Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**TALCHER AUTONOMOUS COLLEGE**
Name of the head of the Institution	**Prof. Ashok Kumar Sharma**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06760240293**
Mobile no.	**9437005582**
Registered Email	**talchercollege15@gmail.com**
Alternate Email	**talchercollege@yahoo.co.in**
Address	**At-TALCHER**
City/Town	**P.O.Talcher**
State/UT	**Orissa**
Pincode	**759107**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**02-Jun-2011**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Saroj Kumar Rath**
Phone no/Alternate Phone no.	**06760240293**
Mobile no.	**9437005582**
Registered Email	**talchercollege15@gmail.com**
Alternate Email	**talchercollege@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://tac.ac.in/IQAC/tac_44133547aqar%20report%202018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://tac.ac.in/IQAC/tac_46249398Academic%20Calendar%202019-20%20(3).pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B+**	**2.66**	**2017**	**23-Jan-2017**	**22-Jan-2022**
1	**B+**	**76.05**	**2006**	**02-Jun-2006**	**01-Jun-2011**

6. Date of Establishment of IQAC	**27-Jul-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
mountaineering camp	**01-Jun-2019**	**1**

	25	
plantatation drive	20-Jun-2019 1	52
Swatchha bharat celebration	22-Jun-2019 1	76
Renovation of Controller section	20-Aug-2019 1	7
blood donation	14-Oct-2019 1	37
Cllining of Village Pond Awareness Drive	23-Nov-2019 1	44
Renovation of Computer Laboratory	25-Nov-2019 1	128
Aids day celebration	01-Dec-2019 1	62
advance leadership camp	06-Dec-2019 12	1
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

Members of IQAC were actively involved in the Academic activities of the college from all fronts reporting the events for quality enhance of the institution. Orientation sessions were organized for the faculty and periodical meetings/Discussions were conducted to collect data pertaining to various activities of the departments. The IQAC has been involved in preparing any reports highlighting the activities of the College, capacity building programmes and interaction session for both teaching and nonteaching staff. The IQAC, through its involvement has been explored for Excellency ensuring efficient performance of academic and administrative tasks. Feedback from students,parents, alumni have been collected through online mode and responses were analysed for action taken report. Minutes of meetings is being prepared by IQAC under the Chairmanship of Principal

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Strengthening Remedial classes for Slow achievers	Remedial classes for Slow achievers brought good results
Efforts are to made to have more Girls for enrolment in NCC/YRC /YOGA/SELF DEFENSE/NSS	More Girls were enrolled in NCC/YRC /YOGA/SELF DEFENSE/NSS
To sensitize the Alumni Association for sustainable and long term and long term growth & development of the college.	alumni suggestions were taken into actions
To focus on career counseling for students of the college towards towards employment/placement in Govt.& Non-Govt. sector	To promote educational values to livelihood outputs
Encourage faculty members to undertake research projects and consultancy activities.	The faculty members are being motivated to take up projects and consultancy with funding from UGC and other agencies
Invite persons of National/ State repute for Extramural Lecturers.	Many persons o f National/ State repute have delivered Extra mural Lecturers during the year
To undertake new/Renovation work under RUSA .	To materialize the new construction/Renovation work under RUSA .
Strengthening feedback mechanism (students' feedback /parents' feedback/Alumni Feedback on institution	Strengthening feedback mechanism (students' feedback /parents' feedback/Alumni Feedback on institution have been collected
To focus on Internal Academic Audit	Internal Academic Audit by senior staff members are made to track better involvement in academics
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14. **Whether AQAR was placed before statutory body ?**	Yes

Name of Statutory Body	Meeting Date
anybody	10-Oct-2019

15. **Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**	No
16. **Whether institutional data submitted to AISHE:**	Yes
Year of Submission	2020
Date of Submission	27-Jul-2020
17. **Does the Institution have Management Information System ?**	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	In MIS (Management Information System, IQAC plays a pivotal role and always keep the track in digital platform. Required information are uploaded in the Institutional Website. Under MIS every data is prepared very transparently as far as possible through digital platform. Excluding Student admission process , all data are prepared under the guidelines of IQAC and keep complete right for such preparation which has no direct connection under the direct or indirect guidelines of HEIs, Government of Odisha. Every data is properly reviewed by IQAC before uploaded to College Website. or admission transfer of studentship,students depend on Students Academic Management System (SAMS) managed by Department of Higher Education, Government of Odisha. EGranthalaya management system in the library provides easy task to access books. CAPA (College accounts automation Procedure) gets adopted for accounts transaction for error free accounting with regards to due administrative procedures. Library is ecataloged through egranthalaya(partially) total walk in of library is recorded daily. Accounts are partly automated through college account automation procedure.

Examination is transparently managed. Result publication adheres to time bound frames. Examination procedures are adopted with self secured excel based hassle free data recording retrievals. Leave is routed through Human resource management system ..Salary bills procedure is based with HRMS protected log in for timely disbursement of monthly salary of employees. In MIS (Management Information System, IQAC plays a pivotal role and always keep the track in digital platform. Required information are uploaded in the Institutional Website. Under MIS every data is prepared very transparently as far as possible through digital platform. Excluding Student admission process , all data are prepared under the guidelines of IQAC and keep complete right for such preparation which has no direct connection under the direct or indirect guidelines of HEIs, Government of Odisha. Every data is properly reviewed by IQAC before uploaded to College Website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
Nill	NIL	NIL	Nill

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
Nill	NIL	Nill	NIL	Nill

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ALL HONOURS	18/06/2019
BBA	ALL HONOURS	18/06/2019
BCom	ALL HONOURS	18/06/2019
BSc	ALL HONOURS	18/06/2019

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	All Honours students	172
BCom	All Honours students	53
BSc	All Honours	137
MA	(PG)ODIA	8
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Talcher Autonomous College, Talcher has introduced the best practices for taking feedback form the students, parents and alumni respectively in regular interval. Feedback system for students, parents and alumni has been devised for Feedback input. Feedback mechanism is also reviewed by the IQAC members .Their inputs are analyzed in online mode through google documents. Link of those Google documents have been shared to students, parents and alumni. Responses received have been analyzed online. Academic members formed by four (04) numbers of senior teachers were entrusted for expert analysis. Suggestions received from the analyzed feedback was placed for action taken report. At the end the reports were countersigned by the competent authority. The Chief Proctor and the Discipline Committee members make random visits to ensure smooth functioning of classes. Class Committees are regularly formed with students to take feedback, analyze and prepare the action taken report and upload to college website www.tac.ac.in/feedback. 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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MJ	MJMC	16	31	5
MA	ODIA	16	67	16
BBA	Honours	16	27	6
BCom	Honours	64	208	58
BSc	Hoours	256	437	208
BA	Honours	256	488	230
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1741	16	54	3	7

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

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	Nill	3	Nill	Nill
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has since last several years practised a system of mentoring called the teacher-student system, whereby a teacher was provided to every student to look after his/her academic and psychological wellbeing and also monitor class attendance and performance. The same system has now been restructured and named Mentor system. Under the Mentor system, the full-time teachers of the college have been engaged as mentors of each class. Students of each class in the college are having a full-time teacher as their mentor. The classes, where there are huge numbers of students, have been assigned more than one mentor. At the beginning of the

academic session, the class-wise names of the mentors are displayed on the college website. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee including educational background and socio-economic status. They also maintain record of their class attendance, class-performance and academic progress. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students. Mentoring system in Talcher Autonomous College is a key initiatives and IQAC motivates all teachers to act as a healthy Mentor to act from the grass route for each and every mentees. Each single teachers takes proper care of the mentees and try to solve their all academic doubts as well as their personal problems if any. • Each faculty member is the mentor of a group of 20 to 25 students allocated to him/ her by the Head of the Department. Those faculties will continue to be the mentors for the same group of students till their graduation. • The teacher mentor collects personal information from the ward without touching sensitive issues or forcing any information out of the wards and then provides the needed counselling to the wards. • Critical issues are brought to the notice of the Head of the Department. • The teacher meets the wards informally outside class hours as well and guides them regarding their career options. • A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes. • When the students enter the college, they get lost in the crowd with too many students in the same class coming from different backgrounds these students face stress of complex course, peer pressure, and emotional immaturity. Therefore, it is the need of the hour to intervene

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1741	54	1:32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
58	54	4	Nill	20

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr Dillip Kumar Pradhan	Lecturer	NIT Rourkela
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ARTS	I-semester(RB) admission batch -2019,2018,2017,2016,2015	27/12/2019	03/02/2020

BCom	Commerce	I-semester(RB) admission batch -2019,2018,2017 ,2016,2015	28/12/2019	03/02/2020
BSc	Science	I-semester(RB) admission batch -2019,2018,2017 ,2016,2015	28/12/2019	03/02/2020
MA	ODIA(ARTS)	IV-Semester	08/04/2019	17/05/2019
MA	ODIA(ARTS)	III-Semester, Admission Batch -2018	29/11/2019	30/12/2019
MA	ODIA(ARTS)	II- Semester, Admission Batch -2018	11/07/2019	12/08/2019
MA	ODIA(ARTS)	I-Semester Admission Batch 2019	28/12/2019	03/02/2020
BA	ARTS	VI-Semester	29/03/2019	17/05/2019
BCom	Commerce	VI-Semester	02/04/2019	17/05/2019
BSc	Science	VI-Semester	30/03/2019	17/05/2019

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
11	434	2.53

2.6 – Student Performance and Learning Outcomes

2.6.1 – 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)

https://tac.ac.in/IQAC/tac_87131557Programme%20Outcomes%202019-20.docx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SCIENCE	BSc	All Honours	154	137	88.96
ARTS	BA	All honours	213	172	80.43
PG ODIA(ARTS)	MA	PG(ODIA)	8	8	100
COMMERCE	BCom	All Honours	59	53	89.83

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NIL

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nill	NIl	NIL	Nill	NIL

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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	NIL	0	0

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	Nill

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
P.hD	Dr Dillip Kumar Pradhan	NIT Rourkela	19/11/2019	Science

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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

No file uploaded.

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Mathematics(Science)	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NIL	Nill	00

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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Odia	2
Anthropology	1

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nill	00	Nill

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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIl	NIl	Nill	0	NIL	Nill

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	Nill	Nill	22
Presented papers	Nill	Nill	4	8
Resource persons	Nill	Nill	3	5

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	0

No file uploaded.

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	0	0

No file uploaded.

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	Nill	Nill

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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill

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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
mountaineering camp	NCC	NCC participation	1	1
All India Trekking camp.Kerala	NCC	NCC participation	1	3
Participation in Republic day parade at N.Delhi	NCC	Republic day parrade at N Delhi	1	1
advance leadership camp	NCC	NCC participation	1	1
Cllining of Village Pond	NCC/YRC/Commerce Department	Cleaniss awarenessHealth	4	18

Awareness Drive		issue		
Aids day celebration	NCC/YRC	Awareness	19	62
Swatchha bharat celebration	NCC/YRC	campus cleaning	21	76
Plantatation drive	NCC/YRC	To Plant Trees	13	52
Blood donation	NCC/YRC	Blood donation	16	37
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	00	NIL	00
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	00
No file uploaded.					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	Nill
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15680900	15670850

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-GRANTHALAYA	Fully	3.0(2007)	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13157	1133217	780	240000	13937	1373217
Reference Books	19381	1631360	1171	360000	20552	1991360
Journals	970	75995	Nill	Nill	970	75995
CD & Video	11	1320	5	100	16	1420
Others(specify)	Nill	Nill	Nill	600000	Nill	600000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	37	11	0	0	0	12	6	100	8
Added	30	30	0	0	0	0	0	0	0
Total	67	41	0	0	0	12	6	100	8

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[00](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1350000	1305000	2500000	2430000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

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.

https://www.tac.ac.in/IQAC/tac_91882844Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical%20Infracture%20%202019-20.docx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Scholarship is being managed through the Web Portal managed by the Government where students directly apply college can not track the number of beneficiary students	Nill	0
b)International	NIL	Nill	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	11/09/2019	1902	Department wise ,college Authority
Self Defense for Girls	04/01/2019	200	College Authority
Yoga	05/01/2019	146	College Authority
Remedial coaching	17/12/2019	37	College Authority
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	career counselling	Nill	27	21	11
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Creativr Techno,Angul(TCS)	27	11	00	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	6	UG	Anthropology	Utkal /Sambalpur University/Andhra University North Odisha University	MA/MBA
2019	2	UG	Economics	UU/SU	MA
2019	3	UG	Education	UU	MA
2019	1	UG	English	UU	MA
2019	7	UG	History	UU/SU/BU	MA
2019	17	UG	Odia	UU/SU/Talcher Autonomous college	MA
2019	2	UG	Philosophy	UU/SU	MA
2019	16	UG	Political Science	UU/SU/Govt college Angul	MA
2019	4	UG	Sanskrit	Utkal University	MA
2019	6	UG	Botany	Utkal University	M.SC

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying

GATE	3
Any Other	23
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
sports	College Level	146
Song Competition	College level	265
Food Fest	College level	48
Inter class Cricket	College level	54
Inter class Foot ball	College level	66
Inter class Basket ball	College level	40
Inter class Badminton	College level	60
Quiz Competition	College level	43
Debate competition	College level	39
Art Alna	College level	71
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	Nill	Nill	Nill	00	00
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 inhouse 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 and contests. (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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• 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 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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
Admission of Students	Admissions in the Autonomous College are done through the SAMS Admissions System through online in single window 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:
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.
	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.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	The policy statements and action plans: The management and Principal actively participate in GB for ensuring that the policy statements and action plans are aligned for attaining the mission of institute, disseminates the vision and mission to all stake holders and involve them in forming the policy statements. The Principal makes action plans in consultation with faculty members to review of outcomes from the implementation of action plans through meetings with functional committees and makes necessary changes in action plans if required. The management takes review of quality policies and makes amendments in quality policies if required. • Admissions in the Autonomous College are done through the SAMS Admissions System through online mode.
Examination	A Software System has been developed completely in-house with the following features: • All type of programs supported including Enrolment and registration of students. • Registration cancellation. • Verification of students. • Flexible award blanks for entering marks of different types of evaluation components. • Flexible to handle any type of course. • Marks approval verification by student and request for

		correction. • Support for Grading and percentage-based evaluation. • Student Tracking. • Compilation and Declaration of Results. • Printing of degrees, progress cards and transcripts. • Generation of reports for teachers, administration, and regulatory bodies such as UGC. • Online Semester/ Module Fee Payment. • Seamless link with the admission system • This has resulted in an extensive improvement in the efficiency and transparency of the Examination Department and other stakeholders such as teachers and has also provided an effective method for parents and students to track performance
	Finance and Accounts	The college received an UGC grant to the tune of Rs.2845800/-under 35 Head during the XIIth Plan Period. This financial assistance was duly spent on books and equipment, repairs and renovations and extension activities for the general upliftment of the institution. • This entire sum, sanctioned in was meaningfully utilized for the specific purposes. The purchase of these items had an academic enhancement plan enumerated in one of the Best Practices thereby demonstrating the synergy that infuses the functioning of the college in its different levels and departments. • Auditing is an important part of the functioning of Talcher Autonomous College, Talcher . Here in Talcher Autonomous College, Talcher during the years 2017-18,2018-19. 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 FINANCIAL AUDIT and the audit team deputed by the Local fund of Odisha. All expenses such as 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 team of Odisha. from time to time. The audit team deputed by government 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 Government 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 prior to the government audit.Discrepancy if any detected by the audit team placed before the superintendent of Audit for further compliance or else penal provisional audit paras were set aside.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	00	00	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

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)
2019	NIL	NIL	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development organized by VSUT,Odisha on Design7 Development of materials for Technological applications	1	21/10/2019	26/10/2019	07
Faculty Development organized by Shrusy Academy of management,B hubaneswar on	1	07/04/2019	07/04/2019	01

Teaching Pedagogy for effective Teaching				
One week Academic Training Programme On CBCS Course Syllabus in English organized by Utkal University,Bhubaneswar	1	05/08/2019	11/08/2019	07
Faculty Development organized by Shrusty Academy of management,Bhubaneswar on Chhallenges opportunities of Business Education	1	05/02/2019	05/02/2019	01

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF/GPF/PRAN/REHABILITATION/EX-GRATIA	EPF/GPF/PRAN/REHABILITATION/EX-GRATIA	SCHOLARSHIP/INSURANCE

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

19133148.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	College Authority
Administrative	Nill	Nill	Yes	College Authority

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Though there is no formal parent-teacher association there has been number of meetings in which parents have suggested measures for improvement of the educational ambiance of the College pertaining to students' attendance in the class and keeping the campus clean. They have emphasized on moulding the behavior and attitude of students to become good citizens. Feedback from the parents has been collected regarding the College.

6.5.3 – Development programmes for support staff (at least three)

The management is very keen towards its support staff to bring academic ambiance in this premier institute. Hands on Training Programme on computer applications was organised in the college for the skill development of staff members keen interest with soft system skills.The staff members are entitled to borrow books from library to return them in time as per the time provisions of library.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Renovation of Infrastructure of office/Principal office 2.proposal for construction of more building work towards academic needs along with up gradation of the computer laboratory. 3.up-gradation of Library networking systems for a wi-fi campus with broad configured band with configurations

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Swatchha bharat celebration	22/06/2019	22/06/2019	22/06/2019	76
2019	Renovation of Controller section	20/08/2019	20/08/2019	20/08/2019	7
2019	blood donation	14/10/2019	14/10/2019	14/10/2019	37
2019	Aids day celebration	01/12/2019	01/12/2019	01/12/2019	62
2019	advance leadership camp	06/12/2019	06/12/2019	17/12/2019	1
2019	All India Trekking camp.Kerala	26/12/2019	26/12/2019	06/01/2020	3
2019	Feedback mechanism from students	10/12/2019	10/12/2019	10/12/2019	141
2019	Feedback mechanism from PARENTS	10/12/2019	10/12/2019	10/12/2019	62
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender sensitization	16/09/2019	16/09/2019	71	41

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The Institution facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The College management has also advised to refuse anything which is not

needed. 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 waste. It was stressed that we should avoid plastic items to the best possible capacity. For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation. For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous. Since, College has a primary health centre therefore, the waste like plastic disposables, liquid waste and other things are again segregated then collected and kept in a storage then transported and finally sent for the treatment of the disposal. For the personal protection it has been advised to use masks while handling the waste. Moreover, wearing head gears, eye covers, apron, gloves, and boots as they help in fighting the transmission of infection. It is also advised to immunize against Hepatitis B for necessary precautions. The College has organized Swacha Bharat Mission. Under this banner the utility of recycling the solid and biomedical waste has been elaborated. People from different aspects of life delivered their talks about the proper usage of waste. Moreover, the NSS volunteers have also demonstrated the proper procedure of disposing the waste in a selected village Waste recycling involves the collection of waste materials and segregation of the waste material. The College has set up a recycling programme to meet the need of recycling the waste. The College is trying to get in touch with the top level administration and their support to ensure that the waste is properly recycled.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	Nill	Nill	00	00	00	Nill
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Right Responsibility	13/11/2019	Talcher Autonomous College, Talcher undertakes different

		initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties, and responsibilities of the citizens.
Vigilance Awareness Week	28/10/2019	To aware employees to have rely on revenue staff money no to tips from any source either from work place or beyond the boundary..This act of moral essence is the true leadership of human values professional ethics..further employees are sensitized to put works to hours too.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Vigillance awareness week	28/10/2019	28/10/2019	59
Extra mural lecture by Prof.Hrudananda Behera	13/11/2019	13/11/2019	49
Values and Ethics extra mural lecture by Swami Sudhanandaji Maharaj	05/12/2019	05/12/2019	87
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The Institution facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The College management has also advised to refuse anything which is not needed. 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 waste. It was stressed that we should avoid plastic items to the best possible capacity. For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation. For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and

other hazardous. Since, College has a primary health centre therefore, the waste like plastic disposables, liquid waste and other things are again segregated then collected and kept in a storage then transported and finally sent for the treatment of the disposal. For the personal protection it has been advised to use masks while handling the waste. Moreover, wearing head gears, eye covers, apron, gloves, and boots as they help in fighting the transmission of infection. It is also advised to immunize against Hepatitis B for necessary precautions. The College has organized Swacha Bharat Mission. Under this banner the utility of recycling the solid and biomedical waste has been elaborated. People from different aspects of life delivered their talks about the proper usage of waste. Moreover, the NSS volunteers have also demonstrated the proper procedure of disposing the waste in a selected village Waste recycling involves the collection of waste materials and segregation of the waste material. The College has set up a recycling programme to meet the need of recycling the waste. The College is trying to get in touch with the top level administration and their support to ensure that the waste is properly recycled.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES:- I PERFORMANCE ENRICHMENT PROGRAMME A working model for Teaching, Learning, Evaluation 1. Title of the practice: Performance Enrichment Program (PEP) for Students 2. Goal: As the title of the practice suggest the main purpose is to improve the Quality of the performance of the learners in the annual examination and in an other so that Quality becomes the defining feature of whatever activity or responsibility they independently take in life. The scheme is very inclusive as it works at various levels. For habit formation and sustain high performance in the subsequent years we have selected the first year entrants for implementation of practice. The practice is also expected to create the Quality Brand required by the Employers. 3. The Context: About three years (2) ago one of the periodic meetings of the IQAC the issue of average performance of the students in final examination cropped up and the external experts – who is an Aumni of Talcher Autonomous College – pointed out that the social image of the College was comparable with some Colleges in the periphery as their students occupy many top positions in the University examination and in the job market as well. There high performance has been continuous and thus they have built a very favourable image in the society. Some of those Colleges even attracted employers' to hold campus interview and the selection level was commendable for the quality of the students. While students will keep coming to our Autonomous College as the demand is greater than supply, it does not mean that our students will out sign their competitors in the employment market. This kind of "also ran." reputation will not do if the College is really to be socially relevant. It was out of the sense of restlessness and after much debate the present practice (PEP) was evolved. However late it be admitted that our real awakening came when we started working on our Self Study Report (SSR) for the NAAC. There are Questions on how the College compare in annual results with other periphery Colleges and the University average. For the first time we began to look ourselves more consciously and critically. 4. Practice: As mentioned above, the practice was to be inclusive and to be introduced at the initial entry level, that is, the first year of the degree course. The inclusive approach was necessary because after a detailed analysis of the results it was discovered that there were 3 broadly marked categories of students in the class, namely the slow learners, the average learners and the advanced learners. Our analysis is further showed that the slow learners are basically those who find the course difficult, as the gap between their previous course and the present one was a little wider than they could jump. Therefore, for these students we introduced Bridge Course. The second category of average learners needed reinforcement effort of practical nature. In other

words, they understood the subject but lacked the writing skills necessary for an effective presentation in the examination. For them we started discussion lectures of selected difficult topics and also gave those intensive periodic writing assignments which we call (literally a string of questions) or a series of questionnaires. These are basically home assignments but we ask them to complete them under examination conditions. After submission, we assess them carefully and give detailed feedback on case to case basis. That is, our teachers sit with each student and discuss the assessment and the performance and point out what is to be avoided and what is further needed. As for the third group of advanced learners we devised a challenging programme. In addition to the writing assignment of the type, we gave them reading list for further investigation into the topics. This included articles in journals, popular print media, internet and books. The motivation of these students being very strong they willingly followed our instructions and showed high level of involvement. (As a desirable by-product, this helped the teachers also to hone and upgrade their own information levels!). We are aware that this put a lot of additional burden on the work load of the teachers involved in the scheme. However the commitment level and the institutional love are quite commendable in most of us. We see our fulfilment in the success of the students and the increased prestige of the college. We also wish to put on record that no teacher ever expected any extra remuneration for the work. (Most of us accept that the sixth pay packet has overflowed our bank accounts! We do not wish to be called greedy! - And in fact, this is the level of efforts and inputs we all are expected to put in). 5. Evidence of Success : We have been conducting the program for last three (3) years now and we would like to talk about the outcomes. A brief mention of the motive behind the practice will be in place here, the annual result of this college at the university level crossed 70 mark and we were concerned about it as many of the neighbouring colleges are far behind us. Our main challenge came from the fact that the students who joined our college were usually average and below. We kept telling ourselves that with this quality of feeding the results as they stood were quiet acceptable. However the real eye opener came after the NAAC peer team pointed out to us that both the teachers and the students were under performing! They suggested several measures to enhance the performance of the students (and the teachers too!). Our IQAC mulled over the details and finally concluded that an inclusive approach was needed. It is remarkable that the results were seen in the very first year as the average of 70 was crossed by almost six percentages. This proved a great boost to the teachers as the principal, the Management and even the Parents' Association expressed satisfaction over it and even felicitated all the teachers involved in the activity. As a result, our efforts were intensified and the students also were more involved, with the result that in the next year the results touched 80 and one student even topped in one subject in the university list to boot! This was almost unheard of in the Talcher Autonomous college with standing of last five years. We are sure that the curve is going to be upward hence forward. We are also involving more teachers in the scheme and they are willing, as the college is hitting headlines in the local papers for the first time for its academic achievements! 6. Problems Encountered and Resources Required: The main problem, in fact a challenge, was how to motivate the students to take part in the activity as absenteeism is a ubiquitous problem among the undergraduates. The principal and the staff held meetings with the students convinced them how the programme was entirely for their benefit and how it would bring an image makeover also to their college. Slowly this counselling showed good results and the attendance became stable and high. We want to break that image also. As a result all the seniors came forward to participate in the scheme. Slowly the juniors also joined, as their API would receive a jump! Another very challenging issue was the correction work because it was not going to be a tick off job but a real, detailed, one-to-one feedback, from spelling to the content. (We also cautioned them about

learning to practice a legible hand-writing). This was a time demanding work. But we are all convinced that if an activity is worth doing, then it is worth doing it well also. Thus our three-pronged approach worked wonders and now we actually enjoy the work. Since many teachers are involved, it is not burdensome to only a few. 7. Notes: Going the extra mile first of all requires willingness to contribute to a worthy cause. A will will find a way, as it is correctly said. Quality is everybody's concern and, in fact, a birthright of the stakeholders. Giving quality to the students ultimately means putting good citizen in to the society. It gives a sense of doing good national service. It also helps us, the teachers, to prepare ourselves with better materials and changed pedagogy when it comes to dealing with the advanced learners. So there is a double benefit. We feel that the other colleges should also undertake similar programmes and, yes, money in the form of extra remuneration need not be the consideration at all. To put it tersely, we have understood that teaching can be a great learning experience as well! It is not out of place here to point out that the whole NAAC exercise has been a great contributory factor in the success. We strongly advise others to undergo the exercise and experience and IQAC is doing fantastic work in this path. BEST PRACTICES:-II Using Infrastructure and learning Resources for Social Transformation The

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://tac.ac.in/IQAC/tac_94531357Best%20practices%202019-20.docx

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Talcher Autonomous College is distinctive as compared to the nearby institutions for the following reasons. At the beginning of an academic session, is held headed by Principal of the college syllabus are distributed to the teachers after discussion with them. 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.

Provide the weblink of the institution
https://tac.ac.in/IQAC/tac_1823079Institutional%20Distinctiveness.docx

8.Future Plans of Actions for Next Academic Year

1. To apply for ISO Certification 2. Preparedness for extension/renewal of Autonomy status 3. Construction of Smart class room for Mathematics Department 4. Publication of research journal (Urnanabha) 5. Rain water harvesting plant in

hostels 6. Main Gate modification with ACP sheets Aluminium composite pane naming in steel 7. Renovation of college website under academic domain as https://www. tac.ac.in 8. Installation of Biodegradable waste plant at Hostels to produce manure from food waste. 9. To register in National Academic Depository under Digilocker platform for uploading Certificates mark sheets of passed out students . 10. To apply for extension of sheets for different under graduate course/ PG course