



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>KHAIRA COLLEGE KHAIRA</b>
• Name of the Head of the institution	<b>DR. PRAMOD KUMAR UPADHYAYA</b>	
• Designation	<b>Principal-in-charge</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>06788233242</b>	
• Mobile No:	<b>9861235471</b>	
• Registered e-mail	<b>khairacollege@gmail.com</b>	
• Alternate e-mail	<b>iqackhairacollege@gmail.com</b>	
• Address	<b>At/Po- Khaira, Dist.- Balasore</b>	
• City/Town	<b>Balasore</b>	
• State/UT	<b>Odisha</b>	
• Pin Code	<b>756048</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	<b>Fakir Mohan University</b>				
• Name of the IQAC Coordinator	<b>Banamali Barik</b>				
• Phone No.	<b>06788233242</b>				
• Alternate phone No.	<b>9937614548</b>				
• Mobile	<b>9937333425</b>				
• IQAC e-mail address	<b>iqackhairacollege@gmail.com</b>				
• Alternate e-mail address	<b>bana.barik@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.khairacollegekhaira.com/aqar/AQAR%202019-20.pdf">http://www.khairacollegekhaira.com/aqar/AQAR%202019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.khairacollegekhaira.com/college-calendar.php">http://www.khairacollegekhaira.com/college-calendar.php</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>70.10</b>	<b>2007</b>	<b>10/02/2007</b>	<b>09/02/2012</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.57</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>
<b>6.Date of Establishment of IQAC</b>			<b>01/04/2012</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Higher Education</b>	<b>Infrastructure</b>	<b>Higher Education</b>	<b>2021, 365</b>	<b>12,50,000</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Nil</b>		
• Upload latest notification of formation of IQAC			No File Uploaded		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>Nil</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1- Covid Awareness program and MAsk distribution.		
2- Online Parent teacher meeting.		
3- Review of result.		
4- Vaccination centre.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Guidance to Slow learner	Special online classes were conducted for the slow learners	
Mask distribution	IQAC collaboration with YRC masks was distributed and covid awareness programme was conducted.	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	02/02/2022

**15. Multidisciplinary / interdisciplinary****16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Motivate the teachers as like as the students to learn different as the students to learn different Indian Languages, especially Ancient Indian Language courses ie. Sanskrit, Pali, Prakrit etc.

The Institution also give instruction also give instruction to the facilities to deliver the class room teaching in bilingual made ie. Both English and mother tongue.

All degree classes in this institution are thought in bilingual (English and mother tongue along with using state language ie, in Hindi as per necessary.

The Institution arranged same special classes on Ancient Indian Languages in the Dept of History, English, Odia and Sanskrit.

Arranged special classes on Indian society and traditions.

Arranged special classes on Indian Art on Gandhar Art, Mauryan Art, Mathura Art, Gupta Art, Chola Art and Odishan Art and Architecture.

Arranged special classes on Indian Culture and Unity in Diversity.

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

<b>20.Distance education/online education:</b>	
<p>Technological tools designed for Presentation Software for teaching, such as Power Point provides visual aids complement teaching, stimulate discussion, or allow out-of-class teaching for students. Online tools like Google meet, Google classroom, Zoom Cloud, you tube used for teaching the students. Google Meet on line classes has become an essential part for the students during the Covid 19 Pandemic situation. It encouraged interaction between teacher and student and among students is an additional challenge, as is monitoring student learning as the course progresses. Soft copy of the study material also provided to the students for their better learning.</p>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1	21
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	No File Uploaded
<b>2.Student</b>	
2.1	1502
Number of students during the year	
File Description	Documents
Data Template	No File Uploaded
2.2	44
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	523

Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1	32
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	45
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	16.54
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	58
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

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

Since continuous evaluation process is a vital part to revitalize students self confidence, the college adopts internal evaluation unit tests are conducted in each department for improvement of students' standard and preparing them for semester examination. Weak areas of the students in various areas are traced out and remedies and remedies are suggested by departments. Internal exam is held prior to semester. Conduct of Unit test and midterm exams enthuse

the students for final performance. Analysis is done on internal exam. Parents and guardians are informed about score/ performance of students and they are advised to take care of it.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://www.khairacollegekhaira.com/college-calendar.php">http://www.khairacollegekhaira.com/college-calendar.php</a>

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

3



File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

## 1.3 - Curriculum Enrichment

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

Development of personality is not entirely dependent on teaching of curriculum alone. Behaviour, discipline, participatory zeals of

students are looked into while following the curriculum. Spiritual moral religious discourses are arranged to boost the ethical temper of students. National service scheme (NSS) camps for boys' and girls' units are arranged as per university norms for public welfare. Youth cross arranges awareness programme on gender issue, social superstitions and on ethica values of life. Persons with spiritual and religious remper are often invited to deliver to the students and staff members as well. Community oriented activities such as bringing awareness on various social issues like AIDS, illiteracy and other health related matters, pollution and environment issues are takenup.

Ethics and values, Environmental studies are the subjects introduced by F.M. University to instill awareness issues on Gender sensitization, cross cutting issues and Environmental hazards. Seminars on Women empowerment are organised where in female foeticide, dowry related cases and other related problems are discussed.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

13

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

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

504

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

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

### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.khairacollegekhaira.com/report.php">http://www.khairacollegekhaira.com/report.php</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

512

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

100

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

The college emphasize an academic achievement and behavioural aspect of the students. Undergraduate students through the journey of three

years need guidance, assistance and counseling's. From the commencement of study, mentor mentee system is introduced. The principal convenes meeting of the departments and ask them to act as the mentor. Accordingly students are divided by the number of teachers of a department and the ratio of mentor and mentee is fixed on teacher student ratio. Departmental faculty member lead as the mentor till end of graduation. The mentors not only support and help students academically, they also act as the local guardian of a student. Teenagers come across different issues besides their study and a mentor takes care lovingly to solve the issues. Necessary suggestions and advices are given to a student to build up academic career and morality to come out as disciplined and responsible citizen. Our institution sincerely delivers mentor mentee system. The students really grow up under proper care and advice. They become greatly beneficial by group discussion, quiz competition, ethical lectures and amicable ambience. Besides drawing attention of the students to issues of life and their role in larger society it bridges relationship with teachers and the institution.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
504	32

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

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

taken accordingly. Some special classes are held to boost the competitive temper of the students.

The departments try best to give effective curriculum delivery through combination of need based and innovative methods. Starting from enrollment/ entry point assessment is made on the aptitude and expectation of students and teaching plan is based on it. Faculty members take utmost care to complete the syllabus in time. They maintain lesson note and progress register.

Which is verified by the head of the department and supervised by the principal on regular basis. Faculty members cover the courses as per syllabus in time. The progress of the delivery of curricular, teaching and learning is regularly monitored by staff council meeting and the meeting of IQAC.

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

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

8

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

32

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

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

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



exam. Parents and guardians are informed about score/ performance of students and they are advised to take care of it.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

### Teaching and learning

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

### Examination & Evaluation

As instructed by the university two (02) semesters are conducted for 1 year student. Under Graduate students appear six(06) semesters in three (3) years. Internal examination is conducted in each paper carrying 20 marks before the Semester exams. Besides that weakness and poor performance of students are regularly scrutinized and it is placed before meeting of the Head of the departments. Extra class,

extra lecture and remedial class are conducted to overcome the weakness of the students. The University conducts central valuation with the faculties from this college and result is published in time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

461

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

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

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

No grants received from Govt. and Non-Govt. agencies for research project. However some departments of this institution conducted research projects for partial fulfillment degree certificate.

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

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

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

00

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

## 3.2 - Research Publications and Awards

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

the year

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

00

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

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

NCC unit of this college carried out Swachh Bharat Abhiyan and Cancer awareness campaign in the neighbourhood communities of this locality on dated 04.02.2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from

**Government/ government recognized bodies during the year****1**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

**3**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

**92**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

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

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

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

0

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

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 - Physical Facilities

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

In order to implement the plans and to achieve goal Khaira College, Khaira has created adequate infrastructure. Our College is committed to provide the best of the infrastructure to our learners. Our College has a sufficient number of class rooms with CCTV, seminar rooms for all subjects, fully equipped Physics Laboratory, Chemistry Laboratory, Botany Laboratory, Zoology Laboratory, Commerce

Laboratory, NCC office, NSS office, two well-equipped Computer labs, Conference Hall, Auditorium, one indoor stadium, one ladies' hostel, boys and girls common room etc. The whole Campus has internet facility for the teachers. We have ICT facility classrooms with projectors, computers, printers, smart board, and Wi-Fi connectivity. Our college has a well-furnished staff common room with AC& Wi-Fi connectivity. Our college has exclusive room for the Principal, well equipped Exam Department and Administrative bloc with Wi-Fi connectivity. Some of the classrooms and seminar hall are equipped with computing systems, technology enabled infrastructure and Wi-Fi facility which support and existing academic programmes and administration. CCTV cameras in all prominent corners are installed and college has well planted garden.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our college is maintaining conducive environment with added counselling and mentoring for the students to achieve their dreams.

The college campus has well equipped playground and indoor stadium for indoor and outdoor sports. Outdoor sports like football, volley ball, basketball and facilities for indoor games like badminton, chess boards and carom boards etc. We have a well-equipped gymnasium available from 2016. Students are encouraged to participate in sports and yoga, cultural activities, indoor and outdoor games as well. Additional facilities in the campus are water coolers, canteen and wash rooms in adequate numbers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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



**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

32

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

35.35

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Our College library is automated with EDUCARE software 20.0.01 version from 2016. This software is an integrated software package encompassing all aspects of library management. All the work related to issue and return of books has been computerized. All books are barcoded. Library is equipped with Printer, Xerox and e-library facilities. Library is updated with the reference books, journals and test books. It provides the students and faculty ample opportunity for self-education to update their knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

0.9 lakh

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

20

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

### 4.3 - IT Infrastructure

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

The College has two fully equipped Computer Labs with 53 Computers and one Server. One of them was procured using RUSA grants. It also runs with the latest multimedia and software. Our College is always giving more priority to keep up with the latest trends in information technology that are coming into the academic arena. It always strived to maintain state of the computer laboratories and other facilities in the college campus. Apart from the two computer labs, six computers are used in college office; Wi-Fi facilities having 100 mbps speed of BSNL is available in all academic and administration corners which offers free data for College Staffs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

60

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

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

35.35 lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College has successfully faced the never before situation of the global pandemic and the subsequent lockdown by immediately adopting to the online platform for the teaching-learning-evaluation process. To optimize the allocation and utilization of available resources and for maintenance, up gradation of physical and academic facilities in the college, there are various committees constituted. In the IQAC meetings, the staff council meetings, the meetings of the head of the departments and various committees, different issues are discussed. To enhance the experience of teaching-learning process the College ensures that adequate resources are provided for reading and research in the college library. Sports committee formed to look after the multipurpose sports facilities. Computers, Wi-Fi networks and other tech devices printers, scanners, electrical gadgets, projectors etc. are handled and well maintained. Software and hardware have been periodically reviewed and upgraded as per requirements. The college website is maintained and updated

regularly by college staffs. The college has installed a generator to cater to the needs of Computer labs, Laboratories, the office and class room. A stage in the common ground is also used for cultural activities and functions like celebration of Independence Day, Republic Day and Annual day etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

672

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

46

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

**291**

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

**291**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

31

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

57

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

31

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

0

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



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

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

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

## 5.4 - Alumni Engagement

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

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

Objectives of the Alumni association:

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

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

But due to Coronal Pandemic Situation no meeting were arranged in the current session 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The college was born out of the dire necessity for higher education in a rural setup/ background densely inhabited by people of sunken economy. The college envisages offering the opportunity of higher education to the budding generation and making them sensible citizen. The mission of the college is to help the students not to confine themselves within curriculum but rise above it and be serviceable to the society. The college functions under the guidance of a Govt. nominated Governing Body of which principal acts as secretary and two senior staff members act as staff representatives. All teachers are in charge of various committee like Academic, Examination, construction, Discipline, planning, NSS unit, YRC unit etc. The staff council is the highest body to decide the policy on academic matters. The Governing Body analysis the academic, financial and extra academic achievement of the college and suggests suitable measures. Teachers in charge of various committee on curricular and extra curricular activities prepare action plan at the begining of academic session. Besides this, the IQAC also brings the self appraisal report to the knowledge of the staff members and any loophole that comes to view is repaired. Students

representatives groom as leaders in executing their responsibilities. The teachers are given independence to deal with matters relating to their various committees they head. Thus there is ample opportunity for the promotion of leadership quality among the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a well planned and decentralized governance system for the effective implementation of different policies and plans in harmony with its vision and mission. A strategic plan ensures that the set target is achieved through accountability process comprising of review, evolution, reporting and preplanning. IQAC plays a vital role in academic and administrative setup of the institution by emphasizing qualities through regular meeting with different committees and the head of the institution. Some of the measures decided to be taken in the academic year 2020-21, are infrastructural development including ICT facilities to every department, emphasis on e-governance, construction of more number of classrooms, automation of library, computer lab, up-gradation of lavatories, laboratories, sports complex, canteen, hostels, reading rooms, drinking water facilities, installation of fire extinguishers, use of renewable energy by setting up solar power system, purchase of books, journals, e-books in departmental as well as central libraries, use of INF LIBNET, conduct/ participation in seminars/ webinars/ refresher/ orientation/ etc, planting and different awareness programmes, career counselling, remedial coaching, paperless transaction, conduct of academic, green, gender, energy audits, compliances of different funds received from different sources etc.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1

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

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

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

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

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

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

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The test of a good teacher is known from how much the students love his teaching and honour his personality. The feedback collected can be accepted as parameter of quality of the teachers. The Principal also accesses the quality of teaching of a teacher during his sample inspection of classes and he sends CCR of each teacher and non-teaching staff to the Director of Higher education. The teacher's ability to guide or manage the extracurricular activities is also judged by the Principal. Any short coming is brought to the notice of the concerned staff members for remedial action/ improvement. The Management or Governing Body monitors the appraisal reports of the staff members and gives strictures those who fail to discharge their responsibility properly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization



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

Internal and External audit is made with utmost 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 chartered Accountant also takes the task of audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Fees collected from the students, well wishers, philanthropies, Govt. Agencies etc. are the financial source of the college. So each paise is utilized in the best way possible. The Cash Book is maintained properly showing the income, expenditure and balance.

Internal Audit is done regularly. Besides this, the auditors deputed by the State Govt. scrutinize the details of accounts. Budget is prepared at the beginning of the year and it is placed before the Governing Body for necessary approval. The money is appropriated accordingly in different heads and construction or purchase work is done in tender process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

Internal Quality Assurance Cell (IQAC) sits at least thrice in a year. Due to pandemic situation three IQAC meeting were held in this year maintaining social distance. IQAC in collaboration YRC distributed masks on 13.06.2021 and conducted COVIS awareness in Nayakhandi G.P. vaccination centre was held in the college. Besides this, IQAC had taken initiative for successful online class, mentor-mentee scheme and review of the performance of students. Campus was made Wi-Fi to strengthen online teaching.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution at its own level stresses in quality teaching learning process where in the IQAC looks into the quality aspects and accordingly prepares plans. Taking into consideration of the marks of the qualifying exam., the students are categorized as good, weak and average. During counseling process, the teachers help the students to choose their suitable subjects. Remedial classes are planned for the weak and some special classes are taken for advanced students. Usually students admitted into UG programme come from

diverse socio economic and environmental background with various level of learning ability. So remedial classes are conducted to fill up the deficiency level of the weak and draw them to the line of the average. Interactive sessions of the teachers with such students are held. To evaluate learning outcome, unit test, internal exam, special exams are reviewed by the concerned Departments and then necessary suggestions are placed before council and IQAC meeting. IQAC initiates the proceeding for the review of the result and necessary action is taken up accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Khaira college, Khaira established in rural vicinity runs as co-

educational institution which promotes gender equity through various means. Enrollment of girl students is more than 60% of the total strength. Safety and security of girl students are ensured through 24 hours security at entrance by CCTV and discipline committee. There is a girls common room with toilet, drinking water facility and Lady attendant is specially allotted to cater needs of the girls students.

Posters promoting gender equity and sensitization are placed on the Notice board. Grievance cell, Sexual harassment cell are in the college. A complaint Box is placed in front of the Principal's office for redressal of grievance if any. The college conducts various gender equity programmes through on-line due to covid-19. Various programmes are conducted by NCC, YRC and NSS to create awareness of gender equity. Besides that the text books prescribed by University provides gender related topics to be taught by the students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**B. Any 3 of the above**

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

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

The college adopts various means and methods to manage solid waste, liquid waste and Bio chemical waste management. It is done for a sustainable development for an eco friendly campus. For Sanitary and pad disposal, the college has kept red basket in the Ladies common room toilets. Dustbins are provided throughout the campus and throwing waste indiscriminately is strictly prohibited. Usage of plastic bags is discouraged within the premises of the college. For maintaining personal hygiene, the cleaning persons are advised to use masks while handling the waste. The college has also organized Swach Bharat Mission. Under this banner the utility of recycling the solid and bio medical waste has been elaborated. Special care is taken to see that laboratory waste and chemicals are disposed safely and not creating pollution. Outdated/ unused/ damaged electronic items are disposed of as per instruction.

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

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

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1. Green audit 2. Energy audit**  
**3. Environment audit 4. Clean and green campus recognitions/awards**  
**5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

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

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

**B. Any 3 of the above**

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

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

Khaira college is situated in rural and tribal based area, different students from various cultural, lingual background study here. The college endeavors to attain inclusive environment for all with tolerance and harmony. Social and cultural activities are conducted each year for harmonious sensitivity in diversity, though as proposed in the beginning of the academic year could not be achieved due to covid-19 pandemic situation. However it is a practice with us to celebrate Women's Day, Constitutional Day, Yoga Day, Communal Harmony Day and also celebration of birth and death anniversary of eminent persons of the state and the country. "Pujya Puja Sansad observes those days. NCC, NSS, YRC cadets participates in awareness programmes and they undertake social activities in the nearby villages. The YRC has distributed masks and made aware the people how to prevent and protect CORONA.

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

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

The institution inculcates sense of duty and responsibility with the students and staff to worl the spirit of constitution. This year constitutional day was observed on-line by Political Science department. The staff and the students paid homage to Ambedkar, who



headed committee drafting the constitution. The members discussed on the preamble and fundamental duty of a citizen. All pledged it a mission to respect the constitution and all around to discharge duties in accordance with democratic spirit thereby upholding values, rights and responsibilities of citizens.

Besides that the curriculum is framed with courses like introduction to constitution of India, Gandhian Philosophy, Human Rights, practical values and ethics etc.

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

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

**4. Annual awareness programmes on Code of Conduct are organized**

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

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

**Khaira college celebrates events, national and international commemorative days every year. It is an integral part of learning**



and building a strong cultural background in the students and the staff. Due to covid-19 pandemic situation, the college observed the events in on-line mode. World Environment Day, International Yoga Day, Communal Harmony Day, Gandhi Jayanti, Netaji Jayanti, B.R. Ambedkar Jayanti, National Unity Day were observed this year alongwith Independence Day and Republic Day.

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

## 7.2 - Best Practices

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

1- NSS, YRC and YRC volunteers moved in the nearby panchayats and they distributed mask to needy people. They also distributed sanitizers, made aware the rural people about covid. They made them not to panic of the situation but to take preventive measure along daily field work.

2-The college endeavours mainstreaming the marginalized. It is the task to educate the students as to how can share and come face to face with povert and deprivation, something that the directive principles of the state policy is yet to comprehensively solve.

The concern is that socio-economic transformation is even. A segment of the society who are either left behind or left out from the mainstream. The college tries to sensitize the students how micro activities and actions have a macro impact. The college has adopted adjacent village Natapada. The students made survey of the marginalize groups in the village. When the scope of manual work was squeezed due to pandemic, those groups left out of earning source. They were motivated to work with the available raw materials around them and to transform them to value added articles. They were taught to neat net, mat, basket etc. The result was significant that povery families of the village could earn something and it was substantial help to them during pandemic situation.

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

### 7.3 - Institutional Distinctiveness

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

Ever since its establishment in 1980 the college has tried to inculcate human values among the students, taught its students how to academically excel and lead a good life. To lead a good life it is essential that one must achieve one's goal as well as have some contribution in social front. It is a matter of great pride how students from extremely weak financial backgrounds and vernacular base in high schools excel in the pyramid of higher learning and reach the pinnacle.

Though the college and its students faced many obstacles in the covid pandemic times, the teaching - learning process and consultation remain intact by online classes and sessions. Our college also encourages students for active participation in sports as a means to promote individual fitness, health, competitiveness, discipline and adjustment.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Evaluation of semester examination follows the norms of university. The F.M. University has adopted major reform in evaluation by choice based credit system which has been prepared as per UGC model curriculum. Three years degree course leading to

B.A., B.Com, B.Sc spreads over six semester in three academic calendar years. A student appears two semester in one calendar year. Teachers from affiliated college evaluate the answer scripts of semester examination.

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

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://www.khairacollegekhaira.com/college-calendar.php">http://www.khairacollegekhaira.com/college-calendar.php</a>

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****3**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****Nil****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

Development of personality is not entirely dependent on teaching of curriculum alone. Behaviour, discipline, participatory zeals of students are looked into while following the curriculum. Spiritual moral religious discourses are arranged to boost the ethical temper of students. National service scheme (NSS) camps for boys' and girls' units are arranged as per university norms for public welfare. Youth cross arranges awareness programme on gender issue, social superstitions and on ethica values of life. Persons with spiritual and religious remper are often invited to deliver to the students and staff members as well. Community oriented activities such as bringing awareness on various social issues like AIDS, illiteracy and other health related matters, pollution and environment issues are takenup.

Ethics and values, Environmental studies are the subjects introduced by F.M. University to instill awareness issues on Gender sensitization, cross cutting issues and Environmental hazards. Seminars on Women empowerment are organised where in female foeticide, dowry related cases and other related problems are discussed.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

13

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

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

504

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

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

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

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.khairacollegekhaira.com/report.php">http://www.khairacollegekhaira.com/report.php</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

512

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

100



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The college emphasize an academic achievement and behavioural aspect of the students. Undergraduate students through the journey of three years need guidance, assistance and counseling's. From the commencement of study, mentor mentee system is introduced. The principal convenes meeting of the departments and ask them to act as the mentor. Accordingly students are divided by the number of teachers of a department and the ratio of mentor and mentee is fixed on teacher student ratio. Departmental faculty member lead as the mentor till end of graduation. The mentors not only support and help students academically, they also act as the local guardian of a student. Teenagers come across different issues besides their study and a mentor takes care lovingly to solve the issues. Necessary suggestions and advices are given to a student to build up academic career and morality to come out as disciplined and responsible citizen. Our institution sincerely delivers mentor mentee system. The students really grow up under proper care and advice. They become greatly beneficial by group discussion, quiz competition, ethical lectures and amicable ambience. Besides drawing attention of the students to issues of life and their role in larger society it bridges relationship with teachers and the institution.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
504	32

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

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

The departments try best to give effective curriculum delivery through combination of need based and innovative methods. Starting from enrollment/ entry point assessment is made on the aptitude and expectation of students and teaching plan is based on it. Faculty members take utmost care to complete the syllabus in time. They maintain lesson note and progress register.

Which is verified by the head of the department and supervised by the principal on regular basis. Faculty members cover the courses as per syllabus in time. The progress of the delivery of curricular, teaching and learning is regularly monitored by staff council meeting and the meeting of IQAC.

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

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

8

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

##### **2.4.3.1 - Total experience of full-time teachers**

32

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

### Teaching and learning

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

### Examination & Evaluation

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

The feedback is placed for departmental review. Evaluation of the feedback is placed before the principal and the same is placed in Head of the department meeting to do the needful. The problems of

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

461

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

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

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

No grants received from Govt. and Non-Govt. agencies for research project. However some departments of this institution conducted research projects for partial fulfillment degree certificate.

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

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



00	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded
<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
00	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
<b>3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>	
1	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	

NCC unit of this college carried out Swachh Bharat Abhiyan and Cancer awareness campaign in the neighbourhood communities of this locality on dated 04.02.2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

3

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

92

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

0

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

In order to implement the plans and to achieve goal Khaira College, Khaira has created adequate infrastructure. Our College is committed to provide the best of the infrastructure to our learners. Our College has a sufficient number of class rooms with CCTV, seminar rooms for all subjects, fully equipped Physics Laboratory, Chemistry Laboratory, Botany Laboratory, Zoology Laboratory, Commerce Laboratory, NCC office, NSS office, two well-equipped Computer labs, Conference Hall, Auditorium, one indoor stadium, one ladies' hostel, boys and girls common room etc. The whole Campus has internet facility for the teachers. We have ICT facility classrooms with projectors, computers, printers, smart board, and Wi-Fi connectivity. Our college has a well-furnished staff common room with AC& Wi-Fi connectivity. Our college has exclusive room for the Principal, well equipped Exam Department and Administrative bloc with Wi-Fi connectivity. Some of the classrooms and seminar hall are equipped with computing systems, technology enabled infrastructure and Wi-Fi facility which support and existing academic programmes and administration. CCTV cameras in all prominent corners are installed and college has well planted garden.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our college is maintaining conducive environment with added counselling and mentoring for the students to achieve their dreams.

The college campus has well equipped playground and indoor stadium for indoor and outdoor sports. Outdoor sports like football, volley ball, basketball and facilities for indoor games like badminton, chess boards and carom boards etc. We have a well-equipped gymnasium available from 2016. Students are encouraged to participate in sports and yoga, cultural activities, indoor and outdoor games as well. Additional facilities in the campus are water coolers, canteen and wash rooms in adequate numbers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

32

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year

<b>(INR in lakhs)</b>	
<b>35.35</b>	
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p>Our College library is automated with EDUCARE software 20.0.01 version from 2016. This software is an integrated software package encompassing all aspects of library management. All the work related to issue and return of books has been computerized. All books are barcoded. Library is equipped with Printer, Xerox and e-library facilities. Library is updated with the reference books, journals and test books. It provides the students and faculty ample opportunity for self-education to update their knowledge.</p>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<b>Nil</b>
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>D. Any 1 of the above</b>

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

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

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

0.9 lakh

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

20

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

#### 4.3 - IT Infrastructure

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

The College has two fully equipped Computer Labs with 53 Computers and one Sever. One of them was procured using RUSA grants. It also runs with the latest multimedia and software. Our College is always giving more priority to keep up with the latest trends in information technology that are coming into the

academic arena. It always strived to maintain state of the computer laboratories and other facilities in the college campus. Apart from the two computer labs, six computers are used in college office; Wi-Fi facilities having 100 mbps speed of BSNL is available in all academic and administration corners which offers free data for College Staffs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

60

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

35.35 lakhs



File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College has successfully faced the never before situation of the global pandemic and the subsequent lockdown by immediately adopting to the online platform for the teaching-learning-evaluation process. To optimize the allocation and utilization of available resources and for maintenance, up gradation of physical and academic facilities in the college, there are various committees constituted. In the IQAC meetings, the staff council meetings, the meetings of the head of the departments and various committees, different issues are discussed. To enhance the experience of teaching-learning process the College ensures that adequate resources are provided for reading and research in the college library. Sports committee formed to look after the multipurpose sports facilities. Computers, Wi-Fi networks and other tech devices printers, scanners, electrical gadgets, projectors etc. are handled and well maintained. Software and hardware have been periodically reviewed and upgraded as per requirements. The college website is maintained and updated regularly by college staffs. The college has installed a generator to cater to the needs of Computer labs, Laboratories, the office and class room. A stage in the common ground is also used for cultural activities and functions like celebration of Independence Day, Republic Day and Annual day etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

672

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

46

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

291

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

291

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

31

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

57

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

government examinations) during the year

31

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

0

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

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

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

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

## 5.4 - Alumni Engagement

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

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

Objectives of the Alumni association:

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

But due to Coronal Pandemic Situation no meeting were arranged in the current session 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The college was born out of the dire necessity for higher education in a rural setup/ background densely inhabited by people of sunken economy. The college envisages offering the opportunity of higher education to the budding generation and making them sensible citizen. The mission of the college is to help the students not to confine themselves within curriculum but rise above it and be serviceable to the society. The college functions under the guidance of a Govt. nominated Governing Body of which principal acts as secretary and two senior staff members act as staff representatives. All teachers are in charge of various committee like Academic, Examination, construction, Discipline, planning, NSS unit, YRC unit etc. The staff council is the highest body to decide the policy on academic matters. The Governing Body analysis the academic, financial and extra academic achievement of the college and suggests suitable measures. Teachers in charge of various committee on curricular and extra curricular activities prepare action plan at the beginning of academic session. Besides this, the IQAC also brings the self appraisal report to the knowledge of the staff members and any loophole that comes to view is repaired. Students representatives groom as leaders in executing their responsibilities. The teachers are given independence to deal with matters relating to their various committees they head. Thus there is ample opportunity for the promotion of leadership quality among the students.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a well planned and decentralized governance system for the effective implementation of different policies and plans in harmony with its vision and mission. A strategic plan

ensures that the set target is achieved through accountability process comprising of review, evolution, reporting and preplanning. IQAC plays a vital role in academic and administrative setup of the institution by emphasizing qualities through regular meeting with different committees and the head of the institution. Some of the measures decided to be taken in the academic year 2020-21, are infrastructural development including ICT facilities to every department, emphasis on e-governance, construction of more number of classrooms, automation of library, computer lab, up-gradation of lavatories, laboratories, sports complex, canteen, hostels, reading rooms, drinking water facilities, installation of fire extinguishers, use of renewable energy by setting up solar power system, purchase of books, journals, e-books in departmental as well as central libraries, use of INF LIBNET, conduct/ participation in seminars/ webinars/ refresher/ orientation/ etc, planting and different awareness programmes, career counselling, remedial coaching, paperless transaction, conduct of academic, green, gender, energy audits, compliances of different funds received from different sources etc.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

GOVERNING BODY --> PRINCIPAL --> STAFF COUCIL --> IQAC --> VARIOUS

**COMMITTEES --> STUDENTS REPRESENTATIVES**

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

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

**6.3 - Faculty Empowerment Strategies****6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff**

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1

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

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

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

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

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

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

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

Internal and External audit is made with utmost 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 chattared Accountant also takes the task of audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

0

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 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

Internal Quality Assurance Cell (IQAC) sits at least thrice in a year. Due to pandemic situation three IQAC meeting were held in this year maintaining social distance. IQAC in collaboration YRC distributed masks on 13.06.2021 and conducted COVIS awareness in Nayakhandi G.P. vaccination centre was held in the college. Besides this, IQAC had taken initiative for successful online class, mentor-mentee scheme and review of the performance of students. Campus was made Wi-Fi to strengthen online teaching.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**A. All of the above**



NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>Khaira college, Khaira established in rural vicinity runs as co-educational institution which promotes gender equity through various means. Enrollment of girl students is more than 60% of the total strength. Safety and security of girl students are ensured through 24 hours security at entrance by CCTV and discipline committee. There is a girls common room with toilet, drinking water facility and Lady attendant is specially allotted to cater needs of the girls students.</p> <p>Posters promoting gender equity and sensitization are placed on the Notice board. Grievance cell, Sexual harassment cell are in the college. A complaint Box is placed in front of the Principal's office for redressal of grievance if any. The college conducts various gender equity programmes through on-line due to covid-19. Various programmes are conducted by NCC, YRC and NSS to create awareness of gender equity. Besides that the text books prescribed by University provides gender related topics to be taught by the students.</p>	

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The college adopts various means and methods to manage solid waste, liquid waste and Bio chemical waste management. It is done for a sustainable development for an eco friendly campus. For Sanitary and pad disposal, the college has kept red basket in the Ladies common room toilets. Dustbins are provided throughout the campus and throwing waste indiscriminately is strictly prohibited. Usage of plastic bags is discouraged within the premises of the college. For maintaining personal hygiene, the cleaning persons are advised to use masks while handling the waste. The college has also organized Swach Bharat Mission. Under this banner the utility of recycling the solid and bio medical waste has been elaborated. Special care is taken to see that laboratory waste and chemicals are disposed safely and not creating pollution. Outdated/ unused/ damaged electronic items are disposed of as per instruction.

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

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

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

**D. Any 1 of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

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

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

**Khaira college is situated in rural and tribal based area,**

different students from various cultural, lingual background study here. The college endeavors to attain inclusive environment for all with tolerance and harmony. Social and cultural activities are conducted each year for harmonious sensitivity in diversity, though as proposed in the beginning of the academic year could not be achieved due to covid-19 pandemic situation. However it is a practice with us to celebrate Women's Day, Constitutional Day, Yoga Day, Communal Harmony Day and also celebration of birth and death anniversary of eminent persons of the state and the country. "Pujya Puja Sansad observes those days. NCC, NSS, YRC cadets participates in awareness programmes and they undertake social activities in the nearby villages. The YRC has distributed masks and made aware the people how to prevent and protect CORONA.

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

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

The institution inculcates sense of duty and responsibility with the students and staff to work the spirit of constitution. This year constitutional day was observed on-line by Political Science department. The staff and the students paid homage to Ambedkar, who headed committee drafting the constitution. The members discussed on the preamble and fundamental duty of a citizen. All pledged it a mission to respect the constitution and all around to discharge duties in accordance with democratic spirit thereby upholding values, rights and responsibilities of citizens.

Besides that the curriculum is framed with courses like introduction to constitution of India, Gandhian Philosophy, Human Rights, practical values and ethics etc.

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

<b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b>	A. All of the above
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
<p>Khaira college celebrates events, national and international commemorative days every year. It is an integral part of learning and building a strong cultural background in the students and the staff. Due to covid-19 pandemic situation, the college observed the events in on-line mode. World Environment Day, International Yoga Day, Communal Harmony Day, Gandhi Jayanti, Netaji Jayanti, B.R. Ambedkar Jayanti, National Unity Day were observed this year alongwith Independence Day and Republic Day.</p>

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

## 7.2 - Best Practices

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

1- NSS, YRC and YRC volunteers moved in the nearby panchayats and they distributed mask to needy people. They also distributed sanitizers, made aware the rural people about covid. They made them not to panic of the situation but to take preventive measure along daily field work.

2-The college endeavours mainstreaming the marginalized. It is the task to educate the students as to how can share and come face to face with povert and deprivation, something that the directive principles of the state policy is yet to comprehensively solve.

The concern is that socio-economic transformation is even. A segment of the society who are either left behind or left out from the mainstream. The college tries to sensitize the students how micro activities and actions have a macro impact. The college has adopted adjacent village Natapada. The students made survey of the marginalize groups in the village. When the scope of manual work was squeezed due to pandemic, those groups left out of earning source. They were motivated to work with the available raw materials around them and to transform them to value added articles. They were taught to neat net, mat, basket etc. The result was significant that povery families of the village could earn something and it was substantial help to them during pandemic situation.

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

### 7.3 - Institutional Distinctiveness

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

Ever since its establishment in 1980 the college has tried to inculcate human values among the students, taught its students how to academically excel and lead a good life. To lead a good life it is essential that one must achieve one's goal as well as have some contribution in social front. It is a matter of great pride how students from extremely weak financial backgrounds and vernacular base in high schools excel in the pyramid of higher learning and reach the pinnacle.

Though the college and its students faced many obstacles in the covid pandemic times, the teaching - learning process and consultation remain intact by online classes and sessions. Our college also encourages students for active participation in sports as a means to promote individual fitness, health, competitiveness, discipline and adjustment.

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

7.3.2 - Plan of action for the next academic year

The college focuses on the following future plans for next Academic year.

- 1- It is prepared to carry forward value added course. Since it has IGNOU study centre, the students need to encourage for skill based and value added course and certificate course.
- 2- The faculty members are required to extend research activity and publication of papers.
- 3- Strengthening students mentoring system
- 4- Improving the position of the college in our state.
- 5- Importance of ICT enabled infrastructure.
- 6- To upgrade Library Resource and to include digital content.



7- To enhance laboratory facility.

8- To make MOU's with corporate and institutions.

9- To faster and strengthen relationship of Alumni.

10- To introduce new course in master Degree in Arts and Commerce.