of graduation. The mentors not only support and help students academically, they also act as the local guardian of a student. Teenagers come across different issues besides their study and a mentor takes care lovingly to solve the issues. Necessary suggestions and advices are given to a student to build up academic career and morality to come out as disciplined and responsible citizen. Our institution sincerely delivers mentor mentee system. The students really grow up under proper care and advice. They become greatly beneficial by group discussion, quiz

competition, ethical lectures and amicable ambience. Mentors always keep a check on the attendance of the students the marks and grades in different exams and regarding their candidature in the higher studies and placement. Besides drawing attention of the students to issues of life and their role in larger society it bridges relationship with teachers and the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1575	33	1:48

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	33	16	0	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	NA
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	6th Semester	27/06/2020	14/09/2020
BCom	BCom	6th Semester	27/06/2020	14/09/2020
BSc	BSc	6th Semester	27/06/2020	14/09/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation of semester examination follows the norms of university. The F.M. University has adopted major reform in evaluation by choice based credit system which has been prepared as per UGC model curriculum. Three years degree course leading to B.A., B.Com, B.Sc spreads over six semester in three academic calendar years. A student appears two semester in one calendar year. Teachers from affiliated college evaluate the answer scripts of semester examination. Since continuous evaluation process is a vital part to revitalize students self confidence, the college adopts internal evaluation unit tests are conducted in each department for improvement of students' standard and preparing them for semester examination. Weak areas of the students in various areas are traced out and remedies and remedies are suggested by departments. Internal exam is held prior to semester. Conduct of Unit test and midterm exams enthuse the students for final performance. Analysis is done on internal exam. Parents and guardians are informed about score/ performance of students and they are advised to take care of it.

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

Academic calendar is prepared by F.M.University, Balasore at the beginning of the year. The college adheres to the calendar and the departments of the college prepares to pursue as per the calendar. This ensures that the curriculum is enriched through each and every activity of the college. The academic calendar reflects admission process, commencement of classes for the academic year, list of holidays, examination schedule, fee structure for admission, Annual Day of the college, Students Union elction, Athletic meet, prizes for students, scholarship and extra -curricular activities. The academic calendar is displayed in the college website. The academic calendar provides Plan, action, activities and facilities provided for students. Heads of expenditures and vision of the college are also reflected in the calendar. Faculty members are assigned extra- curricular activities and they discharge duty as per the calendar. Infact, college calendar is the of academic, administrative and accounts related matter.

2.6 – Student Performance and Learning Outcomes

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

<http://www.khairacollegekhaira.com/report.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Core Course	228	217	95
BCom	BCom	Core Course	122	117	96
BSc	BSc	Core Course	121	111	92
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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
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3.2 – Innovation Ecosystem

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

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NA	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Odia	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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NA	NA	NA	Nil	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	8	13
Presented papers	Nil	3	6	8
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat abhiyan	NCC IQAC	8	52
Competitive Exam Training	SMSC	10	208
Women Empowerment	IQAC	8	166
Donation for Communal Harmony	NSS	8	198
AIDS Day	NSS NCC	6	105
Yoga Day	NSS NCC	20	83
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nausainik Camp	National Camp	RDC Delhi	1
Ship Attachment	National Camp	Naval Unit, Vishakapatnam	1
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Self Defence Training for Girls	IQAC with Higher Education	SDTP	5	300
Blood Donation	YRC	Blood Donation	10	75
Yoga Day	NSS	Yoga	20	83

Health Checkup	YRC and IQAC	Health Checkup	8	223
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3.5 – Collaborations

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
23	23.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Existing
Seminar Halls	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Educare	Fully	6.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15825	Nill	575	Nill	16400	0
Reference Books	10166	Nill	400	Nill	10566	Nill
Journals	423	Nill	8	Nill	431	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	24	2	4	4	1	5	0	100	0
Added	12	0	0	0	0	1	5	0	0
Total	36	2	4	4	1	6	5	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	6	23	23.5

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

Khaira College owes its infrastructure and maintenance to Govt. Rural

Development agency college construction committee undertake college construction and maintenance work. The need of college in respect of infrastructure is normally conveyed to the Govt. . This year college has started the construction of smart classroom. The college provides 19 spacious Halls with adequate seat arrangement and both ventilation for class teaching excluding the laboratories and departmental rooms for each department. The college has seminar halls for seminars, meetings and conference purpose. Practical classes in science departments are held in respective well equipped laboratories. The college has two gardens of diverse pleasant plants and both are botanical and authentic character. Department of Zoology has preserved reptiles and other related beings for demonstration to the students. Individual departments has been provided with teaching/ Seminar rooms or practical classes, Computer with internet facility supporting the staff and the students for study in LCD projector is used for study as when required. Sports occupying major interest of the students. The college provides facilities for indoor and outdoor games. Students take the opportunity of playing outdoor games like Volleyball, Basketball, Badminton, Cricket, Ring ball, Kabaddi in the college premises. The college provides indoor games like chess, carom etc. Gymnasium witnesses the active participation of those students interested in it.

<http://www.khairacollegekhaira.com/home.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Senior College Merit Scholarship	458	Nill
Financial Support from Other Sources			
a) National	Jindal Scholarship	104	Nill
b) International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development	19/08/2019	184	Pentasy Computer Academy
Remedial Coaching	10/09/2019	234	College
Bridge Course	14/12/2019	157	College
Yoga	21/06/2019	83	Gayatri Yoga Parishad
Self Defence Training Programme	26/11/2019	300	IQAC and D.H.E. Odisha
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	Career Counselling	46	103	46	29

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
GU Financial Services Pvt. Ltd. and Satyam Gems and Jewels	122	15	Nil	Nil	Nil

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	23	Khaira College Khaira	Pol.Sc.	Utkal Univ. And Others	P.G., B.Ed. and MBA
2019	2	Khaira College, Khaira	History	Ravenshaw Univ.	P.G. and B.Ed.
2019	4	Khaira College, Khaira	Economics	Utkal Univ. and Others	P.G.
2019	9	Khaira College, Khaira	Odia	Ravenshaw Univ.	P.G.
2019	81	Khaira College, Khaira	Commerce	Utkal Univ. and Others	P.G., CA, ICWA, MBA, MFC, PGDCA
2019	4	Khaira College,	Physics	Ranchi Univ. and	P.G.

		Khaira		Others	
2019	7	Khaira College, Khaira	Chemistry	Ranchi Univ. and Others	P.G.
2019	8	Khaira College, Khaira	Mathematics	Utkal Univ. and others	PG, MCA, B.Ed
2019	3	Khaira College, Khaira	Zoology	FM Univ. and others	PG and B.Ed
2019	1	Khaira College, Khaira	English	Ravenshaw Univ. and others	PG
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
GATE	1
Any Other	24
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Athletic meet	College level	400
Literary Competitions	College level	84
Drama Song Music	College level	134
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Player in Indian Soft ball team	Internat ional	1	Nill	SBAI-544	Rajsekhar Sahoo
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institute every year elects student council members democratically by students of current batch. The institute ensures student representation in various committees and bodies like: 1. Placement Committee: Placement committee is elected to serve with placement team of the institute wherein committee members play an active role by coordinating with industry professionals, candidates and by managing campus placement processes. 2. Magazine Committee:

The committee members are responsible for monthly news letters of the institute and annual cultural magazine of the institute. The Magazine secretary heads the committee. 3. Grievance Committee: Elected members from the students in Grievance committee ensures transparency in decision making. 4. Anti -Ragging Committee: Students representation in Anti -Ragging Committee ensures transparency in decision making. 5. Canteen Committee: Members of Canteen Committee manage the canteen of institute by ensuring healthy and hygienic food. 6. Cultural Committee: The student council has a Cultural Secretary and Joint Cultural Secretary who play an active role in organizing various cultural events like Guru Purnima, Youth Day, Independence Day, Republic Day, Yoga Day, National Hindi Day etc. they take care cultural events, sponsoring and management. 7. Sports Committee: The sports committee organizes various sports events during an academic year like Annual Sports meet, Literary Competition, Drama, Song Music etc. 8. Hostel Committee: Students take care of various requisites of hostel and raise the issues to management and manage the day to day work related to security, hygiene, discipline etc. 9. Alumni Committee: The members of committee associate with alumni's for mentoring, grooming, placement, they actively participate in arranging alumni meets. We maintain transparency in all activities by involvement of stakeholders like students, parents etc. By participating in various committees' students get exposure of social and corporate atmosphere. It helps to develop leadership skills, team building, decision making, time management, self-discipline among the students and create robust managers for industry. It helps the institute to generate fresh ideas which infuses dynamism in the institute's environment.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, Khaira College, Khaira, Dist-Balasore has a registered Alumni Association. Our Alumni Association is one of the main stakeholders of the college, as they contribute immensely in the development of the college immensely in multiple dimensions. Alumni of the college is providing mentoring services to the students of all departments of the college. This becomes influential in making the students understanding the industrial institute gap and also the way to plan and shape up their career in right direction. The college also provides an opportunity to the alumni to interact and share their experience with students by arranging a mega function in the "FOUNDATION DAY" celebration on 16th August every year in the college premises. Our Alumni Association not only works for academic planning, placements of students, career guidance and technological guidance but also financially helps for its overall development. The Objectives of our Alumni Association are: i) To exchange professional knowledge, organize technical conferences, seminars, workshops and training courses. To represent and participate in such seminars, conferences, workshops or meetings conducted by various Engineering and professional Associations, Establishments. ii) To seek recognition in various forums of State and Central Governments, Quasi Governmental Organizations, private and other Autonomous Bodies, with a view to meet the objectives of the Association. iii) To advise and interact with State and Central Government Bodies, Universities, Professional Associations and Associations of Engineering, Engineering Equipment Manufacturing Industries and Marketing Agencies on matters in order to promote higher Education, training, management and systems. iv) To create and establish endowments for granting scholarships and prizes to the students of the college and to the Children of Members of the Association so as to promote and encourage talents, skills and expertise of the students. v) To generate corpus of the institution by creating better residential/ educational/ recreational facilities. vi) To encourage and enhance the Technical and general Knowledge of its members (based on the profession) and to increase the participation of Alumni. vii) To raise or

collect funds by subscriptions, contributions, donations, loans or by any other legal means for furtherance of the above objectives of the Association. viii) To organize sports, games, picnics and other social activities for the benefit of its members and their families. ix) To enhance the benevolent nature of the alumni through Nation building activities. Our Alumni Association plays very supporting and constructive role in the overall development of the college.

5.4.2 – No. of enrolled Alumni:

450

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

520000

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of the Alumni Association was held on 22.7.2019. The members present emphasized on Academic development, Career counselling, Bridge Course, Construction of Infrastructural Building. It was decided to organize a health camp scheduled to be held on 16.9.2019. For the construction of new building beautification of campus they donated ? 5,20,000 for this session

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The participative management which is known as employee students involvement meant for decision making and executing the policies, regulations and rules of the college. Management representatives, Principol, faculty members and students play an important role in participative management. The governance of the college is the reflection of an effective leadership in time with the vision and mission of the college. The college has a mechanism of decentralization and participation of all the staff in various activities that the college chalks out to be performed in the academic year. Mechanism of decentralization is key to demonization of functioning. The principal of the college constitutes different committees assigns members of the staff with curricular and extra -curricular activities. The conveners of each committee make it ensure to sit and function as required. The principal takes the leadership to see that various committees discharge responsibility and accountability. For better and cohesive function and as a step towards decentralization the committee such as academic committee, Library committee, Examination committee, Green Audit committee, Athletic committee, Advisors of college union, Dramatic Advisors, Administrative committee, Anti Ragging cell, Women Harassment cell, Puja Pujya Sansad, Literary committee, Hostel committee etc. have been formed. In the last year the college organized its Foundation Day and Sahitya Sansad on 16th August. Retired teachers, Alumni members, academicians, social workers and well wishers were invited to the occasion. They delivered valuable suggestions to raise academic ambience and stressed on ethics and values to be inculcated among students. Toppers of the Univesity and Toppers of each department were awarded with prize. Annual function was celebrated with active participation of students and teachers. Prizes were distributed to the winning students for sports, games and literary competitions.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum is designed by the F.M.University, Balasore. The faculty members undertake progress register and maintain lesson plan accordingly. Departmental faculties sit together once in a month to discuss on the progress of the lesson. The principal supervises progress register and lesson note. However alongwith prescribed syllabus the college includes Yoga class, self defence, communicative skill, ICT class personality development.
Teaching and Learning	Teaching is formulated to meet the academic calendar. Proctorial system is implemented. Doubt clearing classes are taken regularly. Students are provided with IT learning. Departmental Seminars are organized for better exposure of students. Faculty members guide students in preparing project work.
Examination and Evaluation	As instructed by the university two (02) semesters are conducted for 1 year student. Under Graduate students appear six(06) semesters in three (3) years. Internal examination is conducted in each paper carrying 20 marks before the Semester exams. Besides that weakness and poor performance of students are regularly scrutinized and it is placed before meeting of the Head of the departments. Extra class, extra lecture and remedial class are conducted to overcome the weakness of the students. The University conducts central valuation with the faculties from this college and result is published in time.
Research and Development	Faculty members are encouraged to carry out research work in the field of their interest. They are encouraged for publication of paper in journals. The IQAC supports and encourage to organize seminars, publish papers and some members are continuing the research work.
Library, ICT and Physical Infrastructure / Instrumentation	The college has the central Library having good No. of Text Books, Reference Books, Journals and Megazines. It helps the students and the faculties to promote their academic career. There is internet facility for teachers and students. The college has

	Reading Room where the students and faculties used to study Reference Books, Journals and News Papers. Each Department has separate room for class. Well equipped science lab are there for science departments. Computer lab, Gymnasium, Indoor Stadium help the students for extensive activities.
Admission of Students	Admission of students is conducted in online mode through SAMS (Students Academic Management System). Application is made through SAMS and the students choose the college for study through it. The entire process is simple, fair and transparent.

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

E-governance area	Details
Finance and Accounts	The college reflects fee structure for admission in the college calendar. Students pay admission and readmission fee. The accounts section maintains day to day collection register and the expenditure thereof. The Accounts Bursar verifies the Cash Book and the Budget is prepared for approval of the Governing Body into beginning of the session.
Examination	All examination works is mechanised online. Students are informed about examination by college website and wall notice and the result of Internal unit test etc. are provided to the students in online process.
Administration	The administrative process such as notice circular maintenance of records are made in online process.
Student Admission and Support	Admission is conducted in online process through Students Academic Management System (SAMS)

6.3 – Faculty Empowerment Strategies

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

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

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	Nill	Library house keeping operation and service in degree college libraries	20/08/2019	20/08/2019	2	4

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	15/10/2019	04/11/2019	6
Refresher Course	1	05/11/2019	18/11/2019	6

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Welfare Fund, Employees Cooperative Society, E.P.F	Staff Welfare Fund, Employees Cooperative Society, E.P.F	Student Welfare Fund

6.4 – Financial Management and Resource Mobilization

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

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

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individuals	2.64	Development
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Regional Director of Education District Level Coordinator	Yes	Principal, Administrative Bursar, Academic Bursar, G.B. Member
Administrative	Yes	Regional Director of Education	Yes	Principal, Administrative Bursar, Academic Bursar, G.B. Member

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

Parent Teacher meeting was held on 2.1.2020 in the current session. The principal presented the output of the students in the 4th sem and 5th semester and also of the midterm of the exam. The parents requested to the principal to construction of smart classroom. They advised to seek donation from local MLA and MP. However the parents expressed satisfaction over mentor mentee scheme and wished it to continue.

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

ICT training is given to selective office staff to handle online admission, Accounts and administration. Yoga, Gymnasium, Stadium are used to maintain physical fitness.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1- Preparing the students to meet stiff competition in the job market. 2- Augmentation and modernization of science lab. 3- Commerce lab and History museum.
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Self Defence Training Program for Girls	26/11/2019	26/11/2019	04/01/2020	300
2019	Review of result	02/01/2020	02/01/2020	02/01/2020	512
2019	AIDS awareness Programme	01/12/2019	01/12/2019	01/12/2019	78
2019	Swachha Bharat Abhiyan	22/09/2019	22/09/2019	22/09/2019	52
2019	Seminar on Women Empoerment	20/12/2019	20/12/2019	20/12/2019	166
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Women Empowerment	27/01/2020	27/01/2020	123	42
International Womens' Day	08/03/2020	08/03/2020	108	24

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

Percentage of power requirement of the University met by the renewable energy sources
Biogas Plant is install in Womens Hostel LED bulbs are used for energy conservation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	11
Physical facilities	Yes	11

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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community

No Data Entered/Not Applicable !!!

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic calendar	01/06/2019	The college publishes its calendar at the beginning of academic year. The calendar contains rules and regulations of the college. The college observes the puja puja of the eminent personalities to inculcate Human values and Ethics. Besides that classes are taken on Ethics and values as a curriculum prescribed by the University.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
AIDS Day	01/12/2019	01/12/2019	78
International Womens Day	08/03/2020	08/03/2020	132
International Yoga Day	21/06/2019	21/06/2019	83
Health Check up	16/08/2019	16/08/2019	223
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1- The college has adopted a project of one student one tree. 2- Bio-gas plant is installed. 3- Campus is made play free. 4- Big Green field. 5- College has taken measures for preservation of documents electronically, sending messages over mobile phones and emails as a step towards paperless work.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Continuous cultural engagement is one of the best practices of the college. The objective of this practise is to enrich odia language and literature and tgo explore creativeness of the students. It is also to popularize odia subject through drama, one act play and in the spot writing competitions. The conbtext Odisha separated from Bihar on 1st April 1936 on linguistic basis. Raja Shyamananda Dey of Balasore alongwith Madhusudan Das attempted to notify Odia speaking tracts. In 1902, Raja Baikuntha Nath Dey of Balasore demanded the unification of all Odia speaking tracts before Viceroy Lord curzon. The great literateur, Fakir Mohan Senapati played a leading role in establishing the distinct identity of Odia language. He is widely regarded as the father of Odia literature and nationalism. "Sahitya Sansad" a cultural organ of the college has been functioning since 1916 and a corpus fund is generated in this purpose.

The activities of the Parishad arises a deep appreciation of local languages and eminent literateurs of Odisha. The teaching, Non-teaching and student members are there in this sansad. This connects to our social context in a lucid way. Foundation day of the college and Annual Day of " Sahitya Sansad" is organized each year on 16th August . Eminent Literary persons are invited to the occasion and they are felicitated. Wall magazine of the college is inaugurated on that day. The students having good literary output are honoured. Alumni, Retired teachers, civil society, well wishers get together and they give valuable suggestions for improvement of academic environment and for effective teaching learning activities. University Toppers and departmental toppers are awarded on the day. It is meant to enthuse students for learning and good performance. This year a museum was set up in the college campus. The objective of the museum to preserve our culture and experiencing the student of their learning about heritage, culture and archeological monuments. The museum was set up under the initiative of IQAC and department of History. There are collection of pre-historic tools, Arts objects, painting, photographs of temples, paper cutting and photographs of freedom struggle, old coins etc. student are very much benefitted by experiencing the collections. Besides that the college takes steps to aware the students heigene and health care. This year eye checkup and health check up camp were organized by the college. Awareness programmes such as on AIDS, Female heigene were conducted.

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

<https://www.khairacollegekhaira.com/index.php>

7.3 – Institutional Distinctiveness

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

The mission and vision of Khaira College is to transform students through quality education thereby inculcating human values and ethics in them. The college has taught its students how to academically excel and lead a good life. A good life is the ability to enjoy the routine of daily life and to find meaning in its values and to achieve one's aspirations in that context. A good life of an individual is necessary as all citizens need a sense of safety and security, a sense of satisfaction with their social and economic circumstances. As a step towards extension services, NCC, YRC, NSS conduct programmes to develop sense of morality and responsible citizenship. The girl students are trained to self defence and they are given moral values like self discipline, courage, respect ,hard work, preservance honour, self confidence and to face social challenges.

Provide the weblink of the institution

<http://www.khairacollegekhaira.com/home.php>

8.Future Plans of Actions for Next Academic Year

Any future roadmap is always envilaged in accordance with need and feasibility. Khaira college has been initiating and implementing various activities to assure and improve qualities in the different aspects of academic, co-curricular and extra curricular activities. In view of the mission and vision the institute has undertaken the following plan of action. 1- Importance on ICT enabled infrastructure. 2- Assimilation of CBCS teaching learning to improve dissemination of knowledge. 3- Strengthening feedback system to suit new curriculum. 4- To strengthen participation of Alumni in infrastructure development. 5- Harnessing sports and cultural activities. 6- To implement alternative energy to make the campus eco-friendly. 7- The faculty members are required to improve research activity. 8- Improvement in placement opportunities.

9- Improving the position of the college in our state.