



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		KENDRAPARA AUTONOMOUS COLLEGE
• Name of the Head of the institution		Gopal Chandra Behera
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone No. of the Principal		06727220215
• Alternate phone No.		9937193325
• Mobile No. (Principal)		9937193325
• Registered e-mail ID (Principal)		kendraparacollege@yahoo.co.in
• Address		Kendrapara Autonomous College
• City/Town		Kendrapara
• State/UT		Odisha
• Pin Code		754211
2.Institutional status		
• Autonomous Status (Provide the date of conferment of Autonomy)		24/02/2005
• Type of Institution		Co-education
• Location		Rural

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Dr. Debendranatha Gochhayat				
• Phone No.	9437141047				
• Mobile No:	8144875747				
• IQAC e-mail ID	iqackac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.kac.edu.in/pdf/AQAR%202020-21.pdf				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.kac.edu.in/Academic%20Calendar.aspx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.60	2006	21/05/2006	20/05/2011
Cycle 2	A	3.10	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			20/09/2007		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
KENDRAPARA AUTONOMOUS COLLEGE	CPE	UGC	30/09/2021	5000000	
KENDRAPARA AUTONOMOUS COLLEGE	OHEPEE	WORLD BANK	06/12/2017	105000000	
KENDRAPARA AUTONOMOUS COLLEGE	RUSA	STATE GOVERNMENT	31/12/2018	10000000	

8. Provide details regarding the composition of the IQAC:		
<ul style="list-style-type: none"> • Upload the latest notification regarding the composition of the IQAC by the HEI 	View File	
9. No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>The Internal Quality Assurance Cell (IQAC) of the institute conducted three meetings during the session to review and recommend the quality enhancement and academics development of the college. The meetings were conducted on 11.10.2021, 9.12.2021 and 28.03.2022. Some of the contributions made by IQAC are: Forty-six (46) numbers of extramural seminars were organised by 23 different departments which helped in enriching the intellectual understanding of the students in their subjects. Besides, one National Seminar was organised by the Dept. of Odia and one international webinar was organised by the Dept. of Zoology which broadened the intellectual horizon of the students and paved their way for learning new things.</p>		
<p>IQAC conducted two numbers of seminars namely Academic Excellence in Higher Education Institutions" on 25.05.2022. Besides, a seminar on Indian Culture was held on 04.03.2022 to sensitize the students about the traditions and cultural heritage of the country.</p>		
<p>A Research journal, "Quintessence", the journal of Humanities and Science (Vol-6) was published in February 2022 to explore the hidden academic potential of the staff members specifically in the area of research unexplored so far. Five (5) MoUs were signed with</p>		

Universities and Institutes of distinct to promote research, academics, teacher and student exchange, conduct of seminars, workshops, career counselling programmes etc.

In order to generate a healthy intellectual atmosphere and to induce a competitive spirit among students, some area study programmes were undertaken by the Dept of Education, Geography, Commerce and Odia. An extension activity was undertaken by the Departments of Chemistry on Hand Sanitizer Making.

As regards to best practice, a committee formed by IQAC Selected S J Padma Charan Ojha, an eminent Architect of the state to be awarded with "Dinabandhu Sahoo Smruti Samman" with a cash award of Rs.20,000/- and a citation in the foundation day celebration of the college. Besides the college felicitated the teachers and employees retiring from this institution and also to those who began their career here and retired from other institutions to honour and acknowledge their significant contributions and services to this college.

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To organise the meetings of Statutory bodies such as Board of Studies, Academic Council, Governing Body, Finance Committee and IQAC for the development of the college.	It quickened the process of decision making in various administrative and academics of the college.
To organise Community development Programmes through NSS/NCC/YRC	These programmes helped in associating the students and staff with the society with a strong sense of social commitment
To organise Extension activities	It generates awareness on various Socio-cultural issues among the public and the students as well. In addition, these programmes generated a healthy intellectual atmosphere and induced a competitive spirit among the students.
To organise National Seminars, IQAC Seminars and Seminars on Indian Culture	It enriches the cultural prospective of the learners and prepares them to belong to this soil. Further the conduct of different seminars provided a platform for students and faculty members to interact with eminent personalities and this helped in enriching the intellectual understanding of the students.
To publish Question Bank	The students gained knowledge of probable questions in their examinations and achieved better excellence in academic assessment than before.
Opening of PG Courses	In pursuance of our plan we have applied for opening of PG courses in the academic session 2021-22. But due to procedural clearance of the Govt. Level, the opening order was delivered

	to the institution in 2022				
To publish the Research Journal "Quintessence" and the campus Bulletin, "Communique"	Research journal "Quintessence" was published in the month of February 2022 to explore the hidden academic potential of the faculty members in the area of research. The campus bulletin "Communique" was published to bring out the details of the activities around the year for the benefit of the members of this academic family.				
To Prepare for NAAC reaccréditation	In the process of NAAC preparation, academic audit has already been carried out by our parent University i.e Utkal University, Bhubaneswar.				
Collection of feedbacks from students/state holders alumni through online mode	Feedback forms were collected through online mode and majority of the students expressed their satisfaction over the teaching performance of the teachers concerned.				
Sensitizing the students about the culture of the land by inviting eminent personalities of the state.	Eminent personalities likewas invited to address the students and faculties to deliver a talk on in Indian culture for our own wellbeing as well as of the society.				
13.Was the AQAR placed before the statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name of the statutory body</td><td>Date of meeting(s)</td></tr> <tr> <td>IQAC</td><td>27/01/2023</td></tr> </table>		Name of the statutory body	Date of meeting(s)	IQAC	27/01/2023
Name of the statutory body	Date of meeting(s)				
IQAC	27/01/2023				
14.Was the institutional data submitted to AISHE ?	Yes				

- Year

Year	Date of Submission
2022	01/04/2022

15. Multidisciplinary / interdisciplinary

- Since its inception, Kendrapara Autonomous College has been striving for excellence in academics and holistic development of the students. In tune with this goal and in line with the NEP 2020 it has been offering undergraduate and post graduate programmes on diverse disciplines such as Science, Humanities and Social Sciences, Language, Commerce and management.
- Some of these programmes are multidisciplinary /interdisciplinary in nature as there are common compulsory subjects like Skill Enhancement courses, Ability Enhancement Courses on Environmental Science, English Communication and MIL communication, research projects etc. that constitute a part all the programmes.
- The course on environmental science a compulsory component of our course structure in particular aims to sensitize the students about various threats to our environment and educates them for building a self sustainable eco system. These courses are taught by faculty members of more than one department.
- Apart from this the Commerce programme has courses on Commerce, Management and Economics, the Computer Science programme includes courses on both Computer Science and Information Technology. Moreover, all the programmes follow CBCS pattern since 2016-17 which itself reflects the multidisciplinary nature of the programmes.
- The institute also promotes multidisciplinary approach through conduct of seminars and workshops on common themes as a good practice.

16. Academic bank of credits (ABC):

- The college is affiliated to Utkal University and has been following the Choice Based Credit System as directed by the University. Each programme is having core and elective courses providing flexible opportunity for the students to choose them. However, the college is yet to implement the ABC as per the NEP 2020 as the University or the Department of Higher Education is yet to conduct workshops and circulate detail guidelines for the implementation of Academic Credit Bank.

- Being an autonomous college, faculty members are members of Board of Studies. They are motivated to design their own curricular and pedagogical approaches within the approved framework, including textbooks, reading material selections, assignments, class activities etc.

17.Skill development:

- Education blended with skill development is the need of the hour. Along with subject competency, skill development is highly essential as it enhances the entrepreneurship skill of the students and promotes their self-employability. The programmes offered by the college have blended theoretical and practical components to enhance knowledge as well as skill of the students. Project/dissertations are mandatory components in each programme to improve the skill of students.
- The institute also conducts skill development workshops in collaboration with the MSME department Govt. of Odisha, different Universities and institutions to promote skill development of the students. Individual departments also conduct activities relating to skill development such as the department of Chemistry organised Hand Sanitizer making programme where students actively participated and learned preparing hand sanitizer.
- The institute has also a language laboratory (managed by the dept. of English) which provides opportunities for the students to develop their language and communication skills.
- The institute has signed MoUs with various universities and institutions to conduct skill development programmes for the students.

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

- The institution always takes initiative for respecting and preserving the rich cultural heritage of our nation. In this line, the programmes are delivered in bilingual mode using the Odia (Mother tongue) and English Language.
- Odia and English are taught as compulsory courses across all the programmes. The college offers four UG programmes in Languages such as Odia, English, Hindi and Sanskrit. Besides, the departments namely History, Political Science, Philosophy and Sociology include courses on ancient history and Culture, Indian Polity, Ethics and Values, Bhagabad Gita, Society and Culture etc.
- In addition to this the college conducts Indian Culture classes, seminars and talks on Language, Literature, Indian

Culture and Value system on regular basis in which the students and faculty members actively participate.

- We also observe important days relating to our language and culture such as Women's Day, Social Justice Day, Hindi Diwas etc.

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

- The institute follows CBCS pattern programmes which along with other criterion of CBCS focuses on Outcome based education. Outcome based education is an educational methodology where each aspect of education is organized around a set of goals (outcomes).
- There is clarity of focus so that the teachers must be clearly focused what they want students to know, understand and be able to do. The institute is committed for making the education outcome based. Hence the curriculum of each programme clearly states the Programme outcome, Programme specific outcome, Course Objectives and Course outcomes. At the commencement of every academic session, the departments conduct Induction programmes and convey the students regarding the programme/course specific outcome and objectives.

20.Distance education/online education:

Being an affiliated institute, the college has no provision of providing the regular programmes in Distance Mode. However, the institute plays an active role in providing education to the needy students in distance mode by functioning as a Study Centre of IGNOU and Odisha State Open University. During the COVID 19 pandemic the institute used to provide online mode of teaching for the regular programmes and provided all types of educational support and services through online mode.

Extended Profile

1.Programme

1.1 24

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 3232

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2

1047

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

3122

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

778

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

102

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1 24

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 3232

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 1047

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 3122

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 778

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	102
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	110
Number of sanctioned posts for the year:	
4.Institution	
4.1	537
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	52
Total number of Classrooms and Seminar halls	
4.3	104
Total number of computers on campus for academic purposes	
4.4	354.59511
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The CBCS syllabus prescribed by the parent University i.e. Utkal University, Bhubaneswar is followed by this institution with some changes by the board of studies with the final approval of the Academic Council in conformity with the UGC guidelines for Autonomous Colleges. Quality education for students remains the target of the institution in this competitive and academic environment at present. The Board of Studies and the Academic

Council of the college are constituted with different stake holders as per the UGC guidelines with representatives from academia, industries, alumni, universities and the local community as well. Course Curriculum with relevance to the local, national and global needs is being implemented in the institution in different programs like Industrial Sociology, Environmental Science, and Business Administration etc. During each academic year different departments conduct technical seminars, workshops, project writing and industrial visits with the active participation of students. Regular alumni meet, seminars and talks by eminent scholars and interaction with industries and research organizations help adding value to the curriculum. These activities not only help implementing the curriculum but also providing hands on experience to the students. Through different national and international journals, reports, books as well as e-resources to the students, our college library provides access to the repertoire of knowledge, helping the learners for their internship and research projects and also assisting the teaching learning processes. The mentor-mentee system followed by this institution compliments the pursuit of effective curriculum transaction.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

01

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

36

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

06

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

24

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Kendrapara Autonomous College stands for values likes compassion

and commitment to development of self and society. College has several courses which integrate various cross cutting issues as part of their curriculum. These courses familiarize students towards socio-cultural issues and encourage them to find plausible solutions for building a better society and environment. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics. Environmental Studies, a compulsory course for all programs, aims to sensitize students about various threats to the environment and guiding them for building self-sustainable environment. Various seminars on Gender, Human Values, Environment and Sustainability have been conducted by the various departments of the College regularly. Strengthening its commitment to the community, the college signed an MOU with Marshaghai College, Srusti Academy of Management and KIIT University to exchange resources for mutual growth. KAC has carefully planned its infrastructure so as to prioritize conservation of the environment. There has been a conscious effort to preserve fauna and flora of the campus. The building is well provisioned for students with disability. The institute generates its own electricity through solar panels to meet the energy demand partially. Celebration of Independence Day, Republic Day, International Yoga Day etc. bring home the message of truth, peace, right conduct and non-violence.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

Nil

File Description	Documents
List of value-added courses	No File Uploaded
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

na

File Description	Documents
List of students enrolled	No File Uploaded
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1065

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni C. Any 2 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://www.kac.edu.in/pdf/Merged%20Feedback%202021-22.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

C. Feedback collected and analysed

File Description	Documents
Provide URL for stakeholders' feedback report	http://www.kac.edu.in/pdf/Merged%20Feedback%202021-22.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1082

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

243

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Educating the under-privileged or first-generation learners is a matter of pride for our college.

The institution undertakes measures such as Induction Programmes , mentoring system, interactive teaching-learning process through group discussions, case studies, quizzes, audio-visual aids, e-

content modules; conduct of Autonomy Seminars, Extramural seminars and Industrial visits to gain practical knowledge.

Separate measures are taken for advanced learners and slow Learners.

Measures in force for advanced learners:

- A combination of academic and co-curricular activities encourage the advanced learners to optimize their potential.
- Provision of web links, PDFs, reference books for further studies.
- Power Point presentation and Projects to develop analytical and problem solving abilities in them.
- The College library provides the inflibnet, EBSCO facility and other e-resources to broaden their horizons.
- Recognition for students' achievements.

Measures in force for slow learners:

- Proctorial classes are conducted by the departments to address the specific needs of slow learners. Bilingual explanation and discussions are imparted.
- They are encouraged in the class to learn and ask questions. Home assignments are given and evaluated. E-links are also suggested.
- Personal, academic and career-related counselling is given from time to time.
- Parent-Teacher Meetings are organized to communicate performance and attendance of students to parents regularly.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/08/2021	3232	102

File Description	Documents
Upload 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 institute along with traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students such as

- **Experiential Learning Techniques; Research Projects:** Final year students from across departments are made to complete research-based projects on topics related to their syllabi and other areas, such projects help to develop their research aptitude.
- **Field Visits/Industrial Visits:** Industrial visits are undertaken to understand the working of plants and organizations. Field trips to biodiversity parks, heritage sites, etc. are organized by various departments to promote grass root understanding of concepts. Slum visits are organised by several departments to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in slum areas.
- **Participative learning Techniques:** Group Discussions, Students' seminars, Debates, Project works)
- **Student Seminars**
- **Group discussions and debates**
- **Problem- Solving Techniques:** Extensive use of Case Studies to improve the problem-solving ability of the students.
- **Faculties make use of models, graphs, power point presentation through ICT tools to present the content of the syllabus.**
- **Tutorial classes**

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

- In addition to chalk and talk method of teaching, the faculty members are using ICT enabled learning tools to enhance learning experiences.
- The major hallmark of this learning transition is from teacher centric to student centric. E- learning environment is created in the class rooms with well-equipped Smart board, LCD projectors, audio-visual facilities and various ICT tools. Printers and scanners are available in departments.
- The library provides accessibility to e-resources vide INFLIBNET to teachers and students. The digital library also helps in accessing information from anywhere in the world, easy search and retrieval of information, etc.
- The college has well equipped Computer Labs. The teachers take practical classes for different courses whose syllabus has practical components which require the use of computer labs. The labs are updated with new software.
- Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students.
- Teachers have also started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc .They share reading materials, short notes, YouTube Content, e-books over different media like Google Classroom, E-Mail, WhatsApp, etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://www.kac.edu.in/EContent.aspx
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

- The College strictly adheres to the systematic pattern of functioning every academic year based on Academic Calendar which is prepared after being discussed at length by the HODs and Section Heads meeting at the beginning of every year.
- Well in advance the IQAC, requests Department Heads to prepare Plans of Action for the coming academic year for designing the Academic Calendar keeping in view number of working days required, national, weekly and other holidays.
- The Academic Calendar exhibits a positive balance between and non-academic activities, teaching and examination schedule. Course wise Curricular Plans and Teaching Plans are prepared in alignment with the objectives of Outcome Based Education.
- The individual departments prepare the departmental individual lesson plans adhering to the institutional academic and teaching plans. The timetable for the session is designed and distributed accordingly. and each individual teacher maintain his/her hour based Teaching Diary .
- Departmental evaluation and internal academic audit work is undertaken by a team nominated by Principal .
- The Principal also visits departments every now and then to ensure that academic calendar and teaching are followed in letter and spirit.
- The Faculty wise Curricular and Teaching Plans are authenticated with the signature of the Head of the Department periodically.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

102

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

26

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

590.21

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

21

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

38

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Kendrapara Autonomous College has recognized the need for automation in the examination system with the application of CBCS pattern syllabus entirely to all stream/honors and with a total of almost 1018 exiting students every session. The institution has started automating exams in 2006 in accordance with an IQAC ruling. Every semester, an admit card is produced and given to the students. Software is used by the Examination Section to create Memo forms with information regarding the paper, absentees, and other issues.

As a result, the system as a whole is now error-free and takes less time. Answer sheets are confidentially coded using a 6-digit, one-of-a-kind number. After evaluation, entries are made after decoding the students' answer scripts. Each paper's mark foil is also accurately generated by software. A sheet that summarizes each student's performance on all assessments, including internal,

term-end, assignments, and project works, if any, is generated by the system and is called a tabulation register. The publication of results is notified on the college website as well as physical notice board of the college. Earlier the provisional marksheets were generated by system, but according to guidelines of Utkal university, the Consolidated Grade sheet have been generated and distributed among students from this year.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Outcome Based Education is a student-centric learning approach and is made mandatory to Higher educational institutes by all regulatory bodies like UGC, NAAC etc. It helps the students to accomplish predetermined set of expected knowledge, skills, values or attributes that a student should acquire at the completion of his/her program. A total of 24 courses from all programmes (both UG and PG) that includes both theory and practical has been adapted by the college as recommended by Government of higher education Odisha.

The course structure includes core, generic, discipline specific, Skill enhancement and AECC. The syllabus of each programme provides clear information about core courses, generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The syllabus also provides information about scheme of instruction and evaluation. The POs and COs primarily aim at imparting knowledge and skills for building students' competence and personality.

There is also an emphasis on holistic development of the students as the learning outcomes focus on imparting values and ethics and improving their interpersonal and communication skills. The POs/PSOs/COs of all the programmes are communicated to all the stakeholders of the programme through Faculty meetings, Student orientation programmes, Parents meetings and BOS meetings. The details syllabi, POs/PSOs/COs are published in the college website.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	http://www.kac.edu.in/Course%20outcome%202020-21.aspx

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

- At the end of each academic year, computation of POs attainment is done from the attainment of all curriculum components.
- Level of attainment computed for COs/PSOs/POs includes both direct and indirect assessment tools.
- Direct assessment tools are used to test the knowledge and/or skills of students in that course. Mid-semester examination and Semester-End Examination are the prime tools for evaluation of PO and CO attainment directly.
- First three levels of learning like remembering, understanding and applying to some extent and fourth level of learning by analysing can be assessed by conducting standardised examinations. The marks obtained by the students are analyzed and mapped to COs and POs.
- Indirect Methods like, Student Feedback on Curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes if any are made.
- PO is evaluated based on the performance of the students in terms of their progression to higher studies, qualification in competitive examinations and placement.
- These are also evaluated by the feedback of the parents during parent-teachers meeting.
- Students are encouraged to participate in all the curricular, co-curricular and extra curricular activities of College.
- Programme outcomes, programme specific outcomes and course outcomes are also measured basing on the performance of students and student achievements in curricular, co-curricular and other activities.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

951

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
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.kac.edu.in/pdf/Feedback%20On%20Institute%202021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Institution has a Research committee and an Internal Quality Assurance Cell which look after the promotion of research and frequently monitor the progress of research, academics and other relevant issues. The committee have formulated guidelines and designed a policy to encourage research activities of each department. There is the provision of financial incentive to the faculty members and departments to undertake micro research projects or to finance a part of the research projects. The policy also has provision for financial support to publish research

papers in UGC care listed journals, book publications and for presenting papers in national/ international conferences. In addition to this faculty members are also motivated to take up research projects from different funding agencies. Each undergraduate programme offered by the college has a compulsory course of project/ dissertation.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

Nil

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

Nil

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

02

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution has a well defined system for innovation. It has a dedicated research advisory committee to look after promotion of research, an academic advisory committee(Academic Bursars) to promote innovative methods of teaching and learning and an administrative advisory body (Administrative Bursars) to look after innovative and efficient way of accomplishing the administrative and developmental works.

As a part of the innovative programme the institute regularly holds training programmes, workshops, seminars for the faculty members, students and non teaching members. Motivates the departments and faculty members to strengthen research activities through provision of seed money.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

4

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

3

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

4

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

4

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-

Index of the University

3.4.6.1 - h-index of Scopus during the year

8

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The institute always strive for the al round development of the students. For this different units/ committees have been constituted. These units/ committees conduct different extension activities to sensitize the students on social issues for their holistic development. The students conducts extension activities in the neighbouring communities on various social issues such as gender issues, child labour, environment issues, road safety, COVID 19, sanitisation and so on through rallies, awareness programmes , webinar etc. During the year the students through the NCC, NSS and red cross units and department of the institute have conducted Consumer awareness, Youth Day, Womens Day, Yoga Day, Swachh Bharat programme, Road safety, Hand washing and Mask wearing awareness, Health awareness and similar others relating to COVID 9 awareness.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

11

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

441

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

3

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

5

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	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 equipments, etc.

Physical Infrastructure: The college spreads over a pollution free green campus of about 66.67 acres of land having a total built of area 153746.945 sq. feet comprising of Administrative and Academic blocks , separate buildings for Library, Laboratories, Science Block, Arts Block, Commerce Block, Vocational Block, RUSA Academic Block, Bhasa Bhawan, Language Lab, Smart Class Room, Principal's Residence, Staff Quarters, Teachers Barrack, Guest House, NCC Building, War Memorial Tank, Canteen, Hostels for Boys and Girls students , Staff Common Rooms, Athletic council, GYM, Reading room, Museum, Audio-visual Centre, Health Centre, Conference Halls, Mini Conference Hall, Centralised Computer Accession Centre, Boys/Girls Common Room, IGNOU Study Centre, Odisha State Open University study centre, Language lab, Bank, Post office, Cycle & Two wheeler stand, a pond, a Basket Ball court, a playground, Indoor Stadium, Convocation podium and a temple.

Physical Facilities for Teaching-Learning: The College has adequate number of classrooms, seminar halls and laboratories. There is round 25 numbers of classrooms, seminar hall for each department and 13 well furnished laboratories for physical science, life science, mathematical sciences and social science subjects available in college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.kac.edu.in/Hostel.aspx

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

The institution is providing all sorts Sports, Cultural and Fitness facilities for all rounder development of a student.

Sports: There is adequate space provided for outdoor and indoor games in the college premises. There are indoor and outdoor stadiums and big playground facilities available. The institution has the facilities for outdoor sports like, Cricket, Basket Ball, Foot Ball, Volly Ball, Kabbadi, Kho Kho, and Indoor Sports like Chess, Badminton. The institution has also an athletic club to promote the athletic game among the students. Besides this, the institution has also sports society for regular organisation of sports events. The students of the institution are participating in different indoor and outdoor sports, conducted by University sports council, Dept of Sports and Youth affairs, Govt of Odisha and others.

Cultural Activities: The institution has facilities for cultural activities like Well Equipped Cultural Pandal, Convocation Pandal. Besides it has cultural club to promote and conduct the cultural activities.

Fitness & Yoga: The institution has a state of the art gymnasium. In the gymnasium various equipments like tread mill, fit massage, tread cycle, five multi stations training machine, adjustable crossover, chest press veridical, lifting bars, dumbbells, bar lifting bench are available. In addition to this, the institution has also a yoga & Aerobic centre and regularly yoga is being practiced. It also celebrates the International Yoga Day and conducts the seminars on Yoga and Indian Culture.

Auditorium: The institution has a state of the art and well equipped auditorium with a seating capacity of 300 persons.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.kac.edu.in/Sports Games.aspx

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

354.59511

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college has a reader friendly library and named as Dinabandhu Sahoo Memorial Library, known as the largest library of the district.. The total numbers of books in library are about 59490 and number of visitors per day is 80-100. The library has browsing centre, Xerox facility, Faculty Corner and two reading rooms for users.

- Name of the ILMS software: ES Campus

- **Nature of automation (full or partial):** Partial
- **Version:** 2.0
- **Year of automation:** 2021-22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.kac.edu.in/Library.aspx

4.2.2 - Institution has access to the following: B. Any 3 of the above
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

0.69972

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

145

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Institution has an website under Starsoft technology with campus wifi of 100MBPS and a centralised computer centre(Network resource centre) with LAN throughout the administrative building. With its appropriate budgetary provision upgrades its IT facilities in terms of e-learning, e-knowledge, facilities for e-content development. E-learning centre are operating through Inflibnet, Microdata census of Government of India under centralised computer centre. Google classroom, Skype, Meet and WhatsApp were also used in teaching learning process. The College has set up a digital resource library to record the videos of various events held in college. The college has an active presence in social media platform to reach at the stakeholders.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3232	104

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus **A. 50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: **C. Any two of the above**
Facilities available
for e-content development Media Centre
Audio-Visual Centre Lecture Capturing
System (LCS) Mixing equipments and
software for editing

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

354.59511

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

- The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Principal-Cum-secretary of the GB takes care of all the assets of the college. He coordinates through different Committees and Heads of Departments, Administrative staffs, Laboratory attendants, Librarians and Library Assistants.**
- There is a repair committee for maintenance of assets. The**

routine activities of the library are managed by the librarian with the help of library assistants.

- The college has a vast playground for sports facility. The playground, gymnasium, sports infrastructure is monitored by coaches of the physical education department and some staffs.
- The staffs of the computer science department are in charge of maintaining the IT facilities. The computer laboratories and Networking Resource Centre (NRC) are also available to staffs and students for their benefits. The repair/up-gradation and purchase hardware and software are also taken care of by the management system and administrative team.
- As per the needs of the department purchase of chemicals and instruments is done with approval of purchase committee and Principal. For overall monitoring these activities a core committee also present which consists of senior faculty members.

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 freeships provided by the Government during the year

1976

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

C. Any 2 of the above

File Description	Documents
Link to Institutional website	http://www.kac.edu.in/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

194

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances

B. Any 3 of the above

through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

17

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

5.2.2 - Number of outgoing students progressing to higher education

117

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

11

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

- Student council is an essential body of any educational institution since it gives an opportunity to promote skills like leadership, teamwork, communication, organization and public speaking. Our institution, like any other educational institution of Odisha has no official student council due to restriction of election in the colleges, vides letter no. HE-FE-III-MISC-144/2016, dated 10.10.2018 of DHE, Odisha.
- Although there is no elected student body, still we encourage our students to articulate their problems, difficulties and suggestions with college authority via different meetings so that we can enrich our teaching and learning system as well as college campus.
- Students are allowed to organize various departmental activities, seminars, awareness programs, etc. Many students actively participate in NCC,YRC and NSS activities as well as sports and athletic events.
- Students can enhance their cultural and literary skills through writing poems, short stories which can publish in college magazine "The Balaya". At the end of the academic year students can also give their judgment on teachers through student feedback system by which we can improve and make changes for the betterment of our college.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

11

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The college has a registered and functional Alumni Association since 29.12.2015. Its Bhubaneswar chapter is also very active through different meetings, brain storms, and supportive approaches for the alma-matter. The members of the association have contributed a sum of Rs. 103100/- (rupees one lakh three thousand one hundred only) to the college through "Mo College Abhiyan". On the basis of this deposit, the state government has contributed double the amount that is Rs.206200. The whole amount of Rs. 309202 have been spent for the up keep of the college central garden through installation of benches aesthetic lounging and fancying for protection of vegetations. Since the pass outs of this institution are highly placed in different fields of public services, they have also render their academic and administrative supports for the up lift of the college. Apart from the main Alumni Association, each department has its own Alumni Association as well who meet in between and keep inspiring their juniors in the direction of their personal development in both academic and social respects.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision:

Transforming the institute into a Centre of excellence and innovation through need-based education, skill-based training, research and extension activities.

Mission:

- To Foster creativity, Scientific temper, Sportsmanship and Leadership quality.
- To provide the value-added courses on English soft skill and computer skill.
- To provide Information and communication technology (ICT) related resources for effective teaching learning.
- To equip staff and students with necessary knowledge, skill, and attitude for academic excellence.
- To provide a wide range of opportunities for students and faculties, to discover their hidden potentialities both physical and intellectual and to develop their artistic as well as aesthetic senses through cultural extravaganza.
- The Governing Body and the Principal together work towards the designing and implementation of the institutional quality policy. The various administrative and academic departments of the College are effectively governed through a constitution of mandatory bodies such as IQAC, Staff

Council, Purchase Committee etc. having well-defined roles and principles keeping in sync with the vision and mission of the College.

- The Principal forms the committees under the convenorship of a teacher or a non-teaching staff with members from teaching staff, non-teaching staff and students for overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, encouraging cultural activities, implementation of healthy practices in the campus and inculcation of the spirit of national integrity and social responsibility.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college adopts the effective practices of decentralization and participative management. The administration process and fiscal management process through the scalar structure.

- 1.The Governing Body: It is a statutory body and headed by the president and the principal remains its ex-officio secretary.
- 2.Academic Council: The academic council under the chairmanship of the principal is constituted to ensure proper academic environment in the campus.
- 3.Purchase and finance committee: In accordance with the government and concurrence of the governing body all procedures are scrupulously maintained for purchases.
- 4.IQAC: The Internal Quality Assurance Cell is constituted with members from cross-sections of the locality.
- 5.Board of studies: The Board of studies of each department plays a significant role in designing the curriculum.
- 6.Extension Activities: The NCC, NSS, and YRC organize different extensions activities.
- 7.Grievance Redressal Cell: The Grievance redressal and anti-ragging squad and Cell Against Sexual Harassment of the

college work together to curb and contain the mischievous elements.

- **8.Administrative Mechanism:** The internal administration involves the appointment of bursars.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The institutional strategic/perspective plan is aligned with the vision and mission of the institution. It is effectively deployed to bring quality improvements in the areas of:

1. Curricular Planning and its Implementation.
2. Teaching- Learning Processes.
3. Research, Collaboration and Extension Activities.
4. Academic infrastructural facilities.
5. Student Support Activities and Student Progression.
6. Internal Quality Assurance System.
7. Institutional Values and Best Practices.
8. Governance, Leadership and Management.

The vision and mission of the Institution is realized by observing the works done in various broad areas. One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented. This has been successively achieved through the deployment of Action Plan for the following initiatives. MOUs have been signed with general & Management Universities and colleges for training, development and placement.

PG programs have been introduced in various discipline. The College has also introduced a multidisciplinary research journal called 'Quintessence' which is published annually. Emphasis is also stressed upon using of ICT tools for effective teaching and learning. Research Training workshops, conferences and seminars are organized for students as well as the student to equip them with the latest updates. The College makes continuous efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process includes field trips and projects to promote grass root understanding of concepts.

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

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

The Organizational Structure of the Institution includes Governing body, Principal, administrative setup, academic council, functions of various committees, service rules, leave rules, welfare schemes, procedures, recruitment procedures as well as grievance redressal mechanism. The college have the following committees to ensure proper management of academic, financial and general administrative affairs.

1. Governing Body-The Governing body is the principal policy making body, which meets at least two times a year and takes decisions to be implemented by the principal.

2. Academic Council- The Academic Council of the college is solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university.

3. Board of Studies- The Board of Studies is the basic constituent

of the academic system of an autonomous college. Its functioning in framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

4. Finance Committee- The Finance Committee is working to advise the Governing Body on financial matters and it meets at least twice a year. / File Description Document Link to Organogram of the University webpage View Document (link to be created)

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.kac.edu.in/pdf/17-01/KAC%20OrganNew1.0.png
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

B. Any three of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution is always very supportive and protective to the employees of both teaching and non-teaching staffs. It undertakes effective welfare measures in the larger interest of the staff in need. Followings are some welfare measures that the institution has adopted.

- To prevent the staff from health hazards the college has arranged for RO and UV water purifiers for drinking water purpose in all departments as well as the library and staff common room.
- In case of any medical exigency members of staff together come forward to give moral and monetary support to an employee of any cadre and rank.
- Well maintained washrooms are provided for the staffs with proper sanitary fittings at their departments.
- The institution also issues Identity cards to both teaching and non-teaching staff members for their identities as an employee of this institution.
- All the employees have free access to wi-fi connection within the campus to aid them in the teaching learning process and their research work.
- The college library is well-equipped with wi-fi and digitalization of all recommended books in each stream for the students as well as for the teachers to strengthen their research activities.
- There is a provision for allotment of staff quarters for teaching and non-teaching staff of the college. The staff quarters are situated well within the college premises for the beneficiaries.

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

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

0

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 programmes organized by the Institution for its teaching and non-teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

14

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college follows strict financial regulations as per the norms of Odisha Government Financial Rules. The receipt entries for collection are checked by the Accountant, Head Clerk and Accounts Bursar before closing. The entries are uploaded in CAPA, the accounting system prescribed by the Government of Odisha. Payment for any items is verified first by the Head clerk and subsequently by the purchase committee, accounts bursar and lastly the principal. The Government of Odisha sends an auditing team annually for audit of college accounts by the local fund audit and the college complies with all the comments and suggestions given. The college follows the regulations of Odisha General Financial Rule (OGFR) for the purchase of any items.

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.
- Corrections are affected on the basis of the audit report

and clarifications called by them are submitted as an audit reply.

- For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.
- The Utilization Grant Certificates are annually submitted to UGC.
- The external audit takes place annually for every financial year.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified along with utilization certificate.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by CAG.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Basically, the college receives grants from the government agencies like World Bank, UGC, OHEPEE and RUSA for laboratory as well as infrastructural renovation and development. These financing agencies sanction funds with their scheduled modalities of expenditure. The Financial Council Committee headed by the principal meets with regular interval to determine the norms of purchase and expenditure. Once the norms and procedures are fixed,

the Purchase Committee meets and issues notices asking for requirements from the departments and concerned sections. The invoked requirements and suggestions are compiled together and discussed in the Purchase Committee meeting thoroughly and a final list is brought out to be placed to the IQAC of the college. After the Principal's approval the file is sent to the Governing Body (GB) for its approval. After getting nod from the GB the purchase is made as per the norms of the funding agency, financial committee resolutions and Odisha General Financial Rules.

Secondly, when a need arises in the college and articles to be purchased does not comes under the external funding agency, the Purchase Committee submits a requirement to the principal along with justification and tentative budget. The requirement is discussed in the financial committee for modalities. After getting an accent of the principal the file is sent to the Governing Body for its approval if the budget is over Rs. 15000/. Once the Governing Body approves it, the Purchase Committee does the necessary work in line with the modalities formed in the finance committee.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The institution has adopted Automation and the conduct of seminars as its two best practices. With the implementation of the CBCS pattern syllabus to all the honours and with nearly 5500 outgoing students every session, College realized the necessity of automation service in the examination system. The institution implemented the automation of examinations in the year 2017 as a part of the IQAC resolution. With tender flotation and selection, the institution has signed MOU with Shruti Academic of Management, Bhubaneswar, Marshaghai College, Marshaghai, Kendrapara for five years each. The following are done with the automation service:

1. Coding of answer scripts with 4-digit code unique number

2. Publication of online result

3. Organized Seminars

4. The college is also doing online form fill up and admit card generation using the automation service.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC being the centre of Institutional development it continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. All newly admitted students have to compulsorily attend the Induction Programme, in which they are made aware of the rules and regulations, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. Students are also introduced with the Time-Table, Programme structure, syllabi of the courses before the semester commences. The Academic Bursar and Discipline Committee members make random visits to ensure the smooth functioning of classes. Feedback from students is also taken individually by teachers for their respective courses by Proctors, and communicated to IQAC. Students are also free to approach the principal or any other staff for feedback and suggestions. Feedback is properly analysed and pondered upon before taking necessary steps. The teaching-learning processes are reviewed and steps of improvements are implemented based on the IQAC recommendations.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	http://www.kac.edu.in/pdf/student%20resource/Communique%202021-22_0002.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

Gender discrimination is any unequal treatment, including privilege and priority on the basis of gender. Gender equality is a human right. It is integral for socio-economic prosperity and uniformity of the society. Various measures have been adopted in our institution for Students and staff members to promote gender equality: The institution has organised webinars and seminars on Gender equity to sensitise the significance of gender equity. A Webinar titled "Gender equality" was organised which threw light on role Gender equality in foundation for a peaceful, prosperous and sustainable future and a seminar on "Gender equality: A sharing responsibility among community" was organised which enlighten significance of gender equality. In addition,

- To ensure women safety and security, Women's Hostels are equipped with CCTV Camera and well fenced boundary wall.
- CCTV cameras have also been installed in class rooms and strategic points in the campus to provide additional levels

of safety and security.

- The institute has constituted various committees with senior faculty member's viz. Anti-harassment Committee and Women Grievance Redressal Cell as per rules and regulations of Statutory Authorities also endeavours for Gender equity.
- Separate common rooms for boys and girls are in place. Our Institute also provides Self-defence training programme for women/girls to boost their confidence to handle unavoidable circumstances.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
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 a maximum of 200 words)

Waste management is indispensable for healthy and eco-friendly environment. The Institute has taken conscious efforts to nurture the eco-friendly environment by effective waste management.

Various types of waste generated in campus are managed by different approaches as follows:

- Solid wastes of approximately 50 kg generated in campus collected in in dustbins of red, blue and green colours for non-recyclable, degradable and recyclable wastes respectively.
- The biodegradable waste is converted to organic compost using various techniques like vermicomposting, and In-vessel composting.

- Plastic wastes are collected in daily basis and store in dustbin and handover to Municipality authority for disposal, resource recovery and recycling. The institute has banned use of single use plastic in campus.
- As per the Biomedical waste management rules 2016, the Institute collecting the sanitary napkins and other related materials from the Women's hostels in a yellow colour bin within the campus and periodically handed over to the municipal authority for disposal.
- Hazardous waste such as waste oil generated from servicing one Diesel generator sets of capacity 85 KVA is collected in a barrel and stored separately till it is handed over to the municipal authority for disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	No File Uploaded
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
Geotagged photographs / videos of the facilities	View File
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**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

B. Any 3 of the above

- 1. Green audit**
- 2. Energy audit**
- 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	View File
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 a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities:

accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

- Our institution is taking various initiatives to provide an inclusive environment by bringing teachers, non-teaching staff and students with diverse background on a common platform. The purpose of conducting such events in the institute is to promote the sense of peace, equality & harmony.
- Everyone has freedom to express his/her own opinions and is given equal opportunity to participate in teaching-learning work and social activities.
- The Institute affirms immaculate clarity in admissions as per government norms irrespective of the cast, creed and colour.
- The institute has an active NSS wing which attempts to establish meaningful linkages between 'Campus and Community'. Anti-Harassment cell, Anti-ragging cell and Employee grievance cell operates to impart a healthy and congenial atmosphere to all staff members and students. Youth Red Cross wing of the institution organises different programmes to promote of health, hygiene, and humanitarian values in the society.
- Gender audit and related counselling programmes conducted in the campus to give emphasis on gender equity. Our institute shows respect towards all rituals and practices of different communities.
- In addition blood donation camp, plantation, different

awareness programmes related to environment and road safety are conducted as practice for the purpose to serve the society. Through Communal harmony campaign donation raised to support the Orphans in respect to promote fraternity, maintain peace & communal harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Kendrapara Autonomous College places a great emphasis on the inculcation of values that makes all students and staffs responsible citizens of the country and the world. Programs and activities that students and staff engage related to inculcating values and being responsible citizens includes:

- Independence Day and Republic Day are celebrated every year to celebrate India's independence and date on which the Constitution of India came into effect respectively.
- International Yoga Day was observed on 21/06/2022 with theme of "Yoga for Humanity". Besides Yoga class, Yoga Guru illuminated role of Yoga for building of Humanity.
- The Constitution Day celebrated on 26/11/2021 to commemorate the adaptation of the Constitution of India. Thereupon, students and employees were communicated about constitutional values such as justice, liberty, equality and fraternity.
- Communal harmony campaign was organised in the campus on 23/11/2021 to raise donations for the physical & psychological support of the orphans, and children affected by violence.
- Seminar on human rights was conducted by Department of Political Science on the topic "State and Human Rights in 21st Century". Retd. Prof. (Dr.) Swarnamayee Tripathy, threw light on four generations of human rights.
- Human Rights Day was celebrated on 10/12/2021 justifying theme of Human Rights Day-2021 i.e., "Equality, reducing inequalities, advancing human rights."

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
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 sensitization 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 Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

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

With respect to inculcate values nationalism in the student's institution celebrates Republic Day, Independence Day, Arm Force Flag Day etc. The college organizes special programmes on the occasion of the birth anniversaries and memorials of great personalities; Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel, Babasaheb Ambedkar, Swami Vivekananda remembering their sacrifices and contributions to our nation. In addition, various commemorative days like, World Environment Day, Human Rights Day, National Youth Day, National constitution Day, National Voters Day, National Mathematics Day, Anti-Poverty Day, World Polio Day,

NCC Day, Arm Force Flag Day, National Science Day, No Tobacco Day, World AIDS Day, observed in the Institution campus pertaining to theme and significance. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Walks, Essay writing. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Practice-01

Title of the practice: Introduction of online Feedback Assessment for the session 2021-22 through Google form

The feedback assessment is the backbone of any Institution for all-round development. In this Context, our Institution has conducted online feedback assessment for Academic session 2021-22.

Objectives:

1. Feedback on Faculty performance.
2. Feedback on College Facilities:

Context:

1. Student Feedback on Faculty performance was carried out by using following Parameters such as Communication Skill, Interest generated by the teacher, Accessibility of teacher, sincerity and commitment of the teacher using five point scales to asses' performance of faculty members.

2. Student feedback on College Facilities was conducted based on

the following 10 criterion; Academic content, Usefulness of teaching materials, Fairness of evaluation, Interaction with faculties, Interaction with administration, Library facilities, Computer facilities, Hostel facilities, Recreational facilities, Extracurricular activities and Sports facilities to value our institution.

The Practice:

The students gave their online feedback on five point scale. After analysis of the feedback, IQAC place it before the Principal for necessary action. The IQAC prepared a report based on the feedback and placed before the Principal for necessary action.

Evidence of Success:

1. More than 90 percentage of students participated.
2. Students gave their opinion freely without biasness.

Problems Encountered:

1. Some students failed to submit the feedback due to lack of technical knowledge.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Providing value-based education is the pioneer interest of our institution. Our endeavour is to provide excellent academic facilities that enable the students to face global economic, social and environmental challenges.

Followings are performance of the institution in an area distinct to its priority and thrust:

- Our Institute by providing financial assistance through

student aid fund.

- Career counselling programmes are conducted by our institute to groom the students about their higher studies as well as various job opportunities available for them in the present scenario of society.
- Extramural seminars are organised in in every department by inviting eminent Scholars from different Universities and Colleges to enrich the intellectual understanding of the students.
- The best graduates, best performers of different literary and cultural activities with medals, cash prize and certificates from sources of college fund and endowment.
- Institution offers "" with a cash prize of Rs 20,000every year to an eminent person of the state for his/ her distinguished contribution to the society.
- By taking into consideration the trouble millennial epoch, our institution has signed with various institutes of higher learning for providing fast hand and update knowledge to our students through student exchange programme /Mentorship programme/ research and innovative practices etc. for enable them to sustain in the changing paradigm of society.
- Orientation classes for newly recruited teaching and non-teaching staff members are conducted intermittently from time to time.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The CBCS syllabus prescribed by the parent University i.e. Utkal University, Bhubaneswar is followed by this institution with some changes by the board of studies with the final approval of the Academic Council in conformity with the UGC guidelines for Autonomous Colleges. Quality education for students remains the target of the institution in this competitive and academic environment at present. The Board of Studies and the Academic Council of the college are constituted with different stake holders as per the UGC guidelines with representatives from academia, industries, alumni, universities and the local community as well. Course Curriculum with relevance to the local, national and global needs is being implemented in the institution in different programs like Industrial Sociology, Environmental Science, and Business Administration etc. During each academic year different departments conduct technical seminars, workshops, project writing and industrial visits with the active participation of students. Regular alumni meet, seminars and talks by eminent scholars and interaction with industries and research organizations help adding value to the curriculum. These activities not only help implementing the curriculum but also providing hands on experience to the students. Through different national and international journals, reports, books as well as e-resources to the students, our college library provides access to the repertoire of knowledge, helping the learners for their internship and research projects and also assisting the teaching learning processes. The mentor-mentee system followed by this institution compliments the pursuit of effective curriculum transaction.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year**01**

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year**36**

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year****06**

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

24

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Kendrapara Autonomous College stands for values like compassion and commitment to development of self and society. College has several courses which integrate various cross cutting issues as part of their curriculum. These courses familiarize students towards socio-cultural issues and encourage them to find plausible solutions for building a better society and environment. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics. Environmental Studies, a compulsory course for all programs, aims to sensitize students about various threats to the environment and guiding them for building self-sustainable environment. Various seminars on Gender, Human Values, Environment and Sustainability have been conducted by the various departments of the College regularly. Strengthening its commitment to the community, the college signed an MOU with Marshaghai College, Srusti Academy of Management and KIIT University to exchange resources for mutual growth. KAC has carefully planned its infrastructure so as to prioritize conservation of the environment. There has been a conscious effort to preserve fauna and flora of the campus. The building is well provisioned for students with disability. The institute generates its own electricity through solar panels to meet the energy demand partially. Celebration of Independence Day, Republic Day, International Yoga Day etc. bring home the message of truth, peace, right conduct and non-violence.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

Nil

File Description	Documents
List of value-added courses	No File Uploaded
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

na

File Description	Documents
List of students enrolled	No File Uploaded
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1065

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	C. Any 2 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Provide the URL for stakeholders' feedback report</td><td>http://www.kac.edu.in/pdf/Merged%20Feedba ck%202021-22.pdf</td></tr> <tr> <td>Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management</td><td>No File Uploaded</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Provide the URL for stakeholders' feedback report	http://www.kac.edu.in/pdf/Merged%20Feedba ck%202021-22.pdf	Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded	Any additional information	No File Uploaded	
File Description	Documents								
Provide the URL for stakeholders' feedback report	http://www.kac.edu.in/pdf/Merged%20Feedba ck%202021-22.pdf								
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded								
Any additional information	No File Uploaded								
1.4.2 - The feedback system of the Institution comprises the following	C. Feedback collected and analysed								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Provide URL for stakeholders' feedback report</td><td>http://www.kac.edu.in/pdf/Merged%20Feedba ck%202021-22.pdf</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Provide URL for stakeholders' feedback report	http://www.kac.edu.in/pdf/Merged%20Feedba ck%202021-22.pdf	Any additional information	No File Uploaded			
File Description	Documents								
Provide URL for stakeholders' feedback report	http://www.kac.edu.in/pdf/Merged%20Feedba ck%202021-22.pdf								
Any additional information	No File Uploaded								
TEACHING-LEARNING AND EVALUATION									
2.1 - Student Enrollment and Profile									
2.1.1 - Enrolment of Students									
2.1.1.1 - Number of students admitted (year-wise) during the year									
1082									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Institutional data in prescribed format</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Institutional data in prescribed format	View File								
2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)									
243									

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Educating the under-privileged or first-generation learners is a matter of pride for our college.

The institution undertakes measures such as Induction Programmes , mentoring system, interactive teaching-learning process through group discussions, case studies, quizzes, audio-visual aids, e-content modules; conduct of Autonomy Seminars, Extramural seminars and Industrial visits to gain practical knowledge.

Separate measures are taken for advanced learners and slow Learners.

Measures in force for advanced learners:

- A combination of academic and co-curricular activities encourage the advanced learners to optimize their potential.
- Provision of web links, PDFs, reference books for further studies.
- Power Point presentation and Projects to develop analytical and problem solving abilities in them.
- The College library provides the inflibnet,EBSCO facility and other e-resources to broaden their horizons.
- Recognition for students' achievements.

Measures in force for slow learners:

- Proctorial classes are conducted by the departments to address the specific needs of slow learners. Bilingual explanation and discussions are imparted.
- They are encouraged in the class to learn and ask questions. Home assignments are given and evaluated. E-links are also suggested.
- Personal, academic and career-related counselling is

given from time to time.

- Parent-Teacher Meetings are organized to communicate performance and attendance of students to parents regularly.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/08/2021	3232	102

File Description	Documents
Upload 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 institute along with traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students such as

- **Experiential Learning Techniques; Research Projects:** Final year students from across departments are made to complete research-based projects on topics related to their syllabi and other areas, such projects help to develop their research aptitude.
- **Field Visits/Industrial Visits:** Industrial visits are undertaken to understand the working of plants and organizations. Field trips to biodiversity parks, heritage sites, etc. are organized by various departments to promote grass root understanding of concepts. Slum visits are organised by several departments to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in slum areas.

- Participative learning Techniques: Group Discussions, Students' seminars, Debates, Project works)
- Student Seminars
- Group discussions and debates
- Problem- Solving Techniques: Extensive use of Case Studies to improve the problem-solving ability of the students.
- Faculties make use of models, graphs, power point presentation through ICT tools to present the content of the syllabus.
- Tutorial classes

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

- In addition to chalk and talk method of teaching, the faculty members are using ICT enabled learning tools to enhance learning experiences.
- The major hallmark of this learning transition is from teacher centric to student centric. E- learning environment is created in the class rooms with well-equipped Smart board, LCD projectors, audio-visual facilities and various ICT tools. Printers and scanners are available in departments.
- The library provides accessibility to e-resources vide INFLIBNET to teachers and students. The digital library also helps in accessing information from anywhere in the world, easy search and retrieval of information, etc.
- The college has well equipped Computer Labs. The teachers take practical classes for different courses whose syllabus has practical components which require the use of computer labs. The labs are updated with new software.
- Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students.
- Teachers have also started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc .They share

reading materials, short notes, YouTube Content, e-books over different media like Google Classroom, E-Mail, WhatsApp, etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://www.kac.edu.in/EContent.aspx
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

- The College strictly adheres to the systematic pattern of functioning every academic year based on Academic Calendar which is prepared after being discussed at length by the HODs and Section Heads meeting at the beginning of every year.
- Well in advance the IQAC, requests Department Heads to prepare Plans of Action for the coming academic year for designing the Academic Calendar keeping in view number of working days required, national, weekly and other holidays.
- The Academic Calendar exhibits a positive balance between and non-academic activities, teaching and examination schedule. Course wise Curricular Plans and Teaching Plans are prepared in alignment with the objectives of Outcome Based Education.
- The individual departments prepare the departmental individual lesson plans adhering to the institutional academic and teaching plans. The timetable for the session

is designed and distributed accordingly. and each individual teacher maintain his/her hour based Teaching Diary .

- Departmental evaluation and internal academic audit work is undertaken by a team nominated by Principal .
- The Principal also visits departments every now and then to ensure that academic calendar and teaching are followed in letter and spirit.
- The Faculty wise Curricular and Teaching Plans are authenticated with the signature of the Head of the Department periodically.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

102

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

26

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)**590.21**

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year****21**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**38**

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Kendrapara Autonomous College has recognized the need for automation in the examination system with the application of CBCS pattern syllabus entirely to all stream/honors and with a

total of almost 1018 exiting students every session. The institution has started automating exams in 2006 in accordance with an IQAC ruling. Every semester, an admit card is produced and given to the students. Software is used by the Examination Section to create Memo forms with information regarding the paper, absentees, and other issues.

As a result, the system as a whole is now error-free and takes less time. Answer sheets are confidentially coded using a 6-digit, one-of-a-kind number. After evaluation, entries are made after decoding the students' answer scripts. Each paper's mark foil is also accurately generated by software. A sheet that summarizes each student's performance on all assessments, including internal, term-end, assignments, and project works, if any, is generated by the system and is called a tabulation register. The publication of results is notified on the college website as well as physical notice board of the college. Earlier the provisional marksheet was generated by system, but according to guidelines of Utkal university, the Consolidated Grade sheet have been generated and distributed among students from this year.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Outcome Based Education is a student-centric learning approach and is made mandatory to Higher educational institutes by all regulatory bodies like UGC, NAAC etc. It helps the students to accomplish predetermined set of expected knowledge, skills, values or attributes that a student should acquire at the completion of his/her program. A total of 24 courses from all programmes (both UG and PG) that includes both theory and practical has been adapted by the college as recommended by Government of higher education Odisha.

The course structure includes core, generic, discipline specific, Skill enhancement and AECC. The syllabus of each programme provides clear information about core courses,

generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The syllabus also provides information about scheme of instruction and evaluation. The POs and COs primarily aim at imparting knowledge and skills for building students' competence and personality.

There is also an emphasis on holist development of the students as the learning outcomes focus on imparting values and ethics and improving their interpersonal and communication skills. The POs/PSOs/COs of all the programmes are communicated to all the stakeholders of the programme through Faculty meetings, Student orientation programmes, Parents meetings and BOS meetings. The details syllabi, POs/PSOs/COs are published in the college website.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	http://www.kac.edu.in/Course%20outcome%202020-21.aspx

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

- At the end of each academic year, computation of POs attainment is done from the attainment of all curriculum components.
- Level of attainment computed for COs/PSOs/POs includes both direct and indirect assessment tools.
- Direct assessment tools are used to test the knowledge and/or skills of students in that course. Mid-semester examination and Semester-End Examination are the prime tools for evaluation of PO and CO attainment directly.
- First three levels of learning like remembering, understanding and applying to some extent and fourth level of leaning by analysing can be assessed by conducting standardised examinations. The marks obtained by the students are analyzed and mapped to COs and POs.
- Indirect Methods like, Student Feedback on Curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes if

any are made.

- PO is evaluated based on the performance of the students in terms of their progression to higher studies, qualification in competitive examinations and placement.
- These are also evaluated by the feedback of the parents during parent-teachers meeting.
- Students are encouraged to participate in all the curricular, co-curricular and extra curricular activities of College.
- Programme outcomes, programme specific outcomes and course outcomes are also measured basing on the performance of students and student achievements in curricular, co-curricular and other activities.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

951

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
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.kac.edu.in/pdf/Feedback%20On%20Institute%202021-22.p>

[df](#)**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Institution has a Research committee and an Internal Quality Assurance Cell which look after the promotion of research and frequently monitor the progress of research, academics and other relevant issues. The committee have formulated guidelines and designed a policy to encourage research activities of each department. There is the provision of financial incentive to the faculty members and departments to undertake micro research projects or to finance a part of the research projects. The policy also has provision for financial support to publish research papers in UGC care listed journals, book publications and for presenting papers in national/ international conferences. In addition to this faculty members are also motivated to take up research projects from different funding agencies. Each undergraduate programme offered by the college has a compulsory course of project/ dissertation.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

Nil

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

Nil

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year**Nil**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides**02**

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**0**

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution has a well defined system for innovation. It has a dedicated research advisory committee to look after promotion of research, an academic advisory committee(Academic

Bursars) to promote innovative methods of teaching and learning and an administrative advisory body (Administrative Bursars) to look after innovative and efficient way of accomplishing the administrative and developmental works.

As a part of the innovative programme the institute regularly holds training programmes, workshops, seminars for the faculty members, students and non teaching members. Motivates the departments and faculty members to strengthen research activities through provision of seed money.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

4

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

3

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

4

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

4

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

8

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The institute always strive for the al round development of the students. For this different units/ committees have been constituted. These units/ committees conduct different extension activities to sensitize the students on social issues for their holistic development. The students conducts extension activities in the neighbouring communities on various social issues such as gender issues, child labour, environment issues, road safety, COVID 19, sanitisation and so on through rallies, awareness programmes , webinar etc. During the year the students through the NCC, NSS and red cross units and

department of the institute have conducted Consumer awareness, Youth Day, Womens Day, Yoga Day, Swachh Bharat programme, Road safety, Hand washing and Mask wearing awareness, Health awareness and similar others relating to COVID 9 awareness.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

11

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

441

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

3

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

5

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	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 equipments, etc.

Physical Infrastructure: The college spreads over a pollution free green campus of about 66.67 acres of land having a total built of area 153746.945 sq. feet comprising of Administrative and Academic blocks , separate buildings for Library, Laboratories, Science Block, Arts Block, Commerce Block, Vocational Block, RUSA Academic Block, Bhasa Bhawan, Language

Lab, Smart Class Room, Principal's Residence, Staff Quarters, Teachers Barrack, Guest House, NCC Building, War Memorial Tank, Canteen, Hostels for Boys and Girls students, Staff Common Rooms, Athletic council, GYM, Reading room, Museum, Audio-visual Centre, Health Centre, Conference Halls, Mini Conference Hall, Centralised Computer Accession Centre, Boys/Girls Common Room, IGNOU Study Centre, Odisha State Open University study centre, Language lab, Bank, Post office, Cycle & Two wheeler stand, a pond, a Basket Ball court, a playground, Indoor Stadium, Convocation podium and a temple.

Physical Facilities for Teaching-Learning: The College has adequate number of classrooms, seminar halls and laboratories. There is round 25 numbers of classrooms, seminar hall for each department and 13 well furnished laboratories for physical science, life science, mathematical sciences and social science subjects available in college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.kac.edu.in/Hostel.aspx

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

The institution is providing all sorts Sports, Cultural and Fitness facilities for all rounder development of a student.

Sports: There is adequate space provided for outdoor and indoor games in the college premises. There are indoor and outdoor stadiums and big playground facilities available. The institution has the facilities for outdoor sports like, Cricket, Basket Ball, Foot Ball, Volly Ball, Kabbadi, Kho Kho, and Indoor Sports like Chess, Badminton. The institution has also an athletic club to promote the athletic game among the students. Besides this, the institution has also sports society for regular organisation of sports events. The students of the institution are participating in different indoor and outdoor sports, conducted by University sports council, Dept of Sports and Youth affairs, Govt of Odisha and others.

Cultural Activities: The institution has facilities for cultural activities like Well Equipped Cultural Pandal,

Convocation Pandal. Besides it has cultural club to promote and conduct the cultural activities.

Fitness & Yoga: The institution has a state of the art gymnasium. In the gymnasium various equipments like tread mill, fit massage, trade cycle, five multi stations training machine, adjustable crossover, chest press veridical, lifting bars, dumbbells, bar lifting bench are available. In addition to this, the institution has also a yoga & Aerobic centre and regularly yoga is being practiced. It also celebrates the International Yoga Day and conducts the seminars on Yoga and Indian Culture.

Auditorium: The institution has a state of the art and well equipped auditorium with a seating capacity of 300 persons.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.kac.edu.in/Sports_Games.aspx

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

354.59511

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college has a reader friendly library and named as Dinabandhu Sahoo Memorial Library, known as the largest library of the district.. The total numbers of books in library are about 59490 and number of visitors per day is 80-100. The library has browsing centre, Xerox facility, Faculty Corner and two reading rooms for users.

- Name of the ILMS software: ES Campus
- Nature of automation (full or partial): Partial
- Version: 2.0
- Year of automation: 2021-22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.kac.edu.in/Library.aspx

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

B. Any 3 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**0.69972**

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**4.2.4.1 - Number of teachers and students using the library per day during the year****145**

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Institution has an website under Starsoft technology with campus wifi of 100MBPS and a centralised computer centre(Network resource centre) with LAN throughout the administrative building. With its appropriate budgetary provision upgrades its IT facilities in terms of e-learning, e-knowledge, facilities for e-content development. E-learning centre are operating through Inflibnet, Microdata census of Government of India under centralised computer centre. Google classroom, Skype, Meet and WhatsApp were also used in teaching learning process. The College has set up a digital resource library to record the videos of various events held in college. The college has an active presence in social media platform to reach at the stakeholders.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3232	104

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

C. Any two of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**354.59511**

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

- The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Principal-Cum-secretary of the GB takes care of all the assets of the college. He coordinates through different Committees and Heads of Departments, Administrative staffs, Laboratory attendants, Librarians and Library Assistants.
- There is a repair committee for maintenance of assets. The routine activities of the library are managed by the librarian with the help of library assistants.
- The college has a vast playground for sports facility. The playground, gymnasium, sports infrastructure is monitored by coaches of the physical education department and some staffs.
- The staffs of the computer science department are in charge of maintaining the IT facilities. The computer laboratories and Networking Resource Centre (NRC) are also available to staffs and students for their benefits. The repair/up-gradation and purchase hardware and software are also taken care of by the management system and administrative team.
- As per the needs of the department purchase of chemicals and instruments is done with approval of purchase committee and Principal. For overall monitoring these activities a core committee also present which consists of senior faculty members.

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 freeships provided by the Government during the year

1976

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

C. Any 2 of the above

File Description	Documents
Link to Institutional website	http://www.kac.edu.in/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

194

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression**5.2.1 - Number of outgoing students who got placement during the year**

17

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

5.2.2 - Number of outgoing students progressing to higher education

117

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

11

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year**

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

- Student council is an essential body of any educational institution since it gives an opportunity to promote skills like leadership, teamwork, communication, organization and public speaking. Our institution, like any other educational institution of Odisha has no official student council due to restriction of election in the colleges, vide letter no. HE-FE-III-MISC-144/2016, dated 10.10.2018 of DHE, Odisha.
- Although there is no elected student body, still we encourage our students to articulate their problems, difficulties and suggestions with college authority via different meetings so that we can enrich our teaching and learning system as well as college campus.
- Students are allowed to organize various departmental activities, seminars, awareness programs, etc. Many students actively participate in NCC, YRC and NSS activities as well as sports and athletic events.
- Students can enhance their cultural and literary skills through writing poems, short stories which can publish in college magazine "The Balaya". At the end of the academic year students can also give their judgment on teachers through student feedback system by which we can improve and make changes for the betterment of our college.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

11

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The college has a registered and functional Alumni Association since 29.12.2015. Its Bhubaneswar chapter is also very active through different meetings, brain storms, and supportive approaches for the alma-matter. The members of the association have contributed a sum of Rs. 103100/- (rupees one lakh three thousand one hundred only) to the college through "Mo College Abhiyan". On the basis of this deposit, the state government has contributed double the amount that is Rs.206200. The whole amount of Rs. 309202 have been spent for the up keep of the college central garden through installation of benches aesthetic lounging and fancying for protection of vegetations. Since the pass outs of this institution are highly placed in different fields of public services, they have also render their academic and administrative supports for the up lift of the college. Apart from the main Alumni Association, each department has its own Alumni Association as well who meet in between and keep inspiring their juniors in the direction of their personal development in both academic and social respects.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year	E. <2 Lakhs
--	-----------------------

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision:

Transforming the institute into a Centre of excellence and innovation through need-based education, skill-based training, research and extension activities.

Mission:

- To Foster creativity, Scientific temper, Sportsmanship and Leadership quality.
- To provide the value-added courses on English soft skill and computer skill.
- To provide Information and communication technology (ICT) related resources for effective teaching learning.
- To equip staff and students with necessary knowledge, skill, and attitude for academic excellence.
- To provide a wide range of opportunities for students and faculties, to discover their hidden potentialities both physical and intellectual and to develop their artistic as well as aesthetic sends through cultural extravaganza.
- The Governing Body and the Principal together work towards the designing and implementation of the institutional quality policy. The various administrative and academic departments of the College are effectively governed through a constitution of mandatory bodies such as IQAC, Staff Council, Purchase Committee etc. having well-defined roles and principles keeping in sync with the vision and mission of the College.
- The Principal forms the committees under the convenorship of a teacher or a non-teaching staff with members from teaching staff, non-teaching staff and students for overall management of the various operations of the college, such as, admission, academic coordination, conduct of examinations, promotion of research and extension activities, development of infrastructure-

facilities, appointment of staff, maintenance of service records, encouraging cultural activities, implementation of healthy practices in the campus and inculcation of the spirit of national integrity and social responsibility.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college adopts the effective practices of decentralization and participative management. The administration process and fiscal management process through the scalar structure.

- 1.The Governing Body: It is a statutory body and headed by the president and the principal remains its ex-officio secretary.
- 2.Academic Council: The academic council under the chairmanship of the principal is constituted to ensure proper academic environment in the campus.
- 3.Purchase and finance committee: In accordance with the government and concurrence of the governing body all procedures are scrupulously maintained for purchases.
- 4.IQAC: The Internal Quality Assurance Cell is constituted with members from cross-sections of the locality.
- 5.Board of studies: The Board of studies of each department plays a significant role in designing the curriculum.
- 6.Extension Activities: The NCC, NSS, and YRC organize different extensions activities.
- 7.Grievance Redressal Cell: The Grievance redressal and anti-ragging squad and Cell Against Sexual Harassment of the college work together to curb and contain the mischievous elements.
- 8.Administrative Mechanism: The internal administration involves the appointment of bursars.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The institutional strategic/perspective plan is aligned with the vision and mission of the institution. It is effectively deployed to bring quality improvements in the areas of:

1. Curricular Planning and its Implementation.
2. Teaching- Learning Processes.
3. Research, Collaboration and Extension Activities.
4. Academic infrastructural facilities.
5. Student Support Activities and Student Progression.
6. Internal Quality Assurance System.
7. Institutional Values and Best Practices.
8. Governance, Leadership and Management.

The vision and mission of the Institution is realized by observing the works done in various broad areas. One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented. This has been successively achieved through the deployment of Action Plan for the following initiatives. MOUs have been signed with general & Management Universities and colleges for training, development and placement. PG programs have been introduced in various discipline. The College has also introduced a multidisciplinary research journal called 'Quintessence' which is published annually. Emphasis is also stressed upon using of ICT tools for

effective teaching and learning. Research Training workshops, conferences and seminars are organized for students as well as the student to equip them with the latest updates. The College makes continuous efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process includes field trips and projects to promote grass root understanding of concepts.

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

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

The Organizational Structure of the Institution includes Governing body, Principal, administrative setup, academic council, functions of various committees, service rules, leave rules, welfare schemes, procedures, recruitment procedures as well as grievance redressal mechanism. The college have the following committees to ensure proper management of academic, financial and general administrative affairs.

1. Governing Body-The Governing body is the principal policy making body, which meets at least two times a year and takes decisions to be implemented by the principal.

2. Academic Council- The Academic Council of the college is solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university.

3. Board of Studies- The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functioning in framing the syllabi for various courses,

reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

4. Finance Committee- The Finance Committee is working to advise the Governing Body on financial matters and it meets at least twice a year. / File Description Document Link to Organogram of the University webpage View Document (link to be created)

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.kac.edu.in/pdf/17-01/KAC%20OrganonNew1.0.png
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

B. Any three of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution is always very supportive and protective to the employees of both teaching and non-teaching staffs. It undertakes effective welfare measures in the larger interest of the staff in need. Followings are some welfare measures that

the institution has adopted.

- To prevent the staff from health hazards the college has arranged for RO and UV water purifiers for drinking water purpose in all departments as well as the library and staff common room.
- In case of any medical exigency members of staff together come forward to give moral and monetary support to an employee of any cadre and rank.
- Well maintained washrooms are provided for the staffs with proper sanitary fittings at their departments.
- The institution also issues Identity cards to both teaching and non-teaching staff members for their identities as an employee of this institution.
- All the employees have free access to wi-fi connection within the campus to aid them in the teaching learning process and their research work.
- The college library is well-equipped with wi-fi and digitalization of all recommended books in each stream for the students as well as for the teachers to strengthen their research activities.
- There is a provision for allotment of staff quarters for teaching and non-teaching staff of the college. The staff quarters are situated well within the college premises for the beneficiaries.

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

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

0

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 programmes organized by the Institution for its teaching and non-teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

14

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college follows strict financial regulations as per the norms of Odisha Government Financial Rules. The receipt entries for collection are checked by the Accountant, Head Clerk and Accounts Bursar before closing. The entries are uploaded in

CAPA, the accounting system prescribed by the Government of Odisha. Payment for any items is verified first by the Head clerk and subsequently by the purchase committee, accounts bursar and lastly the principal. The Government of Odisha sends an auditing team annually for audit of college accounts by the local fund audit and the college complies with all the comments and suggestions given. The college follows the regulations of Odisha General Financial Rule (OGFR) for the purchase of any items.

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.
- Corrections are affected on the basis of the audit report and clarifications called by them are submitted as an audit reply.
- For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.
- The Utilization Grant Certificates are annually submitted to UGC.
- The external audit takes place annually for every financial year.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified along with utilization certificate.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by CAG.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Basically, the college receives grants from the government agencies like World Bank, UGC, OHEPEE and RUSA for laboratory as well as infrastructural renovation and development. These financing agencies sanction funds with their scheduled modalities of expenditure. The Financial Council Committee headed by the principal meets with regular interval to determine the norms of purchase and expenditure. Once the norms and procedures are fixed, the Purchase Committee meets and issues notices asking for requirements from the departments and concerned sections. The invoked requirements and suggestions are compiled together and discussed in the Purchase Committee meeting thoroughly and a final list is brought out to be placed to the IQAC of the college. After the Principal's approval the file is sent to the Governing Body (GB) for its approval. After getting nod from the GB the purchase is made as per the norms of the funding agency, financial committee resolutions and Odisha General Financial Rules.

Secondly, when a need arises in the college and articles to be purchased does not comes under the external funding agency, the Purchase Committee submits a requirement to the principal along with justification and tentative budget. The requirement is discussed in the financial committee for modalities. After getting an accent of the principal the file is sent to the Governing Body for its approval if the budget is over Rs. 15000/. Once the Governing Body approves it, the Purchase Committee does the necessary work in line with the modalities formed in the finance committee.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The institution has adopted Automation and the conduct of seminars as its two best practices. With the implementation of the CBCS pattern syllabus to all the honours and with nearly 5500 outgoing students every session, College realized the necessity of automation service in the examination system. The institution implemented the automation of examinations in the year 2017 as a part of the IQAC resolution. With tender flotation and selection, the institution has signed MOU with Shrusti Academic of Management, Bhubaneswar, Marshaghai College, Marshaghai, Kendrapara for five years each. The following are done with the automation service:

1. Coding of answer scripts with 4-digit code unique number
2. Publication of online result
3. Organized Seminars
4. The college is also doing online form fill up and admit card generation using the automation service.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC being the centre of Institutional development it continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. All newly admitted students have to compulsorily attend the Induction Programme, in which they are made aware of the rules and regulations, the teaching learning process, the system of continuous evaluation, compulsory core

courses, various co-curricular activities, discipline and culture of the Institute. Students are also introduced with the Time-Table, Programme structure, syllabi of the courses before the semester commences. The Academic Bursar and Discipline Committee members make random visits to ensure the smooth functioning of classes. Feedback from students is also taken individually by teachers for their respective courses by Proctors, and communicated to IQAC. Students are also free to approach the principal or any other staff for feedback and suggestions. Feedback is properly analysed and pondered upon before taking necessary steps. The teaching-learning processes are reviewed and steps of improvements are implemented based on the IQAC recommendations.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	http://www.kac.edu.in/pdf/student%20resource/Communique%202021-22_0002.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

Gender discrimination is any unequal treatment, including privilege and priority on the basis of gender. Gender equality is a human right. It is integral for socio-economic prosperity and uniformity of the society. Various measures have been adopted in our institution for Students and staff members to promote gender equality: The institution has organised webinars and seminars on Gender equity to sensitise the significance of gender equity. A Webinar titled "Gender equality" was organised which threw light on role Gender equality in foundation for a peaceful, prosperous and sustainable future and a seminar on "Gender equality: A sharing responsibility among community" was organised which enlighten significance of gender equality. In addition,

- To ensure women safety and security, Women's Hostels are equipped with CCTV Camera and well fenced boundary wall.
- CCTV cameras have also been installed in class rooms and strategic points in the campus to provide additional levels of safety and security.
- The institute has constituted various committees with senior faculty member's viz. Anti-harassment Committee and Women Grievance Redressal Cell as per rules and regulations of Statutory Authorities also endeavours for Gender equity.
- Separate common rooms for boys and girls are in place. Our Institute also provides Self-defence training programme for women/girls to boost their confidence to handle unavoidable circumstances.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
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 a maximum of 200 words)

Waste management is indispensable for healthy and eco-friendly environment. The Institute has taken conscious efforts to nurture the eco-friendly environment by effective waste management.

Various types of waste generated in campus are managed by different approaches as follows:

- Solid wastes of approximately 50 kg generated in campus collected in in dustbins of red, blue and green colours for non-recyclable, degradable and recyclable wastes respectively.
- The biodegradable waste is converted to organic compost using various techniques like vermicomposting, and In-vessel composting.
- Plastic wastes are collected in daily basis and store in dustbin and handover to Municipality authority for disposal, resource recovery and recycling. The institute has banned use of single use plastic in campus.
- As per the Biomedical waste management rules 2016, the Institute collecting the sanitary napkins and other related materials from the Women's hostels in a yellow colour bin within the campus and periodically handed over to the municipal authority for disposal.
- Hazardous waste such as waste oil generated from servicing one Diesel generator sets of capacity 85 KVA is collected in a barrel and stored separately till it is handed over to the municipal authority for disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	No File Uploaded
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
Geotagged photographs / videos of the facilities	View File
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**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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**

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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 a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

- Our institution is taking various initiatives to provide an inclusive environment by bringing teachers, non-teaching staff and students with diverse background on a common platform. The purpose of conducting such events in the institute is to promote the sense of peace, equality & harmony.
- Everyone has freedom to express his/her own opinions and is given equal opportunity to participate in teaching-learning work and social activities.
- The Institute affirms immaculate clarity in admissions as per government norms irrespective of the cast, creed and colour.
- The institute has an active NSS wing which attempts to establish meaningful linkages between 'Campus and Community'. Anti-Harassment cell, Anti-ragging cell and Employee grievance cell operates to impart a healthy and congenial atmosphere to all staff members and students. Youth Red Cross wing of the institution organises different programmes to promote of health, hygiene, and humanitarian values in the society.
- Gender audit and related counselling programmes conducted in the campus to give emphasis on gender equity. Our institute shows respect towards all rituals and practices of different communities.
- In addition blood donation camp, plantation, different awareness programmes related to environment and road safety are conducted as practice for the purpose to serve the society. Through Communal harmony campaign donation raised to support the Orphans in respect to promote

fraternity, maintain peace & communal harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Kendrapara Autonomous College places a great emphasis on the inculcation of values that makes all students and staffs responsible citizens of the country and the world. Programs and activities that students and staff engage related to inculcating values and being responsible citizens includes:

- Independence Day and Republic Day are celebrated every year to celebrate India's independence and date on which the Constitution of India came into effect respectively.
- International Yoga Day was observed on 21/06/2022 with theme of "Yoga for Humanity". Besides Yoga class, Yoga Guru illuminated role of Yoga for building of Humanity.
- The Constitution Day celebrated on 26/11/2021 to commemorate the adaptation of the Constitution of India. Thereupon, students and employees were communicated about constitutional values such as justice, liberty, equality and fraternity.
- Communal harmony campaign was organised in the campus on 23/11/2021 to raise donations for the physical & psychological support of the orphans, and children affected by violence.
- Seminar on human rights was conducted by Department of Political Science on the topic "State and Human Rights in 21st Century". Retd. Prof. (Dr.) Swarnamayee Tripathy, threw light on four generations of human rights.
- Human Rights Day was celebrated on 10/12/2021 justifying theme of Human Rights Day-2021 i.e., "Equality, reducing inequalities, advancing human rights."

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
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 sensitization 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 Annual awareness programmes on the Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

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

With respect to inculcate values nationalism in the student's institution celebrates Republic Day, Independence Day, Arm Force Flag Day etc. The college organizes special programmes on the occasion of the birth anniversaries and memorials of great personalities; Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel, Babasaheb Ambedkar, Swami Vivekananda remembering their sacrifices and contributions to our nation. In addition, various commemorative days like, World Environment Day, Human Rights Day, National Youth Day, National

constitution Day, National Voters Day, National Mathematics Day, Anti-Poverty Day, World Polio Day, NCC Day, Arm Force Flag Day, National Science Day, No Tobacco Day, World AIDS Day, observed in the Institution campus pertaining to theme and significance. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Walks, Essay writing. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Practice-01

Title of the practice: Introduction of online Feedback Assessment for the session 2021-22 through Google form

The feedback assessment is the backbone of any Institution for all-round development. In this Context, our Institution has conducted online feedback assessment for Academic session 2021-22.

Objectives:

1. Feedback on Faculty performance.
2. Feedback on College Facilities:

Context:

1. Student Feedback on Faculty performance was carried out by using following Parameters such as Communication Skill, Interest generated by the teacher, Accessibility of teacher, sincerity and commitment of the teacher using five point scales

to assess' performance of faculty members.

2.Student feedback on College Facilities was conducted based on the following 10 criterion; Academic content, Usefulness of teaching materials, Fairness of evaluation, Interaction with faculties, Interaction with administration, Library facilities, Computer facilities, Hostel facilities, Recreational facilities, Extracurricular activities and Sports facilities to value our institution.

The Practice:

The students gave their online feedback on five point scale. After analysis of the feedback, IQAC place it before the Principal for necessary action. The IQAC prepared a report based on the feedback and placed before the Principal for necessary action.

Evidence of Success:

1. More than 90 percentage of students participated.
2. Students gave their opinion freely without biasness.

Problems Encountered:

1. Some students failed to submit the feedback due to lack of technical knowledge.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Providing value-based education is the pioneer interest of our institution. Our endeavour is to provide excellent academic facilities that enable the students to face global economic, social and environmental challenges.

Followings are performance of the institution in an area distinct to its priority and thrust:

- Our Institute by providing financial assistance through student aid fund.
- Career counselling programmes are conducted by our institute to groom the students about their higher studies as well as various job opportunities available for them in the present scenario of society.
- Extramural seminars are organised in in every department by inviting eminent Scholars from different Universities and Colleges to enrich the intellectual understanding of the students.
- The best graduates, best performers of different literary and cultural activities with medals, cash prize and certificates from sources of college fund and endowment.
- Institution offers "" with a cash prize of Rs 20,000 every year to an eminent person of the state for his/ her distinguished contribution to the society.
- By taking into consideration the trouble millennial epoch, our institution has signed with various institutes of higher learning for providing fast hand and update knowledge to our students through student exchange programme /Mentorship programme/ research and innovative practices etc. for enable them to sustain in the changing paradigm of society.
- Orientation classes for newly recruited teaching and non-teaching staff members are conducted intermittently from time to time.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Strengthening Academic Activity by implementing outcome-based Education.

2. To provide holistic value based education and inculcate entrepreneurial abilities in students to face the challenges of corporate world.

3. To increase the numbers of publications in national and

international journal of good impact factor and tie-up with the University for advance research.

4. Initiative towards student and faculty exchange as part of MOU, for academic excellence.

5. To obtain NIRF Rank.

6. To prepare the college for the Cycle-III of assessment and accreditation by NAAC and aim to get A++.

7. Strengthening of academic remedial and personal mentoring programs.

8. Planned to organize campus recruitment training programs for students to enhance their employability skills.