



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GANJAM COLLEGE GANJAM

AT- DAMODARPUR, GANJAM, WORD NO.12
761026

www.ganjamcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Ganjam College is one of the oldest institutes of Odisha which has been providing quality education to the students from diverse backgrounds. The college, with the initiative of the people of Ganjam town, was founded on 7th August, 1969 by Sri R. P. Padhy, the then Vice Chancellor of Berhampur University. It is located at the backdrop of the historic Potagada Fort and the scenic spread of the Rushikulya river. Nestled in between the Rushikulya rookery which is the nesting place of the famed Olive Ridley turtles and the luxuriant growth of the fragrant Kewra plants, the college stands as a meeting point of History, Nature and Culture.

The college is a full-fledged Degree College with all the three streams in Arts, Science and Commerce functioning. At present, the college offers Honours courses in Odia, English, History, Pol.Sc., Economics, Logic and Philosophy, Mathematics, Physics, Chemistry, Botany, Zoology and Commerce.

The college has an Auditorium Hall, four classrooms and a Seminar Hall equipped with ICT teaching tools, E-Library, a Computer Lab., well-equipped Science Laboratories and sufficient number of class rooms. The Library possesses around 31,000 books and subscribes to a large number of Magazines, Journals and Newspapers. College library is fully automated and provides access to free e-resources like NDL, SWAYAM, PROJECT GUTTENBERG, SHODHGANGA, SHODHSINDHU, eGyanKosh etc. Further, students and faculty of the college has free access to the e-Library of KIIT, Bhubaneswar as a part of the MOU signed with the institution and valid for three years with option for further renewal. Apart from being a SAMS center, the entire admission procedure as well as Accounts Section is fully automated.

The college has achieved distinction in Academics, Sports, NCC, NSS and YRC. Its Statutory and Non-Statutory Cells carry out all the activities necessary for the development of the institution. It has an active Alumni Association and a record number of its students are placed in different Government, Non-Government and Corporate Sectors. The institution is committed to gender equality, is disable friendly, protects its flora and fauna and is intent upon inculcating moral and ethical values among its students.

Vision

VISION: To be a leading institution for providing quality higher education that is inclusive and equitable and enabling the students to build a sustainable future for themselves and create competent human resources.

- Our vision is to provide quality higher education which is affordable and accessible for all categories of students.
- The institution strives to create an inclusive learning environment where students of all backgrounds, abilities and identities feel valued and supported.
- The institution aims to create an equitable learning environment where every student has an equal opportunities to succeed with equitable access to learning resources..

- To be a student-centric institution that helps to unleash the true potential of students for career building in diverse fields.
- Our institution aims at producing competent graduates as human resources through skill development and mentorship programmes.

Mission

- OUR MISSION is :
- Empowering minds through inclusive education and innovative learning experiences.
- To prepare the individual for employment and advancement in their chosen career.
- Preparing students for a rapidly changing world through adaptive learning and skill development.
- Providing accessible and affordable education for a diverse student body.
- Nurturing intellectual curiosity, creativity and emotional intelligence.
- Cultivating a community of scholars, leaders, and change-makers.
- To impart requisite employability skills so as to enable students find suitable placement for themselves.
- To develop qualitative holistic education based on skill, knowledge and ethical values through a well-planned curriculum implementation.
- To broaden, support and integrate modern methods of education through ICT-enabled teaching-learning mode.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Ø Ganjam College has an active Internal Quality Assurance Cell (IQAC) which tries to maintain the highest quality in teaching -learning process.

Ø The College conducts regular career counselling in collaboration with various organizations to provide better career guidance to the students.

Ø NCC, NSS and YRC wings of the college conduct several community outreach programmes thereby acting as a bridge between the students and the society.

Ø Highly qualified, experienced and dedicated teaching faculty forms a strong pillar of this institute.

Ø The institute has a registered alumni association which collaborates with the college to create a vibrant academic culture.

Ø Well equipped automated library caters to the academic needs of the student. The E library of the college offers a platform to access various free e-

resources like NDL, SWAYAM, PROJECT GUTTENBERG, SHODHGANGA, SHODHSINDHU, e-GyanKosh etc.

Ø Well equipped Science laboratories.

Ø The College deploys modern and technologically advanced methods of teaching with the use of ICT enabled classrooms.

Ø The college has adequate number of faculty members which helps to maintain standard Student Teacher Ratio.

Ø The lush green campus of the college nurtures an ecologically sensitive mindset among the students.

Ø The College has signed a Memorandum of Understanding with KIIT, Bhubaneswar to provide teaching-learning opportunities to both students and teachers.

Ø The college has never recorded a case of ragging in its history.

Ø To meet the growing digital needs of the students the college provides free Wi-fi with high-speed internet.

Institutional Weakness

Ø The college faces inadequacy of both teaching and non-teaching staffs.

Ø Despite being a pioneer institution, it is unable to foster a suitable atmosphere for research and innovation.

Ø Being affiliated to Berhampur University, the college follows the syllabus prescribed by the university without much scope for modification.

Ø The college doesn't have adequate number of class rooms and seminar halls.

Ø Lack of hostel facilities for students coming from far off places discourages the students to take admission.

ØLack of interaction between institution and Industry hinders campus placement.

ØPresence of a Government college with relatively less fee structure in the vicinity dampens the rate of enrollment.

Institutional Opportunity

Ø The college fulfills all the criteria to become an autonomous institution.

Ø Highly qualified faculty members are capable of organizing high quality seminars, workshops and conferences to enrich the academics of Ganjam College.

Ø The college has the potential to offer new interdisciplinary course.

Ø To meet the current needs of the students the college can initiate some professional and job-oriented courses.

Ø Collaboration with alumni association has the potential to boost the learning experience for the students on campus.

Ø Offering Post-graduation programmes can produce academically sound minds.

Ø Five-acre wide campus of the college provides ample scope for additional infrastructure.

ØMOUs with the nationally and internationally acclaimed institutions can support the research activities in the college.

Institutional Challenge

Ø Adequate Institutional infrastructure remains a challenge.

Ø Ganjam College caters to the needs of first-generation learners and students from socio-economically marginalized section who are not well versed with English language and subject matter related knowledge system.

Ø Attracting the best students of the region and enhancing student enrollment.

Ø Obtaining funds for developmental activities is a challenge.

Ø Creating an atmosphere for Research and innovation.

Ø Blending curricular with extra-curricular framework for the all-round development of students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Ganjam college being affiliated to Berhampur university follows the curriculum designed and prescribed by the affiliating University. The new academic session at Ganjam college commences with the preparation of Annual Academic Calendar and Time Table. The institution ensures effective curriculum delivery by instructing its faculty members to maintain Lesson plan and Progress Register regularly. Student-Centric learning is at the heart of our academic planning, to ensure that curriculum is effectively delivered we follow a mentor-mentee system and identify the students who lag behind and conduct special remedial classes for them.

To make our faculties dynamic and vibrant the college encourages its faculty members to participate in the Faculty Development Programmes and Refresher Course. In addition to that to ensure a continuous and comprehensive learning for both the teachers and taught seminars and extramural talks are conducted at a regular interval. To assess the effectiveness of the lessons delivered, unit tests and internal exams are conducted at a regular interval in addition to the end-semester examination which is conducted by the Berhampur University.

Students are encouraged to take project in their final semester which gives them an opportunity to undertake research in the last leg of their academic career thereby empowering them immensely to go for research in future. Student centric education being the heart of our academics, we at Ganjam College collect feedback from Students, alumni and faculty members to ensure that students receive the best of education.

Ganjam College not only equip its students with subject oriented knowledge but also inculcates in them the much-needed human values and life skills. The curriculum adopted in the college includes various papers which sensitises students on issues that requires immediate attention. In addition to the courses offered, the institution has several cells and wings which includes Women Cell, Anti- Ragging cell, NCC, NSS, YRC and Electoral Literacy club which strive constantly to infuse human values in students and produce responsible citizens of tomorrow.

Teaching-learning and Evaluation

This institute has students from various socio-economic background. Some of them are first generation learners. To cater to their needs, we have a dedicated counselling team which guide them to opt a suitable Programme for their future endeavours. After admission into different courses the concerned department takes diagnostic tests to get acquainted with the academic level of their students, accordingly, teaching methodologies are planned. We categorise our students into two groups devising appropriate methods suitable to their distinct needs. For slow learners Bridge course on General Knowledge, Communication Skills and basic Mathematics, Tutorial classes/Extra Classes and Regular Career Counselling are conducted. Advanced learners are encouraged to take extra courses on computer, and prepare for the competitive exams. To polish and broaden the horizon of their knowledge experts are invited to give lecture on Banking, Accounting and Basic Scientific skills.

The Institute focuses on all round development of students by following student centric methods of Teaching-Learning Process. Regular seminars, guest lectures, Invited talks etc are conducted to develop interest among the students to overcome the academic monotony that comes with regular class. As most of the students are from regional medium use of English and Odia in teaching-learning process lay a solid academic foundation for them. Our class rooms are dialogue between the teachers and students, these interactive methods of teaching attempt to address the special needs of the students involving all of them in the academic discourse.

Faculty members utilize ICT enabled teaching tools to strengthen the teaching-learning process. They use multimedia presentations, videos, and interactive simulations to present complex concepts in a visually appealing manner, catering to different learning styles and abilities. By integrating ICT into their teaching practices, teachers create a more reciprocal and shared learning environment.

The Institute has various wings like NCC, YRC and NSS which engages students in different co-curricular activities. The college has a dedicated Examination Section to conduct continuous and comprehensive assessment. It conducts both the internal and university examination. The sanctity of the examination is maintained by forming internal squads and installing CCTV in the examination Hall.

Research, Innovations and Extension

The courses offered at Ganjam College are designed in such way that it encourages research, innovation and entrepreneurship. Papers offered in UG teach students cutting-edge technology like quantum computing, machine learning and laser-based technology which fires their imagination and stimulate them to go for research, innovation and entrepreneurship. To promote research Students are encouraged to take project in their final semester which motivates and empowers them immensely to go for research in future.

Ganjam College has a dedicated Entrepreneurship Development Cell which stimulates the young minds to create, innovate and find sustainable solution to the societal challenges. To unleash the spirit of Innovation among students and young faculty we at Ganjam college strives to blend theory with practice by organising various lectures, seminars, and workshops. To foster creativity and research-oriented attitude, students are encouraged to present papers in the national seminars organised in the college and outside.

To provide a suitable research ecosystem to our teachers and students the college has signed MoU with KIIT, BBSR. Ganjam college and KIIT partner with one another to share, exchange and disseminate knowledge. The working MoU with KIIT gives a perfect ecosystem for further research and innovation. In addition to partnership with academic institution, Ganjam college engages with local people and self-help groups to take the innovative spirit beyond the premises of college campus. To provide practical outlook to the students Ganjam College partners with local people and SHG groups to give a platform to the budding local entrepreneur and students where both the members of SHG group and our students display their rich innovative spirit.

Infrastructure and Learning Resources

Ganjam College is located at a picturesque and serene location. Its campus spread over an area of around five acres. The college has adequate infrastructure facilities which caters to the academic needs of the students. Each Honours Department of the college has been assigned with a specific class room along with the general classroom available to all. The college has four smart class rooms and one ICT enabled seminar Hall with high speed internet connectivity and Public Address System. The science laboratories of the college are well furnished with advance equipments. The college has an Auditorium Hall with seating capacity of three hundred to facilitate academic and cultural activity. The college has a dedicated computer lab with internet facilities. Our college has two libraries one fully automated general library with reading room for both faculties and students and another advanced e-library. The college has facilities which include Staff Common Room, Boys Common, Girls Common Room, NCC unit, disable friendly infrastructures, spacious cycle stand, Canteen.

We have sufficient infrastructure to promote co-curricular activities like sports and cultural activities. Our spacious Auditorium Hall with proper light and sound system affords a perfect ambience for cultural events. Indoor Game facilities are made available to students in the students common room and a largeplay ground encourages the students to take part in various outdoor games.

Student Support and Progression

The college has students from diverse socio-economic backgrounds. Most of the students belong to the lower echelon of socio-economic pyramid; to cater to their educational needs and provide them a support base various scholarships are awarded by the Government. To support and empower the students for their future endeavours skill-based knowledge like computing skills and language skills are incorporated in the teaching learning process. We provide ceaseless guidance to the students on various career opportunities. Our dedicated career counselling cell organises lectures in collaboration with different organizations to aware the students. Constant guidance and monitoring of students has resulted in the holistic development of the students. Every year around 40% of our students get placed in various government and non- government organisations. Ganjam College gives utmost importance to students' safety and security. The institute has formulated a Zero Tolerance Policy towards ragging, sexual harassment and all forms of discrimination. Various cells like Anti-Ragging Cell, Women Cell and ST/SC Welfare Cell are in operation to address students' grievances.

Our dedicated faculty members and mentor-mentee programme has helped many students to push their limits. Our students qualify various state and national level competitive examination and get opportunity to study in the institution of repute. Our students not only perform well in academics but also in other extra-curricular

activities. Many students have won laurels for the college in various State and National Level Competitions.

The college has an active Alumni Association that strives to build a strong and mutually beneficial bond between the alumni and the institution. The Alumni Association of the Institute is called Ganjam College Alumni Association. The alumni give support to the students through interaction, financial funding, career guidance and placement. Alumni Meets are held from time to time which is coordinated by Ganjam College staff members who are the alumni of the college. Special programmes are conducted by the Alumni Association to have interaction with the students. Alumni members are registered in the Mo College Portal of Govt. of Odisha.

Governance, Leadership and Management

The institutional governance and leadership are in accordance with the vision and mission of the college and it is visible in various institutional practices such as institutional growth in terms of student enrollment, faculty development, implementation of plans and strategies through decentralization, steps to NEP implementation. Our vision is to be a leading institution for providing quality higher education that is inclusive and equitable which enables the students to build a sustainable future for themselves and create competent human resources. Our mission is preparing students for a rapidly changing world through adaptive learning and skill development, providing accessible and affordable education for a diverse student body, nurturing intellectual curiosity, creativity and emotional intelligence and cultivating a community of scholars, leaders, and change-makers.

Ganjam College's organizational structure is hierarchical, with the Director of Higher Education, Odisha, at the helm. The Governing Body, comprising esteemed members, works in tandem with the Principal to maintain a conducive academic environment. The Principal, as the administrator, implements the Governing Body's decisions and policies, aided by teaching and non-teaching staff. Department Heads, Faculty Members, Physical Education Teachers, and the Librarian report to the Principal, ensuring seamless college operations. All monetary dealings, procurements, and disbursements at Ganjam College are executed in strict adherence to governmental and UGC regulations, following approval from the Purchase Committee, Finance Committee, and Governing Body. The Account Section, led by the Account Bursar, plays a vital role in overseeing the judicious and optimal utilization of financial resources, ensuring transparency and accountability in financial management.

Internal Quality Assurance Cell of the college has contributed significantly toward internalization of quality assurance strategies and procedures in teaching-learning and evaluation. Through periodic meetings it evaluates the learning outcomes of each programme of study, prepares strategies for quality assurance initiatives of the college including extension activities. IQAC conducts Internal Academic Audit, Internal Gender Audit, Internal Green Audit, Internal, Internal Environmental Audit and Internal Administrative Audit. It documents the activities of the college and makes it available to all its stakeholders through its newsletters. IQAC also updates the college website

Institutional Values and Best Practices

The college strives to promote an inclusive environment for both the students and teachers. Everyone is granted equal opportunities irrespective of gender, race, caste, etc. The main focus of the college is on ensuring safety, protection, and welfare, along with promoting gender equality and fostering a positive work atmosphere. The college campus maintains strict security measures, including security checkpoints at all entrances and exits and adequate lighting for extended hours. To ensure security and safety for its female students CCTV cameras are installed in the Girls' Common Room to monitor movements, and the entry and exit of outsiders.

Faculty provide guidance to students not just on academic performance, career plans but also personal and psychological issues are given due importance in our academic framework. IQAC regularly supports and advises students on various concerns and arranges resource persons to shed more lights on subjects such as health, stress, and gender sensitization. Topics such as Right to Information, Sexual Harassment, and Gender Equity are regularly addressed during these sessions. Moreover, the institution commemorates Republic Day and Independence Day that highlight the significance of the Indian Constitution and the struggles for freedom. The Institution ensures that students and employees are well-informed about their constitutional obligations through both the curriculum and extra-curricular activities. Many subjects incorporate topics aimed at sensitizing students to their constitutional responsibilities.

The two best practices of the colleges are Mentoring System Mechanism (MSM) and Identification and preservation of flora and fauna within campus and community. The mentor system is designed to support the overall growth of students throughout their college experience. Additionally, it seeks to keep parents/guardians updated on their children's academic advancement, enabling them to provide proper guidance. Given the growing ecological concerns, it is crucial to take immediate actions to promote eco-friendly practices. Our college strongly advocates for the promotion of environmental conservation. Identification and preservation of flora and fauna within campus and community has been one of our best practices with the goal to share knowledge, raise awareness, foster a conservation mindset towards the environment, and cultivate the necessary skills to address environmental issues and challenges.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GANJAM COLLEGE GANJAM
Address	At- Damodarpur, Ganjam, Word No.12
City	Ganjam
State	Orissa
Pin	761026
Website	www.ganjamcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Simanchala Bhol	06811-291456	9583806853	-	ganjam.ganjamcollege@gmail.com
Associate Professor	Amar Prasad Bishoyee	06811-291018	9437166906	-	iqacgc2021@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Orissa	Berhampur University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	11-09-1970	View Document
12B of UGC	20-02-2014	View Document

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	At- Damodarpur, Ganjam, Word No.12	Urban	5.358	2841.03

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English,	36	Higher Secondary	English	32	18
UG	BA,Odia,	36	Higher Secondary	Oriya	56	54
UG	BA,Economics,	36	Higher Secondary	English,Oriya	48	28
UG	BA,History,	36	Higher Secondary	English,Oriya	56	49
UG	BA,Political Science,	36	Higher Secondary	English,Oriya	48	38
UG	BA,Logic And Philosophy,	36	Higher Secondary	English,Oriya	16	8
UG	BSc,Physics,	36	Higher Secondary	English	56	43
UG	BSc,Chemistry,	36	Higher Secondary	English	56	51
UG	BSc,Mathematics,	36	Higher Secondary	English	16	6
UG	BSc,Botany,	36	Higher Secondary	English	32	26
UG	BSc,Zoology,	36	Higher Secondary	English	32	26
UG	BCom,Commerce,	36	Higher Secondary	English	64	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				44			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				44			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				21
Recruited	0	0	0	0
Yet to Recruit				21

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	1	0	8	2	0	15
M.Phil.	0	0	0	3	1	0	3	2	0	9
PG	0	0	0	1	0	0	8	3	0	12
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	182	0	0	0	182
	Female	175	0	0	0	175
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	20	13	31	20
	Female	14	25	26	25
	Others	0	0	0	0
ST	Male	1	0	1	0
	Female	0	1	1	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	176	158	172	162
	Female	134	113	131	150
	Others	0	0	0	0
Total		345	310	362	357

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college is offering an Interdisciplinary curriculum since the academic session 2015-16 as a part of the Choice Based Credit System (CBCS) at the U.G. level in Science, Arts and Commerce
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	<p>Stream which is recommended by Berhampur University. Environmental Studies and Disaster Management is taught to all the students as a part of Ability Enhancement Compulsory Course(AECC). Communicative English and Quantitative Aptitude and Logical Thinking are taught to all the students as a part of Skill Enhancement Compulsory Course(SECC).A range of subjects under Discipline Specific Elective (DSE) are offered along with Core subjects so as to create an interdisciplinary approach for a comprehensive understanding of a particular discipline. Students are offered Generic Elective (GE) subjects to develop a multidisciplinary to concepts and issues. Besides that, the college conducts awareness programmes for all the students on issues like gender, environment, human rights, AIDS, voting rights and others and celebrates national, international and commemorative days like International Yoga Day, National Voter's Day and others for comprehensive development of students of all the streams. The college is prepared to implement NEP.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank of Credits (ABC) envisions the academic mobility of students with the freedom to study across HEIs in the country with facilities for credit transfer from one programme to another leading to a degree. To facilitate the process, all the U.G. students of the college have DigiLockerAccounts to store Credits, Certificates and other relevant documents pertaining to academics. The DigiLocker account helps the student track the options easily while applying for entrance examinations like CUET. This streamlines the process of admissions to higher studies/different discipline as well as for job applications by simplifying the verification of academic documents. Students are encouraged to take up courses on SWAYAM, NPTEL portal for multidisciplinary degrees. The college puts forth great effort to widely publicize Academic Bank of Credits through its Calendar Book, college website, notice board among others. The flexibility offered through multiple entries and multiple exit points of the ABC system as per NEP-20 has tremendous scope for students to earn degrees for greater career prospects.</p>
3. Skill development:	<p>The institution promotes skill development among the students through curriculum implementation and</p>

	<p>other programmes. Communication Skill is imparted to all the U.G. students of Science, Arts and Commerce streams as a part of Skill Enhancement Compulsory Course. With the objective of increase in employability of students the institution engages on developing the following capacity building skills among the students: 1) English Communication Skill, 2) Computing Skill, 3) Effective Power Point Presentation skill, 4) Quantitative Aptitude, 5) Logical Thinking, 6) Disaster Management, 7) Cyber security, 8) Yoga and Wellness among others. As huge gaps exist between industry/job requirements and available skill level, our institution takes effort in imparting the requisite skill to the students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The college has integrated the Indian Knowledge System partly through the curriculum and its implementation as well as through Extra-Mural talks and other academic programmes. Ethics and values are taught to all the students of all the streams in all the semesters which integrates the Indian value system. To complement this, the college regularly conducts Juba Sanskar Programmes to inculcate moral and spiritual and ethical values among the youth. Odia language, which is the sixth language to be designated as a classical language, is an integral part of the U.G. curriculum followed by our institution and is taught to all the U.G. students of Arts, Science and Commerce streams as a part of Ability Enhancement Compulsory Course. Language and literature courses like Odia Honours and English Honours have papers designated to Indian Classical Literature and Odia Literature in which students gain first hand and in-depth knowledge of Indian language and culture. Students are encouraged to take up courses on Indian Knowledge system through SWAYAM portal and online lectures and webinars.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The college focuses on Outcome based Education which is performance based and is an attempt to measure the outcome of the Programme of Study. It addresses the skill gap that exists between the curriculum implementation and skill requirement of the industry and job market. Keeping this in mind, our faculty members develop instructional study material, effective teaching methods and a comprehensive evaluation system. Students are imparted content-based teaching which is supplemented by skill-based knowledge. Programme</p>

	<p>Outcome(PO), Programme Specific Outcome(PSO) and Course Outcome(CO) of all the U.G. programmes taught in the college are well publicized through the college website so that all the students get well-acquainted with the same.</p>
6. Distance education/online education:	<p>Education has undergone a paradigm shift due to the rise of Information and Communication Technology(ICT) and the outbreak of Covid-19. Throughout the Covid-19 period all the classes were held in online mode which benefitted the students immensely. The students could access the lectures of the faculty members and study material staying within the safe confines of their home. Our college believes that Open and Distance Learning and ICT are the means by which equity, access and quality of education can be attained. This makes education empowering as through discipline, curiosity, creativity and development it breaks the cycle of ignorance and poverty leading to employment and prosperity. The conventional system of education continues to be the mainstream education but it fails to provide equitable learning opportunity to all. To overcome this we offer online education to those students who are unable access us in the class room. Besides that, students are encouraged to take up courses on SWAYAM and similar portals to bridge the knowledge gap. Link to e-resources are also provided to students including access to Inflibnet, Project Gutenberg and others.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	<p>Yes. The college has an Electoral Literacy Club which conducts various programmes throughout the year to promote electoral literacy. It is a platform to engage the college students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. ELC of Ganjam College aims at strengthening the culture of electoral participation among young and future voters as well as spread awareness about voting rights and voting enrolment in the community.</p>
2. Whether students' co-ordinator and co-ordinating	<p>Yes. The college has appointed a Nodal Officer from</p>

<p>faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>among the faculty members who coordinates the programmes in the college and the community as well as liaisons with the District Election Officials. Yes, Student Coordinators are appointed by the college who take hands-on training in electoral literacy organized by the Office of the District Election Officer. Yes, Ganjam College ELC is fully functional in the sense it conducts programmes throughout the year to sensitize the students and the community about voting enrolment an voting rights. Yes, the ELC is representative in character.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>Yes. The ELC of Ganjam College has undertaken several initiatives and conducted several innovative programmes. Student volunteers take active part in registration of new voters among the students an the community from where they have come. They take part in electoral process by assisting district election administration in conduct of polls, voter awareness campaigns, promotion of ethical voting, enhancing participation of the underprivileged sections of the society especially the transgender community, commercial sex workers, senior citizens, disabled persons and others. The ELC organizes new voters enrolment programmes in collaboration with the district administration under SVEEP (Systematic Voter's Education and Electoral participation) in which personnel from the district administration train the students on voter literacy. It also celebrates National Voter's Day every year to create awareness among the students and the public about their right to vote to create a strong democracy.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Yes. The college has taken a number of initiatives in electoral related issues. ELC Student Volunteers along with NCC Cadets, NSS and YRC volunteers undertake -- i) door to door survey on new voters' enrolment; ii) undertakes awareness drives among the students and the community; iii) shares content through social media, distribution of handouts and Notice Boards; iii) Undertakes drive for Aadhaar-Voter ID link; iv) conducts awareness and enrolment programmes under SVEEP((Systematic Voter's Education and Electoral participation);v) Creates content that contributes to democratic values and enhanced participation in electoral processes.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by</p>	<p>The college has institutionalized a strong mechanism to register eligible students as voters through its</p>

ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

Electoral Literacy Club. The college conducts enrollment drives regularly with support from officials of the district administration in which students above 18 years are enrolled and sensitized about their voting rights. It conducts SVEEP programmes to create awareness among the young voters about their voting rights. As a result of the efforts of the ELC and the college, almost all the students above 18 are enrolled.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
898	880	832	896	995

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

2 Teachers

2.1

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

Response: 48

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

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
35	30	35	33	32

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
40.24618	40.70043	45.13230	31.18423	51.34167

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

Ganjam College offers 12 UG Honours programmes under the Choice Based Credit System. The college being affiliated to Berhampur University follows the curriculum designed and prescribed by the affiliating University. The College, to streamline the academic process, conducts staff council meeting at the commencement of every academic session and assigns various key responsibilities among its faculty members including the responsibility of academic bursar to oversee the effective implementation of curriculum. The Internal Quality Assurance Cell in coordination with the HODs of different Departments and the Academic Bursar prepare the Annual Academic Calendar and Time Table. Following the time table given by the college, the Heads of the Departments conduct meetings with their departmental colleagues and distribute courses among themselves for the smooth conduct of academic activities.

Our faculties take classes according to the time table and maintain Lesson plan and Progress Register to ensure effective, scientific and timely delivery of lessons to the students. All faculty members use modern technology like ICT and AI in the class rooms to make the class interesting and student-centric. To make our faculties dynamic and vibrant the college encourages its faculty members to participate in the Faculty Development Programmes and Refresher Courses. In addition to that to ensure a continuous and comprehensive learning for both the teachers and taught seminars and extramural talks are conducted at a regular interval.

Student-Centric learning is at the heart of our academic planning, to ensure that curriculum is effectively delivered we follow a mentor-mentee system and identify the students who lag behind and conduct special remedial classes for them. The library of the college being equipped with rare books of extraordinary academic relevance and journals enriches the curricular knowledge of the students by giving them an opportunity to dive deep into the layers of academic wisdom. Finally, to assess the effectiveness of the lessons delivered, unit tests and internal exams are conducted at a regular interval in addition to the end-semester examination which is conducted by Berhampur University.

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

1.2 Academic Flexibility

1.2.1

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

Response: 00

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

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

Response:

The curriculum adopted in the college includes various papers which sensitise students on issues that require immediate attention.

Gender Equality:

Ganjam College gives utmost priority to issues relating to gender and gender equality. The college offers courses which includes subjects like Women's Writing, Issues on Caste, Affirmative Action etc. which ensures that students are made aware of the important issues relating to gender. The college promotes gender sensitivity not only inside the campus premises but also organises various outreach programmes to educate the society on gender issues. Aligning with the idea the NSS wing organised a female foeticide awareness programme in December 2022 to promote gender parity.

Professional Ethics:

Ganjam College follows a general code of conduct for both students and staff to ingrain professional values in them. The college adheres to the time table, academic calendar and attendance strictly. Faculties and students are discouraged to practice plagiarism. The curriculum also offers a few papers to face real life scenarios.

Human Values:

Human values stand at the core of the courses offered in the institution. Papers such as Introduction to Human Rights, Western Political Thought , Social Political Philosophy, Odia Sahitya re Satyabadi Dhara, Applied Ethics introduce students to the various ethical dilemmas. A special paper named Ethics and Values is introduced into the curriculum following the instructions of Government of Odisha which aims at inculcating moral values. Besides this, Department of Philosophy organised a National seminar on “ Buddhist Humanism : A sacred- secular synthesis” to educate students on the age old moral principles like peace, fraternity and non-violence . The NSS, NCC and YRC wings of the college organise several campaigns and outreach programmes to instil spirits of brotherhood and service among students. Under the Integrated Youth Development Programme of the Government of Odisha the college organised – Blood Donation camp, awareness campaign on Child marriage, road safety and a street play to make human values a priority for the students and society. During Covid 19 many students voluntarily enrolled themselves and participated in the vaccination drive.

Environmental Sustainability

Environmental catastrophes being one of the major threats of our time, the college offers a special paper on environment and ecology titled “Environmental Studies and Disaster Management”. A two-day National Seminar on “Ecocriticism and Environmental Ethics” was organised by the Department of English which enlightened students on various critical environmental issues and attempted to bridge the gap between the academia and activist. Our college is known for its environmentally sustainable best practices. The college being a hunting ground of various fauna and flora diligently protects and preserves them. Green audit is carried out every year to ensure conservation of biodiversity. Solar panels , LED bulbs and rain water harvesting are some of the tools adopted by college to ensure an ecologically balanced and sustainable environment. Global warming being the most sensitive issue of our time we hold programmes like Van Mahotsav to make our students realise the values of planting trees.

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

1.3.2

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

Response: 28.06

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

Response: 252

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

1.4 Feedback System**1.4.1**

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 63.19

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

2022-23	2021-22	2020-21	2019-20	2018-19
357	362	310	345	365

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
512	512	576	576	576

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

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

Response: 20.87

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

2022-23	2021-22	2020-21	2019-20	2018-19
45	59	39	35	47

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

2022-23	2021-22	2020-21	2019-20	2018-19
200	200	226	226	226

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

2.2 Student Teacher Ratio

2.2.1

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

Response: 25.66

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Response:

The Institute focuses on all round development of students by following student centric methods of Teaching-Learning Process to prepare the students to face the present day demands both in personal and professional life. Regular seminars, guest lectures, Invited talks etc are conducted to develop interest and exposure among the students along with regular academic activities. Use of multiple languages like English and Odia in teaching-learning to cover all students from different background is followed for better convenience and understanding. Most of the classroom teaching follow interactive methods to involve all categories of learners.

The Institute conducts different co-curricular activities such as quiz, poster making, essay writing, debate, drawing and painting, rangoli making, singing and dancing to enhance students' co-curricular skills. Besides this, our students also participate in various co-curricular competitions at district level and university level.

Different wings of our institute like NCC, NSS, YRC and Rovers & Rangers organize events on Earth Day, International Yoga Day, International Women's Day, Voters Awareness Day, National Youth Day, Independence Day Celebration, World AIDS Awareness Week, Blood Donation etc. to create awareness among the students.

Students paper presentation, Group Discussion and Case Study methods are an integral part of our teaching learning process. Mentor and Mentee system has been adopted in our institute for a strong teacher-learner relationship. Five numbers of ICT enabled classrooms with smart boards, Public Address system along with free Wi-Fi Internet facilities are available in our campus. Online classes, remedial classes and doubt clearing sessions are taken by our teachers to help the slow learner and absentee learners. Through Project Work students have first-hand knowledge of topics assigned to them.

E-Library facility is available in our institute for the use of students and teachers. English and Odia newspapers, academic journals, popular periodicals and magazines are an important component of our library. Each Department having an Individual seminar library caters to the need of the learners.

Key Points:

- Use of Laptops and Smart phones by faculty members in classroom teaching
- Five numbers of ICT enabled classrooms
- National, State and Department seminars to enhance knowledge of teachers and students in domain area
- Extramural Talks by distinguished guests/personalities
- Project Work to get deeper understanding of a particular topic
- Invited talks and Guest Lectures by subject specialists
- Career Counseling for students by Invited Experts
- Wall Magazines by Individual departments
- Socio-economic survey by the students in fishermen inhabitant areas
- Audio-Visual methods on specific topics used in classrooms
- 3-D Models, Flow Chart etc. used in teaching by Science Faculty members
- Use of open academic resources like <https://vtputkal.odisha.gov.in>, <https://www.osou.ac.in>, <http://www.ignou.ac.in> etc.
- Library Automation for smooth academic data.

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

2.4 Teacher Profile and Quality

2.4.1

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

Response: 75

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

2022-23	2021-22	2020-21	2019-20	2018-19
44	44	44	44	44

File Description

Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 64.24

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

2022-23	2021-22	2020-21	2019-20	2018-19
26	20	22	21	17

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

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

Response:

A dedicated Examination Section of this institute oversees all internal and external theory and practical examination of undergraduate students as per guidelines of 'Berhampur University, Odisha Directorate of Higher Education, Govt. of Odisha.

- A preparatory meeting is conducted by Examination Section before commencement of each semester and notifies the students through college notice board and website regarding the examination pattern and rules.
- All examinations are conducted under CCTV surveillance.
- Before Commencement of any examination a staff council meeting is conducted to acquaint all employees to follow the modalities examination rule and regulations.
- Mid Semester question paper preparation and Printingis carefully maintained with top confidentiality.
- Mid Semester Examination evaluation work is done centrally by the respective department under the supervision of Examination Section.
- All Practical examination, Project Presentation and Viva-Voce are conducted by the department as per the instructions of Exam Section and University rules. Evaluated scripts are shared among the students at the department level to mitigate any grievance and maintain transparency.
- The final marks are submitted to Berhampur University through examination section in the link provided by the University.
- End Semester Examination question papers are received from affiliating university before the particular examination and it is kept in a strong room under 24x7 CCTV surveillance.
- After End Semester Examination Answer Scripts are properly sealed and sent by registered post

on the same day of examination for central evaluation at the university level or affiliated evaluation centers.

- Internal Squads are formed for both Mid Semester and End Semester examination to observe smooth conduct of examination process. These squads supervise to avoid any malpractice and unethical means in the examination.
- External squads formed by Berhampur University also visit our Institute during the time of End Semester.
- All examination schedules are displayed on the notice board for the students at least before one week of the examination.
- Besides Mid-Semester and End-Semester Examination departments conduct Unit-End tests as a part of Continuous Internal Assessment.

Thus the college adheres to an organized and transparent mechanism of examination and evaluation process in a time bound manner for zero error.

The college has a well-organized and transparent mechanism for redressal of examination related grievances.

- A dedicated **Examination Section** supervises/solves all internal and external examination related grievances.
- **Departmental Level** -- Any issue related to marks or any other discrepancies are brought to the notice of concerned faculty or department for satisfactory solution.
- **College Level** – If students face any problem related to the discrepancy of marks tis brought to the notice of the Chief of Examination Section who discusses the matter with the Principal and takes steps to sort out the matter.
- **University Level** -- Examination Section helps students to solve any examination related issues like corrections in the mark sheet/certificates and request for revaluation by forwarding their application to the Controller of Examination at the University level.

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

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

BOTANY

- Knowledge and understanding of the range of plant diversity
- Evaluation of plant diversity.
- Plant classification

1.

- Demonstrate, solve and understand major concepts of Chemistry.
- Employ critical thinking and the scientific knowledge
- Create an awareness of the impact of chemistry on the environment and society.

MATHEMATICS

- To inculcate the scientific temperament and encourage students to learn modern techniques and software.
- Help students to do data analysis
- Ability to communicate mathematics effectively

1.

- To understand the basic laws and explore the fundamental concepts of physics.
- To understand the concepts and significance of the various physical phenomena.
- To carry out experiments to understand the laws and concepts of Physics.
- To apply the theories learnt and the skills acquired to solve real time problems.

ZOOLOGY

- To develop scientific tempers and attitudes,
- Helps students to be more equipped to learn and know about different biological systems

1.

- Outlines the fundamental of commerce viz., Business studies, finance, Accounting and Management.
- Understanding of General Business Functions Impacting Organization.

- Understanding Ethical, social sustainable Business Issues.
- Developing Entrepreneurship ability.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Response:

Academic activities of this Institute are headed by one senior Faculty Member as “Academic Bursar”. All academic related works are monitored under his guidance.

- Regular Internal Academic Audit ensures fulfillment of our target as per the Programme Outcome and Course Outcome prepared.
- Each department meticulously ensures attainment of course and programme outcomes.
- The institution adheres to the Academic Calendar prepared by IQAC at the beginning of each academic session.
- Lesson Plan and Progress to assess PO & CO
- Regular meeting with Students, Mentor-Mentee system, PT Meeting
- Internal Assessment (20% of Total Mark) done and evaluated at the department level
- End Term Assessment/Evaluation done by Berhampur University
- Projects submitted by Students assessed by Department Faculty Members
- Student Feedback is collected by IQAC at the end of each academic year which is analyzed by IQAC Committee and report is prepared and made available to all stakeholders.
- Student Satisfaction Survey to understand students’ perspectives.
- Student get Scholarship under various schemes of State Government like Post-Metric Scholarship, MeritoriousScholarship, Gopabandhu Scholarship.
- PO and CO assessed through progression of students to higher studies.

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

2.6.3

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

Response: 67.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
136	211	164	189	236

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

2022-23	2021-22	2020-21	2019-20	2018-19
256	249	267	273	346

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

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.36

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

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

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

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

Response:

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response- Innovation is key to academic excellence. The courses offered at Ganjam College are replete with papers that encourages research, innovation and entrepreneurship. Papers offered in UG teach students not only cutting-edge technology like quantum computing, machine learning and laser-based technology but also promotes entrepreneurship by disseminating knowledge on pisciculture, sericulture and horticulture. Students are encouraged to take project in their final semester which gives them an opportunity to undertake research in the last leg of their academic career thereby empowering them immensely to go for research in future. Sagarika, an Initiative of the Ganjam College is a classic example of how creativity is celebrated in an academic institution. Sagarika is a yearly Magazine of the Ganjam college that gives a platform to the young minds to express their creativity.

Ganjam College has a dedicated Entrepreneurship Development Cell which stimulates the young minds to create, innovate and find sustainable solution to the societal challenges. To unleash the spirit of Innovation among students and young faculty we at Ganjam college strives to blend theory with practice by organising various lectures, seminars, and workshops. To foster creativity and research-oriented attitude, students are encouraged to present papers in the national seminars organised in the college and outside. IQAC from time to time organises different initiative to underscore the importance of research, innovation and entrepreneurship. For example, an Investor awareness programme conducted in December 2023 highlighted the scope and importance of investment and entrepreneurship.

Academic Collaboration leads to better research and innovation. To provide a suitable research ecosystem to our teachers and students the college has signed MoUs with KIIT, BBSR. Ganjam college and KIIT partner with one another to share, exchange and disseminate knowledge. The working MoU with KIIT gives opportunity to our students to get exposure outside the college campus thereby widening the horizon of their knowledge. Students from Ganjam college participated in the Y-20 summit held in the KIIT campus. Apart from this Ganjam college actively participates in various government campaigns to foster innovation. Students from Ganjam college participated in Regional Agricultural Fair organised by the District Planning and Monitoring Unit aimed to empower farmers by disseminating knowledge of the latest technological development.

In addition to partnership with academic institution, Ganjam college engages with local people and self-help groups to take the innovative spirit beyond the premises of college campus. To provide practical outlook to the students Ganjam College partnered with local SHG group on the occasion of National ScienceDay to give a platform to the budding local entrepreneur and students where both the members of SHG group and our students displayed their rich innovative spirit.

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

3.2.2

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

Response: 55

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

2022-23	2021-22	2020-21	2019-20	2018-19
17	17	2	14	5

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

3.3 Research Publications and Awards

3.3.1

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

Response: 0.33

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	3	2	5	3

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

3.3.2

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

Response: 0.08**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

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

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities**3.4.1****Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

Extension activities are indispensable part of any academic institution since the holistic development of students is dependent upon their interaction with society and the societal problems at large. Ganjam College has NSS, YRC and NCC Units which play significant role in inculcating spirit of brotherhood, fraternity and nation-serving attitude among students.

The NCC Naval Wing of Ganjam college conducts several extension activities following its motto *Ekta aur Anushasan*. Global Warming is a serious environmental challenge and the NCC unit to address the issue at grassroot level celebrates Van Mahotsav by organising tree plantation drive every year which spreads awareness among the local community and encourages them to plant tree. Taking the Swachhata Abhiyan of Government of India forward the NCC wing conducted Mega swachhata pakhwada programme inside and outside the college premises. Special cleanliness drives are conducted from time to time on the shores of Bay of Bengal and on the banks of river Rushikulya.

The NSS wing of Ganjam College conducts several programmes like outreach programme, awareness rallies and street play to sensitise the community on socio-economic and environmental challenges afflicting India. Under the dynamic leadership of the NSS Programme Officer even amidst covid restrictions the NSS wing conducted several webinars on Second wave of COVID-19, National Girl Child Day and National Voters Day. Our NSS Unit had adopted a nearby village named Borigaon and

conducted One-week Special Winter Camp in Dec, 2022 where the volunteers carried out several Awareness campaign, rallies and surveys. In the One-week winter camp students actively engaged with local community to sensitise them by organising street plays like DADAN which brought to the lime light the plight of migrant labourers who migrate to different parts of the country in search of job. A socio-economic survey conducted in the adopted village brought to the forefront the socio-economic disparities in the village and the volunteers presented the survey report to the local representative and requested him to address the issue at the earliest. Several rallies were conducted during the one-week camp where the volunteers attempted to spread awareness on a new variant of covid-19 and the ill effects of female infanticide.

The YRC wing of Ganjam college promotes health and well-being of the students, faculty members and the local people by organising several programmes on regular basis. The YRC Unit in collaboration with the local community conducted a Blood Donation Camp sponsored by Government of ODISHA under its NUA -O initiative which highlighted the value of blood donation and attempted to infuse compassionate attitude in the people. Taking forward the idea of healthy body and healthy mind, the YRC Unit conducts Yoga involving the local community on International Yoga Day every year. YRC volunteers also organised a rally on the occasion of World's Aids Day to sensitise people on the social stigma attached to AIDS. Preserving the environment and ecosystem has been at the core of our every initiative and going a step forward the YRC Unit conducts plastic free campaign from time to time.

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

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Bringing Society and Academics on one platform to infuse the problem solving and leadership attributes in the students has been the prime focus of our institution. Our ceaseless efforts to engage with local community have received numerous appreciations not only from the Government recognised bodies but also from the local community who are the prime stakeholders in our various initiatives.

Our college has received the best institution award from the District Election Commissioner for its efforts to spread voter awareness in the students and local community. Our student Raghunath Sahu received an award from the Indian Redcross Society for highlighting the value of service through a unique dance form. We received the Best College award thrice in 2020, 2021 and 2022 from the NCC NU, BERHAMPUR.

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

3.4.3

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

Response: 22

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	5	3	4	4

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

3.5 Collaboration**3.5.1**

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

Response: 1

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

Response:

The institution has sufficient facilities to enable the teaching-learning process smooth and effective. The college buildings occupy an area, approximately 2841.03 sq mt. that spread over the 5.358 acres of main campus to meet the most essential needs of teaching-learning process. The institution has sufficient classroom space for general classes and honors classes to accommodate the increasing number of students each year. Moreover the college has suitable and well-furnished laboratories to impart significantly to the dynamic environment for demonstrating practicals in graduate courses in Science. The college not only has well-equipped laboratories with the most up-to-date technology, but it also has ICT enabled classrooms with internet access to optimize the process of teaching-learning. ICT teaching tools like Interactive Board, digital podium and others

We hold seminars and field trips to industrial and historical sites to spark interest in the academic field. Faculty members are given access to national and state-level seminars, international conferences, and opportunities in order to boost their academic performance. The central library has better facilities for all of the college students along with advanced e-library with extensive e-learning resources helpful for advanced studies.

Cultural

Our college is of opinion that it is critical to instill our cultural values in young and dynamic students. Cultural activities are just as vital to student's development as academia and athletics. The college includes a number of committees dedicated to fostering the diverse cultural tradition of nation as well as organizes a number of events where student represent their hidden talent.

Sports:

The sports committee helps students to achieve excellence in performance in variety of sports and athletics by supporting them every possible manner. Students are encouraged to participate in intra- and intercollegiate, district, state, and national competitions by the college sports committee. Additionally, students are encouraged to take part in University-organized events. By regularly holding practice sessions, it aims to instill in students the significance of physical fitness. Outdoor games like Volley Ball,

Cricket, Kabaddi are accessible in the college with adequate sports materials.

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

4.1.2

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

Response: 27.57

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

2022-23	2021-22	2020-21	2019-20	2018-19
12.722	38.237	0.149	0.508	5.902

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

4.2 Library as a Learning Resource

4.2.1

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

Response:

Ganjam College is one of the reputed institutions supporting quality education in the field of Arts,

Science and Commerce in the U.G. level. The facilities provided in the institution are meeting the expectations of the academicians in the learning environment. The institution has a Central Library that caters to the needs of the students and the faculty in providing the required learning resources for knowledge acquisition. The college library and Departmental Libraries collectively support the teaching, learning, research and extension activities. The library occupies 1875.75 sq.ft. of area equivalent to 1733.86 sq.m. and contains 25,000 books. It has a book section, Reference Section, a journal Section, a Student Reading Room & Staff Reading Room. The Central Library is fully automated with ILMS which is upgraded from time to time. One terminal is used for students to search information of availability and issue of books. Students are advised to install GC CMS app in order to access the books in the library and have complete information about the circulation status, fine status, contact details, reading and circulation history is available. Various types of reports can be generated with the use of above mentioned software which is useful for various committees and inspections from time to time.

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

4.3 IT Infrastructure

4.3.1

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

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

Response:

The IT infrastructure of Ganjam College is designed to support the academic, research, and administrative needs of our students, faculty, and staff. Our state-of-the-art facilities and services provide a robust and secure environment for learning, innovation, and collaboration. We use internet 300 bandwidth of BSNL. Our IT facilities include high speed internet facilities and modern computer lab which is used by both students and staff. The college has adequate IT infrastructure to facilitate not just the teaching learning process but also the administrative process. Our Accounts is fully automated and library is completely digitised. The digitisation of library helps in easy cataloguing and distribution. We have smart classes with high resolution LCD projector to enable the students to learn faster. Along with smart class rooms, online/ digital learning platform like Mooc, Nptel and Swayam are used frequently to help students dive deep. We have an E- library with access to wide array of learning resources like - NDTL, SODHGANGA, INFIBLNET, EPG PATHSALA etc. We encourage our students and faculties to make power point presentation. Our college website hosts the IT policy of the institution which is upgraded from time to time. IQAC updates college website from time to time so that it is accessible to all the stakeholders. Domain renewal of college website is done every year for uninterrupted service. Student admission is conducted through SAMS site of Government of Odisha. Our college acts as SAMS

admission center not only for our students but also students of the peripheral colleges. Our IT policy includes access to the digital library of KIIT (Deemed University), Bhubaneswar by all the students and staff of the college. Through GCCMS app all online transactions are carried out for students and staff.

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

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 74.83

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 12

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 2.25

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

2022-23	2021-22	2020-21	2019-20	2018-19
1.568	00	0.242	0.345	2.536

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 26.31

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

2022-23	2021-22	2020-21	2019-20	2018-19
334	261	168	196	225

File Description

Document

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

[View Document](#)

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

[View Document](#)

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

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

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

[View Document](#)

5.1.2

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

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

Response: B. 3 of the above

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

5.1.3

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4

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

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

Response: C. 2 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document

5.2 Student Progression

5.2.1

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

Response: 3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
05	10	08	06	00

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

2022-23	2021-22	2020-21	2019-20	2018-19
136	211	164	189	236

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

5.2.2

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1

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

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

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

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

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

Response: 1.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
05	02	00	00	00

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

5.4 Alumni Engagement

5.4.1

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

Response:

Response:

The college has an active Alumni Association that strives to build a strong and mutually beneficial bond between the alumni and the institution. The Alumni Association of the Institute is called Ganjam College Alumni Association. The alumni give support to the students through interaction, financial funding, career guidance and placement. Alumni Meets are held from time to time which is coordinated by Ganjam College staff members who are the alumni of the college. Special programmes are conducted by the Alumni Association to have interaction with the students. Alumni members are registered in the Mo College Portal of Govt. of Odisha.

“Mo College Abhijan” has been implemented in the college for providing a platform to enable willing alumni of Ganjam College, Ganjam to contribute towards development of the alma mater.

Objectives of Mo College Abhijan:

- To connect the alumni with the Alma Mater for the betterment of the college eco-system.
- To invite the alumni to the college to interact with the students, faculty and staff and share their life lessons, success stories and experience in order to inspire and motivate others.
- To provide a platform to the alumni to offer voluntary service for the all-round development of the college eco-system. For example, a doctor may be invited to conduct a health camp; an NGO representative may take the students to its operational area and make them aware of ground realities; a technocrat may be contacted to take the students to visit the industrial area etc.
- To receive donations, if any, in the form of cash/cheque/electronic transfer or in the shape of material from the alumni and utilize the same for the development of the college.
- To conduct and organize activities like Knowledge Sharing, Sports Events, Cultural Events, Social Projects, Career Counselling and Placement Assistance etc. for the students by involving the alumni.

A separate bank account has been opened for Mo College Abhijan Parichalana Sangathan (MCAPS) funds. Alumni of the college have been coming forward in large numbers to contribute to MCAPS funds of the college. MCAPS provided a matching grant doubling the amount to that of alumni contribution which has been utilized for the development of the learning resources of the college.

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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

Response:

VISION : To be a leading institution for providing quality higher education that is inclusive and equitable and enabling the students to build a sustainable future for themselves and create competent human resources.

- Our vision is to provide quality higher education which is affordable and accessible for all categories of students.
- The institution strives to create an inclusive learning environment where students of all backgrounds, abilities and identities feel valued and supported.
- The institution aims to create an equitable learning environment where every student has an equal opportunities to succeed with equitable access to learning resources..
- To be a student-centric institution that helps to unleash the true potential of students for career building in diverse fields.
- Our institution aims at producing competent graduates as human resources through skill development and mentorship programmes.

MISSIONS :

- Empowering minds through inclusive education and innovative learning experiences.
- To prepare the individual for employment and advancement in their chosen career.
- Preparing students for a rapidly changing world through adaptive learning and skill development.
- Providing accessible and affordable education for a diverse student body.
- Nurturing intellectual curiosity, creativity and emotional intelligence.
- Cultivating a community of scholars, leaders, and change-makers.

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

6.2 Strategy Development and Deployment

6.2.1

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

Response:

Ganjam College's organizational structure is hierarchical, with the Director of Higher Education, Odisha, at the helm. The Governing Body, comprising esteemed members, works in tandem with the Principal to maintain a conducive academic environment. The Principal, as the administrator, implements the Governing Body's decisions and policies, aided by teaching and non-teaching staff. Department Heads, Faculty Members, Physical Education Teachers, and the Librarian report to the Principal, ensuring seamless college operations.

The administrative staff adheres to a well-defined organizational structure, governed by the Department of Higher Education, Government of Odisha. Staff hierarchy, service regulations, recruitment, promotional policies, and grievance redressal mechanisms are all established by the state government.

To facilitate effective student learning, various committees comprising students and faculty members are active in different departments. The college operates on a democratic structure, allowing each unit to design its development course while maintaining discipline and smooth operations.

Roles and responsibilities are clearly defined to ensure accountability. The administrative structure aligns with the Government of Odisha's Education framework for Higher Educational Institutions and adheres to the UGC & DHE Code of Conduct.

Teaching, non-teaching, and support staff are governed by state government regulations, procedures, recruitment, and promotional policies, as well as the recommended grievance redressal mechanism. The college website hosts the Manual of the Code of Conduct, outlining norms and actions for all stakeholders.

The Staff Selection Board recruits teaching and non-teaching staff for non-government colleges like Ganjam College. The Governing Body can also recruit temporary and contractual faculty as needed, following Governmental procedures. A time-bound promotional mechanism is established, aligned with the State Government's Placement Act.

A Grievance Redressal Committee addresses concerns of college stakeholders. The Principal, as Secretary of the Governing Body, serves as the final appellate authority, ensuring that grievances are resolved efficiently.

In summary, Ganjam College's organizational structure is designed to promote academic excellence, accountability, and smooth operations, while adhering to government regulations and guidelines.

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

6.2.2***Institution implements e-governance in its operations***

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies**6.3.1**

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

Response:

For the better improvement of employee morale, development in efficiency and to create a satisfied workforce Ganjam college has given prior importance on employee welfare. For this college has taken a no. of welfare measures for members of staff (Both Teaching & Non-teaching).

- 1. Professional Development :-** The college always encourages teaching staff to take participate in various seminars, workshops, conferences, webinars, trainings and also provides opportunities for

career advancement.

2. **Leave :-** The Institution grants different kinds of leave (casual leave, earned leave, half pay leave...etc) in accordance with the Govt. leave policies.
3. **Retirement Benefits:** - Retirement benefits like GPF/EPF, Gratuity, NPS, Pension ...etc are available employees.
4. The college has a GIS (Group Insurance scheme) in accordance with the govt. policies for the benefit of both teaching and non-teaching staff.
5. **Library facility :-** The institution has a central library which is having more than 17000 books in different subjects and has a dedicated staff reading room in it. The staff also take benefits of E-library which is equipped with modern computers and wi-fi access.
6. The college provides an air-conditioned common staff room with the access of RO water.
7. There is proper **ICT** support for faculty, staff and students.
8. The campus is wi-fi enabled, all faculty and staff members have the access to it.
9. Disability-friendly infrastructure.
10. **Covid Precautions:** - During covid-19 an automated sanitiser dispenser and thermal screening have been installed.
11. Sports and recreational facilities are provided to the staff which encourage social interaction as well as improve concentration and learning.
12. The college organises computer training programmes for the improvement of staff-skills.
13. Annual increment in accordance to the government policies.

PERFORMACNE APPRAISAL SYSTEM

Ganjam College has implemented a comprehensive annual performance evaluation system for government-approved teaching staff, in compliance with the Government of Odisha Service Rules. Previously, faculty members submitted a Performance Appraisal Report (PAR) annually and a Performance-Based Appraisal System (PBAS) form at the time of promotion. However, with the introduction of the Human Resource Management System (HRMS), the annual PAR is now submitted online through the HRMS portal via employee login.

The Principal reviews and evaluates the submitted PAR, providing recommendations and forwarding it online to the Director of Higher Education, Odisha for approval. Additionally, at the end of each academic session, the Principal solicits annual performance appraisals from management staff, which are then screened by a committee chaired by the Administrative Bursar and submitted to the Governing Body for necessary actions.

File Description	Document
Upload Additional information	View Document

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**6.3.3**

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

Response: 13.33**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
05	07	06	03	01

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

All monetary dealings, procurements, and disbursements at Ganjam College are executed in strict adherence to governmental and UGC regulations, following approval from the Purchase Committee, Finance Committee, and Governing Body. The Account Section, led by the Account Bursar, plays a vital role in overseeing the judicious and optimal utilization of financial resources, ensuring transparency and accountability in financial management.

Ganjam College adopts a strategic approach to resource mobilization, tapping into funding sources such as:

- (a) NAC LAD scheme
- (b) M.P. LAD scheme
- (c) M.L.A. LAD scheme
- (d) Government of Odisha's Development Plan Fund

To guarantee fiscal accountability and transparency, Ganjam College conducts rigorous financial audits, crucial for seamless institutional operations. The annual budget is meticulously prepared at the beginning of each financial year, involving:

- Academic departments: Coordinators and faculty members collaborate to outline requirements
- Support sections: Library, laboratory, sports, examination, and establishment submit needs in a

standardized format

- Accounts section: Provides previous year's financial statements and assists in budget preparation

The draft budget is reviewed by the Principal and then presented to the Governing Body's President for approval, ensuring a thorough and transparent process. Throughout the year, actual expenditures are closely monitored to adhere to allocated budgets, maintaining fiscal discipline and responsibility.

FINANCIAL AUDIT

Annually, the Department of Higher Education, Government of Odisha, engages independent external auditors, selected from Chartered Accountant firms accredited by Local Fund Auditors, via the Automation of Local Fund Audit (Alfa) portal. The appointed auditors conduct a thorough examination and submit their findings to the Department. The Principal, in conjunction with the Accounts section, addresses and resolves any audit objections or discrepancies, ensuring prompt compliance and transparency

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

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Internal Quality Assurance Cell of the college has contributed significantly toward internalization of quality assurance strategies and procedures in teaching-learning and evaluation. Through periodic meetings it evaluates the learning outcomes of each programme of study, prepares strategies for quality assurance initiatives of the college including extension activities. IQAC conducts Internal Academic Audit, Internal Gender Audit, Internal Green Audit, Internal, Internal Environmental Audit and Internal Administrative Audit. It documents the activities of the college and makes it available to all its stakeholders through its newsletters. IQAC also updates the college website. IQAC collects feedback from stakeholders like students, alumni and faculty, analyzes it, prepares action taken report and makes it available to the stakeholders by uploading the same on the college website.

Quality assurance initiatives of IQAC:

- Adoption of ICT-enabled teaching-learning for which five of our class rooms are equipped with ICT-enabled teaching tools. All the teachers of the college are instructed to use these tools in the teaching-learning process.
- Students use the Computer Lab. for IT skill along with ICT skills like PPT presentation.
- Library automation was taken up to ease the cataloguing, browsing and other procedures.
- Facilities for e-Library has been implemented so that students have full access to free online resources.
- IQAC supervises the effective implementation of mentor-mentee system.
- Faculty members are encouraged to join FDP programmes for career advancement.
- It formulates institutional policies like Gender Equity Policy, Environmental Policy, Quality Policy, IT Policy and Zero Tolerance Policy
- MOU with KIIT University has been signed through which students and staff of the college can access the resources of the e-Library of KIIT.
- IQAC ensures that maximum number of students participate in different cultural and sports competitions conducted by the college and institutions outside the college.
- Our institution has taken part in the global forum G20 Summit organized at KIIT University ground.

Through the intervention of IQAC the institution has been able to implement some of the Sustainable Development Goals like Quality Education for students, Good Health and Wellbeing of the students and community, has worked successfully toward gender equality, provides clean water sanitation to all the stakeholders who visit the college, uses renewable energy wherever possible, is a part of Climate Action and believes in the policy of tolerance and inclusion. IQAC has institutionalized quality culture within the institution and strives to create a quality circle for all round development of the institution and its students.

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

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**

3. Collaborative quality initiatives with other institution(s)

4. Participation in NIRF and other recognized rankings

5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: B. Any 3 of the above

File Description	Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

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

Response:

Response:

The college has established a robust work environment based on inclusivity, upholding the utmost ethical principles across all its operations. Everyone is granted fair opportunities irrespective of gender, race, caste, colour, beliefs, language, religion, political views, nationality, social background, possessions, birth, or other statuses. The main focuses are on ensuring safety, protection, and welfare, along with promoting gender equality and fostering a positive work atmosphere.

Security and safety

The college campus maintains strict security measures, including security checkpoints at all entrances and exits and adequate lighting for extended hours. Faculty members and student volunteers work together to ensure a safe and ragging-free environment, while specific committees address student grievances and maintain discipline on campus. Female faculty members accompany students on outdoor activities, and the college actively promotes awareness about women's safety and gender sensitivity through various activities such as street plays, rallies, and camps.

The college organizes events like walkathons and providing free health check-ups for women by doctors from the Government Hospital in our campus premises. Ganjam College places great importance on the safety and security of its female students and has implemented multiple measures to ensure this. CCTV cameras are installed in the Girls' Common Room as well as Staff Common room to monitor movements, and the entry and exit of outsiders are meticulously recorded and supervised. In addition, students are required to wear their IDs and are kept under the watchful eye of full-time vigilant security personnel at the gates. To further enhance the security of the environment, Security guards monitor college activities 24/7. The College Internal Complaints Committee (CICC) actively oversees and ensures a ragging-free campus.

Counselling

Faculty provide guidance to students on academic performance, career plans, and personal and psychological issues, which are overseen by the HODs. IQAC regularly supports and advises students on various concerns and arranges resource persons on subjects such as health, stress, and gender

sensitization. Distinguished police officers and constitutional members are invited to offer guidance on issues like ragging, eve teasing, and harassment. Grievance redressal system is accessible to both staff and students through offline and online mode, and gender sensitization programs covering women's rights, human rights, child rights, gender justice, equality, and sensitization workshops are organized alongside campaigns against female feticide. Furthermore, health and career counselling sessions are held periodically.

The College Internal Complaints Committee (CICC) addresses issues such as difficulty in adjusting to societal expectations, academic performance pressure, decision-making, underperformance, peer pressure, interpersonal relationships, women's issues, absenteeism, unethical behaviour, low self-esteem, and emotional instability.

Common room

Two separate common rooms are arranged for boys and girls students. From security point of view the college installed CCTV in the entrance of Girls' Common Room to monitor their movement.

Other Gender Sensitization Measures:

To fulfil its vision and mission, the college has effectively nurtured its diverse student and staff community in a harmonious way, as evident from the regular positive feedback received from both students and parents, encompassing Curriculum and Coursework, as well as Co-curricular Activities.

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

7.1.2

The Institution has facilities and initiatives for

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

Response: B. 3 of the above

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

7.1.3

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

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

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Green audit/environmental audit report from recognized bodies	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institute fosters an environment that welcomes and respects diversity in culture, language, region, and socio-economic background. Various activities are organized to promote cultural, ethical, and spiritual values among both staff and students, fostering a sense of unity and social harmony. The grievance redressal cell ensures fair treatment of complaints without any bias based on race or cultural background. All members of the college community are expected to uphold ethical standards, irrespective of their individual differences. Several initiatives, such as commemorative events and national festivals, aim to create an inclusive atmosphere, uniting individuals from diverse backgrounds. These efforts support the development of tolerance and harmony, acknowledging differences in language, culture, and society, as well as within various communities. Sensitization on constitutional obligations is integrated into the curriculum and extracurricular activities, with mandatory courses addressing the constitution of India, professional ethics, and universal human values for all undergraduate students. The institution's staff and students enthusiastically participate in cultural and regional festivities, fostering a vibrant and inclusive atmosphere. To facilitate cultural, sports, and other activities, the institute has well-established sports and cultural committees, along with necessary infrastructure such as seminar halls, sports complexes, and transportation facilities for students participating in events.

The Institution ensures that students and employees are well-informed about their constitutional obligations through both the curriculum and extra-curricular activities. Many subjects incorporate topics aimed at sensitizing students to their constitutional responsibilities. At the Degree level, the University has implemented a mandatory course on the Constitution of India to enhance awareness among students and employees, thereby reinforcing democratic values. Additionally, all students undergo a course on Environmental Studies in their first year, providing them with insights into environmental laws, wildlife protection, forest regulations, and global environmental concerns. To further enhance awareness, seminars and workshops are organized on national days of significance, shedding light on the rights, duties, and responsibilities of citizens. Topics such as Right to Information, Sexual Harassment, and Gender Equity are regularly addressed during these sessions. Moreover, the institution commemorates Republic Day on 26th January and Independence Day every year, organizing activities that highlight the significance of the Indian Constitution and the struggles for freedom. The images showcase various programs and activities aimed at educating students and employees about the constitutional duties and responsibilities as outlined in the Constitution of India. These initiatives are designed to install the values required for responsible citizenship.

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

7.2 Best Practices

7.2.1

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

Response:

Response:

Best Practice 1:

Title of the Practice: Mentoring System Mechanism (MSM)

1. Objectives:

The mentor system is designed to support the overall growth of students throughout their college experience. Additionally, it seeks to keep parents/guardians updated on their children's academic advancement, enabling them to provide proper guidance.

1. The Context

The mentorship program necessitates ongoing engagement between students and mentors. At the start of each semester, mentors and students should convene to outline semester objectives and review the student's previous academic performance. Meetings between mentors and students are required both before and after internal assessment tests to evaluate the student's progress and address any challenges they may be facing. Each faculty member in the department will serve as a mentor and will be responsible for a group of students as devised by the Head of the Department, providing guidance and support to empower students in making decisions and building self-confidence beyond their academic pursuits.

1. The Practice

Upon arriving at the campus, each student is paired with a dedicated faculty member who serves as their mentor throughout their time at the college. The mentor's role encompasses guidance, support, and serving as a positive influence and advisor for the student. For many students hailing from different regions, adjusting to life away from home can be a challenge, and the mentor plays a crucial role in assisting them to acclimate to campus life. Additionally, parents who may initially feel uneasy about their child being away from home can communicate with the mentors to stay informed about their child's progress and well-being. As students progress through their college journey, they will encounter various choices such as selecting elective courses, pursuing job placements, and engaging in extracurricular activities, all of which the mentor can offer guidance on.

1. Evidence of Success

The college mentors have been instrumental in supporting the students, and feedback from both parents and students indicates that the mentorship system has significantly contributed to the successful completion of courses. Parents have expressed appreciation for the regular updates on their children's progress. The positive outcomes of this approach include improved attendance, better campus discipline,

respectful teacher-student relationships, increase in academic achievement, and a reduction in dropout rates. Furthermore, this approach has enhanced students' employability and their enrollment in higher education.

1. Problems Encountered and Resources Required

The Mentor System Mechanism (MSM) requires regular updates on student activities, grades, and attendance. Sometimes, students are unable to communicate their issues, making it challenging for mentors to encourage them to open up. Despite all efforts, there are instances where the system fails to meet its objectives, leading to student dropouts or exam fail. Due to academic pressures, faculty lacks the time and ability to drive the implementation for optimal results. This underscores the need for further improvements to achieve better overall results.

Through this approach, the college has successfully managed its operations across various stages, attracting students mostly from rural areas with open-minded viewpoints, giving the institution a unique global appeal. Despite differences in background, the students are united by their pride in being part of this esteemed institution, overcoming the challenges and barriers present in their academic pursuit.

Best Practice 2:

Title of the Practice: Identification and conservation of flora and fauna within the campus and the community

OBJECTIVES OF THE PRACTICE:

The primary goal of this practice is to protect and preserve various plant and animal species within and around the college campus, provide natural habitat for the flora and fauna to flourish, reduce carbon footprint, use the campus to teach students about conservation, enhance campus beauty, foster a conservation mindset towards the environment, and cultivate the necessary skills to address environmental issues and challenges.

THE CONTEXT:

Given the growing ecological concerns, it is crucial to take immediate actions to promote eco-friendly practices. The college has initiated several programs aimed at reducing the carbon footprint while preserving the flora and fauna some of which are unique to this geographical area. The college campus with its lush greenery serves as a natural habitat to the flora and fauna which thrive here without any hindrance.

THE PRACTICE:

Students of the Departments of Botany and Zoology have taken the initiative to identify and document the floral and faunal species existing within the campus supported by NSS and YRC volunteers. These Departments have created Conservation Plans to protect and preserve the identified species and their habitat within and around the campus. Student volunteers regularly monitor and maintain preserved areas to ensure their health and biodiversity. Our goal is to create a campus green space network by

connecting preserved areas to create a larger, cohesive ecosystem.

The Coastal Ecosystem within which the college is situated offers the students the unique opportunity of observing and taking part in the conservation of rare species including the estuarine, the marine, the riverine and the lagoon ecosystem and the migratory birds that flock to the locality during winter

EVIDENCE OF SUCCESS:

By regularly planting trees, we've enhanced the natural beauty and wildlife, especially the bird population within our campus. In addition, our students and staff motivate the community to conserve environment through different awareness programme. This has transformed our campus into an eco-friendly environment. Using signboards and display boards, we've raised awareness about creating a plastic-free campus. By implementing these best practices, our college community has become more conscious of various environmental issues. Additionally, we've made our campus more peaceful and less polluted by prohibiting vehicles for students.

PROBLEMS ENCOUNTERED AND RESOURCE REQUIRED:

Taking on green campus initiatives can be quite challenging, requiring determination and a long-term commitment from all stakeholders. acknowledge. Lack of budgetary provision for conservation efforts, restoration of habitat etc. in addition to trained staff and students are the chief impediments behind the success of this practice. Lack of awareness regarding conservation is another problem encountered while implementing this practice.

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

7.3 Institutional Distinctiveness

7.3.1

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

Response:

Social Values and Community Service:

Our college's mission is to genuinely address the educational needs of the ordinary people in this rural and economically disadvantaged area. We are committed to upholding high academic, professional, and societal standards with sincerity. We believe that college life encompasses more than just academics, social activities, and fun. It also involves developing communication skills, raising awareness about

social, environmental, and gender issues, and addressing societal disparities. We believe that every student has the potential to contribute to improving the community and personal growth. Following steps are adopted by the institution to instil social values and community service among the students.

Orientation Session for students in community service:

Our college is committed to instilling social values and responsibilities in all students. With the goal of contributing to the country's socioeconomic development, the college is dedicated to giving back to the community. Various student committees are established to fulfil societal duties. Comprehensive orientation sessions ensure that new students understand the institute's principles and aims. In addition to sports and cultural activities, YRC, NSS and NCC units coordinate events like tree planting and field trips to expose students to contemporary societal challenges.

Personality Development of Students:

Under the Principal's capable leadership, students are motivated to wholeheartedly contribute to the community with discipline and dedication. At the beginning of each session, we have a Personality Development training that involves community service to teach students the value of giving back. Additionally, all first-year students must complete a minimum of 15 hours of community service, and our Programme Officers regularly engage in open conversations with the students on various topics.

Awareness Programmes about critical environmental issues:

We also organize events for first-year students to raise awareness about critical environmental issues. The poster competition event launched last year was specifically for first-year students to showcase their ideas for addressing environmental challenges. Emphasizing societal development, the NSS units actively engage students in various duties to instil social ideals.

NCC, YRC & NSS:

Throughout the year, the NSS and YRC unit hosts a range of events including street plays, cleanliness drives, tree planting, waste management, gender equity initiatives, field trips, and more. The YRC and NSS units also participated in the successful 'No plastic on campus' campaign, which highlighted the impact of plastic disposal. The college upholds the value of social responsibility beyond the YRC and NSS unit, supporting students in initiating various contribution activities, like organizing charity campaigns for cyclone victims and caring for migrant labourers during the initial Covid-19 wave, including operating a 'Temporary Medical Centre' on campus for 21 days and hosting a rally to raise awareness about Covid-19.

Mental Health:

In light of concerns about mental well-being during the lockdown, volunteers collected students' experiences throughout the shutdown. The college has been implementing a paper reduction initiative for the past three years, relying on WhatsApp and G-suite for communication. Students are actively involved in this effort, and classes, exams, and other activities were conducted online during the pandemic.

Entrepreneurship Skill Development::

We aim to empower women to overcome social barriers through education and entrepreneurship. Our self-defence program not only boosts their confidence but also enhances their physical well-being.

Health & Hygiene:

The YRC units of our college organised different awareness program on health and hygiene through meeting as well as campaigning. Every year YRC units organised blood donation camp, eye camp and health check up in college premises.

NCC 'C' & 'B' Certificates:

The NCC cadets of the institution has not only achieved 'B' or 'C' certificates but also excelled in activities such as trekking, mountaineering, and para-gliding, which has brought praise and recognition to the college. These cadets have combined their education with these activities, which has led to job opportunities and many are currently serving as police officers in Odisha and soldiers in the Indian Army, contributing to the country as responsible citizens.

Electoral Literacy Programmes:

In keeping with the theme of generosity and empowerment, we have pledged to serve as a guiding light of inspiration, illuminating the path of knowledge. Every student is dedicated to the ongoing mission of contributing to society and creating positive change. The college has taken a number of initiatives in electoral related issues. ELC Student Volunteers along with NCC Cadets, NSS and YRC volunteers undertake -- i) door to door survey on new voters' enrolment; ii) undertakes awareness drives among the students and the community; iii) shares content through social media, distribution of handouts and Notice Boards; iii) Undertakes drive for Aadhaar-Voter ID link; iv) conducts awareness and enrolment programmes under SVEEP((Systematic Voter's Education and Electoral participation);v) Creates content that contributes to democratic values and enhanced participation in electoral processes.

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

5. CONCLUSION

Additional Information :

Special Awards:

1. Prof. Raghunath Nayak Memorial Prize is awarded each year to the student who secures Highest mark in + 3 Commerce. This award was instituted by Dr. Subash Ch. Nayak, Former Principal of Ganjam College, Ganjam in memory of his father Late. Prof. Raghunath Nayak who was an eminent Doctor of South Odisha, Former Dean of M.K.C.G. Medical College & Hospital, Berhampur and Former President of I.M.A. as well as member of UNICEF, FIC(London) & syndicate member of Berhampur University, Berhampur.
2. Prof. Prahallad Panda Memorial Prize is awarded each year to the student who secures highest mark in +3 Science. This Award was instituted by Late Dr. Bijaya Ku. Sarangi, Ganjam College alumni and former Prof. and Head, Dept. of Orthopedics, M.K.C.G. Medical College & Hospital, Berhampur in memory of Prof. Prahallad Panda who was an eminent Professor of Berhampur University and founder principal of Ganjam College.
3. Special Prize is awarded each year to the student who secures highest mark in +3 Arts. This prize was instituted by Sri Govinda Panda, former Reader of Philosophy of Ganjam College, Ganjam.
4. Special Prizes are awarded each year to two N.C.C. Cadets(One Boy and One Girl) every year for their outstanding achievement.
5. Special Prizes are awarded each year to two N.S.S. Volunteers (One Boy and One Girl) every year for their outstanding achievement.
6. Special Prizes are awarded each year to two YRC Volunteers (One Boy and One Girl) every year for their outstanding achievement.
7. The college brings out its magazine entitled – ‘SAGARIKA’ once a year. Its objective is to provide an excellent opportunity for the expression of thought and ideas to our budding writers and artists. The magazine comprises of various Articles, Stories, Poems, Essays in Odia and English and Annual Report of Academic departments and various cells. Photographs of various activities and paintings by students also find a place in the magazine. The college magazine provides the much-needed platform to the students to showcase their creative genius.

8.

Concluding Remarks :

The vision of the college is to be a leading institution for providing quality higher education that is inclusive and equitable and enabling the students to build a sustainable future for them and create competent human resources. Ganjam College aims at the all round development of its students most of whom belong to the vulnerable sections of the society. The institution's policy of inclusion and zero tolerance towards discrimination on the basis of gender, religion, language, class, category and others have made it one of the

most sought-after educational institutions of the region. The mentor-mentee system provides all-round guidance to students, Career Counselling and Placement Cells assist the students in choosing the proper career path, NCC, NSS and YRC provide the opportunity for community service while academic departments and examination section take up the responsibility of teaching, learning and evaluation.

Recent years have seen commendable progress in physical infrastructure and learning resources including ICT-enabled class rooms that help integrate modern teaching methods and optimize teaching-learning process. The college organizes a large number of cultural and sports activities for maximum student participation. Students of the college represent the institute in inter-college and inter-university competitions and have been recognized and rewarded for their talent. Students have easy access to digital technology with which they can access books in the library and free online resources as well notes and other information provided to them from time to time. Through the principle of decentralization, we have been able to successfully implement our institutional policies as well as the policies of the Department of Higher Education, Government of Odisha, University Grants Commission and Central Government. Our Environmental policy ensures the college campus to be plastic free and we use renewable energy sources like solar energy. The college has successfully attained a few of the sustainable development goals and we are fully prepared for the implementation of NEP.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.4.2	<p>Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)</p> <p>2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>19</td> <td>21</td> <td>20</td> <td>16</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>20</td> <td>22</td> <td>21</td> <td>17</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the data shared by the HEI and the value is upgraded.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	26	19	21	20	16	2022-23	2021-22	2020-21	2019-20	2018-19	26	20	22	21	17
2022-23	2021-22	2020-21	2019-20	2018-19																	
26	19	21	20	16																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
26	20	22	21	17																	
3.2.2	<p>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</p> <p>3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>16</td> <td>3</td> <td>15</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>17</td> <td>2</td> <td>14</td> <td>5</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded/upgraded.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	17	16	3	15	5	2022-23	2021-22	2020-21	2019-20	2018-19	17	17	2	14	5
2022-23	2021-22	2020-21	2019-20	2018-19																	
17	16	3	15	5																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
17	17	2	14	5																	
5.1.4	<p>The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 																				

4. Timely redressal of the grievances through appropriate committees

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	25	10	10	00

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
05	10	08	06	00

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
898	880	832	896	995

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
136	211	164	189	236

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. In 5.2.1.1 DVV has considered only placement of students and In 5.2.1.2 considered as per 2.6.3.1 as per SOP.

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
05	11	06	00	00

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
05	02	00	00	00

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has considered the multiple activities which on closer dates consider as 1 only.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
07	08	11	04	01

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
05	07	06	03	01

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. Multiple participation of the faculty in the same academic year to be considered as one, Hence the value is downgraded.

7.1.2 The Institution has facilities and initiatives for

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

Answer before DVV Verification : A. 4 or All of the above
Answer After DVV Verification: B. 3 of the above
Remark : DVV has made the changes as per shared reports.

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations
