



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

KUNTALA KUMARI SABAT WOMEN'S COLLEGE

- Name of the Head of the institution Smt. Susmita Mishra
- Designation Principal (in-charge)
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 06782295558
- Mobile No: 9583366227
- Registered e-mail kks\_wc@yahoo.co.in
- Alternate e-mail kkswc.iqac@gmail.com
- Address At. Manikhamb Po. Motiganj Balasore
- City/Town Balasore
- State/UT Orissa
- Pin Code 756003

##### 2.Institutional status

- Type of Institution Women
- Location Urban
- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **Fakir Mohan University**
- Name of the IQAC Coordinator **Dr. Subrata Debangana**
- Phone No. **06782295558**
- Alternate phone No. **06782295558**
- Mobile **9437145531**
- IQAC e-mail address **kkswc.iqac@gmail.com**
- Alternate e-mail address **kks\_wc@yahoo.co.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://kksgovwc.org/images/about/AQAR\\_2019-20.pdf](https://kksgovwc.org/images/about/AQAR_2019-20.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://kksgovwc.org/images/about/Academic%20Calender%202021-22.pdf>

**5. Accreditation Details**

| Cycle          | Grade    | CGPA       | Year of Accreditation | Validity from     | Validity to       |
|----------------|----------|------------|-----------------------|-------------------|-------------------|
| <b>Cycle 2</b> | <b>B</b> | <b>2.5</b> | <b>2015</b>           | <b>03/03/2015</b> | <b>02/03/2020</b> |

**6. Date of Establishment of IQAC**

**07/07/2006**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme   | Funding Agency               | Year of award with duration | Amount  |
|-----------------------------------|--|------------------------------|-----------------------------|---------|
| Higher Education                  | OHEPEE   | Govt. of Odisha (World Bank) | 2020-21 365                 | 2160500 |
| Higher Education                  | Library Books, Equipments, Lab expences, Electricity, Telephone, Water Charges, Laboratory Equipments, Other Contingency | Govt. of Odisha              | 2020-21 365                 | 2538630 |

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

- Departmental seminars/webinars were held with guest speakers in collaboration with IQAC.
- NSS & YRC units were made fully active and alive, significant activities were taken up.
- Parents Teacher meet held as per CMS under the supervision of IQAC.
- Steps to provide hard copy of syllabus were taken as per students request under the supervision of IQAC.
- Process to select books for seminar library started.
- Renaming of College Calendar as Student handbook was resolved by the staff council, as proposed by IQAC.

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action   | Achievements/Outcomes   |
|--|---|
| <p>IQAC proposed to execute the pending decisions</p> <ul style="list-style-type: none"> <li>• to arrange study tours for degree students</li> <li>• to contact University to obtain hard copy of syllabus</li> <li>• to setup seminar library with precautionary measures. Fresh proposals made by IQAC</li> <li>• To prepare a blue print to mark the Diamond Jubilee of inception of the college</li> <li>• To prepare a road map to facilitate 3rd cycle NAAC Assessment and Accreditation.</li> </ul> | <ul style="list-style-type: none"> <li>• Contacted University to obtain hard copies of the syllabus</li> <li>• Initiatives have been taken to setup Seminar library</li> <li>• AQAR reports have been prepared</li> </ul> |

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil  | Nil                |

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

|  |  |
|--|--|
| <b>1.Name of the Institution</b>                     | KUNTALA KUMARI SABAT WOMEN'S COLLEGE   |
| • Name of the Head of the institution                | Smt. Susmita Mishra                    |
| • Designation  | Principal(in-charge)                   |
| • Does the institution function from its own campus? | Yes                                    |
| • Phone no./Alternate phone no.                      | 06782295558                            |
| • Mobile No:   | 9583366227                             |
| • Registered e-mail                                  | kks_wc@yahoo.co.in                     |
| • Alternate e-mail                                   | kkswc.iqac@gmail.com                   |
| • Address  | At. Manikhamb Po. Motiganj<br>Balasore |
| • City/Town  | Balasore                               |
| • State/UT   | Orissa                                 |
| • Pin Code   | 756003                                 |
| <b>2.Institutional status</b>                        |  |
| • Type of Institution                                | Women                                  |
| • Location   | Urban                                  |
| • Financial Status                                   | UGC 2f and 12(B)                       |
| • Name of the Affiliating University                 | Fakir Mohan University                 |
| • Name of the IQAC Coordinator                       | Dr. Subrata Debangana                  |
| • Phone No.  | 06782295558                            |

|  |   |      |                       |               |             |
|--|---|------|-----------------------|---------------|-------------|
| • Alternate phone No.  | 06782295558   |      |                       |               |             |
| • Mobile   | 9437145531  |      |                       |               |             |
| • IQAC e-mail address  | kkswc.iqac@gmail.com  |      |                       |               |             |
| • Alternate e-mail address   | kks_wc@yahoo.co.in  |      |                       |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  | <a href="https://kks.govwc.org/images/about/AQAR_2019-20.pdf">https://kks.govwc.org/images/about/AQAR_2019-20.pdf</a>                                   |      |                       |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |      |                       |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="https://kks.govwc.org/images/about/Academic%20Calendar%202021-22.pdf">https://kks.govwc.org/images/about/Academic%20Calendar%202021-22.pdf</a> |      |                       |               |             |
| <b>5.Accreditation Details</b>   |   |      |                       |               |             |
| Cycle  | Grade   | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 2  | B   | 2.5  | 2015                  | 03/03/2015    | 02/03/2020  |
| <b>6.Date of Establishment of IQAC</b>   |   |      | 07/07/2006            |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |      |                       |               |             |
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| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  |   | <b>Yes</b>                   |                             |         |
| <ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>  |   | <a href="#">View File</a>    |                             |         |
| <b>9.No. of IQAC meetings held during the year</b>   |   | <b>1</b>                     |                             |         |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul> |   | <b>Yes</b>                   |                             |         |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   |   | <a href="#">View File</a>    |                             |         |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   |   | <b>No</b>                    |                             |         |

| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>   |   |                       |   |   |  |                |                       |   |   |
|--|---|-----------------------|---|---|--|----------------|-----------------------|---|---|
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |   |                       |   |   |  |                |                       |   |   |
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| <b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>   |   |                       |   |   |  |                |                       |   |   |
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| <b>13. Whether the AQAR was placed before statutory body?</b>  | No  |                       |   |   |  |                |                       |   |   |
| <ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>   |   |                       |   |   |  |                |                       |   |   |
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| Nil  | Nil   |                       |   |   |  |                |                       |   |   |
| Name   | Date of meeting(s)  |                       |   |   |  |                |                       |   |   |
| Nil  | Nil   |                       |   |   |  |                |                       |   |   |
| <b>14. Whether institutional data submitted to AISHE</b>   |   |                       |   |   |  |                |                       |   |   |
|  |   |                       |   |   |  |                |                       |   |   |



| Year | Date of Submission |
|------|--------------------|
| 2021 | 27/02/2021         |

### 15. Multidisciplinary / interdisciplinary

This being an affiliated college has no scope for it. The institutional plans to engage in more multidisciplinary research endeavors to find solution to society's most pressing issues and challenges can be prepared after university gives the flexibility for implementation of the same. However, at different levels of functioning, as a teacher and mentor guidance are provided to make students aware of the pressing issues and challenges, so that if opportunity comes, they can engage themselves in multidisciplinary research. College will include credit base courses and projects in curriculum on subject areas like pollution control, climate change, waste management, sanitation, sustainable development and living, forest and wildlife conservation.

### 16. Academic bank of credits (ABC):

The ABC will be entrusted with the responsibilities such as opening, closing, and verifying the individual academic accounts of students. It'll also be responsible to gather the academic credits earned by the students from their respective higher education institutions, verify the credits, store the credits, transfer or redeem such credits, and promote them as and when required among its stakeholders. After the implementation of NEP-2020, the college will create the ABC of the students and will integrate it with scheme such as NPTEL, SWAYAM, and V-Lab. The credits stored in the individual accounts of the students will give them a much larger scope of freedom in terms of their academic/career choices.

### 17. Skill development:

The most important area is to find ways to empower the student in professional skills, soft skills, ethics, morality and values. The students gain an arsenal of skills like problem-solving, critical thinking, time management, self-management, communication and writing skills, analysis and research methodologies, team work and much more. The plan hence, is to create high quality human resources and enhance research and development platforms.

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

Indian knowledge system includes knowledge from ancient India and modern India, and a clear sense of India's future aspirations with regard to education, health, environment, etc. These elements will be incorporated in an accurate and scientific manner throughout the curriculum wherever relevant; in particular, Indian Knowledge Systems, including tribal knowledge and indigenous and traditional ways of learning, will be covered and included in mathematics, philosophy, yoga, literature, sports, games etc.

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

The college will focus on research and innovation, through focus on industry academic linkage and interdisciplinary researches through internship with local industries and business establishments. Students will actively engage themselves with practical aspect of their learning and thus they can improve their employability. Research will be conducted in the areas like infectious diseases, instrumentation, conservation of natural resources, to develop entrepreneurship among students in the field of agriculture and industry. Hand holding mechanisms will be developed among students to promote innovations in collaboration with local industries and business establishments.

#### **20.Distance education/online education:**

To introduce online certificate courses or add on courses which the students can opt along with their regular courses for skill development and enhancement of employability like communicative English, life skill development, public health, mental health counselling, small business, fashion designing, IT enabled learning etc.

### **Extended Profile**

#### **1.Programme**

1.1 15

Number of courses offered by the institution across all programs during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

**2.Student**2.1 200

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2 86Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3 181

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

**3.Academic**3.1 19

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2 36

Number of Sanctioned posts during the year

| <b>Extended Profile</b>   |                           |
|---|---------------------------|
| <b>1.Programme</b>  |                           |
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>15</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>2.Student</b>  |                           |
| 2.1<br>Number of students during the year   | <b>200</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>86</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.3<br>Number of outgoing/ final year students during the year                                      | <b>181</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1<br>Number of full time teachers during the year   | <b>19</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |

| 3.2   | 36                        |
|---|---------------------------|
| Number of Sanctioned posts during the year                        |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | 26                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2   | 10970635                  |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3   | 10                        |
| Total number of computers on campus for academic purposes         |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Taking into account the academic calendar and the prescribed syllabus of the affiliating University, the heads of the department, at the beginning of the session, along with the other faculties of their respective departments, prepare teaching plans semester wise. For effective delivery, concerned teachers use various methods like chalk and duster, group discussions, ICT etc. to impart education. The process is thoroughly documented in their lesson plans, which is verified at regular intervals by the heads of the departments first and then by the principal. This mechanism is further verified by appropriate higher authorities.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://www.fmuniversity.nic.in/ug_syllabus.html">http://www.fmuniversity.nic.in/ug_syllabus.html</a> |

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

Academic calendar has been prepared in tandem with University and Higher Education Department programme schedule issued at the beginning of the year. It is adhered strictly as far as possible, in conducting examinations and related matters. However, the calendar is subject to change if there is an exigency.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="https://kks.govwc.org/images/about/Academic%20Calendar%202021-22.pdf">https://kks.govwc.org/images/about/Academic%20Calendar%202021-22.pdf</a> |

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

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

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

15

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

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

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

181

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

187

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The college takes continuous steps to inculcate the human values and professional ethics among the students, workers and faculty. Extramural lectures are organized by inviting distinguished speakers, to interact with the students and faculty. In some programmes of UG in Sociology, Political Science and Philosophy, ethics and values are part of the curriculum. Ethics and professional values are also taught to students of all programmes at UG level. The college also celebrates various national and international commemorative festivals for making students and faculty aware of such ethics. The college takes all necessary steps to sensitize the students about the gender equality and to curb gender based discrimination. Many programmes of the college, especially those belonging to the humanities and social sciences faculty has gender related courses in their curriculum. The issues about the environment and protection of the environment are taught to the students of all programmes. Environment and sustainability are taught as an ability enhancement course to the UG students. Students are sensitized about the problems of environmental pollution and resource degradation as well as trained to make best use of wastes and RRR policy.

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

#### 1.3.2 - Number of courses that include experiential learning through project work/field



**work/internship during the year****1**

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

**1.3.3 - Number of students undertaking project work/field work/ internships****181**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

**1.4 - Feedback System**

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

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

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

**B. Feedback collected, analyzed and action has been taken**

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="https://docs.google.com/forms/d/10ACG39oO5EIhwuXqv8xiBc_qLtM1hXM6IAierqGmScY/edit#responses">https://docs.google.com/forms/d/10ACG39oO5EIhwuXqv8xiBc_qLtM1hXM6IAierqGmScY/edit#responses</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

224

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

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

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

107

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

## 2.2 - Catering to Student Diversity

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

The college with high diversity of students follows the reservation policy of the state government for admission of students to various courses. The students admitted to college come from various parts of the state. The college conducts remedial and doubt clearing classes for slow learners and for advanced learners different assignments are being given by the teachers. Special remedial classes are arranged for slow learners. Training courses and exposure visits are arranged for advance learners.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Link for additional Information   | Nil                       |
| Upload any additional information | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 181                | 19                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

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

The courses offered by the college are student centric. All science courses and many courses in humanities and social science, languages are associated with on field studies, field tours, study trips, practicals and case studies. Many courses in the UG level have the theory and practical components that makes

a holistic approach to the course. As a part of participative learning and problem solving practices, the students' seminars are organized for each programme and students deliver seminar lectures. Each program has the project components to train students with research methodologies and problem solving experience. As a part of experiential learning the students of the science streams regularly participate in science seminar and project demonstrations and present their research ideas.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

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

The college has internet network covering administrative offices, library, e-resource centre . college has smart class room with smart computer system, internet connectivity and ICT tools. All teachers use ICT tools including online resources during the lecture and involve the students to make the effective teaching learning activity. These are used by the teachers for lectures and seminars.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://kks.govwc.org/library.php">https://kks.govwc.org/library.php</a> |

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

**2.3.3.1 - Number of mentors**

19

| File Description  | Documents        |
|---|------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees                | No File Uploaded |
| mentor/mentee ratio   | No File Uploaded |

## 2.4 - Teacher Profile and Quality

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

19

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

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

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

13

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

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

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

19

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

## 2.5 - Evaluation Process and Reforms

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

Affiliated to Fakir Mohan University, Balasore, this college abides to the regulations framed by the University. However, the college has its own mechanism for regular internal evaluation of the implementation of the said regulations. Institute Adopted Choice based credit system from academic year 2019. Student's development is assessed by 20 marks Continuous internal evaluation. Weak students are counselled and corrective measures are suggested. Difficulty sessions, often including peer learning and peer evaluation are taken by the teachers. The teacher plays the role of an observer. In this session due to Covid examinations were conducted in online mode. Before the semester examination, Mock tests were scheduled and conducted to make students familiar with the process and resolve queries. All mark lists were submitted to the Examination Department for record. With the help of the Officers in Charge of various components of administration, the principal evaluates the performance, and if necessary, steps for improvement, or changes or reforms are taken.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

The College, for fair, equal and impartial treatment of all students in all spheres of work, including assessment and evaluation has a dedicated Cell, for redressal of all grievances, including those related to examination. The Cell, on

receiving a complaint, resolves the issue within a maximum of five days. Valuation at College level begins on the day of the test itself. Valued answer-scripts are shown to the students' discrepancies are rectified by teachers promptly and communicated to students ensuring effectiveness of the examination while the subject is still fresh in their minds. Due to the open and transparent system, there have been no examination related grievances till date. After the outbreak of the COVID-19 pandemic, assessment methods have seen a drastic change from the regular pen and paper method to the online mode. Whereas the College conducts assessment sometimes using Google Forms.

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

## 2.6 - Student Performance and Learning Outcomes

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

The college has stated graduate attributes and learning objectives. To attain these attributes Programme outcomes (POs), Programme specific outcomes (PSOs) for all academic programmes are stated by the Institute as per guidelines of NAAC. The POs are aligned to the learning objectives. Following attributes are included in the POs. Knowledge outcomes, Skill outcomes Values outcomes. POs and PSOs are designed to ensure complete and comprehensive learning about the program and courses as these are critical for the successful career of the student. The COs were designed with the following criteria:

1. The course outcomes identify the minimum achievement required for success in the course.
2. Ii. They are based on the principles of Blooms taxonomy including Knowledge, Comprehension Application, Analysis, Synthesis and Evaluation.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="https://kksgovwc.org/images/about/Programme%20Outcome.pdf">https://kksgovwc.org/images/about/Programme%20Outcome.pdf</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

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

The college continuously evaluates the course outcome, programme outcome and programme specific outcome. Continuous evaluation of the students performance is made through the class tests, presentation, mid semester evaluation and end semester examinations. The students are assigned to teacher mentor, who regularly examines the student's outcome and gives proper guidance to the student. The teaching and evaluation pattern takes into account the demands of the market for employment and placement. The college provides soft skill training, career counseling, motivation lectures and hands on training to the students for upliftment of skill and ability. The examination system has been updated in the academic session. The student information, course information and examination details are collected. The examination is conducted on decentralized manner in each department. For maintaining the confidentiality. The paper setting is done externally. Each course has both internal and end term examination system. The results of students are published within minimum days after the conduct of examination. The programme outcome and programme specific outcome are compiled in each semester and the programme specific outcome of the passed out batches are published in the website at the end of each year.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for Additional information | <a href="https://kksgovwc.org/images/about/Programme%20Outcome.pdf">https://kksgovwc.org/images/about/Programme%20Outcome.pdf</a> |

2.6.3 - Pass percentage of Students during the year



**2.6.3.1 - Total number of final year students who passed the university examination during the year****181**

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | <b>No File Uploaded</b>   |
| Paste link for the annual report   | <a href="http://www.fmuniversity.nic.in/getdata?dir=examresult&amp;rid=eresult21_23520221653297204983.pdf">http://www.fmuniversity.nic.in/getdata?dir=examresult&amp;rid=eresult21_23520221653297204983.pdf</a> |

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

[https://kks.govwc.org/images/about/SSS\\_Result.pdf](https://kks.govwc.org/images/about/SSS_Result.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****9,9900**

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

**3.1.2 - Number of departments having Research projects funded by government and non**

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

1

| File Description  | Documents   |
|---|---|
| List of research projects and funding details (Data Template) | <a href="#">View File</a>   |
| Any additional information                                    | No File Uploaded  |
| Supporting document from Funding Agency                       | <a href="#">View File</a>   |
| Paste link to funding agency website                          | <a href="https://st.odisha.gov.in/">https://st.odisha.gov.in/</a> |

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

12

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information                                     | <a href="#">View File</a> |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

26

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

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

2

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

### 3.3 - Extension Activities

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

The students are exposed to cross-cutting issues, through rallies, and webinars. Health and hygiene, Gender sensitization, AIDS day, Yoga day, environmental consciousness and values are also imbibed and strengthened for redressal at societal level. Various commemorative days, weeks and fortnights increase awareness of students towards society. Blood donation camps are regularly organized. Extension activities during COVID are being carried out online through webinars for all stakeholders, encompassing diverse social topics. A webinar on awareness programme on Covid-19 was held on 18.05.21. These programmes made students more aware and responsible. Students have participated in the webinars by planning and anchoring, adding to their holistic development.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kksgovwc.org/nss.php">https://kksgovwc.org/nss.php</a> |
| Upload any additional information     | No File Uploaded  |

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

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

04

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

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

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

100

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

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

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

100

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

### 3.4 - Collaboration

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

1

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution makes maximum utilization of the physical, academic and support facilities at its disposal for the realization of its mission and vision.

The physical infrastructure comprises classrooms, laboratories, library, reading room, staff common room, students' common room, administrative block, IQAC Conference Room, NSS and YRC offices, Student Placement Cell, Virtual Class Room, Language Lab - all standing on an area of 2.73 acre supposed to be maintained by Government Bodies such as R B and GED. There are a number of committees comprising teachers headed by the Principal that regularly monitor the use of these, and plan for further development. Funds from Development Fund is used for the purpose in case of emergency. The Principal assigns responsibilities to different members for the maintenance of the campus. The academic work is conducted as per departmental timetable - consisting of practical and theory classes as well as proctorial and seminar classes. The academic calendar is prepared to streamline the working days, observation days and holidays etc. The faculty members prepare lesson plans, take lesson notes and maintain progress registers which is verified by the respective heads of the Departments, the Academic Bursar and the Principal. Academic Audit is done from time to time.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Procedures%20&amp;%20Policies.pdf">https://kks.govwc.org/images/about/Procedures%20&amp;%20Policies.pdf</a> |

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

Yoga Day is celebrated regularly, with Yoga demonstrated by experts.

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

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

10

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

10

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Paste link for additional information   | <a href="https://kks.govwc.org/virtuallab.php">https://kks.govwc.org/virtuallab.php</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

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

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

10970635

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

## 4.2 - Library as a Learning Resource

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

**Library automation is under process.**

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://kksqgovwc.org/library.php">https://kksqgovwc.org/library.php</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** **E. None of the above**

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

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

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

**33800**

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

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

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



0

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

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

IT facilities are regularly updated. College has broadband connection for the office. Devices using the internet have increased in college. Most classrooms are ICT enabled and have portable LCD projectors. The process of admission, salaries, scholarships is computerized. The College has a dynamic website, providing all the necessary information. Twenty computers and 10 projectors were added under UGC, OHEPEE and RUSA funding. Wi-fi was installed in the entire college. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. During lockdown period institution has upgraded its teaching to online mode using zoom and Google meet.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://kksgovwc.org/virtuallab.php">https://kksgovwc.org/virtuallab.php</a> |

#### 4.3.2 - Number of Computers

23

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

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

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

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

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

10900455

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

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

Regular maintenance work is carried out as per the request of Head of the departments and other in-charges to the Principal. Then Principal presents the proposal before the college management, who takes the final decision on priority basis. Stock checking is carried out annually, and stock books are maintained by the different departments. Two personnel on a daily wage basis maintain cleanliness and upkeep of physical infrastructure. The maintenance of electrical items is voluntarily carried out by competent non-teaching staff of the respective departments. Any major repair work is carried out by professionals from outside the college. Coordinated effort of Management, Principal and the College staff on the various committees for academic and administrative planning has resulted in enhancement and strengthening of infrastructure for excellent academics, research, co and extracurricular activities. Regular

pruning of plants is done by support staff of the college. Need based repair work of furniture and fixtures is done by giving contracts to proper agencies.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Procedures%20&amp;%20Policies.pdf">https://kks.govwc.org/images/about/Procedures%20&amp;%20Policies.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

325

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

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

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

30

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

**D. 1 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Link to institutional website   | Nil                       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

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

0

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

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

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

**A. All of the above**

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

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

## 5.2 - Student Progression

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

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

2

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | No File Uploaded          |
| Upload any additional information     | <a href="#">View File</a> |

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

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

49

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

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

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

17

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | No File Uploaded          |

**5.3 - Student Participation and Activities**

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

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

3

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

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

Due to COVID-19 pandemic in 2020-21, the College was mostly run in an online mode with less presence of students on campus. So a series of invited lectures, seminars and webinars were held during 2020-21, for which students were trained online to participate as anchors, and also showcasing the students' knowledge being exhibited on a public forum. Selected students from NSS were called to College for participation in extension activities, inhouse tree plantation, etc. They are also involved in major decision making under the College Development Council and the IQAC.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kksgovwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf">https://kksgovwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

3

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

## 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

KKS Women's College, Balasore Alumni Association was formally registered on 15 September 2005. The association has a new Governing Body consisting of 7 elected members and framed new byelaws. The Association aims to encourage the members to take active interest in the activities and progress of the Alma Mater, provide assistance for all round development of the College, promote and encourage friendly relations among all the members. Any past student of the College having studied at-least one academic year in the College is eligible to become a member of the Association. Other members include Management and Patrons, all outgoing students as life members. The Association presently has 47 members. Alumni have contributed to development of the institution through valuable feedback, guidance and counselling to students.

Under Mo College Abhijan, a platform to the alumni to offer their services for betterment of their college, introduced by the Higher Education Department of Government of Odisha, 41 students are registered as Alumni. Moreover, each Department has a group of alumnae who are in touch with the students and the Staff, and are guided by their respective Department Heads to contribute to the wellbeing of their Almamater in various ways such as improving student learning and students wellbeing.

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

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

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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



It is evident from the mission and vision statements that the college seeks to serve women of the region in particular, to nurture them, to equip them and evolve them to face the challenges of the changing times. The aim is to help young women understand the power of knowledge and the responsibility that comes with it. And the responsibility is to translate knowledge into creative and constructive citizenship. By bringing women out of their narrow, limited, inhibiting sphere; by acquainting them with a modern liberal and expanding world outside, the college can make a meaningful contribution to the wellbeing of the society.

To fulfill its stated mission the college aims at an overall development. For it makes the leadership function effectively at different levels and implement its holistic development plans. The Principal looks after of the overall management whereas the Administration and Accounts are especially taken care of by the Administrative and Accounts Bursar respectively, and Academic activities are monitored by the Academic Bursar as well as by the Heads of the Departments. The college has a number of committees The administration is transparent and participatory. Basically it follows a collaborative management practice.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/mv.php">https://kks.govwc.org/mv.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

Yes, the college promotes a culture of participative management. It has a well coordinated monitoring mechanism which includes various committees that look into administrative, accounts and academic matters. These committees work in coordination and harmony to ensure smooth and efficient functioning.

To describe a case study showing decentralization and participative management, management of student academics can be considered. A team is assigned with the responsibility of preparing timetable. The Heads of the Departments distribute classes among teachers allotting papers in accordance with the syllabus prepared by the University. The HODs supervise to ensure the regular conduct of classes from day to day. The

Academic Bursar takes a monthly audit of classes and undertakes surprise checking. In case of any lapses the matter is brought to the notice of the Principal, who then with consultation with academic bursars, administrative bursar and HODs take necessary corrective measures. The Students are also taken to confidence to report any laxity. Academic Audit is also done by the Regional Director of Education from time to time to report to the Higher Authorities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Extracurricular%20duty.pdf">https://kks.govwc.org/images/about/Extracurricular%20duty.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One perspective plan successfully implemented based on the strategic plan is to upgrade the infrastructure and the facilities delivered to the students with regard to Library. Accordingly, steps for library automation has been taken. At different levels it has been decided to shift the library to a more convenient and accessible place. To facilitate smooth functioning, steps have been taken for better supply of man power.

Under the advice of the IQAC, the Reading Room has also been upgraded, and decision to create Seminar Libraries in all Departments has been taken. The Plan accordingly is to enhance student Academic Participation and Performance at different levels.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://kks.govwc.org/images/about/IQAC%20MEETING%202021-22.pdf">https://kks.govwc.org/images/about/IQAC%20MEETING%202021-22.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

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

The college has an efficient internal co-ordinating and monitoring mechanism that comprises the top management, the principal and the faculty, which plays its part in the design and implementation of its quality policy and plan.

The Principal looks after the overall management whereas the Administration and Accounts are especially taken care of by the Administrative and Accounts Bursar respectively and Academic activities are monitored by the Academic Bursar as well as by the Heads of the Departments. The college has a number of committees like the Finance Committee, the Admission Committee, the Examination Committee and the Purchase Committee, Development Committee the Building Committee etc., which offers valuable recommendations. The administration is transparent and participatory. Basically it follows a collaborative management practice.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the Institution webpage | <a href="https://kksgovwc.org/images/about/Organogram.pdf">https://kksgovwc.org/images/about/Organogram.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** B. Any 3 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The staff is provided with financial and medical assistance as per Odisha Government Rules under Employees' Welfare Scheme, like:

- Reimbursement of medical expenses
- Leave Travel concession
- Motor car, motor cycle advance
- House Building Loan
- Employees' Group Insurance Scheme
- Teachers Welfare Fund

Besides Financial benefits, Government also has schemes like Study Leave, Duty Leave and Academic Leave to enable the Staff to grow in their professional career.

Percentage of staff who have availed the benefit of such schemes in the last four years:

Almost about more than 50% of the staff have availed the benefits of these schemes in the last four years.

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

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

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

1

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

0

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

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

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

9

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

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

Performance Appraisal of each teacher is recorded by Principal confidentially as per the format provided through HRMS by the Government for each financial year. The said appraisal is reviewed by the Director, Higher Education and the same is finally accepted by the Government. Adverse comments are communicated to the person concerned for improvement of his/her professional development.

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

### 6.4 - Financial Management and Resource Mobilization

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

Annual financial internal audit is done by the audit section of the Higher Education department Government of Odisha, of all grants received, such as RUSA, OHEPEE. Audit compliance is done by the college after getting the audit report.

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

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

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

1060336

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Since this is a Government College, the expenditure required by the college is provided by the Government from time to time as per the budget placed on various heads. Hence the question of deficit does not arise. Some other sources of funding in the last few years are CENTRAL and WORLD BANK PROJECTS like RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) and OHEPEE (ODISHA HIGHER EDUCATION PROGRAMME FOR EXCELLENCE AND EQUITY). Besides, there is college Development Fund- a source of funding through fee structure. To implement the predetermined goals like infrastructure development Government agencies are mobilized. All the funds made available to the college are utilized during the stipulated time period. The proposals are placed before the internal committees like Development and Purchase committees for approval. The members then plan the procedure in accordance with financial regulations of the Government. Administrative approval is sought as and when necessary. Utilization certificate is submitted whenever necessary. After financial audit by internal or statutory bodies, The proper audit reports are submitted to the appropriate authorities in time.

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

## 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

The institution has established an Internal Quality Assurance Cell (IQAC), which presently comprises 20 members. It is according to the proposal of the IQAC, the institutional policy has been decided to make teaching learning process interesting and productive to make the process inclusive and holistic. To do that efforts are being made to redesign the techniques of teaching and to develop an introspective and self-correcting mechanism so as to institutionalize the quality assurance processes. For the purpose teachers have been advised to use ICT and other modern methods of teaching along with chalk and duster method. Teaching learning has been made more participatory and students are encouraged for self study and for paper presentation in seminar classes. The activities under YRC and NSS have been given importance so as to involve students more and more about community service. The program has been held online from 2020-21 due to COVID pandemic.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf">https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by



the Principal. At periodic intervals students' feedback was taken through IQAC regarding teaching learning methods and methodologies used.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf">https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded          |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

The established Committee against sexual harassment aims at addressing gender issues and preventing sexual harassment and gender based inequality. The college has zero tolerance for gender related offences. The committee is in compliance with the

guidelines of UGC making representation of students, social activists, faculty, non teaching employee and statutory nominee. The college maintains gender neutrality providing equal opportunities to all students and faculty in the campus. The executive authority of the college extends full support to see that the recommendations of the committee are implemented in a timely manner. Seminars are conducted by the college to raise awareness about gender equality among students, strategies to deal with gender equality and for prevention of gender based abuse and violence. In the year 2020-21 there is no registered gender based violence or sexual harassment case before the committee indicating the gender neutrality of the campus.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="#">To conduct awareness programmes at regular intervals for sensitizing about gender equality.</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="#">Common Room</a>   |

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

**D. Any 1 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <b>No File Uploaded</b>   |

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

**Solid waste management system in college working through municipal solid waste (MSW) which is collected by Balasore municipality and transported to a processing and disposal site.**

For e-Waste management the process has been started.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded          |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

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

D. Any 1 of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

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

C. Any 2 of the above

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

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

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

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

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** **D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

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

As an educational Institution we have demographic diversity as the students hail from different socio-economic backgrounds. Diversity is also seen in the parent stakeholders whose occupations range from farmers, auto rickshaw drivers, house help to businesspersons and doctors. With respect to the distinctiveness of every student, we try to ignite a feeling of 'camaraderie' among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place. Financial assistance in terms of prizes and monetary support are offered by staffs over and beyond to include students from weaker economic sections.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

At the beginning of the Academic Year of the college, the Induction Program caters to introducing the staff and students to their rights and responsibilities. Ethical practices and responsible behaviors expected from the staff and students are conveyed in the induction. The Syllabi of the UG courses included Credits for 'Human Rights' and 'Constitution', Democracy and Environmental Science as credit courses to familiarize the students with these concepts. National Voters Day, World Environment Day are some days of significance that are commemorated every year by the college. The Preamble, Pledge and certain sections of the Constitution are displayed in classrooms and departments. In keeping with the Constitutional Responsibility of preserving and caring for the Environment, college organizes activities with themes surrounding Environmental concerns. All mandatory committees like Anti Ragging cell, Anti Sexual Harassment Cell are active and functioning. A complaint box is there to address the issues raised by the students and staff members. There is also a

committee appointed to plan and execute activities to familiarize and implement code of conduct and ethical behavior.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | No File Uploaded          |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

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

Apart from the celebration of National Days like Independence Day, Republic Day Constitution Day, and Gandhi Jayanti, KKS College celebrates important National and International Commemorative Days like National Voters' Day, International Women's Day, International Yoga Day, Teachers' Day, Science Day etc involving both the students and faculty. Also, various Departments of the college organize Seminars, Workshops,

Conferences throughout the Year for better dissemination of knowledge and sharing of new ideas and thinking in different field.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded          |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

### 1. Title of the Practice: Capacity Building Goal

The prime aim and objectives of the practice is to know the students individually and to enhance their capacity by organizing various competitions that are run under this event include Quiz Competition, Essay competition, debate competition, Group Discussion, Poster Competition etc.

Last year due to pandemic situation these events were organized through online mode. The purpose is to create a process of changing attitudes and behaviours-impacting knowledge and developing skills while giving opportunities for participation and knowledge exchange.

The Paucity of Funds is the major problem encountered to strengthen the practice.

### 1. Title of the Practice- Environment consciousness and Energy Conservation

The main objective of the practice is to spread awareness about the natural environment and to motivate the students and the Staff to care for its well-being. Conservation of energy and efficient use of it reduces pollution. Steps has been taken to minimize energy consumption by using CFL and LED bulbs in hostel. Rain water harvesting project has been implemented for creating an eco-friendly campus. Plantation programmes are being

regularly conducted by the NSS units and the YRC.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <b>No File Uploaded</b>   |

### 7.3 - Institutional Distinctiveness

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

This college is committed to strengthen NSS which is an extension dimension to Higher Education system to orient the student youth to community service while they are still studying. Among some other this college considers NSS as distinctive to its priority and thrust. in the process the two NSS units have undertaken some important activities in the session 2020-21.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Taking into account the academic calendar and the prescribed syllabus of the affiliating University, the heads of the department, at the beginning of the session, along with the other faculties of their respective departments, prepare teaching plans semester wise. For effective delivery, concerned teachers use various methods like chalk and duster, group discussions, ICT etc. to impart education. The process is thoroughly documented in their lesson plans, which is verified at regular intervals by the heads of the departments first and then by the principal. This mechanism is further verified by appropriate higher authorities.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://www.fmuniversity.nic.in/ug_syllabus.html">http://www.fmuniversity.nic.in/ug_syllabus.html</a> |

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

Academic calendar has been prepared in tandem with University and Higher Education Department programme schedule issued at the beginning of the year. It is adhered strictly as far as possible, in conducting examinations and related matters. However, the calendar is subject to change if there is an exigency.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="https://kks.govwc.org/images/about/Academic%20Calender%202021-22.pdf">https://kks.govwc.org/images/about/Academic%20Calender%202021-22.pdf</a> |

|  |                                     |
|--|-------------------------------------|
| <p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b></p> | <p><b>B. Any 3 of the above</b></p> |
|--|-------------------------------------|

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

15

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

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

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

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

181

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

187

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The college takes continuous steps to inculcate the human values and professional ethics among the students, workers and faculty. Extramural lectures are organized by inviting distinguished speakers, to interact with the students and faculty. In some programmes of UG in Sociology, Political Science and Philosophy, ethics and values are part of the curriculum. Ethics and professional values are also taught to students of all programmes at UG level. The college also celebrates various national and international commemorative festivals for making students and faculty aware of such ethics. The college takes all necessary steps to sensitize the students about the gender equality and to curb gender based discrimination. Many programmes of the college, especially

those belonging to the humanities and social sciences faculty has gender related courses in their curriculum. The issues about the environment and protection of the environment are taught to the students of all programmes. Environment and sustainability are taught as an ability enhancement course to the UG students. Students are sensitized about the problems of environmental pollution and resource degradation as well as trained to make best use of wastes and RRR policy.

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

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

1

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

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

181

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

#### 1.4 - Feedback System

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

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

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

**B. Feedback collected, analyzed and action has been taken**

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="https://docs.google.com/forms/d/10ACG39o05EIhwuXqv8xiBc_gLtM1hXM6IAierqGmScY/e/dit#responses">https://docs.google.com/forms/d/10ACG39o05EIhwuXqv8xiBc_gLtM1hXM6IAierqGmScY/e/dit#responses</a> |

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

|   |                           |
|---|---------------------------|
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>   |                           |
| <b>2.1.1.1 - Number of sanctioned seats during the year</b>   |                           |
| 224   |                           |
| File Description  | Documents                 |
| Any additional information  | No File Uploaded          |
| Institutional data in prescribed format   | <a href="#">View File</a> |
| <b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>  |                           |
| <b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>  |                           |
| 107   |                           |
| File Description  | Documents                 |
| Any additional information  | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template)   | <a href="#">View File</a> |
| <b>2.2 - Catering to Student Diversity</b>  |                           |
| 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners   |                           |
| <p>The college with high diversity of students follows the reservation policy of the state government for admission of students to various courses. The students admitted to college come from various parts of the state. The college conducts remedial and doubt clearing classes for slow learners and for advanced learners different assignments are being given by the teachers. Special remedial classes are arranged for slow learners. Training courses and exposure visits are arranged for advance learners.</p> |                           |

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Link for additional Information   | Nil                       |
| Upload any additional information | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 181                | 19                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

### 2.3 - Teaching- Learning Process

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

The courses offered by the college are student centric. All science courses and many courses in humanities and social science, languages are associated with on field studies, field tours, study trips, practicals and case studies. Many courses in the UG level have the theory and practical components that makes a holistic approach to the course. As a part of participative learning and problem solving practices, the students' seminars are organized for each programme and students deliver seminar lectures. Each program has the project components to train students with research methodologies and problem solving experience. As a part of experiential learning the students of the science streams regularly participate in science seminar and project demonstrations and present their research ideas.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

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

The college has internet network covering administrative offices, library, e-resource centre . college has smart class room with smart computer system, internet connectivity and ICT tools. All teachers use ICT tools including online resources during the lecture and involve the students to make the effective teaching learning activity. These are used by the teachers for lectures and seminars.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://kksgovwc.org/library.php">https://kksgovwc.org/library.php</a> |

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

#### 2.3.3.1 - Number of mentors

19

| File Description  | Documents        |
|---|------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees                | No File Uploaded |
| mentor/mentee ratio   | No File Uploaded |

### 2.4 - Teacher Profile and Quality

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

19



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

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

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

13

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

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

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

19

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

#### 2.5 - Evaluation Process and Reforms

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

Affiliated to Fakir Mohan University, Balasore, this college abides to the regulations framed by the University. However, the college has its own mechanism for regular internal evaluation of the implementation of the said regulations. Institute Adopted Choice based credit system from academic year 2019. Student's development is assessed by 20 marks Continuous internal evaluation. Weak students are counselled and corrective measures are suggested. Difficulty sessions, often including peer learning and peer evaluation are taken by the teachers. The teacher plays the role of an observer. In this session due to Covid examinations were conducted in online mode. Before the semester examination, Mock tests were scheduled and conducted to make students familiar with the process and resolve queries. All mark lists were submitted to the Examination Department for record. With the help of the Officers in Charge of various components of administration, the principal evaluates the performance, and if necessary, steps for improvement, or changes or reforms are taken.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

The College, for fair, equal and impartial treatment of all students in all spheres of work, including assessment and evaluation has a dedicated Cell, for redressal of all grievances, including those related to examination. The Cell, on receiving a complaint, resolves the issue within a maximum of five days. Valuation at College level begins on the day of the test itself. Valued answer-scripts are shown to the students' discrepancies are rectified by teachers promptly and communicated to students ensuring effectiveness of the examination while the subject is still fresh in their minds. Due to the open and transparent system, there have been no examination related grievances till date. After the outbreak of the COVID-19 pandemic, assessment methods have seen a drastic change from the regular pen and paper method to the online mode. Whereas the College conducts assessment sometimes using Google Forms.

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

## 2.6 - Student Performance and Learning Outcomes

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

The college has stated graduate attributes and learning objectives. To attain these attributes Programme outcomes (POs), Programme specific outcomes (PSOs) for all academic programmes are stated by the Institute as per guidelines of NAAC. The POs are aligned to the learning objectives. Following attributes are included in the POs. Knowledge outcomes, Skill outcomes Values outcomes. POs and PSOs are designed to ensure complete and comprehensive learning about the program and courses as these are critical for the successful career of the student. The COs were designed with the following criteria:

1. The course outcomes identify the minimum achievement required for success in the course.
2. Ii. They are based on the principles of Blooms taxonomy including Knowledge, Comprehension Application, Analysis, Synthesis and Evaluation.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="https://kks.govwc.org/images/about/Programme%20Outcome.pdf">https://kks.govwc.org/images/about/Programme%20Outcome.pdf</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

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

The college continuously evaluates the course outcome, programme outcome and programme specific outcome. Continuous

evaluation of the students performance is made through the class tests, presentation, mid semester evaluation and end semester examinations. The students are assigned to teacher mentor, who regularly examines the student's outcome and gives proper guidance to the student. The teaching and evaluation pattern takes into account the demands of the market for employment and placement. The college provides soft skill training, career counseling, motivation lectures and hands on training to the students for upliftment of skill and ability. The examination system has been updated in the academic session. The student information, course information and examination details are collected. The examination is conducted on decentralized manner in each department. For maintaining the confidentiality. The paper setting is done externally. Each course has both internal and end term examination system. The results of students are published within minimum days after the conduct of examination. The programme outcome and programme specific outcome are compiled in each semester and the programme specific outcome of the passed out batches are published in the website at the end of each year.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for Additional information | <a href="https://kksgovwc.org/images/about/Programme%20Outcome.pdf">https://kksgovwc.org/images/about/Programme%20Outcome.pdf</a> |

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

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

181

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="http://www.fmuniversity.nic.in/getdata?dir=examresult&amp;rid=eresult21_23520221653297204983.pdf">http://www.fmuniversity.nic.in/getdata?dir=examresult&amp;rid=eresult21_23520221653297204983.pdf</a> |

## 2.7 - Student Satisfaction Survey

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

[https://kksqgovwc.org/images/about/SSS\\_Result.pdf](https://kksqgovwc.org/images/about/SSS_Result.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

9,9900

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

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

**3.1.2.1 - Number of departments having Research projects funded by government and**

**non-government agencies during the year**

1

| File Description  | Documents   |
|---|---|
| List of research projects and funding details (Data Template) | <a href="#">View File</a>   |
| Any additional information                                    | No File Uploaded  |
| Supporting document from Funding Agency                       | <a href="#">View File</a>   |
| Paste link to funding agency website                          | <a href="https://st.odisha.gov.in/">https://st.odisha.gov.in/</a> |

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

12

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information                                     | <a href="#">View File</a> |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

26

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

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

2

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

### 3.3 - Extension Activities

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

The students are exposed to cross-cutting issues, through rallies, and webinars. Health and hygiene, Gender sensitization, AIDS day, Yoga day, environmental consciousness and values are also imbibed and strengthened for redressal at societal level. Various commemorative days, weeks and fortnights increase awareness of students towards society. Blood donation camps are regularly organized. Extension activities during COVID are being carried out online through webinars for all stakeholders, encompassing diverse social topics. A webinar on awareness programme on Covid-19 was held on 18.05.21. These programmes made students more aware and responsible. Students have participated in the webinars by planning and anchoring, adding to their holistic development.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kksgovwc.org/nss.php">https://kksgovwc.org/nss.php</a> |
| Upload any additional information     | No File Uploaded  |

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

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

04

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

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

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

100

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

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



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

100

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

**3.4 - Collaboration**

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

1

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution makes maximum utilization of the physical, academic and support facilities at its disposal for the realization of its mission and vision.

The physical infrastructure comprises classrooms, laboratories, library, reading room, staff common room, students' common room, administrative block, IQAC Conference Room, NSS and YRC offices, Student Placement Cell, Virtual Class Room, Language Lab - all standing on an area of 2.73 acre supposed to be maintained by Government Bodies such as R B and GED. There are a number of committees comprising teachers headed by the Principal that regularly monitor the use of these, and plan for further development. Funds from Development Fund is used for the purpose in case of emergency. The Principal assigns responsibilities to different members for the maintenance of the campus. The academic work is conducted as per departmental timetable - consisting of practical and theory classes as well as proctorial and seminar classes. The academic calendar is prepared to streamline the working days, observation days and holidays etc. The faculty members prepare lesson plans, take lesson notes and maintain progress registers which is verified by the respective heads of the Departments, the Academic Bursar and the Principal. Academic Audit is done from time to time.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://kksgovwc.org/images/about/Procedures%20&amp;%20Policies.pdf">https://kksgovwc.org/images/about/Procedures%20&amp;%20Policies.pdf</a> |

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

**Yoga Day is celebrated regularly, with Yoga demonstrated by experts.**

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

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

10

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

10

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Paste link for additional information   | <a href="https://kksgovwc.org/virtuallab.php">https://kksgovwc.org/virtuallab.php</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

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

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

10970635

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

## 4.2 - Library as a Learning Resource

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

**Library automation is under process.**

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://kks.govwc.org/library.php">https://kks.govwc.org/library.php</a> |

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

**E. None of the above**

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

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

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

**33800**

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

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

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

0

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

IT facilities are regularly updated. College has broadband connection for the office. Devices using the internet have increased in college. Most classrooms are ICT enabled and have portable LCD projectors. The process of admission, salaries, scholarships is computerized. The College has a dynamic website, providing all the necessary information. Twenty computers and 10 projectors were added under UGC, OHEPEE and RUSA funding. Wi-fi was installed in the entire college. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. During lockdown period institution has upgraded its teaching to online mode using zoom and Google meet.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://kksgovwc.org/virtuallab.php">https://kksgovwc.org/virtuallab.php</a> |

**4.3.2 - Number of Computers**

23

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

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

A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

10900455

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

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

Regular maintenance work is carried out as per the request of Head of the departments and other in-charges to the Principal. Then Principal presents the proposal before the college management, who takes the final decision on priority basis. Stock checking is carried out annually, and stock books are maintained by the different departments. Two personnel on a daily wage basis maintain cleanliness and upkeep of physical infrastructure. The maintenance of electrical items is voluntarily carried out by competent non-teaching staff of the respective departments. Any major repair work is carried out by professionals from outside the college. Coordinated effort of Management, Principal and the College staff on the various committees for academic and administrative planning has resulted in enhancement and strengthening of infrastructure for excellent academics, research, co and extracurricular activities. Regular pruning of plants is done by support staff of the college. Need based repair work of furniture and fixtures is done by giving contracts to proper agencies.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Procedures%20&amp;%20Policies.pdf">https://kks.govwc.org/images/about/Procedures%20&amp;%20Policies.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

325

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

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

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

30

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

D. 1 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Link to institutional website   | Nil                       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |



| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |                            |
|---|----------------------------|
| 0   |                            |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |                            |
| 0   |                            |
| File Description  | Documents                  |
| Any additional information  | No File Uploaded           |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)  | <a href="#">View File</a>  |
| <b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b> | <b>A. All of the above</b> |
| File Description  | Documents                  |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee  | <a href="#">View File</a>  |
| Upload any additional information   | No File Uploaded           |
| Details of student grievances including sexual harassment and ragging cases   | No File Uploaded           |
| <b>5.2 - Student Progression</b>  |                            |
| <b>5.2.1 - Number of placement of outgoing students during the year</b>   |                            |

| <b>5.2.1.1 - Number of outgoing students placed during the year</b>  |                           |
|--|---------------------------|
| 2  |                           |
| File Description   | Documents                 |
| Self-attested list of students placed  | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| <b>5.2.2 - Number of students progressing to higher education during the year</b>  |                           |
| <b>5.2.2.1 - Number of outgoing student progression to higher education</b>  |                           |
| 49   |                           |
| File Description   | Documents                 |
| Upload supporting data for student/alumni  | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Details of student progression to higher education   | <a href="#">View File</a> |
| <b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>                |                           |
| <b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b> |                           |
| 17   |                           |
| File Description   | Documents                 |
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| <b>5.3 - Student Participation and Activities</b>  |                           |
| <b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>  |                           |
| <b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural</b>  |                           |

**activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

3

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

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

Due to COVID-19 pandemic in 2020-21, the College was mostly run in an online mode with less presence of students on campus. So a series of invited lectures, seminars and webinars were held during 2020-21, for which students were trained online to participate as anchors, and also showcasing the students' knowledge being exhibited on a public forum. Selected students from NSS were called to College for participation in extension activities, inhouse tree plantation, etc. They are also involved in major decision making under the College Development Council and the IQAC.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://ksgovwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf">https://ksgovwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

3

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

#### 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

KKS Women's College, Balasore Alumni Association was formally registered on 15 September 2005. The association has a new Governing Body consisting of 7 elected members and framed new byelaws. The Association aims to encourage the members to take active interest in the activities and progress of the Alma Mater, provide assistance for all round development of the College, promote and encourage friendly relations among all the members. Any past student of the College having studied at-least one academic year in the College is eligible to become a member of the Association. Other members include Management and Patrons, all outgoing students as life members. The Association presently has 47 members. Alumni have contributed to development of the institution through valuable feedback, guidance and counselling to students.

Under Mo College Abhijan, a platform to the alumni to offer their services for betterment of their college, introduced by the Higher Education Department of Government of Odisha, 41 students are registered as Alumni. Moreover, each Department has a group of alumnae who are in touch with the students and the Staff, and are guided by their respective Department Heads to contribute to the wellbeing of their Almamater in various ways such as improving student learning and students wellbeing.

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

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

**E. <1Lakhs**

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

It is evident from the mission and vision statements that the college seeks to serve women of the region in particular, to nurture them, to equip them and evolve them to face the challenges of the changing times. The aim is to help young women understand the power of knowledge and the responsibility that comes with it. And the responsibility is to translate knowledge into creative and constructive citizenship. By bringing women out of their narrow, limited, inhibiting sphere; by acquainting them with a modern liberal and expanding world outside, the college can make a meaningful contribution to the wellbeing of the society.

To fulfill its stated mission the college aims at an overall development. For it makes the leadership function effectively at different levels and implement its holistic development plans. The Principal looks after of the overall management whereas the Administration and Accounts are especially taken care of by the Administrative and Accounts Bursar respectively, and Academic activities are monitored by the Academic Bursar as well as by the Heads of the Departments. The college has a number of committees The administration is transparent and participatory. Basically it follows a collaborative management practice.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/mv.php">https://kks.govwc.org/mv.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

Yes, the college promotes a culture of participative management. It has a well coordinated monitoring mechanism which includes various committees that look into administrative, accounts and academic matters. These committees work in coordination and harmony to ensure smooth and efficient functioning.

To describe a case study showing decentralization and participative management, management of student academics can be considered. A team is assigned with the responsibility of preparing timetable. The Heads of the Departments distribute classes among teachers allotting papers in accordance with the syllabus prepared by the University. The HODs supervise to ensure the regular conduct of classes from day to day. The Academic Bursar takes a monthly audit of classes and undertakes surprise checking. In case of any lapses the matter is brought to the notice of the Principal, who then with consultation with academic bursars, administrative bursar and HODs take necessary corrective measures. The Students are also taken to confidence to report any laxity. Academic Audit is also done by the Regional Director of Education from time to time to report to the Higher Authorities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Extra_curricular%20duty.pdf">https://kks.govwc.org/images/about/Extra_curricular%20duty.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One perspective plan successfully implemented based on the

strategic plan is to upgrade the infrastructure and the facilities delivered to the students with regard to Library. Accordingly, steps for library automation has been taken. At different levels it has been decided to shift the library to a more convenient and accessible place. To facilitate smooth functioning, steps have been taken for better supply of man power.

Under the advice of the IQAC, the Reading Room has also been upgraded, and decision to create Seminar Libraries in all Departments has been taken. The Plan accordingly is to enhance student Academic Participation and Performance at different levels.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://kksgovwc.org/images/about/IQAC%20MEETING%202021-22.pdf">https://kksgovwc.org/images/about/IQAC%20MEETING%202021-22.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

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

The college has an efficient internal co-ordinating and monitoring mechanism that comprises the top management, the principal and the faculty, which plays its part in the design and implementation of its quality policy and plan.

The Principal looks after the overall management whereas the Administration and Accounts are especially taken care of by the Administrative and Accounts Bursar respectively and Academic activities are monitored by the Academic Bursar as well as by the Heads of the Departments. The college has a number of committees like the Finance Committee, the Admission Committee, the Examination Committee and the Purchase Committee, Development Committee the Building Committee etc., which offers valuable recommendations. The administration is transparent and participatory. Basically it follows a collaborative management practice.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the Institution webpage | <a href="https://kks.govwc.org/images/about/Organogram.pdf">https://kks.govwc.org/images/about/Organogram.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

B. Any 3 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The staff is provided with financial and medical assistance as per Odisha Government Rules under Employees' Welfare Scheme, like:

- Reimbursement of medical expenses
- Leave Travel concession
- Motor car, motor cycle advance
- House Building Loan
- Employees' Group Insurance Scheme
- Teachers Welfare Fund

Besides Financial benefits, Government also has schemes like Study Leave, Duty Leave and Academic Leave to enable the Staff to grow in their professional career.



Percentage of staff who have availed the benefit of such schemes in the last four years:

Almost about more than 50% of the staff have availed the benefits of these schemes in the last four years.

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

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

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

1

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

0

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

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

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

9

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

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

Performance Appraisal of each teacher is recorded by Principal confidentially as per the format provided through HRMS by the Government for each financial year. The said

appraisal is reviewed by the Director, Higher Education and the same is finally accepted by the Government. Adverse comments are communicated to the person concerned for improvement of his/her professional development.

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

#### 6.4 - Financial Management and Resource Mobilization

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

Annual financial internal audit is done by the audit section of the Higher Education department Government of Odisha, of all grants received, such as RUSA, OHEPEE. Audit compliance is done by the college after getting the audit report.

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

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

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

1060336

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Since this is a Government College, the expenditure required by the college is provided by the Government from time to time as per the budget placed on various heads. Hence the question of deficit does not arise. Some other sources of funding in the last few years are CENTRAL and WORLD BANK PROJECTS like RUSA (RASHTRIYA UCCHATTARA SIKSHYA ABHIJAAN) and OHEPEE (ODISHA HIGHER EDUCATION PROGRAMME FOR EXCELLENCE AND EQUITY). Besides, there is college Development Fund- a source of funding through fee structure. To implement the predetermined goals like infrastructure development Government agencies are mobilized. All the funds made available to the college are utilized during the stipulated time period. The proposals are placed before the internal committees like Development and Purchase committees for approval. The members then plan the procedure in accordance with financial regulations of the Government. Administrative approval is sought as and when necessary. Utilization certificate is submitted whenever necessary. After financial audit by internal or statutory bodies, The proper audit reports are submitted to the appropriate authorities in time.

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

#### 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

The institution has established an Internal Quality Assurance Cell (IQAC), which presently comprises 20 members. It is according to the proposal of the IQAC, the institutional policy has been decided to make teaching learning process interesting and productive to make the process inclusive and holistic. To do that efforts are being made to redesign the techniques of teaching and to develop an introspective and self-correcting mechanism so as to institutionalize the quality assurance processes. For the purpose teachers have been advised to use ICT and other modern methods of teaching along with chalk and duster method. Teaching learning has been made more participatory and students are encouraged for self study and for paper presentation in seminar classes. The activities under YRC and NSS have been given importance so as to involve students more and more about community service. The program has been held online from 2020-21 due to COVID pandemic.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf">https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. At periodic intervals students' feedback was taken through IQAC regarding teaching learning methods and methodologies used.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf">https://kks.govwc.org/images/about/Annual%20IQAC%20meeting%202020-21.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded          |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

The established Committee against sexual harassment aims at addressing gender issues and preventing sexual harassment and gender based inequality. The college has zero tolerance for gender related offences. The committee is in compliance with the guidelines of UGC making representation of students, social activists, faculty, non teaching employee and statutory nominee. The college maintains gender neutrality

providing equal opportunities to all students and faculty in the campus. The executive authority of the college extends full support to see that the recommendations of the committee are implemented in a timely manner. Seminars are conducted by the college to raise awareness about gender equality among students, strategies to deal with gender equality and for prevention of gender based abuse and violence. In the year 2020-21 there is no registered gender based violence or sexual harassment case before the committee indicating the gender neutrality of the campus.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="#">To conduct awareness programmes at regular intervals for sensitizing about gender equality.</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="#">Common Room</a>   |

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

D. Any 1 of the above

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

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

Solid waste management system in college working through municipal solid waste (MSW) which is collected by Balasore municipality and transported to a processing and disposal

site. For e-Waste management the process has been started.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded          |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

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

D. Any 1 of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

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

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

C. Any 2 of the above

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |



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

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

**D. Any 1 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

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

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

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

As an educational Institution we have demographic diversity as the students hail from different socio-economic backgrounds. Diversity is also seen in the parent stakeholders whose occupations range from farmers, auto rickshaw drivers, house help to businesspersons and doctors. With respect to the distinctiveness of every student, we try to ignite a feeling of 'camaraderie' among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place. Financial assistance in terms of prizes and monetary support are offered by staffs over and beyond to include students from weaker economic sections.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

At the beginning of the Academic Year of the college, the Induction Program caters to introducing the staff and

students to their rights and responsibilities. Ethical practices and responsible behaviors expected from the staff and students are conveyed in the induction. The Syllabi of the UG courses included Credits for 'Human Rights' and 'Constitution', Democracy and Environmental Science as credit courses to familiarize the students with these concepts. National Voters Day, World Environment Day are some days of significance that are commemorated every year by the college. The Preamble, Pledge and certain sections of the Constitution are displayed in classrooms and departments. In keeping with the Constitutional Responsibility of preserving and caring for the Environment, college organizes activities with themes surrounding Environmental concerns. All mandatory committees like Anti Ragging cell, Anti Sexual Harassment Cell are active and functioning. A complaint box is there to address the issues raised by the students and staff members. There is also a committee appointed to plan and execute activities to familiarize and implement code of conduct and ethical behavior.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

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

D. Any 1 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | No File Uploaded          |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

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

Apart from the celebration of National Days like Independence Day, Republic Day Constitution Day, and Gandhi Jayanti, KKS College celebrates important National and International Commemorative Days like National Voters' Day, International Women's Day, International Yoga Day, Teachers' Day, Science Day etc involving both the students and faculty. Also, various Departments of the college organize Seminars, Workshops, Conferences throughout the Year for better dissemination of knowledge and sharing of new ideas and thinking in different field.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded          |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

### 1. Title of the Practice: Capacity Building Goal

The prime aim and objectives of the practice is to know the students individually and to enhance their capacity by organizing various competitions that are run under this event include Quiz Competition, Essay competition, debate competition, Group Discussion, Poster Competition etc.

Last year due to pandemic situation these events were organized through online mode. The purpose is to create a process of changing attitudes and behaviours-impacting knowledge and developing skills while giving opportunities for participation and knowledge exchange.

The Paucity of Funds is the major problem encountered to strengthen the practice.

#### 1. Title of the Practice- Environment consciousness and Energy Conservation

The main objective of the practice is to spread awareness about the natural environment and to motivate the students and the Staff to care for its well-being. Conservation of energy and efficient use of it reduces pollution. Steps has been taken to minimize energy consumption by using CFL and LED bulbs in hostel. Rain water harvesting project has been implemented for creating an eco-friendly campus. Plantation programmes are being regularly conducted by the NSS units and the YRC.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

### 7.3 - Institutional Distinctiveness

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

This college is committed to strengthen NSS which is an extension dimension to Higher Education system to orient the student youth to community service while they are still studying. Among some other this college considers NSS as distinctive to its priority and thrust. in the process the two NSS units have undertaken some important activities in the session 2020-21.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3.2 - Plan of action for the next academic year

We envision a holistic growth accordingly we plan for the future. Our future plan includes the followings: We plan to organize seminars conferences and workshops by all departments. To prepare question bank for CBCS syllabus. To introduce skill-oriented certificate courses to develop entrepreneurship skills among students. And to make them employable • To organize extension activities by NSS and YRC • To introduce computer science as core course • To strengthen and activate career counselling cell public placement cell • To encourage the teaching and non-teaching staffs to go for training programme for enrichment in their respective fields • To promote the faculty for research work • To motivate the faculties for minor and major research project and provide all support • To upgrade laboratories • To develop facilities for indoor games and gymnasium • To ensure clean and green environment as well as plan for more disable friendly class rooms• To start library automation and finish in time to install sanitary napkin incinerator and vending machine, to plan proper waste disposal and vermicompost pit. • To strengthen e-Governance/ e-payment for students • To ensure maintenance of building and electricity. To take up infrastructural development with the help of R &D. To update redesign college website.