# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | TALCHER AUTONOMOUS COLLEGE |
| • Name of the Head of the institution | Dr Raghunnath Rath |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone No. of the Principal | 06760240293 |
| • Alternate phone No. | |
| • Mobile No. (Principal) | 9437729092 |
| • Registered e-mail ID (Principal) | talchercollege15@gmail.com |
| • Address | At-TALCHER |
| • City/Town | P.O.Talcher |
| • State/UT | Orissa |
| • Pin Code | 759107 |
| **2.Institutional status** | |
| • Autonomous Status (Provide the date of conferment of Autonomy) | 02/06/2011 |
| • Type of Institution | Co-education |
| • Location | Urban |

| | |
|---|---|
| • Financial Status | **UGC 2f and 12(B)** |
| • Name of the IQAC Co-ordinator/Director | **Dr Pabitra Mohan Nanda** |
| • Phone No. | **06760240293** |
| • Mobile No: | **9437548145** |
| • IQAC e-mail ID | **talchercollege15@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://tac.ac.in/IQAC/tac_589615 47AQAR%202019_20.pdf |
| **4.Was the Academic Calendar prepared for that year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://tac.ac.in/IQAC/tac_677677 39ilovepdf_merged%20(3).pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B+** | **76.05** | **2006** | **02/06/2006** | **01/06/2011** |
| **Cycle 2** | **B+** | **2.66** | **2017** | **23/01/2017** | **22/01/2022** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **27/07/2005** |

**7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

| Institution/ Department/Faculty/School | Scheme | Funding Agency | Year of Award with Duration | Amount |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIl** | **Nil** | **0** |

**8.Provide details regarding the composition of the IQAC:**

| | | |
|---|---|---|
| • Upload the latest notification regarding the composition of the IQAC by the HEI | View File | |

| | |
|---|---|
| **9.No. of IQAC meetings held during the year** | **03** |

| | |
|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? | **Yes** |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |

| | |
|---|---|
| **10.Did IQAC receive funding from any funding agency to support its activities during the year?** | **No** |
| • If yes, mention the amount | |

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

**1.Feedback from Students, Alumni, Parents for the improvement of the institution.**

**2.Preparation for Online Classes &to adopt online examinations for the ensuing Examinations during Pandemic Scenario upon instruction of Government.& organize Webinars by each Dept. in addition to Online classes**

**3.Preparedness for ISO Certification of Talcher Autonomous college**

**4.To introduce online mode of Feedback collection for Assessment of Teachers by students**

**5.Publication of Research Journal the "Urnanabha" 2020-21 in booklet form under ISBN accession..**

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| **To adopt &adhere to the SOP as per the Directive of Higher Education Department issued from time to time.** | **Adopted &adhered to the SOP as per the Directive of Higher Education Department issued from time to time to curb the menace of COVID-19** |
| **Preparation for Online Classes &to adopt online examinations for the ensuing Examinations during Pandemic Scenario upon** | **Online Classes & online examinations were adopted through ZOOM APP& MEET upon instruction of** |

| | |
|---|---|
| instruction of Govt | Government.Communications were shared by WhatsApp & emails. |
| To organize frequent Virtual Meetings with staff members to track all round performances of the college | Virtual Meetings with staff members were made to track all round performances of the College |
| To procure Sensor based sanitizers& thermal scanner & to make these items useful for students/employees domain | Procured and made useful for students&members of the staff for frequent sanitizations |
| To motivate the faculty members to take up online FDP programmes | the faculty members attended online FDP programmes in their leisure for academic excellence |
| To Adopt National Academic Depository under Digi locker in respect of uploading of results and their documentation for pass out students | National Academic Depository under Digi locker in respect of results and their uploading in web pages for pass out students were made |
| To seek advisory feedback from Ex-Principals | Advisory feedback from Ex-Principals were obtained online through google forms |
| To introduce online mode of Feedback collection for Assessment of Teachers by students | online mode of Feedback collection for Assessment of Teachers by students was made through google forms |
| Strengthening feedback mechanism (students' feedback /parents' feedback /Alumni Feedback on institution) through online modes | Strengthening feedback mechanism (students' feedback /parents' feedback /Alumni Feedback on institution) through online modes were made thgrough google forms |
| To keep preparedness for the forth coming Peer team visit towards renewal of Autonomy to Talcher Autonomous college | All members were sensitized for the forth coming Peer team visit towards renewal of Autonomy to Talcher Autonomous college |
| Publication of Research Journal the "Urnanabha" 2020-21 in booklet form under ISBN accession | Research Journal the "Urnanabha" 2020-21 in booklet form under ISBN accession was published |

| | |
|---|---|
| Preparedness for ISO Certification of Talcher Autonomous college | ISO Certification of Talcher Autonomous college obtained on fulfillment of all required guidelines |
| To register in ernet India for new official web domain under "www.tac.ac.in" nomenclature | college got registered in ernet India for new official web domain under "www.tac.ac.in" nomenclature with dynamic web activities. |
| To take steps for inauguration of New Arts Block to improve the existing infrastructure | Inauguration of New Arts Block to improve the existing infrastructure was made |
| To construct & link the shortcut road -II between college & bus stand | constructed & linked the shortcut road -II between college & bus stand |
| To involve students & staff in online participation for Azadika Amrut Mohastav -2020-21 to mark "75 years of independence"& 91 years of "Dandi March" | students & staff were involved in online participation for Azadika Amrut Mohastav -2020-21 to mark "75 years of independence"& 91 years of "Dandi March" |
| Mentor-Mentee(2018 Admission batch)Feedback collection for redressal of students grievances in online classes & examinations | Mentor-Mentee(2018 Admission batch) group in whatsApp were formed formed for Feedback collection for redressal of students grievances during online classes & examinations |
| To collect self evaluation of Teachers &of Non-teaching staff members | Self evaluation of Teachers & of Non-teaching staff members were appreciated. |
| To organize online Quitz competition on Rastriya Ekta Divas (national Unity Day)2020-21 . | Organized online Quitz competition on Rastriya Ekta Divas (national Unity Day)2020-21 . |
| To organize Faculty Development programme Online/Physical Mode | Organize Faculty Development programme in Online/Physical Mode |
| To collect Students Satisfactory Survey Report in online modee | online mode of Satisfactory survey report through Google forms |

| 13.Was the AQAR placed before the statutory body? | Yes |
|---|---|

- Name of the statutory body

| Name of the statutory body | Date of meeting(s) |
|---|---|
| IQAC | 07/12/2020 |

| 14.Was the institutional data submitted to AISHE ? | Yes |
|---|---|

- Year

| Year | Date of Submission |
|---|---|
| 01/07/2019 | 27/07/2020 |

## Extended Profile

### 1.Programme

| | |
|---|---|
| 1.1 Number of programmes offered during the year: | 04 |

### 2.Student

| | |
|---|---|
| 2.1 Total number of students during the year: | 1629 |
| 2.2 Number of outgoing / final year students during the year: | 354 |
| 2.3 Number of students who appeared for the examinations conducted by the institution during the year: | 381 |

### 3.Academic

| | |
|---|---|
| 3.1 Number of courses in all programmes during the year: | 02 |
| 3.2 Number of full-time teachers during the year: | 54 |
| 3.3 Number of sanctioned posts for the year: | 58 |

### 4.Institution

| | |
|---|---|
| 4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year: | 178 |
| 4.2 Total number of Classrooms and Seminar halls | 46 |
| 4.3 Total number of computers on campus for academic purposes | 75 |
| 4.4 Total expenditure, excluding salary, during the year (INR in Lakhs): | 3710000 |

## Part B

**CURRICULAR ASPECTS**

**1.1 - Curriculum Design and Development**

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

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Programme Outcomes (Pos), Programme Specific outcomes (PSOs) &
Course outcomes (Cos):

Talcher Autonomous college,Talcher, Dist-Angul,Odisha,Pin-759100

Academic Session 2020-21
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*Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)*

Ans:

Program Learning Outcomes Talcher Autonomous College has evolved its own teaching, learning and assessment strategies as mentioned below in order to facilitate achievement of intended learning outcomes: • Major quality enhancement measures have been undertaken in the teaching and learning process and modernized based on the requirement of curriculum and feedback from the stakeholders. • Modern teaching aids are employed for benefit of the students, in addition to board and marker method. • Learning activity is facilitated through Internet and virtual learning mode. • Projects and study tours and field trips, assignments are made part of the courses. • Interaction between successful and well-placed alumni with the students in the departments is encouraged. • Transparency in the evaluation system • Thrust on faculty development- participation in seminars, refresher courses and workshops • Subject experts deliver special lectures on recent trends and developments in their fields of expertise to the students. This is done through student feedback on the performance of teachers. This is done by the dedicated IQAC wing of the Autonomous College. This is analyzed and the overall/average rating is communicated to the concerned faculty members for improving the quality of teaching

Program Specific Objectives and Outcomes of Botany

Objective is to understand the mystery of plant science and its application in agriculture, forestry, medicine and environmental protection and to Analyze the relationships among plants and micro-organisms. Also to Understand the basic concepts of taxonomy, ecology, biochemistry, biotechnology and sustainable utilization of plant resources for the human beings without hampering the existence of other organisms in the earth.

Courses Outcomes include Studying the plant science and gaining practical knowledge in handling the modern tools & techniques of biological sciences, students can go for higher studies in multi-disciplinary research programmes or biopharma companies or agriculture etc.

Program Specific Objectives and Outcomes of Zoology

It includes animal anatomy, physiology, biochemistry, genetics,

evolution, ecology, behavior and conservation. Zoologist are life scientists who study animals, observing them in the laboratory and in their natural habitat; also studies animal diseases, life processes, reproduction, feeding habits etc. Candidates, after completion, find job as subject faculty , Animal Behaviorist, Conservationist, Wildlife Biologist, Zoo curator, Wildlife Educator, Forensic Expert, Health Consultant, Lab Technician. Also, candidates can start small scale industries like pisciculture, sericulture, Pearl culture, Apiculture, goat/ cow/ chicken farming etc.

Course Outcomes of Physics, Chemistry & Mathematics *(Physical Science)*

1. Conceptually explain the classification schemes that are used to categorise engineering        materials.

2. Explain the difference in mechanical behaviour of engineering materials based on bond type, structure, composition and processing

3. Describe the basic structure repeat units for common thermoplastics and relate the distribution of molecular weight, degree of polymerization, percentage of crystallinity, glass transition temperature to properties in service.

4. Describe how and why defects in materials greatly affect engineering properties and limit their use in service.

5. Calculate engineering stress, strain, and elastic modulus from data and for basic engineering applications.

6. Describe why each of fundamental properties of materials covered in the course are important in design.

7. Select the appropriate  materials for specific applications using  properties.

8. To describe the basic structure of materials at the molecular, microscopic and macroscopic scale so that students will be able to describe modern methods of characterizing materials at each of these length scales.

9. To supplement the common manufacturing process and recent technological developments that are used in creating products from plastics and composites.

10. Gain a broad perspective on materials chemistry and physics. Gain an introduction to the electronic, magnetic, optical properties of bulk and nano-structured materials.

11. Gain important conceptual and operational understanding of a wide range of methods for characterizing materials.

12. Gain hands on experience in synthesizing advanced materials.

13. Be able to create sophisticated experimental design to investigate materials, properties, and to assess the quality of experimental details

14. Learn to think and work like professional scientists and engineers.

Department of Geology:

The programme offered by the department covers a wide range of core areas in geology. The course of study is designed so that the students are equipped with both theoretical knowledge and are trained accordingly to find practical applications of the subject. It includes teaching in geomorphology, sedimentology, geochemistry, stratigraphy, mineralogy, petrology, environmental geology, economic geology and geophysical principles. As the university is placed in the heart of mineral rich Precambrian terrain, foremost importance is given to the economic ore geology and field training programme. To cater to the needs of practical course-work, the department has its initial stage set up its laboratories and includes some of the fossil specimen, rocks and minerals Samples Collected by the students through field programme and others are planned to emerge it in near future. The academic curriculum of the Department will help a good number of students to qualify in national level competitive examinations including NET, GATE, and pursue career in different geoscientific organization. After successful completion of the degree program, a good number of students will be able to find placement in major geoscientific organizations.

Programme & Course Outcome (M.A. In Odia)

After the completion of the course, students will acquire comprehensive knowledge of Odia literature of ancient, medieval and modern periods and especially in canonical topics like writings of Sarala Das and those of the Panchasakhas. Besides, they will also become aware of crucial areas like folk literature,

comparative literature and translation. Owing to our holistic approach, literary text share taught in correlation with the cultural traditions of Odisha, such as Jagannath culture. The programme enables perusal of Odia literature while drawing connections with larger Indian literary cultures and trends, especially contemporary ones. Thus the programme encourages students to identify and acknowledge the specialty of literature in their mother tongue while keeping the idea of national integration in mind.

Program Specific Objectives and Outcomes of Anthropology

Anthropology examines human as an organism and explains human origin, human evolution, human differentiation and human variation as influenced by heredity and environment

Cultural anthropologists are particularly well suited to work in professions involving people, such as teaching, law, medicine, social work, and journalism. Archaeology majors may become cultural resource management specialists. Museums are yet another potent source of employment. In Odisha four to Five colleges in the state are offering Anthropology in the Degree Curriculum for which the demand of the subject is very high for students in Talcher Autonomous college & more numbers of students pursue their higher education at University level  facilitating better employment for future lively hood of individuals. &the college feels proud of Anthropology

Program Specific Objectives and Outcomes of Education:

        Education is a process which transmits accumulated knowledge, values, and skills from generation to another. In general sense, Education is an act or experience which has a formative effect on the character, mind, and physical ability of the people.After completion of the course, Graduates may get opportunities in areas like Museums, Public relations and Journalism, Editing and Publishing houses, Educational departments, Creative/Technical writing, Home tuition, etc. and work in positions like Teacher, Advisor, Non-fiction writer, Technical writer, Novelist, Public relation journalist, etc

Program Specific Objectives and Outcomes of Economics :

Students shall be capable to analyze the data to solve complex economic problem. They will understand general economic concept, viz. demand and supply, Land, labour, capital, Organization, Money,

Banking and public finance etc. Students will be able to understand and demonstrate micro and macroeconomic terms. They will able to formulate and defend a monetary or fiscal strategy that would produce desired outcomes.

Program Specific Objectives and Outcomes of English :

Students will interpret the works of literature in different context and framework. They will write criticisms of literature and will use language for esthetic effect. They will develop interest in the literature and will be able to enhance the use of the four language skill i.e. reading, writing, speaking and listening. Students of literature will analyze the text from a verity of theoretical perspectives.

Program Specific Objectives and Outcomes of History:

Students will be able to apply historical methods to evaluate critically the record of the past. Research method and communication skill will be developed. They will learn to organize and express their thoughts more coherently and appropriately. As the subject history has its own value in society and human life, it will help the students to develop their ethical and social values. The knowledge about the heritage and tradition will be the most learning outcomes of the students

Program Specific Objectives and Outcomes of Political Science:

Students will be able to analyze the nature, methods and important of political thoughts. The basic framework of the syllabi of political science is :  To understand the nature and scope of political theory:-To understand and assess information regarding a variety of political theories.ØTo understand the philosophy of world constitution and to demonstrate theØ knowledge of great thinkers and concept. To analyze the history of international relation and emerging area of foreign policy,Ø security and bilateral relation.

Program Specific Objectives and Outcomes of Philosophy:

 The students of philosophy will make use of key concepts of critical thinking from western as well as Indian point of view. The concept of epistemology and metaphysics of different schools of thoughts will be analyzed by the students throughout their learning. They will be able to identify and evaluate ethical, epistemic, social, political and personal value of life. The key philosophical concept including knowledge, reality, reason, substance and

comprehension if history of philosophy will be the major areas of learning outcome for the students.

Result outcome of students during 2020( Admission Bathch-2018):

| Year | Programme Code | Programme Name | Number of students who appeared in the final year examinations | Number of students who passed in the final year examinations | Pa Pe |
|---|---|---|---|---|---|
| 2019 | UG | Anthropology | 26 | 25 | 96 |
| | UG | Economics | 21 | 21 | 10 |
| | UG | Education | 24 | 22 | 91 |
| | UG | English | 11 | 10 | 90 |
| | UG | History | 22 | 22 | 10 |
| | UG | Odia | 24 | 21 | 87 |
| | UG | Philosophy | 13 | 13 | 10 |
| | UG | Political Science | 31 | 28 | 90 |
| | UG | Sanskrit | 19 | 13 | 68 |
| | UG | Botany | 15 | 15 | 10 |
| | UG | Chemistry | 42 | 40 | 95 |
| | UG | Geology | 15 | 15 | 10 |
| | UG | Mathematics | 15 | 15 | 10 |
| | UG | Physics | 44 | 41 | 93 |
| | UG | Zoology | 16 | 16 | 10 |
| | UG | Commerce | 43 | 37 | 86 |
| | PG | PG Odia | 8 | 8 | 10 |

· Regarding attainment and evaluation of following details can be mentioned: - University has introduced several programmes which centre on topics of gender, environment, human values, and skill development. -Syllabus revision was undertaken to integrate value added courses across different programmes. - Most departments organize departmental seminars, surveys, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical, and environmental issues of the time. Some of these activities are assessed. The awareness and sensitivity level are good, gauged from the appreciable student participation in activities on these issues.

• Active participation of students in NSS ,YRC and NCC activities of departments attests to their sense of Ethical and Responsible Citizenship . The attainment is satisfactory evidenced through their responsible contribution to Department activities

. • Level of attainment of political consciousness is excellent proved by notable participation of students in Utkal University. The numbers of alumni who qualify in various competitive examinations are employed in various organizations attests to accomplishment of the outcome of employability.

• Achievement level of Women Empowerment and Inclusive Education is excellent considering the percentage of women students in the Autonomous College.
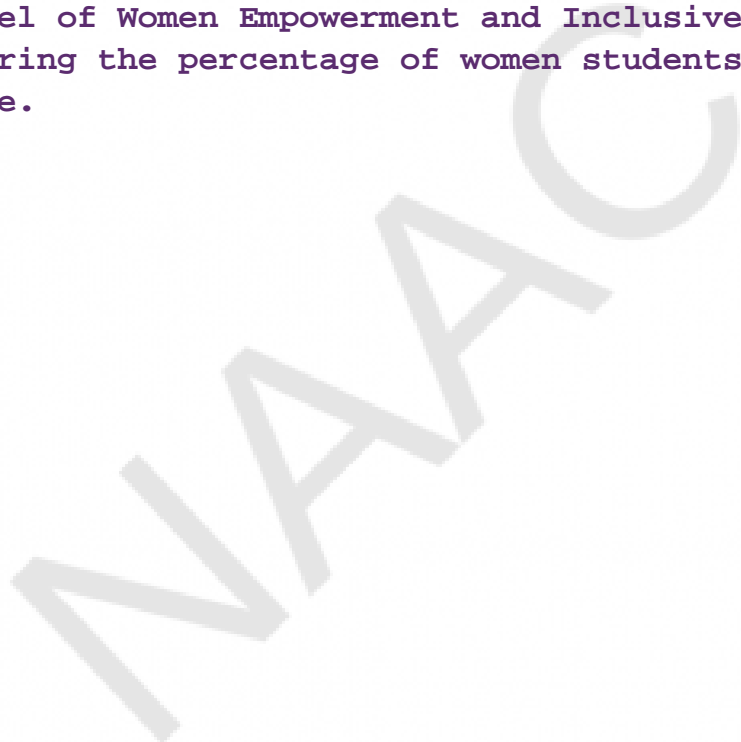
**Principal**

**Talcher Autonomous College**

| File Description | Documents |
|---|---|
| Upload additional information, if any | View File |
| Link for additional information | https://tac.ac.in/IQAC/tac_60939628Programme%20Outcomes%202020-21.docx |

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

0

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

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

0

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

## 1.2 - Academic Flexibility

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

0

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

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

04

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

## 1.3 - Curriculum Enrichment

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

| Sl No | Activity | Duration From | Duration To |
|---|---|---|---|
|  | **Professional Ethics** |  |  |
| 1 | Vigillance awareness week& pledge in online mode | 28/10/2020 | 28/10/2020 |
|  | Human Values, Environment and Sustainability |  |  |
| 2 | " Extra mural lecture by Prof. Hrudananda Behera in online mode | 24/11/2020 | 24/11/2020 |
| 3 | "Values and Ethics" extra mural lecture by Swami Sudhanandaji Maharaj in online mode | 3/12/2020 | 3/12/2020 |

| File Description | Documents |
|---|---|
| Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum | **No File Uploaded** |
| Any additional information | View File |

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

0

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

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

0

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

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

0

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

**1.4 - Feedback System**

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

| File Description | Documents |
|---|---|
| Provide the URL for stakeholders' feedback report | [https://tac.ac.in/IQAC/tac_20322521Feedback%202020-21.pdf](https://tac.ac.in/IQAC/tac_20322521Feedback%202020-21.pdf) |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management | [View File](View_File) |
| Any additional information | **No File Uploaded** |

| 1.4.2 - The feedback system of the Institution comprises the following | A. Feedback collected, analysed and action taken made available on the website |
|---|---|

| File Description | Documents |
|---|---|
| Provide URL for stakeholders' feedback report | https://docs.google.com/forms/d/1ifjW-F7jk9iv62JxRg5NY-Ome_rOUR75ZinocKPipx8/edit |
| Any additional information | View File |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment of Students**

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

496

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

90

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

**2.2 - Catering to Student Diversity**

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

No activity due to Covid-19 Pandemic  all over world

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

## 2.2.2 - Student – Teacher (full-time) ratio

| Year | Number of Students | Number of Teachers |
|---|---|---|
| **01/07/2021** | **1629** | **54** |

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |

## 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:

| Experimental Learning | online learning through Zoom App | online learning Google Meet | Whatapp sharing | Mentoring online through Voice& Videocalls |
|---|---|---|---|---|
| participative Learning | online learning through Zoom App | online learning Google Meet | Whatapp sharing | Mentoring online through Voice& Videocalls |
| Problem Solving | online learning through Zoom App | online learning Google Meet | Whatapp sharing | Mentoring online through Voice& Videocalls |
| Enhance Learning | online learning through Zoom App | online learning Google Meet | Whatapp sharing Soft copies prior to classes. | providing links to different free online tutorials& e- books |

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

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 54 | 21 | 00 | 03 | 02 | 00 |

| File Description | Documents |
|---|---|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | **Nil** |
| Upload any additional information | View File |

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

**2.3.3.1 - Number of mentors**

**54**

| File Description | Documents |
|---|---|
| Upload year-wise number of students enrolled and full-time teachers on roll | View File |
| Circulars with regard to assigning mentors to mentees | **No File Uploaded** |

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

**1.Time Table for Online Classes  for Final year & pre-final year students.**

```
2.Daily activity report of individuals

3.No Physical Classes

 4. Physical Classes  for final year from ..........

 5. Activities based on Govt.SOP due to COvid -19
```

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

## 2.4 - Teacher Profile and Quality

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

**54**

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

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

**15**

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

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

**32**

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

## 2.5 - Evaluation Process and Reforms

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

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

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

**13**

| File Description | Documents |
|---|---|
| Upload the number of complaints and total number of students who appeared for exams during the year | View File |
| Upload any additional information | **No File Uploaded** |

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

**1.Online Examinations as per Government Guideline as issued from time to time due to Covid-19 pandemic scenario. for this session 2020-21 .**

**2.Alternative methods of evaluation  as per guide lines**

**3.IT  based examination through Computers?mobile hand sets**

**4.Sharing of Questions/Answers through mail/whatsapp.**

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

## 2.6 - Student Performance and Learning Outcomes

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

**Programme Outcomes (Pos), Programme Specific outcomes (PSOs)**

**& Course outcomes (Cos):**

**Talcher Autonomous college,Talcher,**

**Dist-Angul,Odisha,Pin-759100**

**Academic Session 2020-21**

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

**Program Learning Outcomes Talcher Autonomous College has evolved its own teaching, learning and assessment strategies as mentioned below in order to facilitate achievement of intended learning outcomes: • Major quality enhancement measures have been undertaken in the teaching and learning process and modernized based on the requirement of curriculum and feedback from the stakeholders. • Modern teaching aids are employed for benefit of the students, in addition to board and marker method. • Learning activity is facilitated through Internet and virtual learning mode. • Projects and study tours and field trips, assignments are made part of the courses. • Interaction between successful and well-placed alumni with the students in the departments is encouraged. • Transparency in the evaluation system • Thrust on faculty development-participation in seminars, refresher courses and workshops • Subject experts deliver special lectures on recent trends and developments in their fields of expertise to the students. This is done through student feedback on the performance of teachers. This is done by the dedicated IQAC wing of the Autonomous College. This is analyzed and the overall/average rating is communicated to the concerned faculty members for improving the quality of teaching**

Program Specific Objectives and Outcomes of Botany

Objective is to understand the mystery of plant science and its application in agriculture, forestry, medicine and environmental protection and to Analyze the relationships among plants and micro-organisms. Also to Understand the basic concepts of taxonomy, ecology, biochemistry, biotechnology and sustainable utilization of plant resources for the human beings without hampering the existence of other organisms in the earth.

Courses Outcomes include Studying the plant science and gaining practical knowledge in handling the modern tools & techniques of biological sciences, students can go for higher studies in multi-disciplinary research programmes or biopharma companies or agriculture etc.

Program Specific Objectives and Outcomes of Zoology

It includes animal anatomy, physiology, biochemistry, genetics, evolution, ecology, behavior and conservation. Zoologist are life scientists who study animals, observing them in the laboratory and in their natural habitat; also studies animal diseases, life processes, reproduction, feeding habits etc. Candidates, after completion, find job as subject faculty , Animal Behaviorist, Conservationist, Wildlife Biologist, Zoo curator, Wildlife Educator, Forensic Expert, Health Consultant, Lab Technician. Also, candidates can start small scale industries like pisciculture, sericulture, Pearl culture, Apiculture, goat/ cow/ chicken farming etc.

Course Outcomes of Physics, Chemistry & Mathematics *(Physical Science)*

1. Conceptually explain the classification schemes that are used to categorise engineering        materials.

2. Explain the difference in mechanical behaviour of engineering materials based on bond type, structure, composition and processing

3. Describe the basic structure repeat units for common thermoplastics and relate the distribution of molecular weight, degree of polymerization, percentage of crystallinity, glass transition temperature to properties in service.

4.Describe how and why defects in materials greatly affect

engineering properties and limit their use in service.

5. Calculate engineering stress, strain, and elastic modulus from data and for basic engineering applications.

6. Describe why each of fundamental properties of materials covered in the course are important in design.

7. Select the appropriate materials for specific applications using properties.

8. To describe the basic structure of materials at the molecular, microscopic and macroscopic scale so that students will be able to describe modern methods of characterizing materials at each of these length scales.

9. To supplement the common manufacturing process and recent technological developments that are used in creating products from plastics and composites.

10. Gain a broad perspective on materials chemistry and physics. Gain an introduction to the electronic, magnetic, optical properties of bulk and nano-structured materials.

11. Gain important conceptual and operational understanding of a wide range of methods for characterizing materials.

12. Gain hands on experience in synthesizing advanced materials.

13. Be able to create sophisticated experimental design to investigate materials, properties, and to assess the quality of experimental details

14. Learn to think and work like professional scientists and engineers.

Department of Geology:

The programme offered by the department covers a wide range of core areas in geology. The course of study is designed so that the students are equipped with both theoretical knowledge and are trained accordingly to find practical applications of the subject. It includes teaching in geomorphology, sedimentology, geochemistry, stratigraphy, mineralogy, petrology, environmental geology, economic geology and geophysical principles. As the university is placed in the heart of mineral rich Precambrian

terrain, foremost importance is given to the economic ore geology and field training programme. To cater to the needs of practical course-work, the department has its initial stage set up its laboratories and includes some of the fossil specimen, rocks and minerals Samples Collected by the students through field programme and others are planned to emerge it in near future. The academic curriculum of the Department will help a good number of students to qualify in national level competitive examinations including NET, GATE, and pursue career in different geoscientific organization. After successful completion of the degree program, a good number of students will be able to find placement in major geoscientific organizations.

Programme & Course Outcome (M.A. In Odia)

After the completion of the course, students will acquire comprehensive knowledge of Odia literature of ancient, medieval and modern periods and especially in canonical topics like writings of Sarala Das and those of the Panchasakhas. Besides, they will also become aware of crucial areas like folk literature, comparative literature and translation. Owing to our holistic approach, literary text share taught in correlation with the cultural traditions of Odisha, such as Jagannath culture. The programme enables perusal of Odia literature while drawing connections with larger Indian literary cultures and trends, especially contemporary ones. Thus the programme encourages students to identify and acknowledge the specialty of literature in their mother tongue while keeping the idea of national integration in mind.

Program Specific Objectives and Outcomes of Anthropology

Anthropology examines human as an organism and explains human origin, human evolution, human differentiation and human variation as influenced by heredity and environment

Cultural anthropologists are particularly well suited to work in professions involving people, such as teaching, law, medicine, social work, and journalism. Archaeology majors may become cultural resource management specialists. Museums are yet another potent source of employment. In Odisha four to Five colleges in the state are offering Anthropology in the Degree Curriculum for which the demand of the subject is very high for students in Talcher Autonomous college & more numbers of students pursue their higher education at University level facilitating better employment for future lively hood of individuals. &the college feels proud of

Anthropology

**Program Specific Objectives and Outcomes of Education:**

Education is a process which transmits accumulated knowledge, values, and skills from generation to another. In general sense, Education is an act or experience which has a formative effect on the character, mind, and physical ability of the people.After completion of the course, Graduates may get opportunities in areas like Museums, Public relations and Journalism, Editing and Publishing houses, Educational departments, Creative/Technical writing, Home tuition, etc. and work in positions like Teacher, Advisor, Non-fiction writer, Technical writer, Novelist, Public relation journalist, etc

**Program Specific Objectives and Outcomes of Economics :**

Students shall be capable to analyze the data to solve complex economic problem. They will understand general economic concept, viz. demand and supply, Land, labour, capital, Organization, Money, Banking and public finance etc. Students will be able to understand and demonstrate micro and macroeconomic terms. They will able to formulate and defend a monetary or fiscal strategy that would produce desired outcomes.

**Program Specific Objectives and Outcomes of English :**

Students will interpret the works of literature in different context and framework. They will write criticisms of literature and will use language for esthetic effect. They will develop interest in the literature and will be able to enhance the use of the four language skill i.e. reading, writing, speaking and listening. Students of literature will analyze the text from a verity of theoretical perspectives.

**Program Specific Objectives and Outcomes of History :**

Students will be able to apply historical methods to evaluate critically the record of the past. Research method and communication skill will be developed. They will learn to organize and express their thoughts more coherently and appropriately. As the subject history has its own value in society and human life, it will help the students to develop their ethical and social values. The knowledge about the heritage and tradition will be the most learning outcomes of the students

Program Specific Objectives and Outcomes of Political Science :

Students will be able to analyze the nature, methods and important of political thoughts. The basic framework of the syllabi of political science is :  To understand the nature and scope of political theory:-To understand and assess information regarding a variety of political theories.Ø  To understand the philosophy of world constitution and to demonstrate theØ knowledge of great thinkers and concept. To analyze the history of international relation and emerging area of foreign policy,Ø security and bilateral relation.

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 The students of philosophy will make use of key concepts of critical thinking from western as well as Indian point of view. The concept of epistemology and metaphysics of different schools of thoughts will be analyzed by the students throughout their learning. They will be able to identify and evaluate ethical, epistemic, social, political and personal value of life. The key philosophical concept including knowledge, reality, reason, substance and comprehension if history of philosophy will be the major areas of learning outcome for the students.

  Result outcome of students during 2020(Admission Bathch-2018):

| Year | Programme Code | Programme Name | Number of students who appeared in the final year examinations | Number of students who passed in the final year examinations | Pa Pe |
|------|----------------|----------------|----------------------------------------------------------------|--------------------------------------------------------------|-------|
| 2020 | UG | Anthropology | 26 | 25 | 96 |
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|      | UG | Education | 24 | 22 | 91 |
|      | UG | English | 11 | 10 | 90 |
|      | UG | History | 22 | 22 | 10 |
|      | UG | Odia | 26 | 20 | 76 |
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|      | UG | Sanskrit | 19 | 13 | 68 |
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|      | UG | Geology | 15 | 15 | 10 |

| UG | Mathematics | 15 | 15 | 10 |
| UG | Physics | 44 | 41 | 93 |
| UG | Zoology | 16 | 16 | 10 |
| UG | Commerce | 43 | 37 | 86 |
| PG | PG Odia | 16 | 16 | 10 |
| UG | BBA | 01 | 01 | 10 |

· Regarding attainment and evaluation of following details can be mentioned: - University has introduced several programmes which centre on topics of gender, environment, human values, and skill development. -Syllabus revision was undertaken  to integrate value added courses across different programmes. - Most departments organize departmental seminars, surveys, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical, and environmental issues of the time. Some of these activities are assessed. The awareness and sensitivity level are good, gauged from the appreciable student participation in activities on these issues.

· Active participation of students in NSS ,YRC and NCC activities of departments attests to their sense of Ethical and Responsible Citizenship . The attainment is satisfactory evidenced through their responsible contribution to Department activities. Due to covid-19 activities are totally restricted.

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Principal

Talcher Autonomous College

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· Achievement level of Women Empowerment and Inclusive Education is excellent considering the percentage of women students in the Autonomous College.

Principal

Talcher Autonomous College

| File Description | Documents |
|---|---|
| Upload COs for all courses (exemplars from the Glossary) | View File |
| Upload any additional information | No File Uploaded |
| Link for additional Information | Nil |

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

| Year | Programme Code | Programme Name | Number of students who appeared in the final year | Number of students who passed in the final year | Pa Pe |
|---|---|---|---|---|---|

| | | | examinations | examinations | |
|---|---|---|---|---|---|
| 2020 | UG | Anthropology | 26 | 25 | 96 |
| | UG | Economics | 21 | 21 | 10 |
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| | UG | BBA | 01 | 01 | 10 |

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](View File) |
| Paste link for additional Information | Nil |

**2.6.3 - Pass Percentage of students**

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

398

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | View File |
| Upload any additional information | View File |
| Paste link for the annual report | **Nil** |

**2.7 - Student Satisfaction Survey**

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

https://tac.ac.in/IQAC/tac_70225558STUDENTS%20SATISFACTION%20SURVEY%20REPORT%20_%202020-21.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Promotion of Research and Facilities**

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

0

| File Description | Documents |
|---|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | **No File Uploaded** |
| Provide URL of policy document on promotion of research uploaded on the website | **Nil** |
| Any additional information | **No File Uploaded** |

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

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

0

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

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

0

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

## 3.2 - Resource Mobilization for Research

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

0

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

## 3.2.2 - Number of teachers having research projects during the year

0

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

### 3.2.3 - Number of teachers recognised as research guides

0

| File Description | Documents |
|---|---|
| Upload copies of the letter of the university recognizing teachers as research guides | **No File Uploaded** |
| Institutional data in Prescribed format | **No File Uploaded** |

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

0

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

### 3.3 - Innovation Ecosystem

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

0

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

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

| File Description | Documents |
|---|---|
| Report of the events | **No File Uploaded** |
| List of workshops/seminars conducted during the year | <u>View File</u> |
| Any additional information | **No File Uploaded** |

**3.4 - Research Publications and Awards**

| 3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software | **E. None of the above** |
|---|---|

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

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

**3.4.2.1 - Number of PhD students registered during the year**

0

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

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

**17**

| File Description | Documents |
|---|---|
| List of research papers by title, author, department, and year of publication | <u>View File</u> |
| Any additional information | **No File Uploaded** |

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

**0**

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

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

## 3.4.5.1 - Total number of Citations in Scopus during the year

**0**

| File Description | Documents |
|---|---|
| Any additional information | <u>View File</u> |
| Bibliometrics of the publications during the year | **No File Uploaded** |

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

**Index of the University**

**3.4.6.1 - h-index of Scopus during the year**

0

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

**3.5 - Consultancy**

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

0

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

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

0

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

## 3.6 - Extension Activities

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

**1.Covid 19 customer care 24X7  by students in collaboration of 12 Bn NCC odisha**

**2.ISO -Certification of the institution**

**3.Research Journal "Urnanabha" published**

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

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

**0**

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

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

0

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

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

0

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

**3.7 - Collaboration**

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

0

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**details sheet added& uploaded**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| Paste link for additional information | **Nil** |

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

**01. One Gymnasium hall with amneties**

**02.Indoor Yoga Centre**

**03.Play ground  with**

**(a) Foot ball ground**

**(b) Cricket ground**

**(c) lawn Tennis Court**

**(d)Indoor batminton court**

**(e) table tennis court**

**(f) shooting range near by Rifle club**

| File Description | Documents |
|---|---|
| Geotagged pictures | View File |
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

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

**03**

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

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

**37,40000**

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

## 4.2 - Library as a Learning Resource

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

**Library is automated using Integrated Library Management System (ILMS)**

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

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

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

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

**0**

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

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

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

**10**

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

**4.3 - IT Infrastructure**

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

Talcher Autonomous College,Talcher has an It policy covering WI-Fi,CCTV  Surveillance& has allocated budgetary provisions for updating its IT facilities.  An approximate  towards Wifi automation Rs 150000/-:Telephone& Internet Rs 60000/-; Computer &CCTV maintenance Rs150000/- have been spent for these purposes.Due to Covid-19 Constraints& SOP advisory issued by the Government students are denied to physical classes& Examinations. Online classes& Examinations were held throught different online plat forms such as ZOOM App,Google Meet,Jio meet,Webex along with e mails & Whatsapp sharing  .The college supports to data Services & sharing to teachers for these purposed.Teachers are motivated to  their mobile data & hotspot  shrinconization making  teaching learning  condutive & for  academic excellence. the IT sector & the  support software make the  teachers as fronliners and covid warriers during this pandemic scenario..

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

**4.3.2 - Student - Computer ratio**

| Number of Students | Number of Computers |
|---|---|
| 1629 | 75 |

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

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

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

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

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

## 4.4 - Maintenance of Campus Infrastructure

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

**3740000**

| File Description | Documents |
|---|---|
| Audited statements of accounts | [View File](#) |
| Upload any additional information | **No File Uploaded** |

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

**The College ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the College as per the requirements in the interest of students. • Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. • Maintenance of laboratories are as follows:**

- The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises. • Library: - The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library Committee and Principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. • Sports: - Regarding the maintenance of sports equipment the College sports in charge is deputed. During the session participated in Cricket, Kabaddi inter-collegiate championship. During the year sports are organized by college. • Computers: - Centralized computer laboratory established to enrich the students. software is used for maintaining faculty and students' details. Each Department having appropriate computer for their requirements. Internet and WI-FI Enabled campus. Open access journals facilities are available. • Classrooms: - 1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and fixtures. 2. Administrative officers will take in charge for student's academic requirements. Additionally, there is lab instructors in every department, who maintains the stock register by physically verifying the items round the year. 3. Department wise annual stock verification is done by concerned Head of the Department. 4. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge. 5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 6. College campus maintenance is monitored through regular inspection. 7. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee. 8. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 9. Updating of software's is done by lab assistants. 10. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 11. Regular maintenance of the Air Conditioner and water purifier is done regularly. 12. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Sd/-

**Principal**

**Talcher Autonomous College,Talcher**

**e-mail; talchercollege15@gmail.com**

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

**127**

| File Description | Documents |
|---|---|
| Upload self-attested letters with the list of students receiving scholarships | View File |
| Upload any additional information | **No File Uploaded** |

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

**0**

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

| | |
|---|---|
| **5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology** | **E. None of the above** |

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Details of capability development and schemes | View File |
| Any additional information | **No File Uploaded** |

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

**05**

| 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) | View File |

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

**5.2 - Student Progression**

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

**05**

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

**5.2.2 - Number of outgoing students progressing to higher education**

**29**

| File Description | Documents |
|---|---|
| Upload supporting data for students/alumni | [View File](#) |
| Details of students who went for higher education | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload supporting data for students/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

**0**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | [View File](#) |
| Any additional information | No File Uploaded |

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

The mission of the students' council of the college is to protect and promote the interests of the student community inside the college campus. The council plays a key role in conducting the Annual College Week and General Fresher's Social of the college, the annual Youth Festival organized by the affiliating university and publication of the college magazine in time is also the annual priority of council. Prevention of ragging in the campus, participation in various activities through YRC and NSS and offering suggestions to the administrative machinery of the college for improving the amenities of the students through the involvement in different inhouse committees of the college, the council has become a vital organ of the college. The President of PCSU is an active member of the IQAC. IQAC has taken arrangement for in house bodies. Information and Career Guidance Cell, Academic Committee, Campus beautification Committee, Extension Education Advisory Committee, Library Advisory Committee, Sports and Games Promotion Committee, Students' Discipline Maintenance Committee, Hostel Advisory Committee, Scouts and Guides Advisory Committee, NSS Advisory Committee, Health Care Promotion and Maintenance Committee, Students' Grievance Redressal Cell, Canteen Monitoring Committee, Students' Counseling Centre, Anti Ragging Central Committee, Internal Complaints Committee Project Monitoring Committee, and Internal Quality Assurance Cell. Under this section, Statute regarding the formation and function of Talcher Autonomous College Students Union were framed and implemented. It incorporates all provisions, objectives, functions, organization, election process, criteria, fund and budget etc. of the Students' Union.

Objectives of the Students' Union according to Statutes: To promote:

(a) Discipline and decorum in the College Campus (b) Mutual contact, democratic outlook, and spirit of oneness among students at the Autonomous College (c) Social harmony among all students and to work towards their cultural and academic development (d) Close and cordial relations between students and teachers at the Autonomous College (e) Leadership quality among students and a consciousness of

the College to equip them for becoming responsible citizens (f) Self-reliance, service to the people and duty towards development of the nation. ? To meet, discuss and make representation to the College and University authorities on matters concerning the common interest of the students Activities.          According to the Statutes the Students' Union may assist the Autonomous College in organizing following activities related to students.

(a) Debates, discussions, lectures, study circle, essay competition. (b)Cultural performance  (c) Organising Indoor and outdoor games (d) Publication of Magazines, Bulletin and Wall Newspapers (e) Trips and tours (f) Social Service and Social Relief activities.

          Due to Covid-19 SOP students activities are restricted .

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](View File) |
| Paste link for additional information | Nil |

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

0

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

## 5.4 - Alumni Engagement

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

The Alumni are  invited to register through online  mode but the Association is not registered under Society registrationn Act.No significantly financial and other support services to the development of the institution  has  been marked by the Association due to Covid -19 standard operative procedure  issued by the state Government.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional Information | **Nil** |

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

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

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

- **The leadership of the Talcher Autonomous College, Talcher has adopted a decentralized and participative style of functioning under which day to day governance is administered through Committee based decisions. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action. The leadership of the Talcher Autonomous College, Talcher though periodical review meetings of various committees constituted for bringing improvement in the governance of the College activities monitored and brought substantial improvements. • The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the College Authority bodies such as Academic Council and Executive Council for further implementation. Such steps gave clear goals and mission to the stake holders and brought a positive culture of belongingness among the faculty members, resulted innovation and vast improvements in the Institutional Governance. • Admissions in the Autonomous College are done through the SAMS Admissions System through online mode. • The Institution adopted service rules and financial rules as applicable to the to all Autonomous institutions in the State. The General Financial Rules have been adopted and successfully implemented. The Institution conforms to the minimum audit standards prescribed. Accounts of the**

Institution are audited regularly by the office of the Local Fund Audit. Decentralization Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. 1. The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal to fulfill the vision and mission of the institute.

Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members. 2. Faculty Level: Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by overseeing various academic, co-curricular, and extracurricular activities. They are given authority to conduct Study Tours and to have tie up with different institutions and appointed as coordinator and convener for organizing seminars/workshop/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells.

Committee/cell/Coordinator Roles and responsibilities: Principal Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute. Academic monitoring committee ,Academic development and monitoring progress of various teaching/learning processes PG Coordinator Academic activities of PG programmes Examination Internal College examination activities Student Level: Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator. Participative management: The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts,

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

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

- The leadership of the Talcher Autonomous College, Talcher has adopted a decentralized and participative style of functioning under which day to day governance is administered through Committee based decisions. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action. The leadership of the Talcher Autonomous College, Talcher though periodical review meetings of various committees constituted for bringing improvement in the governance of the College activities monitored and brought substantial improvements. • The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the College Authority bodies such as Academic Council and Executive Council for further implementation. Such steps gave clear goals and mission to the stake holders and brought a positive culture of belongingness among the faculty members, resulted innovation and vast improvements in the Institutional Governance. • Admissions in the Autonomous College are done through the SAMS Admissions System through online mode. • The Institution adopted service rules and financial rules as applicable to the to all Autonomous institutions in the State. The General Financial Rules have been adopted and successfully implemented. The Institution conforms to the minimum audit standards prescribed. Accounts of the Institution are audited regularly by the office of the Local Fund Audit. Decentralization Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. 1. The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal to fulfill the vision and mission of the institute.

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library, store etc. have operational autonomy under the guidance of the various committees/cells.

Committee/cell/Coordinator Roles and responsibilities: Principal Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute. Academic monitoring committee ,Academic development and monitoring progress of various teaching/learning processes PG Coordinator Academic activities of PG programmes Examination Internal College examination activities Student Level: Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities, social service group coordinator. Participative management: The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts,

| File Description | Documents |
|---|---|
| Upload strategic plan and deployment documents on the website | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Paste link for additional Information | Nil |

## 6.2 - Strategy Development and Deployment

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

| Curriculum Development | The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed, and circulated in the Institute and strictly followed. Admission to various programmes, examination schedule and declaration of results are notified in the Academic |
|---|---|

Calendar. All newly admitted students
must compulsorily attend the Orientation Programme, in which they
are made aware of the philosophy, the
uniqueness of the Education system, the
teaching learning process, the system
of continuous evaluation, compulsory
core courses, various cocurricular
activities, discipline and culture of
the Institute. All students are also
given a guided tour of the campus and
the various facilities. All students
are provided with the Student Diary
that provides all details relevant for
students. Students are apprised of the
Timetable, Programme structure, syllabi
of the courses before the semester
commences. Important announcements are
made in the morning assembly and
attendance and conduct of classes are
monitored by the faculties, HODs and
proctors of various classes. The Chief
Proctor and the Discipline Committee
members make random visits to ensure

smooth functioning of classes. Class Committees are regularly conducted with students to take feedback, analysis and prepare the action taken report and uploaded to college website as www.tac.ac.in/?pfeedback. Appropriate steps are taken to enhance the teaching- learning process. Feedback from students is also taken individually by teachers for their respective courses, by Proctors through IQAC. Students are also free to approach the HODs of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the HODs and individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following: • Introduction of Daily Home Assignments •Automation of Admission Processes through SAMS- Provision for online fee payment • Automation of Examination

| | |
|---|---|
| | Processes • Curriculum Development Workshops in many subjects • Green initiatives in Campus – tree plantation etc. |
| Teaching and Learning | The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their 2 marks and the entry level test conducted by each department. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The faculty members of the respective classes of UG and PG extend valid support in classifying the students with reports based on observation and class tests. • The institution organizes Orientation programmes/Induction programmes for freshers both at the college level and at the department level. The |

| | |
|---|---|
| | facilities in the College and the Scope of the Subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students. • Bridge Courses are conducted at the departmental level to lift the students to the level of higher education. The Departments of Commerce and Computer Science organize bridge courses at the beginning of the academic year for the non-subject students enabling them to cope with the programme to which they are enrolled. The Department of English is conducting Bridge Course in regular mode. |
| Human Resource Management | The Functions of Various Bodies: The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related |

|  | to the college hostel. There is also the Teachers' Council and the Association of the Non-teaching staff. Service Rules, Procedures, Recruitment and Promotion Policies: Service rules and procedures are guided by the Utkal University, Bhubaneswar, Odisha. The recruitment rules for the teaching staff are as per the eligibility criteria prescribed by the UGC that for the non-teaching staff is as per Govt.Norms. The promotional policies for teachers are according to HEI, Govt of Odisha and for nonteaching staff according to G.B. Grievance Redressal Mechanisms: |
|---|---|
| Admission of Students | Admissions in the Autonomous College are done through the SAMS Admissions System through online in single window mode |
| Examination and Evaluation | Talcher Autonomous College has a wellestablished and efficient continuous evaluation system with different types of assessments spread through the duration of each semester. |

The processes related to the conduct of examinations, declaration of results and award of degrees are controlled and monitored by the Examination Department of the Institute together with the Faculty and College Examination Cells. Various reforms have been undertaken in the last five years that have made a positive impact on examination management: 1. Centralized conduct of Internal and End-Semester Examinations: Seating and invigilation for internal class tests and end-semester examinations are now organized centrally at the Institute level, which were earlier organized and managed by the faculties individually for their own students. This has led to optimal utilization of physical as well as manpower resources, increased vigilance, and smooth conduct of the examinations

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

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

| Sl No. | Institutional Bodies | Heirarchy | Function |
|---|---|---|---|
| 1 | Academic Committee | Academic Bursar& two senior Teaching Staff | academic matters |
| 2 | Administrative committee | Administrative Bursar& two senior Teaching Staff | administrative matters |
| 3 | Examination Committee | Controller of Examinations,Dy.controller of Examinations,02-Coding Officers,NAd Officer | Examinations & results |
| 4 | Students' union | Advisor college union ,02ssociate advisors &elected office bearers to stidents union | Valious activities related to students development operative for one calendar year only |
| 5 | Staff Council | principal,,Senior most teacher as Secretary to Staff council | major decisions to Academic development |
| 6 | Cultural Committee | Advisors of Cultural committee&  elec | Valious activities related to |

| | | ted/Nominated students representatives | students cultural development operative for one calendar year only |
|---|---|---|---|
| 7 | Sports committee | Advisors of sports committee& elected/Nominated students representatives | Valious activities related to sports |
| 8 | Finance Committee | Accountant Bursar, 03 senior most Teachers,Head Clerk,student representative | Budget & expenditures |
| 9 | Governing Body | President Governing Body as declared by state Government & Princial as Ex officio Secretary | GB is the supreme authority of the College associated for all round developments of the organization. |

| File Description | Documents |
|---|---|
| Paste link to Organogram on the institution webpage | Nil |
| Upload any additional information | No File Uploaded |
| Paste link for additional Information | Nil |

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

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

## 6.3 - Faculty Empowerment Strategies

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) | Covid-19 Constraint |
|---|---|---|---|---|---|---|---|
| 2020 | Nill | Nill | Nill | Nill | 00 | 00 | |

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

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

0

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

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

**01**

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

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

**07**

| File Description | Documents |
|---|---|
| Summary of the IQAC report | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly

**Auditing is an important part of the functioning of Talcher Autonomous College, Talcher . Here in Talcher Autonomous College, Talcher during the years 2018-19 2019-20. All the expenses made by the College and by its different units were**

audited by three different wings of the audit system viz. INTERNAL AUDIT,
GOVERNMENT AUDIT or FINANCIAL AUDIT and the audit team (Local Fund) deputed by
the Accountant General (AG) of Odisha. All expenses of revenue nature are
audited by the Internal audit. Besides, any such expenditures involving payment
from the grants received from the state govt. and the UGC is audited by viz.
the Internal audit, the Financial audit and the audit team deputed by AG of
Odisha. Audit of accounts of Govt of Odisha is also conducted by the Accountant
General (AG) of Odisha from time to time. The audit team deputed by the
Accountant general of Odisha does the 'TEST CHECKING' of various types of
accounts relating to the funds especially received from the State government
and University Grants Commission (UGC). The audit team deputed by the A G of
Odisha also audits stock registers and conducts audit of Institution Library.
The Internal Audit of the College makes a thorough audit of the expenditures.
The Audit Department/ Audit Team works under the direct control and supervision
of the Financial Advisor of the College. Audit objection if any is settled by
the Public Accounts Committee (PAC), Government of Odisha and Pay Fixation
committee which is a Statutory Committee and is chaired by the Higher Education
Department/and the University. All these are regulated by the Utkal University
Act and Odisha Financial rules. When ever any product or purchase is being
planned by the institution , the concerned department invite Quotation from the
vendors and after proper scrutiny , purchase made with clarity and
transparency. Rates are properly tallied with the competitors price and bills
are properly placed in the accounts department for clearance of outstanding.
Audit are also properly made in time.

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

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

**0**

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

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

**QUALITY ASURANCE CELL (IQAC)**

**TALCHER AUTONOMOUS COLLEGE TALCHER, DIST-ANGUL**

**ACADEMIC SESSION:2020-21**

**I.Strategies**

**IQAC shall evolve mechanisms and procedures for:**

- **Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks**
- **The relevance and quality of academic and research programmes**
- **Equitable access to and affordability of academic programmes for various sections of society**
- **Optimization and integration of modern methods of teaching and learning**
- **The credibility of evaluation procedures**
- **Ensuring the adequacy, maintenance and functioning of the support structure and services**

**II.Functions**

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## III.Benefits

IQAC will facilitate / contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organised methodology of documentation and internal communication.

## IV.Outcomes of Activities of IQAC

- NAAC Accreditation
- Grant of Graded Autonomy by UGC
- Annual reports of the institute
- Revision of UG/PG regulations

- **Student/alumni/faculty/employer/parent feedback**

**IQAC – Organization**

ACTION TAKE REPORT BASED ON MINUTES OF IQAC MEETINGS:

| Sl. No. | IQAC Meeting No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequentl agenda points discussed meetings |
|---------|----------------|--------------------------------------------|------------------------------------------------------------|
| 1 | | Reaccreditation by NAAC in II cycle | Talcher Autonomous colle reaccredited by NAAC in with B+ grade at a score |
| 2 | | Introduction of revised 2019 Regulations and Curriculum | The curriculum and sylla placed in the Academic Board of studiesand App students admitted from |
| 3 | | Introduction of project works earlier to final year | Approved in Academic Co of studies Meeting |
| 4 | | Choice for students to pick their preferred Generic Elective subject f as per Choice Based Curriculum | Approved in Academic Co of studies Meeting |
| 5 | | UGC's guidelines on award of letter grades and maximum duration of programs | Approved in Academic Co of studies Meeting |
| 6 | | Data collection about our alumni to be improved | The no. of registered me alumni portal has to be |
| 7 | | A faculty hand book /activity report shall be prepared. | |
| 8 | | The minutes of meeting will be circulated to all concerned and they shall take suitable action on those points pertaining to them and report back the progress made periodically. | |
| 9 | | Food Quality within the campus To monitor the quality of food in Hostel and Food court | A committee consisting few student members has constituted by Principal committee is carrying o and submitting reports. |
| 10 | | Healthy Environment in campus Adequate measures to be taken to ensure that students enjoy a health-hazard free atmosphere within the premises. Some of the initiatives to be taken as suggested by the members are: • Dengue/malaria/measles/chickenpox prevention • Vaccination drives if required • Medical examination of all students at entry level | Blue print has been prep under implementation. |

| 11 | | Quality Policy for Institute Members felt that every constituent Unit / department shall function based on quality policy and objectives following a set of well-defined procedures and processes. IQAC may write to the units and guide them in this regard | IQAC has initiated inter and administrative audit look into these aspects lockdown in march 2020, |
|----|---|---|---|
| 12 | | IQAC student members.<br><br> Principal recommended Three final year students from Arts/Science/Commerce background for Student members of IQAC | Student members have bee IQAC. |
| 13 | | Challenges arising out of COVID-19<br><br> In-depth discussion was carried out on how TAC successfully met the challenges posed by the outbreak of COVID-19. Some of the highlights: • Online classes ushered in successfully • Conduct of online proctored examinations • Servicing of equipment kept unused during lockdown • E-counseling and admission of freshers • contactless automatic sanitizers installation and webinars to be conducted through online modes only | Continuance and enhancer done. |
| 14 | | Non academic and extracurricular activities for the students Students shall be exposed to the facilities which will hone their skills in the areas of cultural activities, sports, science clubs, society centric activities, product development etc to be stopped due to pandemic scenario. | Activities to be started situation becomes conger |
| 15 | | Feedback from Students | Feed back to be collecte |
| 16 | | PARENTS FEEDBACK FORM | Feed back to be collecte |
| 17 | | TEACHERS FEEDBACK FORM BY STUDENTS | Feed back to be collecte |
| 18 | | Feed back from stake holders | Feed back to be collecte |
| 19 | | Teachers self Assessment | To be done by teachers |
| 20 | | Nonteaching self Assessment | To be done by non-teach |
| 21 | | Internal Academic audit to be taken | To be done by internal o |
| | | Internal Account audit to be taken | To be done by internal o |

| 22 | | | | |
|----|---|---|---|---|
| 23 | | Stake holders meeting to be organized to invite suggestions for better curricula & their involvement for better practices and institutional distinctiveness. | To be don under the lead President GB& ADM Angul | |
| 24 | | Uploading results/mark sheets//grade-sheets in NAD Portal under DIGILOCKER interface | Controller of Examinatio associates are requeste needful at the earliest | |
| 25 | | To update the college website and domain  to by dynamic |  To surge better franch a dynamic web-portal. | |
| 26 | | To analyse feed back  received from students/parents/stake holders | | |
| 27 | | To organize quiz/essay/debate competition on Rastriya Ekta Diwas-2020 | To distribute certifica | |
| 28 | | To collect opinion for physical class room teaching as per govt guidelines | Action to be taken | |
| 29 | | To organize quiz/essay/debate competition on AZadi ka Amrut Mahostav as per UGC guidelines -2021 | To upload data in the r link portal | |

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional Information | Nil |

## 6.5 - Internal Quality Assurance System

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

**Talcher Autonomous College,Talcher Dist-Angul,Odisha,Pin-759100**

**IQAC Meeting No-1**

**Date:07 .10.2020**

**Time:11.00AM**

**Venue: Zoom Meeting**

Chairman : Dr. R.N.Rath , Principal

Host of Zoom Meeting: Dr Pabitra Mohan Nanda, Coordinator IQAC

AGENDA -CUM-Minutes of the Meeting

A meeting of the IQAC Committee was held in online mode on dt. 07 .10.2020 under the chairmanship of Dr. R.N.Rath , Principal of the College by strictly adhering to the Covid-19 guidelines as framed by Government ; where Dr Pabitra Mohan Nanda ,Coordinator IQAC was the host of Zoom Meeting:

At the outset, Principal welcomed the members of newly formed IQAC Committee and read out the minutes of previous meeting. He informed the Committee members regarding the present prevailing situation of the College as regards to Covid-19 Pandemic outbreak & its hazardous effects all over the world. He also informed the members that all necessary etiquette& precautions have to been taken for preventing the spread of Covid-19 in the College campus. After threadbare discussion the following resolutions were unanimously adopted.

| Sl No | Agenda/Discussions in the IQAC meeting | Resolutions/Action taken subsequently on the agenda point discussed in the IQAC meeting | Respo |
|---|---|---|---|
| 1 | To adopt &adhere to the SOP as per the Directive of Higher Education Department issued from time to time. | Resolved that the SOP as per the Directive of Higher Education Department issued from time to time is to be strictly adhered. | All teach. teach. |
| 2 | To sensitize students/Employees to maintain Covid -19 Guidelines as per SOP issued by Dept.of Higher Education /Govt. of Odisha | Resolved that Employees are to maintain Covid -19 Guidelines as per SOP issued & to sensitize students/Employees to prevent it's spreading . | All teach. teach. |
| 3 | Preparation for Online Classes &to adopt online examinations for the ensuing Examinations during Pandemic Scenario upon instruction of Govt. | Resolved that Online Classes & online examinations to be adopted for the ensuing Examinations during Pandemic Scenario upon instruction of Government. | All teach. staff exami exami |

| 4 | To organize frequent Virtual Meetings with staff members to track all round performances of the college | Resolved that Virtual Meetings with staff members are to be made to track all round performances of the College | All teach teach |
|---|---|---|---|
| 5 | To organize Webinars by each Dept. in addition to Online classes | Resolved that Webinars in each Dept. are to be organized in addition to Online classes | All teach teach |
| 6 | To procure Sensor based sanitizers& thermal scanner & to make these items useful for students/employees domain | Resolved that Sensor based sanitizers& thermal scanner are to be procured & to make those items useful for students/employees domain | Accou sectio Bursa Bursa |
| 7 | To focus on Internal Academic Audit for academic excellence | Resolved that Internal Academic Audit by Academic Committee would be done for academic excellence | Acade Bursa Commi |
| 8 | To motivate the faculty members to take up online FDP programmes | Resolved that faculty members would be motivated to take up online FDP programmes | All teach |
| 9 | To Adopt National Academic Depository under Digi locker in respect of uploading of results and their documentation for pass out students | Resolved that National Academic Depository under Digi locker in respect of results and their uploading in web pages for pass out students would be adopted | Contr Exami data operа offic |
| 10 | To seek advisory feedback from Ex-Principals | Resolved that advisory feedback from Ex-Principals would be invited for academic & administrative excellence | IQAC onlin docume the p |
| 11 | To introduce online mode of Feedback collection for Assessment of Teachers by students | Resolved that online mode of Feedback collection for Assessment of Teachers by students are to be made. | IQAC/ prepa docume the p |
| 12 | To Organize online Regular Parent Teacher meeting & Alumni meeting for improving stakeholder's involvement | Resolved that online Regular Parent Teacher meeting & Alumni meeting would be organized for improving stakeholder's involvement | IQAC/ prepa docume the p |

| 13 | Strengthening feedback mechanism (students' feedback /parents' feedback /Alumni Feedback on institution) through online modes | Resolved that feedback mechanism (students' feedback /parents' feedback /Alumni Feedback on institution) would be collected through online modes | IQAC/ prepa docume the p |
| --- | --- | --- | --- |
| 14 | Not to involve students in IQAC activities due to Pandemic Scenario& as per Govt. guidelines | Resolved that students would not be involved in IQAC activities due to Pandemic Scenario& as per Govt. guidelines | IQAC/ /Offic |
| 15 | To involve Teachers in IQAC Cell/ in online mode only during Covid-19 Pandemic Scenario& as per Govt. guidelines. | Resolved that Teachers in IQAC Cell would be involvement of in online mode only during Covid-19 Pandemic Scenario& as per Govt. guidelines | IQAC/ /Offic |
| 16 | No Physical signature is required from members of IQAC cell in IQAC resolutions during Covid-19 Pandemic Scenario; but their participation are to be treated as at par *confirmation of resolutions* | Resolved that no Physical signature is required from members of IQAC cell in IQAC resolutions during Covid-19 Pandemic Scenario; but their participation are to be treated as at par *confirmation of resolutions* | IQAC |
| 17 | To introduce online mode of Feedback collection from Teachers for online classes | Resolved that online mode of Feedback collection from Teachers for online classes would be introduced | Depar |
| 18 | To collect opinion from students through online for their participation in online classes | Resolved that opinion from students through online for their participation in online classes would be collected | IQAC/ |
| 19 | To collect opinion from students through online for their participation in physical classes as per Govt. directive. | Resolved that opinion from students would be collected through online for their participation in physical classes as per Govt. directive | IQAC/ |
| 20 | To keep preparedness for the forth coming Peer team visit towards renewal of Autonomy to Talcher | Resolved that all members would remain prepared for the forth coming Peer team | All teach teach |

| | | | |
|---|---|---|---|
| | Autonomous college | visit towards renewal of Autonomy to Talcher Autonomous college | |
| 21 | To keep readiness for university Academic Audit team Visit prior to Peer team visit towards renewal of Autonomy to Talcher Autonomous college | Resolved that all members would to remain prepared for the university Academic Audit team Visit prior to Peer team visit towards renewal of Autonomy to Talcher Autonomous college | All teach. teach. |
| 22 | Publication of Research Journal the "Urnanabha" 2020-21 in booklet form under ISBN accession.. | Resolved that Research Journal the"Urnanabha"2020-21 in booklet form under ISBN accession would be published. | Edito /Depa |
| 23 | Preparedness for ISO Certification of Talcher Autonomous college | Resolved that ISO Certification of Talcher Autonomous college would be done | Edito /Depa rativ Bursa |
| 24 | To register in ernet India for new official web domain under "www.tac.ac.in" nomenclature | Resolved that college would register in ernet India for new official web domain under "www.tac.ac.in" nomenclature with dynamic web activities. | Edito /Depa rativ Bursa charg |
| 25 | To take steps for inauguration of New Arts Block to improve the existing infrastructure | Resolved that steps would be taken for inauguration of New Arts Block to improve the existing infrastructure | All m |
| 26 | To construct & link the shortcut road -II between college & bus stand | Resolved that steps would be taken for construction & link of shortcut road -II between college & bus stand | All m |
| 27 | To involve students & staff in online participation for Azadika Amrut Mohastav -2020-21 to mark "75 years of independence"& 91 years of "Dandi March" | Resolved that students & staff would be involved in online participation for Azadika Amrut Mohastav -2020-21 to mark "75 years of independence"& 91 years of "Dandi March" | All m |
| 28 | Mentor-Mentee(2018 Admission batch)Feedback collection for redressal of students grievances in | Resolved that Mentor-Mentee(2018 Admission batch) group would be | All membe Commi |

| | online classes & examinations | formed for Feedback collection for redressal of students grievances during online classes & examinations | |
|---|---|---|---|
| 29 | To collect self evaluation of Teachers | Resolved that all teachers would be sensitized for their self evaluation & for academic excellence. | All t... |
| 30 | To collect self evaluation of Non-teaching staff members | Resolved that all Non teaching staff would be sensitized for their self evaluation too. | All ... staff... |
| 31 | To organize online Quitz competition on Rastriya Ekta Divas (national Unity Day)2020-21 . | Resolved that online Quitz competition on Rastriya Ekta Divas (national Unity Day)2020-21 would be organized along with unity pledge. | IQAC/... |
| 32 | To organize Faculty Development programme Online/Physical Mode | Resolved that Faculty Development programme in Online/Physical Mode would be organized with invitation of renowned resource persons. | IQAC/... |
| 33 | To collect Students Satisfaction Survey Report through online | Resolved that opinion from students would be collected for Students Satisfaction Survey Report through online for academic excellence | IQAC/... |

34.Resolved that during the prevailing situation the NSS Unit, Youth Red Cross Unit, Rovers Club Unit would be instructed to organize awareness programmes relating to Covid-19 pandemic. At least one blood donation camp in the College campus be organized.

The Principal suggested to early procure of two auto sanitizers ,one thermal scanner for the use of the students & staff of the College& to make proper steps for maintenance of these equipments & to maintain a congenial atmosphere in the College campus for teaching & learning.

The meeting came to an end with a vote of thanks to the chair.

**Members**

   1.
   2.
   3.
   4.
   5.
   6.
   7.
   8.
   9.

   11.


                              **Principal**


**Coordinator IQAC                                    Talcher(AUTO)**
**college, Talcher**


| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

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

**The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms . Assesements are done**

online to maintain secrecy& transparency  for the following items.

1. Teachers assessment by Students

2.Teachers self evaluation

3.Non-teaching staff self evaluation

4.Principal's surprise visit to different classes for instant evaluation of teachers

5.Principal & Head of the departments interactions for suggestions& development in teaching-learning process.

6.Advisory feed back from  Ex-principals

7.Students satisfactory Survey report

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)** | A. Any 4 or all of the above |

| File Description | Documents |
|---|---|
| Paste the web link of annual reports of the Institution | **Nil** |
| Upload e-copies of accreditations and certification | **No File Uploaded** |
| Upload details of quality assurance initiatives of the institution | View File |
| Upload any additional information | **No File Uploaded** |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**NIL**

**Covid-19 Constraint  SOP**

**No physical Activities**

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

| | |
|---|---|
| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy       Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment** | **D. Any 1of the above** |

| File Description | Documents |
|---|---|
| Geotagged Photographs | View File |
| Any other relevant information | **No File Uploaded** |

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The Institution facilitates several mobilizations for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle thewaste. The College has different dustbins to segregate the different waste like solid, biomedical, etc. There are committees that deal with the minimization of waste. Every day the waste is collected in bins and disposed to a place where it can be converted into manure. In addition to this the College has organized many workshops on the implementation of these techniques effectively. Training programmes are conducted from time to time about the methodology of disposing the wastes.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source before handing them to local municipal body for recycling & disposals.

For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous.

For the personal protection it has been advised to use masks while handling the waste& wearing head gears, eye covers, apron, gloves, and boots as they help in fighting the transmission of infection.

Under Swacha Bharat Mission the utility of recycling the solid and biomedical waste has been elaborated.

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

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geotagged photographs / videos of the facilities | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.1.5 - Green campus initiatives include

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of bicycles/ Battery-powered vehicles**<br>3. **Pedestrian-friendly pathways**<br>4. **Ban on use of plastic**<br>5. **Landscaping** | **A. Any 4 or All of the above** |

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

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

| | |
|---|---|
| **7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**<br><br>1. **Green audit**<br>2. **Energy audit**<br>3. **Environment audit**<br>4. **Clean and green campus recognitions/awards**<br>5. **Beyond the campus environmental promotional activities** | **E. None of the above** |

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

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

`C. Any 2 of the above`

| File Description | Documents |
|---|---|
| Geotagged photographs / videos of facilities | <u>View File</u> |
| Policy documents and brochures on the support to be provided | **No File Uploaded** |
| Details of the software procured for providing assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**NIL**

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

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

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

Talcher Autonomous College,Talcher

Session 2020-21

        Talcher Autonomous College sensitizes the students and employees of the institution to for constitutional obligations: values, rights, duties and responsibilities of citizens.The Vision of the Institute focuses on three aspects essentially: technically skilled managers, innovative leaders and environmentally receptive citizens. The Institute has established its distinctive approach towards this comprehensive Vision, which is so unique and proprietary to the Institute that it is a part of the Institute's Intellectual Property in the form of a trademark. viz. (a) Excellence in Academics (b) Exploration of Knowledge through Research (c) Excitement of Innovation  Entrepreneurship (d) Exponent for Development of all Rounded Personality with Global Vision and Social Responsibility.

The leadership of the Talcher Autonomous College, Talcher has adopted a decentralized and participative style of functioning under which day to day governance is administered through Committee based decisions. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action. The leadership of the Talcher Autonomous College, Talcher though periodical review meetings of various committees constituted for bringing improvement in the governance of the College activities monitored and brought substantial improvements. • The recommendations and reports of these specialized internal committees were subsequently considered and

monitored by the College Authority bodies such as Academic Council and Executive Council for further implementation.

The Functions of Various Bodies: The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub- Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel. There is also the Teachers' Council and the Association of the Non-teaching staff. Service Rules, Procedures, Recruitment and Promotion Policies: Service rules and procedures are guided by the Utkal University, Bhubaneswar, Odisha. The recruitment rules for the teaching staff are as per the eligibility criteria prescribed by the UGC that for the non-teaching staff is as per Govt.Norms. The promotional policies for teachers are according to HEI, Govt of Odisha and for nonteaching staff according to G.B. Grievance Redressal Mechanisms:

The college has replaced all electrical lights to LEDs. To save energy we have the habit of switching off electrical gadgets when not in use. Awareness made to save water through posters notice boards. Environment Studies have been a component of course in AECC for students. Regular cleanliness drive in the campus and plantation programme is the regular feature towards environmental consciousness. Air conditioners are operated at optimal temperature (24 degree Celsius) throughout& remain switch unplugged from sockets to provide extra safety to valuable gadgets.

The College ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the College as per the requirements in the interest of students.    Centralized computer laboratory established to enrich the students. Software is used for maintaining faculty and students' details. Each Department has appropriate computer for their requirements with Internet and WI-FI Enabled campus. Open access journals facilities are available.

        1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and fixtures.

        2. Administrative officers will take in charge for student's academic requirements. Additionally, there are

laboratory instructors in every department, who maintains the stock register by physically verifying the items round the year.

3. Department wise annual stock verification is done by concerned Head of the Department.

4. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.

5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.

6. College campus maintenance is monitored through regular inspection.

7. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.

8. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

9. Updating of software's is done by lab assistants.

10. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.

11. Regular maintenance of the Air Conditioner and water purifier is done regularly.

12. The maintenance of the reading room and stock verification of library books is done regularly by library.

**Principal**

**Talcher Autonomous College**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values necessary to transform students into responsible citizens | View File |
| Any other relevant information | No File Uploaded |

| **7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized** | B. Any 3 of the above |
|---|---|

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

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

festivals

| Date | Event | No of participants | Mode of participation |
|---|---|---|---|
| 28.10.20 | Observance of "Vigilance awareness week" | 63 | Online |
| 09.11.2020 | Observance of " National Legal Services Day and Legal Awareness Programme" | 184 | Online |
| 04.11.2020 | Quiz on Rastriya Ekta Diwas (National Unity Day)-2020 | 300 | online |

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

## 7.2 - Best Practices

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

**Institutional Best Practices-I**

**Online classes- A ray of Hope during lockdown**

**Talcher Auto, College, Talcher**

**Session- 2020-21**

*The COVID-19* **has resulted in colleges and universities being shut all across the world. Globally, over 1.2 billion children are out of the classroom. As a result, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. Research suggests that online learning has been shown to increase retention of information, and take less time, meaning the changes coronavirus have caused might have an everlasting impact on our educational system.**

**The whole educational system from elementary to tertiary level has**

been collapsed during the lockdown period of the novel coronavirus disease 2019 (COVID-19) not only in India but all across the globe.With this sudden shift away from the classroom in many parts of the globe, some are wondering whether the adoption of online learning will continue to persist post-pandemic, and how such a shift would impact the worldwide education market.

In response to this urgent and significant demand of the students, Talcher Autonomous College has adopted the practice of online system for both academics and office purpose for the betterment of students as well as all its stake holders. Attending a physical campus has advantages and disadvantages. The same is true for attending a virtual classroom. Among the many benefits of online education, you'll find virtual learning allows you to enjoy a more flexible schedule, can reduce the cost of your degree, and can allow you to more easily develop your career alongside furthering your education.

Objectives-

1. Provide simple and universal access to education and services for all students from the comfort of their home.
2. Improve the online communications ability for individuals and students associated with our institution.
3. Help students who are locked in their places to complete their course in time.
4. Conducting examinations successfully in online mode.

Benefits of Online education-

1. Affordable:

Although the fee for the course may remain the same, students get to cut down on extra fees they pay for classrooms, amenities, hostels, meals, etc. Another cost students save via online Education is textbooks, the availability of cheaper digital books cuts down hefty expenditure on textbooks.

1. Widely Accepted

The fast-growing technology has widely popularized Online Education. Many online learning platforms are emerging every day, intending to share knowledge and skills with many students. Top universities and colleges have also made their on-campus courses accessible to online classes.

1. Self-paced Learning

Online Education enables students to learn topics at their own pace and comfort. Unlike traditional learning, it doesn't dictate students to adjust to their pace but, in turn, adjusts to the students'.

1. Comfortable

Students can learn sitting at home, amidst the nature of their favourite places, and learn unlike in traditional learning where they are bound to sit amidst four classroom walls. When students choose their surroundings, it makes them comfortable and easier to focus on the topics they're learning without distractions or complaints

1. Flexibility

In traditional colleges, where class hours are fixed, and students are strictly asked to follow a tight schedule, sometimes it becomes difficult for both the student and teacher to adhere to them. The recorded classes found in online Education solve this problem. A student can watch the recorded lecture anytime and on repeat until the concept is very well understood.

Evidence of Success-:

During these hard times we have implemented online teaching-learning system, online examination system and online webinars in our college successfully so that students do not have to face any problems academically. Majority of students attended the online classes from time to time as per their routine provided by the college. All students appeared for their exams in online mode and we have successfully conducted internal exams as well as semester exams online. Students also attended online webinars organized by various departments during these challenging times.

Problems Encountered:

(a)While some believe that the unplanned and rapid move to online learning (with no training,    network issues and little preparation) will result in a poor user experience  that is unconducive to sustained growth, others believe that a new hybrid model of education will emerge, with significant

benefits.
(b)Due to the heavy pressure on network at times it's difficult to conduct the online classes

(c)All students are not economically sound to be able to afford a mobile and regular internet facility back at home for study purpose.

(d)Heavy pressure on internet is creating fluctuations and students are facing a lot of problems due to it

.(e)Only MCQ s can be used in online mode and keeping surveillance on students is still an issue.

(f)Excessive pressure on eyes of the students are seen due to online classes, which can have deep impact on children.

(g)Online classes need a computer or mobile phone with internet facility, so it is not affordable for every one to avail these for their children specially in India where majority people ase living below poverty line.

(h)Only theory classes can be taken online and that too not all subjects can be taught online, for example mathematics is well taught in face to face mode.

(i)Class room inter action is an integral part of teaching learning syst which is absent in online kode of classes.

(j)All teachers are not tech savvy and no proper training has been imparted to them regarding new online learning software running in the market and how to use them effectively

INSTITUTIONAL BEST PRACTICES-II

"RIGHT TO INFORMATION ACT- A COMMON MAN'S WAY TO EQUALITY"

Talcher Autonomous College, Talcher

Session-2020-21

Right to information is a natural ally to good governance. The

enactment of RTI act 2005 promises an open and transparent government and gives every citizen the right to seek and receive information to make administration more responsible and transparent which means good governance. Climbing down from the ivory towers of academia results in a greater understanding of the significance of right to information. Talcher Autonomous college has a practice of RTI for the betterment of its administrative framework and transparency in its work culture.

When there is no freedom of information regarding educational opportunities, the entire project of obtaining information is jeopardized. For example, while attendance at a college or university often guarantees a continuance of the status quo for those in the middle and upper classes, for a disabled person from a lower class, admission to university often means an escape from poverty. The loss of educational opportunities because of people's inability to gain access to relevant information extends beyond the loss of university seats. Children's education at the most basic level is neglected due to inaccessible information. While more government funds still need to be allocated to education, the discovery that allocated funds are going unspent shows that the right to information must be a concurrent primary goal.

OBJECTIVES-

1. To offer a legal framework to our citizens to access valuable information pertaining to our institution..
2. To Empower the citizens in acting against corruption whenever necessary.
3. It helps in promoting transparency in a public institution by harmonizing conflicting interests and prioritise operations of government and use of recourses in aided institutions.
4. It helps in establishing accountability of Public authorities (Staffs and administration of the college)

Evidence of Success-

| Sl No | Date | Applicant | Required Information | Complia |
|-------|------|-----------|----------------------|---------|
| 1 | 23.06.2020 | Santosh ku Das | Any Govt,Order or clarification letter given by DHE(O) given to the College authority to disburse the allotment amount to 16 people of Talcher College,Talcher | The req been se vide th letter dt 16.1 |
| 2 | 13.01.2021 | Debaprasad Sahoo | -Complaint against Public | Complie |

| | | | Information Officer for furnishing<br><br>misleading or false information | Hearing |
|---|---|---|---|---|
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| 7 | 15.07.21 | Debaprasad Sahoo | If Principal not interested to take charge then he can request the ADM cum GB president to take charge as FAA in the interest<br><br>of RTI Act. | Complie |

Drawbacks- if more people had access to information, which begins with learning the correct questions to ask to get the correct information, communities, parents, and others would become more engaged in the process of understanding, monitoring, and then evaluating potentially available public funds for children which are being underutilized. People are less aware about the whole process so at times they are not able to ask proper questions to proper authority which creates problems. Increased awareness of right to information is a viable tool for those seeking to maximize educational and other opportunities provided by government.

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**INSTITUTIONAL BEST PRACTICES-II**

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However, Talcher Autonomous college has a practice of RTI for the betterment of its administrative framework and transparency in its work culture.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://tac.ac.in/IQAC/tac_51925528Best%20practices-I&II.docx |
| Any other relevant information | Nil |

## 7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

Talcher Autonomous College,Talcher ,Odisha

 Academic Session 2020-21

Talcher Autonomous College is distinctive as compared to the nearby institutions for the following reasons.

I .         At the beginning of an academic session, Staff Council headed by Principal of the college            reviews the CBCS syllabus

ii.         Number of classes for each topic is decided according to the syllabus and credits assigned to        each topic/Group/paper etc.

iii.          . College administration provides a well constructed weekly Routine/Schedule/ time table for    each semester.

iv.        Teachers prepare their lectures according to the syllabus allotted and classes available.

v.        Teachers prepare their lesson plan according to classes assigned to them.

vi.        Classes are held according to the schedule under the supervision of college academic burser.

vii.        We have a central library for the benefit of the students. A good number of Journals (Science    and arts) are subscribed by our college.

viii.        Various classroom teaching methods based on various needs of different subjects are regularly                used for the effective delivery of the curriculum such as

        a. Chalk and Blackboard method

        b. ICT-enabled teaching-learning method.

        c. Use of different software.

        d. Distribution of class notes by teachers.

        e. Group discussion amongst the students during the class.

        f. Seminars by students related to curriculum.

        g. Paper presentation by the students.

        h. Proper and adequate instrumentation facility is given to the students for their practical        classes.

        i. Need based survey programmes, field works and educational excursions are carried by the    departments.

        j. Project work, dissertations are conducted for fulfillment of their degrees.

The Covid -19 Pandemic scenario &standard operational advisory issued by the State & Central Government restrict the institutional activities to online modes only.

Principal

Talcher Autonomous College

**Email:talchercollege15@gmail.com**

| File Description | Documents |
|---|---|
| Appropriate link in the institutional website | https://tac.ac.in/IQAC/tac_48564381Instituti onal%20Distinctiveness.docx |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

**1. Preparedness for extension/renewal of Autonomy status for the forthcoming peer team visit**

**2.To emphasize more on Online classes**

**3.To emphasize  on Online mentoring Activities**

**4.To remain readyness for further spread of Covid-19& allied pandemic  outbreaks**

**5.REnewal of ISO certification**

**6. Feedback Collection mechanism to be  made totally digitalized for transparency & secrecy.**

**7. Construction of Smart class room for Mathematics Department**

**8. Publication of research journal (Urnanabha)**

**9. Rain water harvesting plant in hostels**

**10. Installation of Biodegradable waste plant at Hostels to produce manure from food waste.**

**11. To upload more results  in National Academic Depository under Digilocker platform for uploading Certificates mark sheets of passed out students**
**. 10. To apply for extension of seats for different under graduate course/ PG courses**
**course**